



**REQUEST FOR PROPOSALS**

**2017 Charlottetown City Hall Lighting Upgrade**

**March 2017**

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***1.0 INTRODUCTION, OVERVIEW AND PURPOSE***

Proposals shall be submitted by completing the requirements outlined in this document and placing them in a sealed, opaque envelope, clearly marked on the outside, "**2017 Charlottetown City Hall Lighting Upgrade**"; **Controller; 3rd Floor City Hall**", and must be received by the Controller before **2:00:00 pm local time on Wednesday, March 29th, 2017. Proposals must be submitted according to the instructions in Section 4.1 of this document.** It is the responsibility of the proponent to deliver the sealed proposal to the 3rd floor of City Hall before the time indicated. Late proposals will not be accepted and will be returned to the Proponent unopened.

Any addenda will be posted on the City of Charlottetown website at [www.charlottetown.ca/tenders.php](http://www.charlottetown.ca/tenders.php). Proponents are responsible for checking the website for proposal/quote/tender notices, documents, and addenda. The City is not responsible for ensuring bidders have obtained addenda.

**A minimum of two (2) hard copies of the submission documents is required.** No fax, email or electronic submissions will be accepted as the sole method of submission although an electronic copy (PDF or Microsoft WORD) of the proposal would be appreciated either included in the envelope noted above or emailed following the closing date and time. It is the proponent's responsibility to ensure that their submission is received prior to the closing date and time noted above. **There will be a public opening of proposals received immediately after closing.** The awarding of a contract, if any, resulting from this Request for Proposal, shall be done, upon approval by City Council, as soon as practical after proposal evaluations have been completed. Results of this Request for Proposal will be posted on the City's awards webpage at [www.charlottetown.ca/awards.php](http://www.charlottetown.ca/awards.php).

This Request for Proposal creates no obligation on the part of the City of Charlottetown to award the contract or to reimburse proponents for proposal preparation or submission expenses. The City of Charlottetown reserves the right to accept or reject any and all proposals, in whole or in part, received as a result of this request, and to negotiate in any manner necessary to best serve the interest of the City. The decision as to which proposal best satisfies the needs of the City rests solely with the City and any decision is not open to appeal. Submissions will not be evaluated if the proponent's current or past corporate or other interests may, in the City's opinion, give rise to a conflict in connection with this project.

At the election of the City, whether or not a proposal or proponent otherwise satisfies the requirements of the Request for Proposal, the City may reject summarily any bid received from a corporation or other person which has been anywise involved in litigation, arbitration or alternative dispute resolution with the City within the five (5) year period immediately preceding the date on which the request for Proposals was issued.

The City's evaluation may include information provided by the proponent's references and may also consider the proponent's past performance on previous contracts with the City or other institutions.

The City may prohibit a proponent from participating in a procurement process based on past performance or based on inappropriate conduct in a prior procurement process, and such inappropriate conduct shall include but not be limited to the following: (a) the submission of quotations containing misrepresentations or any other inaccurate, misleading or incomplete

information; (b) the refusal of the proponent to honour its pricing or other commitments made in its proposal; or (c) any other conduct, situation or circumstance, as solely determined by the City.

Where applicable, the City will pay the successful proponent via Electronic Funds Transfer or direct debit. The successful proponent will be required to provide the necessary information for registration on the City's payment system.

Any questions in respect of this Request for Proposal shall be directed, in writing, by email to Stephen Wedlock, Controller ([swedlock@charlottetown.ca](mailto:swedlock@charlottetown.ca)). Questions must be received no less than three (3) business days before the closing date of this Request for Proposals.

## OVERVIEW

The City of Charlottetown is a flourishing community of over 36,094 people located on the south shore of Prince Edward Island. Charlottetown is the capital City of Prince Edward Island, and is called the "Birthplace of Confederation" after the historic 1864 Charlottetown Conference, which led to Confederation. City Hall is located at 199 Queen Street, Charlottetown, PE.

The City provides a full range of municipal services including general government, police protection, fire protection, planning and development, building inspection, environmental health, environmental development, transportation, and recreation and cultural services. The City also operates the Charlottetown Water and Sewer City.

A Mayor and ten Councillors govern the City and the administration of the City is under the direction of a Chief Administrative Officer. There are eight departmental managers including a Manager of Human Resources, Manager of Finance, Manager of Water and Sewer Utility, Manager of Parks and Recreation, Manager of Planning and Heritage, Manager of Public Works, a Chief of Police, and Fire Chief.

The City of Charlottetown has an appointed Environment and Sustainability Committee who liaise and oversee environmental and sustainability matters. This committee consists of seven individuals including a Chairperson, Vice-Chairperson, one councillor, 2 members at large, the Mayor, as well as the CAO. The Mayor and CAO are non-voting members.

## PURPOSE

The purpose of this Request for Proposal (RFP) is to contract a qualified vendor to **supply and install** LED lighting at Charlottetown City Hall. The entire building's lighting system is to be converted to LED, with the exception of existing LED's, small task lighting including kitchen counters and desk lamps. It is the sole responsibility of the proponent to ensure a proper light count. Proponents who wish to provide more than one lighting option may do so in the form of additional proposal submissions. Any alternative solutions proposed must be in accordance with Section 2.14 of this Request for Proposal. Proposals will be evaluated based on cost, quality, and other criteria as detailed in Section 5.0 -Evaluation Criteria, of this Request for Proposal.

