



FALLS CITY SCHOOL DISTRICT #57

111 N Main Street
Falls City, OR 97344
Phone: 503-787-3521

Business Office Fax: 503-787-5805
High School Fax: 503-787-1507
Elem. School Fax: 503-787-3239

"Falls City School District provides well-rounded opportunities for students to become productive positive citizens and life-long learners"

Art Houghtaling
Superintendent/K-8 Elementary Principal

Micke Kidd
High School Principal

John Gilbert
Facilities Manager

Falls City School District #57 REQUEST FOR PROPOSAL (RFP) Lighting Retrofit

ELEMENTARY SCHOOL LIGHTING PROJECT

Falls City School District #57
111 North Main Street
Falls City, Oregon 97344
Phone: 503-787-3521 Ext.1207 Fax: 503-787-1507
John.gilbert@fallscityschools.org

RFP ID: 0002

Prepared By: John W. Gilbert

Date: June 17, 2020

Falls City School District does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sexual orientation, sex or age in providing or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; and the American with Disabilities Act.

The following has been designated to coordinate compliance with these legal requirements and may be contacted at the Falls City School District office for additional information and/or compliance issues, Title II Coordinator, Title IX Coordinator and Section 504 Coordinator: Director of Special Programs, 111 N Main St., Falls City, OR 97344, 503-787-3521.

REQUEST FOR PROPOSAL
ELEMENTARY SCHOOL LIGHTING PROJECT
Falls City - Oregon

RFP ID: 0002

SUBMISSION DEADLINE: July 8, 2020, 4:00 P.M.

QUESTION SUBMISSION DEADLINE: July 1, 2020

Questions may be submitted in written form no later than July 1, 2020 to:

RFP Contact Name: Jennifer Handy

Contact Address: 111 North Main Street
Falls City, Oregon 97344

Telephone Number: 503-787-3521

Email Address: Business.manager@fallscityschools.org

INTRODUCTION

Falls City School District #57 invites and welcomes proposals for their Elementary School Lighting Project. Based on your previous work experience, your firm has been selected to receive this RFP and is invited to submit a proposal. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time as specified above under the "SUBMISSION DEADLINE."

BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTOR(S) – NO EXCEPTIONS.

PROJECT AND LOCATION

The bid proposal is being requested for the Elementary School Lighting Project which is or shall be located at 177 Prospect Street, Falls City, Oregon 97344.

PROJECT MANAGER CONTACT INFORMATION

The following individual(s) are the assigned contacts for the following:

For questions or information regarding, contact:

Name: John W. Gilbert

Title: Facilities Manager

Phone: 503-910-4127

Fax: 503-787-1507

Email: John.gilbert@fallscityschools.org

PROJECT OBJECTIVE

The objective and ultimate goal for this project is to replace all T-12 bulbs and ballasts, T-8 bulbs and electronic ballasts and replace them with LED bulbs with motion / infrared sensors to all classrooms. All light fixture bulb

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receptacles (tombstones) that are broken will be replaced. All ballasts, bulbs/lamps are the contractors responsibility to dispose of. This will save the district money annually along with leaving a smaller carbon footprint.

PROJECT SCOPE AND SPECIFICATIONS

All fixtures with broken bulb receptacles (tombstones) need to be replaced and billed separately to the District. The contractor will be responsible for disposal of all ballasts and bulbs associated with the project to be included in the bid.

Contractor is responsible for obtaining all proper electrical permits associated with this project.

Project Scope and Specifications shall meet or exceed SB1149 guidelines for reimbursement and also Energy Trust of Oregon's guidelines for reimbursement.

SCHEDULED TIMELINE

The following timeline has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by management.

Work Start Date

Project started on July 20, 2020

Work End Date

Project completed by August 12, 2020

Dates of building availability;

July 20-24. July 27-31. August 3-7. The contractor will be given a security card for access to the High School building during the project. The security card will be returned to the Project manager upon early completion or by 5:00 on August 12, 2020.

PROPOSAL BIDDING REQUIREMENTS

PROJECT PROPOSAL EXPECTATIONS

Falls City School District #57 shall award the contract to the proposal that best accommodates the various project requirements. Falls City School District #57 reserves the right to award any contract prior to the proposal deadline stated within the "Scheduled Timeline" or prior to the receipt of all proposals, award the contract to more than one Bidder, and refuse any proposal or contract without obligation to either Falls City School District #57 or to any Bidder offering or submitting a proposal.

DEADLINE TO SUBMIT PROPOSAL

All proposals must be received by Falls City School District #57 no later than 4:00 P.M. on July 8, 2020 for consideration in the project proposal selection process.

PROPOSAL SELECTION CRITERIA

Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

- Proposals received by the stipulated deadline stated.
- Bidder's alleged performance effectiveness of their proposal's solution regarding the Project Objective of Falls City School District #57.

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- Bidder's performance history and alleged ability to timely deliver proposed services.
- Bidder's ability to provide and deliver qualified personnel having the knowledge and skills required to effectively and efficiently execute proposed services.
- Overall cost effectiveness of the proposal.

Falls City School District #57 shall reserve the right to cancel, suspend, and/or discontinue any proposal at any time they deem necessary or fit without obligation or notice to the proposing bidder/contractor.

PROPOSAL SUBMISSION FORMAT

The following is a list of information that the Bidder should include in their proposal submission:

Summary of Bidder Background

- Bidder's Name(s)
- Bidder's Address
- Bidder's Contact Information (and preferred method of communication)
- Legal Form of Bidder (e.g. sole proprietor, partnership, corporation)
- Bidder's principal officers (e.g. Secretary, General Managers).
- Bidder's Federal Employee Identification Number (FEIN)
- Evidence of legal authority to conduct business in Oregon (e.g. business license number).
- Organization chart showing key personnel that would provide services to Falls City School District #57

Proposed Outcome

- Summary of timeline and work to be completed.

Cost Proposal Summary and Breakdown

- A detailed list of any and all expected costs or expenses related to the proposed project.
- Summary and explanation of any other contributing expenses to the total cost.
- Brief summary of the total cost of the proposal.

Licensing and Bonding

- Provide details of licenses and bonds (if any) for any proposed services that the bidder/contractor may plan on providing for this project.

Insurance

- Details of any liability or other insurance provided with regard to the staff or project. Provide insurance certificate.