

# Bridgeville School District

**Request for Quotes** Informal quotes for project with estimated value under \$15,000

**Project Name:** Proposition 39 Interior Lighting Retrofit Phase 2

**Project Description:** Retrofit identified existing fluorescent fixtures to LED – see Scope of Work starting on page 3

**Contacts:** Patrick Owen, Project Manager  
[powen@redwoodenergy.org](mailto:powen@redwoodenergy.org)  
(707) 269-1700 x 318

**Schedule:**

<b>Issue Date:</b>	October 26, 2017
<b>Mandatory site visit*:</b>	<b>11 am, November 8, 2017</b>
<b>Quotes Due:</b>	<b>By 3:00 pm, Friday, December 1, 2017</b>
<b>Anticipated Award Date:</b>	December 15, 2017
<b>Installation timeframe:</b>	Installation shall occur during one of the following school breaks:

**Winter Break:** 12/25/17 to 1/5/18

**Martin Luther King Day:** 1/15/18

**Presidents' Week:** 2/19/18 to 2/23/18

**Spring Break:** 4/16/18 to 4/20/18

\*Note: If an interested bidder cannot attend the November 8 meeting, an alternate time must be arranged with the project manager. Interested bidders who have previously visited the project site are not required to attend the mandatory site visit.

**Quotes should be submitted by mail, in person, email, or fax to:**

Patrick Owen, Project Manager  
Redwood Coast Energy Authority  
633 Third Street  
Eureka, CA 95501  
[powen@redwoodenergy.org](mailto:powen@redwoodenergy.org) Fax 707 269-1777

With the expected project cost below \$15,000, vendor selection for this project will be based on “best value.” The Best Value selection criteria include completeness and adherence to the requirements of this Request for Quotes, contractor qualifications and past similar experience, proposed product quality and features, and price proposal. This work requires a **C-10 Contractor** license.

Minority, women, and disabled veteran contractors are encouraged to submit quotes. This project is not subject to Disabled Veteran Business Enterprise requirements. With the work scheduled during a school break, contractor fingerprint certification is not required.

A copy of the contract is available upon request. Contractors and subcontractors performing work on District public works contracts shall pay prevailing wages as determined by the Department of Industrial Relations (DIR) and must be registered with the DIR to perform Public Works.

The District reserves the right to postpone selection for its own convenience, to withdraw this Request for Quotes at any time, and to reject any and all submittals without indicating any reason for such rejection. Submitted quotes become the property of the District.

**Insurance Requirements (summary only - see contract for full requirements):**

General Liability:	\$1 million combined single limit personal injury and property damage for each occurrence and \$2 million annual aggregate; or \$2 million annual combined single limit
Builders Risk:	Not required
Automotive:	Covering bodily injury and property damage in an amount no less than \$1 million combined single limit for each occurrence.

Certificates for the insurance policies must be provided naming the District as additional insured. See contract for details.

Proof of Workers' Compensation insurance and employer's liability of at least \$1 million is required.

**Bond Requirements:** With a contract value less than \$25,000, no bonds are required.

**Bid Security:** With a contract value less than \$15,000, only informal quotes are being requested; therefore, no bid security (e.g., 10% cashier's check or bid bond) is required.

**Quote Submittals:** Contractors providing quotes need to complete the attached Proposal form, Subcontractor List Form, and Workers' Compensation Certificate. Quotes should be good for at least 30 days from the date of submittal. Prices must be quoted F.O.B. Bridgeville School.

After a contractor is selected by the District and the Notice of Award is issued, failure to deliver the executed contract along with the required certificates of insurance (subject to review by the District's Risk Manager) in a timely manner (e.g., 10 days) may result in cancellation of the award of contract and selection of another contractor to perform the work.

## SCOPE OF WORK

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### The selected contractor will:

Provide all equipment, labor, and material for a complete project. Include all site work, disposal, design and applicable fees and taxes.