## **2.0 REQUEST FOR PROPOSAL TERMS**

The City has formulated the terms and procedures set out in this Request for Proposal to ensure that it receives proposals through an open, competitive process, and the Proponents receive fair and equitable treatment in the solicitation, receipt and evaluation of their proposals.

The following terms will apply to this Request for Proposal and to any subsequent Contract. Submission of a proposal in response to this Request for Proposal indicates acceptance of all the following terms.

### **2.1 DEFINITIONS**

Throughout this Request for Proposal, terminology is used as follows:

- a) **“City”** means The City of Charlottetown.
- b) **“Contract”** means the written agreement or Purchase Order resulting from this Request for Proposal, in accordance with this Request for Proposal.
- c) **“Contractor”** means a successful Proponent to this Request for Proposal who enters into a written Contract with the City.
- d) **“Must”, “mandatory” or “required”** means a requirement that must be met in order for a proposal to receive consideration.
- e) **“Proponent”** means an individual or a company that submits, or intends to submit, a Proposal in response to this “Request for Proposal”.
- f) **“Proposal”** means the Proponent’s response to this “Request for Proposal”.
- g) **“Should” “shall” or “desirable”** means a requirement having a significant degree of importance to the objectives of the Request for Proposal.

### **2.2 NO OBLIGATION TO PROCEED**

Though the City fully intends at this time to proceed through the Request for Proposal, the City is under no obligation to proceed to the purchase, or any other stage. The receipt by the City of any information (including any submissions, ideas, plans, drawings, models or other materials communicated or exhibited by any intended Proponent, or on its behalf) shall not impose any obligations on the City. There is no guarantee by the City, its officers, employees or agents, that the process initiated by the issuance of this Request for Proposal will continue, or that this Request for Proposal process or any Request for Proposal process will result in a contract with the City.

### **2.3 CANCELLATION**

The RFP may be cancelled in whole or in part without penalty, when, in the opinion of the City:

- i. There has been a substantial change in the requirements after this RFP has been issued;
- ii. Information has been received by the City, after issuance of this RFP, that the City feels substantially alters the specified procurement;
- iii. There was insufficient competition in order to provide the level of service, quality of goods, or pricing required, or;
- iv. The City, in its sole discretion, decides that there is any other sufficient justification to cancel this RFP.

The City of Charlottetown may cancel this RFP, reject all proposals, or seek to acquire the equipment or services through a new RFP or by other means.

#### **2.4 CITY'S DECISION-MAKING**

The City has the power to make any decision, or to exercise any contractual right or remedy, contemplated in this Request for Proposal at its own absolute and unfettered discretion.

#### **2.5 ENQUIRIES**

The City has endeavoured to provide complete, correct information and estimates to enable proponents to properly assess and determine the scope and complexity of the work required to submitting a response to this RFP. Proponents are solely responsible for determining if they require more information or if anything appears incorrect or incomplete, and for contacting the person named in this RFP if they have any questions whatsoever prior to the closing date. All enquiries related to this Request for Proposal are to be directed, in writing, by email, to the City Controller, Stephen Wedlock, ([swedlock@charlottetown.ca](mailto:swedlock@charlottetown.ca)). Information obtained from any other source is not official and should not be relied upon. The City will not be responsible for any verbal statement, instruction, or representation. Enquiries and responses will be recorded and may be distributed to all Proponents at the City's option by way of an addendum. Any enquiries regarding this Request for Proposal must be submitted at least three (3) working days prior to the closing date. Any enquiries submitted after this date may be left unanswered.

#### **2.6 ERRORS AND OMISSIONS**

Any ambiguities, inconsistencies, uncertainties or other errors related to this document of which any proponent may become aware should be directed, in writing, to the Controller, Stephen Wedlock ([swedlock@charlottetown.ca](mailto:swedlock@charlottetown.ca)). If necessary, response to such items shall be made by way of an addendum, which will be posted, serially, on the tender page of the City's website.

#### **2.7 ADDENDA, CORRECTIONS, OR EXTENSIONS**

The City of Charlottetown reserves the right to modify the terms, correct any errors or omissions or extend the closing date of this Request for Proposal by way of an addendum at any time prior to closing, at its sole discretion.

#### **2.8 ELIGIBILITY**

Proposals will not be evaluated if the Proponent's current or past corporate or other interests may, in the City's opinion, give rise to a conflict in connection with this project.

#### **2.9 EVALUATION COMMITTEE**

Evaluation of proposals will be by a committee formed by the City.

#### **2.10 EVALUATION AND SELECTION**

Proposals will be checked against the mandatory criteria. Proposals not meeting all mandatory criteria will be rejected without further consideration. Proposals that do meet all the mandatory criteria will then be assessed and scored against the desirable criteria. The City's intent is to enter into a Contract with the Proponent who has the highest overall ranking.

By responding to this Request for Proposal, Proponents will be deemed to have agreed that the decision of the Evaluation Team will be final and binding.

**2.11 PROPOSAL CLARIFICATION**

The City reserves the right, upon reasonable notice, to interview, examine, and make inquiries of any proponent after the closing date, generally, and also for the purpose of clarifying or verifying any particular portion of the proposal submitted, which may, in the opinion of the City, be unclear or require verification. All Proponents agree at their own expense to attend such interviews, and to fully co-operate with the City on any such inquiry, and to provide, at the Proponent's own expense, any such clarification and/or verification as requested by the City. Inquiries made of one or more proponents for the above purpose will not obligate the City to clarify or seek further information from any or all other proponents.

**2.12 DEBRIEFING**

Unsuccessful Proponents may request a debriefing meeting with the City.

**2.13 SIGNED PROPOSALS**

The proposal must be signed by the person(s) authorized to sign on behalf of the Proponent and to bind the Proponent to statements made in response to this Request for Proposal.

**2.14 ALTERNATIVE SOLUTIONS**

If alternative solutions are offered, please submit the information in the same format, as a separate proposal.

**2.15 CHANGES TO PROPOSAL WORDING**

The Proponent will not change the wording of its proposal after closing and no words or comments will be added to the proposal unless requested by the City for purposes of clarification.

**2.16 IRREVOCABILITY OF PROPOSALS**

A Proponent who has already submitted a proposal may submit a further proposal at any time up to the official closing time. The last proposal received shall supersede and invalidate all proposals previously submitted by that proponent for this Request for Proposal. Any proponent may withdraw or qualify his/her proposal at any time up to the official closing time by re-submitting a new proposal to the City. The time and date of receipt will be marked thereon and the new proposal will be placed in the tender box. The new proposal shall be marked on the sealed envelope by the Proponent as "Resubmission #" along with the name of the Request for Proposal and to the attention of the Controller, as noted above in the Request for Proposal. Proposals may be withdrawn at any time prior to opening upon written request from the proponent. Negligence on the part of the proponent in preparing his/her proposal shall not constitute a right to withdraw a proposal subsequent to the tender opening.

Upon closing time, all proposals become irrevocable. By submission of a proposal, the Proponent agrees that should its proposal be successful the Proponent will enter into a contract with the City of Charlottetown.

**2.17 COMPLETENESS OF PROPOSAL**

By submission of a proposal the Proponent warrants that, if this Request for Proposal is to design, create or provide a system or manage a program, all components required to run the system or manage the program have been identified in the proposal or will be provided by the Contractor at no charge.

**2.18 SUB-CONTRACTING**

- a) Using a sub-contractor (who must be clearly identified in the proposal) is acceptable. This includes a joint submission by two Proponents having no formal corporate links. However, in this case, one of these Proponents must be prepared to take overall responsibility for successful interconnection of the two product or service lines and this must be defined in the proposal.
- b) Sub-contracting to any firm or individual who's current or past corporate or other interests may, in the City's opinion, give rise to a conflict in connection with this project will not be permitted. This includes, but is not limited to, any firm or individual involved in the preparation of this Request for Proposal.
- c) Any Sub-contracting of the service to any firm or individual after the award of a Contract must have prior approval by the City.

**2.19 ASSIGNMENT**

This Request for Proposal and any resulting contract may not be assigned by either party without the prior written consent and approval of the other party, which consent may not be unreasonable withheld; provided however, either party, without such consent, may assign or sell the same in connection with the transfer or sale of substantially its entire business to which this contract pertains or in the event of its merger or consolidation with another company. Any permitted assignee shall assume all obligations of its assignor under this contract. No assignment shall relieve any party of responsibility for the performance of any accrued obligation that such party then has hereunder.

**2.20 CONFIDENTIALITY**

The successful proponent agrees not to release or, in any way, cause to release any confidential information of the City of Charlottetown unless an appropriate official of the City has specifically approved them to do so in writing.

The Proponents agree to treat all information contained in this Request for Proposal as confidential, to use such information only for purposes of responding to this Request for Proposal, and not to disclose any such information, in whole or in part, to any other party without the express prior written consent of either party or pursuant to legal power, other than: a) to an agent who in the City's reasonable opinion, is seeking information on behalf of the Proponent, b) to a party used by the City to evaluate the Proponents creditworthiness. Each party agrees to allow the other party to store contact information, such as names, phone numbers, and email addresses for its business representatives, in any country where that party does business and to use such information internally and to communicate with the other party for the purposes of their business relationship. Proponents agree to handle any personal information that it may gain access to through this RFP in accordance with the requirements of privacy laws, and in a manner consistent with the City's published privacy policies, as amended from time to time.

**2.21 CONFLICT OF INTEREST**

Any potential conflict of interest must be disclosed to the City in writing. Any conflict of interest identified will be considered and evaluated by the City. The City has the sole discretion to take the steps they deem necessary to resolve the conflict. If, during the term of the Contract,

a conflict or risk of conflict of interest arises, the Contractor will notify the City immediately in writing of that conflict or risk and take any steps that the City reasonably requires to resolve the conflict or deal with the risk.

## **2.22 LAWS OF PRINCE EDWARD ISLAND**

This Request for Proposal will be governed by and will be construed and interpreted in accordance with the laws of the Province of Prince Edward Island.