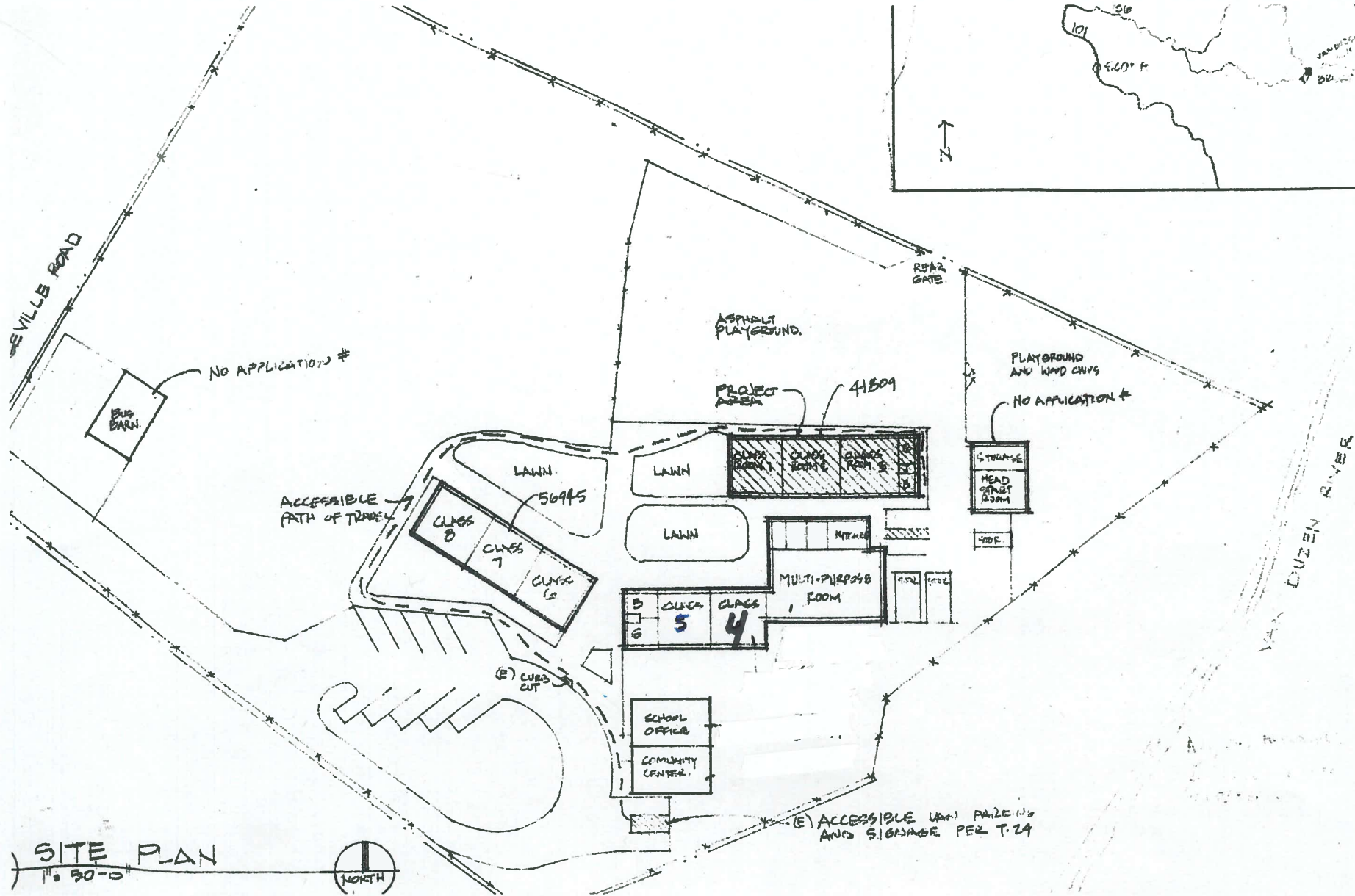
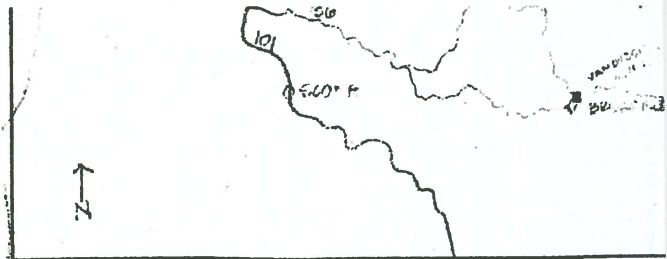
- 1. Retrofit identified fluorescent fixtures to LED, with LED drivers – see area/room/fixture list in Appendix A, and campus map in Appendix B.**
- 2. Ensure all removed equipment is properly recycled/disposed.**
  - a. See Section 40 of the Contract General Conditions for further details.
- 3. Coordinate with the District and Redwood Coast Energy Authority to ensure adherence to Proposition 39 program guidelines.**
  - a. All project services will comply with Proposition 39: California Clean Energy Jobs Act – 2015 Program Implementation Guidelines.
  - b. Contractor commits to prompt communication of change orders prior to execution to ensure Proposition 39 compliance.
- 4. Follow project rebate guidelines.**
  - a. The selected contractor must work directly with the Redwood Coast Energy Watch (RCEW) program to ensure that the District receives all possible rebates associated with this project. RCEW will manage the rebate process with direct support from the selected contractor to ensure that the project remains rebate eligible. The rebate process requires detailed coordination of a variety of events. The selected contractor agrees to:
    - i. Ensure that all applicable LED technologies are listed and eligible for incentives. Use the California Statewide Qualified LED Product List for Verification: <http://www.caio Lightingqpl.com>.
    - ii. Submit the proposed material list to RCEW prior to purchase to confirm incentive eligibility. For example, changes in selected brands or slight variations in installed wattages may impact overall incentive value or eligibility.
    - iii. Be available for the following rebate inspections:
      1. Post-construction rebate inspection with RCEW or other third-party engineering firm.
    - iv. Immediately inform RCEW of any potential scope changes that take place during the project. For example, slight variations in installed wattages may impact incentive values and eligibility.
    - v. Furnish adequate invoices that detail material and labor costs at the measure level. These invoices will be submitted to RCEW for rebate purposes.
    - vi. Itemize costing for RCEW reporting needs. Contractor acknowledges and agrees to provide this itemized costing post completion to ensure that each efficiency measure maintains eligibility for state incentives.
    - vii. All new fixtures shall have an L70  $\geq$  50,000 hour.
- 5. In addition to completing the scope defined in APPENDIX A:**
  - a. Verify all fixtures are operational seven (7) days post installation. If not operational, correct and verify.
  - b. Provide briefing on the installed equipment to school staff/faculty.
  - c. Title 24
    - i. System must comply with 2016 Building Energy Efficiency Standards (Title 24, Section 6)