## **2.23 FINAL AGREEMENT**

This solicitation does not necessarily contain all terms and conditions necessary for conducting business with the City of Charlottetown.

## **2.24 OCCUPATIONAL HEALTH AND SAFETY**

This Request for Proposals and any contract resulting therefrom will comply with the regulations of the Occupational Health and Safety Act and any other regulations pertaining to the work as outlined in section 3 of this document. The company awarded this contract will be required to provide proof that their company complies with all the provisions of the PEI Health and Safety Act, as well as the Workers Compensation Act regulations. During the performance of the quoted work, companies may be required, on the request of the City, to provide written verification that their company is in compliance. Please see the City's website ([www.charlottetown.ca/tenders.php](http://www.charlottetown.ca/tenders.php)) for a complete list of documentation required by contractors.

## **2.25 GRATUITIES**

The City of Charlottetown may, by written notice to a proponent, cancel any contract if it is found by the City of Charlottetown that gratuities, in the form of entertainment, gifts, or otherwise, were offered or given by the proponent, or the agent or representative of the proponent, to any employee or agent of the project with a view toward securing favorable treatment with respect to the awarding or amending, or making any determinations with respect to performing of such contract.

## **2.26 INSURANCE AND PEI WORKERS COMPENSATION**

The undersigned is to carry and keep in force Public Liability Insurance in a form equivalent in terms of coverage to the industry standard Commercial General Liability for all services provided to and on behalf of the City of Charlottetown (City) and the amount of coverage shall be not less than two Million dollars (\$2,000,000.00) per occurrence and to indemnify and save harmless the City in the event of any damages, suits or actions as a result of damages, injuries or accident done to or caused by him, or his employees or relating to the prosecution of the works or any of his operations or caused by reason of the existence or location or condition of any materials, plant or machinery used there on or therein, or which may happen by reason thereof, or arising from any failure, neglect or omission on his part, or on the part of any of his employees, to do or perform any or all of the several acts or things required to be done by him or them under and by these conditions, and covenants and agrees to hold the City harmless and indemnified for all such damages and claims for damages. A copy of the Commercial General Liability Insurance (or certificate of insurance) covering the legal liability of the submitter for injuries to, or death of, persons and/or damage to property of others for limits of not less than two million dollars (\$2,000,000.00) per occurrence for bodily injury and property damage with

an insurer and in a form satisfactory to the City will be furnished. Such insurance shall have the City as an additional insured and shall contain cross liability coverage and preclude subrogation by the insured against the City.

The undersigned is to carry and keep in force Professional Liability Insurance in an amount not less than \$2,000,000 providing coverage for acts, errors and omissions arising from their professional services performed under this agreement. The policy self-insured-retention / deductible shall not exceed \$10,000 per claim and if the policy has an aggregate limit, the amount of the aggregate limit shall be double the required per claim limit. The policy shall be underwritten by a company licensed to conduct business in the Province of Prince Edward Island.

The undersigned is required to have in place adequate coverage under the Workers Compensation Board of PEI during term of the provision of all services to the City of Charlottetown. Proof of coverage may be requested at the commencement of any contract or the provision of any services to the City of Charlottetown.

### **2.27 PERFORMANCE**

The City has the right to cancel agreements based on performance with City as the sole judge of that performance.

### **2.28 VALIDITY OF PROPOSALS**

All Proposals must remain valid and open for acceptance by the City for a period of sixty (60) days after the closing date. This period may be extended if requested by the City and agreed to by the Proponent in writing.

### **2.29 PENALTIES FOR OVERDUE WORK**

A financial penalty in the amount of \$200 per day past the designated project completion date may be enforced against the contract recipient. The City may choose not to enforce this penalty should the bidder provide a valid reason. The application of this penalty will be determined solely by the City.

### 3.0 SCOPE OF WORK

#### 3.1 REQUIREMENTS AND SCOPE OF WORK

The City of Charlottetown is seeking a qualified vendor with an expertise in energy efficient lighting to supply and install new high efficiency LED lighting at Charlottetown City Hall, 199 Queen St. Removal and disposal of existing lights shall be included as part of this tender.

Proponents are responsible for ensuring light counts before placing a bid. The current lighting inventory is provided in appendix B of this document. To arrange a tour of City Hall for the purpose of inspection and verification of the lighting inventory, please contact Nick Cahill ([ncahill@charlottetown.ca](mailto:ncahill@charlottetown.ca)) Bulbs that are in good working condition are to be kept for re-use at other City facilities. This applies to T8's, T12's, and BR/PAR type pot light bulbs only. "Good working order" refers to bulbs that are undamaged, and near their original brightness.

**Areas included (but not limited to):** All hallways, offices, common areas, boardrooms, washrooms, breakrooms, kitchens, utility closets, storage rooms, server room, stairwells, and outdoor lighting unless otherwise indicated.

**Areas not included:** Fluorescent task lighting at kitchen stations, desktop lamps, the Council Chamber, LED tower lights, the 16 2' x 2' LED troffers on the main floor, the 16 LED pot lights on the main floor, and the 2 - 4' suspended LEDs on the main floor.

#### All Lights Must:

- Provide a minimum of 90 lumens/watt.
- Comply with space appropriate lighting level standards as outlined by the [IES \(Illuminating Engineering Society of North America\)](#).
- Be approved by the [Canadian Standards Association \(CSA\)](#).
- Be listed with the [Design Light Consortium \(DLC\)](#).
- Emit light at a colour of 3500 Kelvin.
- Provide a minimum 5 year parts & labour warranty.
- Maintain 70% of the original lumens after 50,000 hours of service.
- Have a beam angle of at least 180 degrees (tubes).
- Be dimming compatible (with the exception of outdoor lights).
- Outdoor lighting must be dark sky compliant.
- Be similar in style to the existing lights as determined solely by the City of Charlottetown.

All 2'x4' troffers are to be reused and receive a tube and driver replacement. All troffer lenses are to be cleaned at the time of replacement and any broken or yellowed lenses are to be replaced as part of this contract. Similarly, if existing electrical components are damaged and unusable, they are to be replaced as needed. The unit price of new lenses, tombstones, wiring, ceiling tiles, electrical boxes, dimmers, and any other components that are likely to require replacing are to be listed in the bid.

Other types of lights throughout the building are to be replaced on a one-for-one basis. Proponent may submit any style of light provided it resembles the light being replaced to be

determined at the sole discretion of the City of Charlottetown. All lights will be subject to the evaluation criteria in Section 5.2 and 5.3.

### **3.2 WORK PLAN REQUIREMENTS**

A work plan is to be created that takes into account the accessibility of the building. Proponents are to describe when work will take place, and how consideration will be given to minimizing the impact on City Hall employees. This includes working during non-business hours when required to do so, and ensuring that once installation has started in a space it is completed in a timely manner as to ensure no unnecessary obstructions. Accommodations will have to be made for boardrooms that are frequently used. Offices are to be completed during non-business hour so as not to disturb City employees. Designated staff will be available for coordinating space accessibility.

### **3.3 ANTICIPATED TIMEFRAMES**

The following outlines the anticipated schedule for the Request for Proposal and contract process. The timing and sequence of events resulting from this Request for Proposal may vary and shall ultimately be determined by the City of Charlottetown.

#### **Event Anticipated Dates**

Request for Proposal issued	<b>March 15, 2017</b>
Last Date for Submission of Questions	<b>March 24, 2017</b>
Request for Proposal closes	<b>March 29, 2017</b>
Review of Proposals	<b>March 31 – April 7, 2017</b>
Anticipated Contract Award	<b>April 10, 2017</b>
<b>Contractor's Completion Date</b>	<b>May 31, 2017</b>

## **4.0 SUBMISSION DETAILS**

### **4.1 SUBMISSIONS REQUIREMENTS**

Proposals shall be submitted in compliance with the following:

Proponents are required to submit proposals using a two-envelope system. Envelope # 1 shall contain the technical proposal of the services – exclusive of the fees. This envelope shall be labelled as **RFP – City Hall Lighting Upgrade – Technical Proposal**. Envelope # 2 shall contain the proposed fees for the project and shall be labelled as **RFP – City Hall Lighting Upgrade – Financial Proposal**. Each of the above envelopes (#1 and #2) shall contain the Bidder's Information Form in Appendix A of this document.

### **4.2 PROPOSAL CONTENTS**

Proposals shall contain the following information:

#### **Qualifications and Experience (Envelope # 1)**

- Information concerning the individuals assigned to the project, specifically with regard to professional accreditations and previous experience relative to the subject matter of this project.

#### **Methodology (Envelope # 1)**

- A work plan in accordance with section 3.2 describing how work will be completed in a manner that minimizes any negative impact on City Hall employees.
- A description of how you have complied with industry standards to ensure adequate light levels.
- A proposed timeline for the completion of this project confirming that all work must be completed by May 31st 2017.

#### **Product Documentation (Envelope # 1)**

- A list of all recommended products for each application (main area, office lighting, outdoor lighting, etc.) complete with a specification sheet clearly stating the model number, and all relevant information as per section 5.3.

#### **Fees (Envelope # 2)**

- Quotes shall be detailed to show the unit price, the total quantity, the extended cost and a listing of the placements within the building for each type of fixture. Each type of fixture shall be referenced to the product documentation as required in the previous paragraph.
- The total cost of labour required to complete the installation shall be shown as a separate line item.
- The fixture and labour costs shall be presented on a before tax basis (excluding HST).
- HST (15%) shall be shown as a separate line item
- A total cost for completing the project as per the project scope, including HST, shall also be provided. The financial component is to be provided separately in envelope # 2 as per the two envelope system described in section 4.1.

## **5.0 EVALUATION CRITERIA**

The following criteria outline the primary considerations to be used in the evaluation and consequent awarding of this Request for Proposal.

Each product will be individually assessed and scored based on the point system outlined in section 5.3. Lights that are more recurrent and frequently used will be given more weight than less common and less used lights. The weighting of products will be predetermined by the proposal evaluation committee to ensure equitable evaluation.