**Appendix A:****Bridgeville Elementary School Phase 2 Interior Lighting Scope of Work**

Area	Comment	Fixture Type	Measure	Qty of fixtures	Qty of Drivers	Qty of lamps
Administration Offices	A-B switching within 4-lamp fixture. A=outer lamps, B=inner lamps	Troffer	Remove (4) T12 bulbs and ballasts in existing fixtures; Install (4) LED T8 tubes, 12W or less, (Philips Instantfit or equivalent in 5000K color temperature) on compatible (2) LED Drivers.	8	16	32
Office Hallway		Troffer	Remove (2) T12 bulbs and ballast in existing fixture; Install (2) LED T8 tubes, 12W or less, (Philips Instantfit or equivalent in 5000K color temperature) on compatible (1) LED Driver.	1	1	2
Superintendent's Office	A-B switching within 4-lamp fixture. A=outer lamps, B=inner lamps	Troffer	Remove (4) T12 bulbs and ballasts in existing fixtures; Install (4) LED T8 tubes, 12W or less, (Philips Instantfit or equivalent in 5000K color temperature) on compatible (2) LED Drivers.	1	2	4
Clinic	A-B switching within 4-lamp fixture. A=outer lamps, B=inner lamps	Troffer	Remove (4) T12 bulbs and ballasts in existing fixtures; Install (4) LED T8 tubes, 12W or less, (Philips Instantfit or equivalent in 5000K color temperature) on compatible (2) LED Drivers.	2	4	8
Community Center	3 lamps per fixture	Troffer	Remove (3) T12 bulbs and ballast in existing fixtures; Install (3) LED T8 tubes, 12W or less, (Philips Instantfit or equivalent in 5000K color temperature) on compatible (1) LED Driver.	6	6	18