### **5.1 PROPOSAL EVALUATION – 15%**

#### **Ability to Conduct Work (15 points)**

- Project Manager – relevant experience (scoring/5)
- Availability of dedicated personnel for duration of project (scoring/3)
- Qualifications of personnel assigned to project (scoring/3)
- Experience on similar projects (scoring/4)

#### **Methodology Proposed (35 points)**

- Demonstrated understanding of scope and objectives of project (scoring/4)
- Demonstrate that the end product meets project objectives (scoring/6)
- Proposed methodology fully described, clearly stated and easily verified (scoring/15)
- Project schedule clearly defined (scoring/10)

### **5.2 FINANCIAL SCORING – 35%**

#### **Total Cost – Scoring/50**

Points shall be awarded on the following basis:

50 points for the Lowest Evaluated Fee

46 points for all Proposed Fees < or = 110% of the Lowest Evaluated Fee

42 points for all Proposed Fees < or = 115% of the Lowest Evaluated Fee

38 points for all Proposed Fees < or = 120% of the Lowest Evaluated Fee

34 points for all Proposed Fees < or = 125% of the Lowest Evaluated Fee

30 points for all Proposed Fees < or = 130% of the Lowest Evaluated Fee

26 points for all Proposed Fees < or = 135% of the Lowest Evaluated Fee

22 points for all Proposed Fees < or = 140% of the Lowest Evaluated Fee

18 points for all Proposed Fees < or = 145% of the Lowest Evaluated Fee

14 points for all Proposed Fees < or = 150% of the Lowest Evaluated Fee

10 points for all Proposed Fees < or = 160% of the Lowest Evaluated Fee

6 points for all Proposed Fees < or = 170% of the Lowest Evaluated Fee

4 points for all Proposed Fees < or = 180% of the Lowest Evaluated Fee

2 points for all Proposed Fees < or = 190% of the Lowest Evaluated Fee

1 point for all Proposed Fees < or = 200% of the Lowest Evaluated Fee

0 points for all Proposed Fees more than twice the Lowest Evaluated Fee

**5.3 PRODUCT SCORING – 50%****Wattage – Scoring/30**

Points shall be awarded on the following basis:

- 30 points for the Lowest Evaluated Wattage
- 26 points for < or = 110% of the Lowest Evaluated Wattage
- 22 points for < or = 115% of the Lowest Evaluated Wattage
- 18 points for < or = 120% of the Lowest Evaluated Wattage
- 14 points for < or = 125% of the Lowest Evaluated Wattage
- 10 points for < or = 130% of the Lowest Evaluated Wattage
- 6 points for < or = 135% of the Lowest Evaluated Wattage
- 2 points for < or = 140% of the Lowest Evaluated Wattage
- 0 points for more than 140% of the Lowest Evaluated Wattage

**Lumen Maintenance – Scoring/15**

Points shall be awarded on the following basis:

- 15 Points for 100,000+ hour L70
- 12 Points for 90,000 hour L70
- 9 Points for 80,000 hour L70
- 6 Points for 70,000 hour L70
- 3 Points for 60,000 hour L70
- 1 Points for 50,000 hour L70

**Warranty – Scoring/10**

Points shall be awarded on the following basis:

- 10 Points for 10+ year warranty
- 8 Points for 9 year warranty
- 6 Points for 8 year warranty
- 4 Points for 7 year warranty
- 2 Points for 6 year warranty
- 1 Point for 5 year warranty

**Colour Rendering Index (CRI) – Scoring/6**

Points will be awarded on the following basis:

- 6 Points for 90+ CRI
- 4 Points for 80 – 90 CRI
- 2 Points for 70 – 80 CRI
- 0 Points for 60-70 CRI

**Aesthetics – Scoring /10**

Up to 10 additional points may be added for aesthetics.

**APPENDIX A**  
**BIDDER'S INFORMATION FORM**

**BIDDER’S INFORMATION FORM:**

Proponent Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Website: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

\_\_\_\_\_

NAME (Please print)

\_\_\_\_\_

TITLE (Please print)

\_\_\_\_\_

AUTHORIZED SIGNATURE

\_\_\_\_\_

DATE

**Affix Corporate Seal**  
(If Applicable)

**APPENDIX B**  
**CURRENT LIGHTING INVENTORY**

<b>Basement Floor</b>			
<b>Room</b>	<b>Type</b>	<b>Bulbs per Fixture</b>	<b>Fixture Quantity</b>
Main Hall	11" x 11" Recessed fluorescent Squares (2-pin)	2	16
Storage Room	2'x4' recessed T12 troffer – require lenses	2	6
Men's Bathroom	4' Wall/ceiling mount T12	2	3
Women's Bathroom	4' Wall/ceiling mount T12	2	2
File Planning Room	4' Wall/ceiling mount T12	2	5
Break Room	4' 2 bulb T8 wall/ceiling	2	3
Break Room	6" Pot light BR30	1	6
Staff Lunch Room	11" x 11" Recessed fluorescent Squares (2-pin)	2	4
Staff Lunch Room	4' T12 Strip	1	3
Elevator Room	4' T12 Strip	1	1
Janitors Closet	2-pin Fluorescent surface mount pack	1	1
Blueprints Room	4' T12 Strip	2	7
Blueprints Back Room	4' T12 Strip	1	3
Mechanical Room	4' T12 Strip	2	10
All	Exit Lights	1	2