Area	Comment	Fixture Type	Measure	Qty of fixtures	Qty of Drivers	Qty of lamps
Community Center-Office	3 lamps per fixture	Troffer	Remove (3) T12 bulbs and ballast in existing fixtures; Install (3) LED T8 tubes, 12W or less, (Philips Instantfit or equivalent in 5000K color temperature) on compatible (1) LED Driver.	2	2	6
Community Center-Bathroom	3 lamps per fixture	Troffer	Remove (3) T12 bulbs and ballast in existing fixtures; Install (3) LED T8 tubes, 12W or less, (Philips Instantfit or equivalent in 5000K color temperature) on compatible (1) LED Driver.	1	1	3
Classroom 4	2-lamp fixtures. A-B switching between banks.	Troffer	Remove (2) T12 bulbs and ballasts in existing fixtures; Install (2) LED T8 tubes, 12W or less, (Philips Instantfit or equivalent in 5000K color temperature) on compatible (1) LED Driver.	17	17	34
Classroom 5	2-lamp fixtures. A-B switching between banks.	Troffer	Remove (2) T12 bulbs and ballasts in existing fixtures; Install (2) LED T8 tubes, 12W or less, (Philips Instantfit or equivalent in 5000K color temperature) on compatible (1) LED Driver.	18	18	36
Classroom 6	2-lamp fixtures. A-B switching between banks.	Troffer	Remove (2) T12 bulbs and ballasts in existing fixtures; Install (2) LED T8 tubes, 12W or less, (Philips Instantfit or equivalent in 5000K color temperature) on compatible (1) LED Driver.	18	18	36
Classroom 7	2-lamp fixtures. A-B switching between banks.	Troffer	Remove (2) T12 bulbs and ballasts in existing fixtures; Install (2) LED T8 tubes, 12W or less, (Philips Instantfit or equivalent in 5000K color temperature) on compatible (1) LED Driver.	18	18	36
Classroom 8	2-lamp fixtures. A-B switching between banks.	Troffer	Remove (2) T12 bulbs and ballasts in existing fixtures; Install (2) LED T8 tubes, 12W or less, (Philips Instantfit or equivalent in 5000K color temperature) on compatible (1) LED Driver.	18	18	36

Appendix B - site map



SITE PLAN  
1" = 30'-0"



BRIDGEVILLE SCHOOL

**PROPOSAL FORM**

Governing Board  
Bridgeville School District

Dear Members of the Governing Board:

The undersigned, doing business under the name of \_\_\_\_\_, having carefully examined the location of the proposed work, the local conditions of the place where the work is to be done, the Request for Quotes, the General Conditions, the Plans and Specifications, and all other Contract Documents for the proposed **Proposition 39 Interior Lighting Retrofit Phase 2 Project** (“Project”), proposes to perform all work and activities in accordance with the Contract Documents, including all of its component parts, and to furnish all required labor, materials, equipment, transportation and services required for the construction of the Project in strict conformity with the Contract Documents, including the Plans and Specifications, as follows:

Measure	Description of Measure	Total Measure Cost
Phase 2 Interior Lighting Retrofit	Retrofit identified existing fluorescent fixtures to LED, with compatible LED drivers – see Appendix A for listing of fixtures/locations	\$

For the sum of: \_\_\_\_\_ dollars (\$ \_\_\_\_\_).

The undersigned has checked carefully all the above figures and understands that the District is not responsible for any errors or omissions on the part of the undersigned in making this quote.

The undersigned further agrees, on the acceptance of this proposal, to execute the Contract and provide the required bonds and insurance.

Contractor agrees to commence the work within the time specified in the Notice to Proceed. It is understood that this quote is based upon completing the work within the number of calendar days specified in the Contract Documents.

ADDENDA:

Receipt of the following addenda is hereby acknowledged:

Addendum # \_\_\_\_\_ Dated: \_\_\_\_\_ Addendum # \_\_\_\_\_ Dated: \_\_\_\_\_  
Addendum # \_\_\_\_\_ Dated: \_\_\_\_\_ Addendum # \_\_\_\_\_ Dated: \_\_\_\_\_

Respectfully submitted,

Company: \_\_\_\_\_

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

By: \_\_\_\_\_  
*(Please Print or Type)*

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Telephone: \_\_\_\_\_

Contractor's License No: \_\_\_\_\_ Expiration Date \_\_\_\_\_

Required Attachments: Subcontractor List Form  
Worker's Compensation Certificate



**SUBCONTRACTOR LIST FORM**

Each contractor providing a quote shall list below the name and location of place of business for each Subcontractor who will perform a portion of the Contract work in an amount in excess of 1/2 of 1 percent of the total contract price. The nature of the work to be subcontracted shall also be described.

DESCRIPTION OF WORK	NAME	LOCATION	LICENSE #
_____			
_____			
_____			
_____			
_____			

## WORKERS' COMPENSATION CERTIFICATE

Labor Code §3700 in relevant part provides:

"Every employer except the State shall secure the payment of compensation in one or more of the following ways:

- (a) By being insured against liability to pay compensation in one or more insurers duly authorized to write compensation insurance in this State.
- (b) By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his employees."

I am aware of the provisions of §3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code, and I will comply with such provisions before commencing the performance of the work of this Contract and will require all Subcontractors to do the same.

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Contractor

By: \_\_\_\_\_

*In accordance with Article 5 (commencing at §1860), Chapter 1, Part 7, Division 2 of the Labor Code, the above certificate must be signed and filed with the awarding body prior to performing any work under this Contract.*