<b>Meeting Floor</b>			
<b>Room</b>	<b>Type</b>	<b>Bulbs per Fixture</b>	<b>Fixture Quantity</b>
Main Hall	4'x4' Ceiling Tiles (t8 strips)	4	4
Main Hall	6" 2-pin Fluorescent Pot Light	2	6
Main Hall	6" Pot light BR30	1	5
Main Hall	11" x 11" Recessed fluorescent Squares (2-pin)	2	2
Women's Washroom	4' Wall/ceiling mount T12	2	1
Men's Washroom	4' Wall/ceiling mount T12	2	1
West Royalty Room	2' x 4' Recessed T8 Troffer	3	4
West Royalty Room	BR30 Floodlights	1	8
West Royalty Room	BR Spot Lights	1	2
Sherwood Room	2' x 4' Recessed T12 Troffer	3	4
Sherwood Room	6" Pot light BR30	1	8
Kitchen Station	4' T5 Strip	1	1
Electrical Room	4' T12 Strip	2	1
Closet Near Electrical	4' Wall/ceiling mount T12	2	1
Commissionaire Room	2' x 4' Recessed T12 Troffer	2	3
All	Exit Lights	1	3

<b>First Floor</b>			
<b>Room</b>	<b>Type</b>	<b>Bulbs per Fixture</b>	<b>Fixture Quantity</b>
Entrance	4' Fluorescent T12	2	2
Tourism Desk	To be Confirmed		8
Tourism Bathroom	Vanity Light / Round incandescent	4	1
Front Desk	Chandelier / A-type	8	1
Front Desk	BR30 Pot Lights	1	8
Bathroom by Windows	2-pin Fluorescent surface mount pack	1	1
Main Area	Pendant – BR30	1	2
Main Area	2' x 4' Recessed T8 Troffer	4	16
Senior Finance Officer	2' x 4' Recessed T8 Troffer	3	2
Jess & Betty	2' x 4' Recessed T8 Troffer	3	4
Security Room	2' x 4' Recessed T12 Troffer	2	1
Main Area	6" Pot light BR30	1	5
Office 1 (Left)	2' x 4' Recessed T8 Troffer	4	2
Office 2 – Manager of Parks & Rec	2' x 4' Recessed T8 Troffer	3	4
Office 3 – Program Coordinator	2' x 4' Recessed T8 Troffer	3	4
Office 4- Assistant Program Coordinator	2' x 4' Recessed T8 Troffer	4	2
Women's Washroom	4' Wall/ceiling mount T12	1	1
Men's Washroom	4' Wall/ceiling mount T8	2	1
All	Exit Lighting	1	1

<b>Utility Floor</b>			
<b>Room</b>	<b>Type</b>	<b>Bulbs per Fixture</b>	<b>Fixture Quantity</b>
Main Area	2' x 4' Recessed T12 Troffer	4*	15
Main Area	8" 2-pin Fluorescent Pot Light	2	1
Richard MacEwen	2' x 4' Recessed T12 Troffer	4	4
Scott Adams	2' x 4' Recessed T12 Troffer	2	4
File Storage	4' T8 Strip	2	2
All	Exit Lighting	1	1

**\*Not all 4 bulb fixtures – some 2 and 3 – Assume 4 for bid purposes**

<b>Second Floor</b>			
<b>Room</b>	<b>Type</b>	<b>Bulbs per Fixture</b>	<b>Fixture Quantity</b>
Stair Opening	6" Pot Light PAR 38	1	14
Stair Opening	6" 2-pin Fluorescent Pot Light	1	13
Office 201	2' x 4' Recessed T12 Troffer	4	2
Office 202	2' x 4' Recessed T12 Troffer	4	2
Office 203	2' x 4' Recessed T12 Troffer	4	4
Office 204	2' x 4' Recessed T12 Troffer	4	1
Office 205	2' x 4' Recessed T12 Troffer	4	2
Office 206	2' x 4' Recessed T12 Troffer	4	2
Office 207	2' x 4' Recessed T12 Troffer	4	2
Office 208	2' x 4' Recessed T12 Troffer	4	4
Staff Room	2' x 4' Recessed T12 Troffer	4	1
Staff Room	6" 2-pin Fluorescent Pot Light	2	6
Printer Room	2' x 4' Recessed T12 Troffer	4	2
Main Area	2' x 4' Recessed T12 Troffer	2	24
Main Area	8" 2-pin Fluorescent Pot Light	2	2
Hallway	Pendant Light / A-Type	1	5
Parkdale Room	8" 2-pin Fluorescent Pot Light	2	1
Parkdale Room	6" Pot Light = PAR 38	1	6
Parkdale Room	14" Metal Halide Pot Light	1	6
Men's Washroom	6" 2-pin Fluorescent Pot Light	2	3
Women's Washroom	6" 2-pin Fluorescent Pot Light	2	6
Hidden Kitchen Station	2-pin Fluorescent surface mount pack	1	1
Janitors Closet	2-pin Fluorescent surface mount pack	1	1
Supply Room	4' T12 Strip	1	10
Supply Room	4' T12 Strip	2	1
Supply Back Room	4' T12 Strip	1	4
Winslow Room	Chandelier / A-type	3	1
Mayor's Assistant	Chandelier / A-type	3	1
Mayor's Assistant	Wall Lamp / Tri-light A-type (50,100,150)	2	1
Mayor's Office	Chandelier / A-type	5	1
East Royalty Room	Pendant Light / A-Type	1	1
East Royalty Room	Wall Lamp / A-type	2	1
All	Exit Lighting	1	1

<b>Third Floor</b>			
<b>Room</b>	<b>Type</b>	<b>Bulbs per Fixture</b>	<b>Fixture Quantity</b>
Main Area	2' x 4' Recessed T12 Troffer	4	23
Controller	2' x 4' Recessed T12 Troffer	4	2
Project Accountant	2' x 4' Recessed T12 Troffer	4	2
Manager of Finance	2' x 4' Recessed T12 Troffer	4	2
Human Resources Service Officer	2' x 4' Recessed T12 Troffer	4	2
Manager of Human Resources	2' x 4' Recessed T12 Troffer	4	2
File Room	2' x 4' Recessed T12 Troffer	4	5
Payroll Services Officer	2' x 4' Recessed T12 Troffer	4	2
Janitors Closet	4' T12 Strip	1	1
Bathroom	2' T8 Strip	1	1
All	Exit Lights	1	2

<b>Side Entry Stairs: Basement – 2<sup>nd</sup> floor</b>			
<b>Room</b>	<b>Type</b>	<b>Bulbs per Fixture</b>	<b>Fixture Quantity</b>
Bottom	4' Wall/ceiling mount T12	1	1
First Landing	2-pin Fluorescent surface mount pack	1	1
Street Level	Chandelier – 40W incandescent Candelabra	10	1
All	Exit Lighting	1	1

<b>Back Stairs: Basement – 3<sup>rd</sup> floor</b>			
<b>Room</b>	<b>Type</b>	<b>Bulbs per Fixture</b>	<b>Fixture Quantity</b>
Bottom	2-pin Fluorescent surface mount pack	1	1
Landing 1 – Meeting Level	4' Wall/ceiling mount T12	2	1
Landing 1 – Meeting Level	11" x 11" Recessed fluorescent Squares (2-pin)	2	1
Landing 2 – Back Door	4' Wall/ceiling mount T12	2	1
Landing 3 – First Floor	4' 2 bulb T8 wall/ceiling	2	1
Landing 4 – Utility	8" 2-pin Fluorescent Pot Light	2	1
Landing 5-6	4' 2 bulb T8 wall/ceiling	2	1
Landing 7-8	4' 2 bulb T8 wall/ceiling	2	1
Landing 9	4' Wall/ceiling mount T12	2	1
Landing 10	4' Wall/ceiling mount T12	2	1
Top	4' Wall/ceiling mount T12	2	1
All	Exit Lighting	1	1

<b>Front Entry Stairs: 1<sup>st</sup> to 2<sup>nd</sup></b>			
<b>Room</b>	<b>Type</b>	<b>Bulbs per Fixture</b>	<b>Fixture Quantity</b>
Bottom	8' Decorative Light Bar, 2 x 4' T12	2	1
First Landing	8' Decorative Light Bar, 2 x 4' T12	2	1
Second Landing	8' Decorative Light Bar, 2 x 4' T12	2	1

<b>2<sup>nd</sup> Floor Stairs: 2<sup>nd</sup> to 3<sup>rd</sup></b>			
<b>Room</b>	<b>Type</b>	<b>Bulbs per Fixture</b>	<b>Fixture Quantity</b>
Bottom	Pendant/A-type bulb	1	1
Top	Pendant/A-type bulb	1	1

<b>Bell Tower Stairs</b>			
<b>Room</b>	<b>Type</b>	<b>Bulbs per Fixture</b>	<b>Fixture Quantity</b>
Bottom	4' Wall/ceiling mount T12	2	1
Landing 1	2-pin Fluorescent surface mount pack	1	1
Landing 2	2-pin Fluorescent surface mount pack	1	1
Landing 3	2-pin Fluorescent surface mount pack	1	1
Landing 4	2-pin Fluorescent surface mount pack	1	1
Landing 5	2-pin Fluorescent surface mount pack	1	2
Landing 6	2-pin Fluorescent surface mount pack	1	1
Landing 7	2-pin Fluorescent surface mount pack	1	1
Landing 8	2-pin Fluorescent surface mount pack	1	1
Landing 9	2-pin Fluorescent surface mount pack	1	1
Top	4' Wall/ceiling mount T12	2	1
Top	2' x 4' Recessed T12 Troffer	2	1

<b>Elevator</b>			
<b>Room</b>	<b>Type</b>	<b>Bulbs per Fixture</b>	<b>Fixture Quantity</b>
Elevator	4' T12 Strip	1	2

<b>Outside Lights</b>			
<b>Face</b>	<b>Type</b>	<b>Bulbs per Fixture</b>	<b>Fixture Quantity</b>
Front	Arm Light	REMOVE	REMOVE
Kent St. Side	Arm Light	REMOVE	REMOVE
Back	Wall Pack	1	3