

Redwood Preparatory Charter School

Request for Quotes (Informal quotes for project with estimated value under \$25,000)

Project Name: Phase 3 T5 LED Lighting Upgrade

Project Description: The School is seeking a contractor to complete retrofitting (37) fluorescent fixtures with LED lamps.

Contacts: Marianne Bithell, Program Specialist Krista Croteau, Director
mbithell@redwoodenergy.org director@redwoodprep.org
(707) 269-1700 (707) 725-2293

Schedule:

Issue Date:	April 23, 2018
Optional site visit:	1:00 p.m., May 4, 2018
Quotes Due:	By 2:00 pm, May 17, 2018
Anticipated Award Date:	June 13, 2018
Installation timeframe:	June 18 – August 10, 2018
Installation Complete:	August 3, 2018

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

Marianne Bithell, Program Specialist
Redwood Coast Energy Authority
633 Third Street
Eureka, CA 95501
mbithell@redwoodenergy.org Fax 707 269-1777

This work requires a C-10 – electrical contractor license.

A copy of the contract is available upon request. Contractors and subcontractors performing work on School public works contracts shall pay prevailing wages as determined by the Department of Industrial Relations (DIR).

Contract awards will be made to the responsible firm whose proposal is most advantageous to the charter school, with price and other factors considered. The School 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 School.

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.
Workers Comp.	At least \$1 million liability is required.

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

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

All construction contracts exceeding \$2,000 shall include provisions for compliance with the Contract Work Hours and Safety Standards Act (CWHSSA), The Copeland Act (Anti-Kickback Act) clause, and the Fair Labor Standards Act (FLSA) clause.

Bond Requirements: With project value under \$25,000, no payment or performance bonds are required.

Bid Security: With only informal quotes being requested; there will be no bid security (e.g., 10% cashier's check or bid bond) required.

Informal Quote Submittals: Contractors providing quotes need to complete the attached Bid Proposal form, Subcontractor List Form, Workers' Compensation Certificate and Bidder's Questionnaire. Quotes should be good for at least 60 days from the date of submittal. Prices must be quoted F.O.B. Redwood Preparatory Charter School.

After a contractor is selected by the School and the Notice of Award is issued, failure to deliver the executed contract along with the certificates of insurance (subject to review by the School'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.

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 the school breaks, contractor fingerprint certification is not required.

SCOPE OF WORK

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. Base Bid:

- a. Retrofit existing fluorescent fixtures to tubular LED.
- b. Meet 15-watt nominal lamp wattage equivalency target.
- c. Remove existing fluorescent lamps and ensure proper disposal.
- d. Replace tombstones if needed.
- e. Install T5 tubular LED lamps where specified. See Appendix A
- f. Ensure the functionality of existing controls is maintained.
- g. No work will be done in the assembly room.
- h. Coordinate with school for scheduling the installation dates and times in order to work with floor cleaning schedule.
- i. Verify all fixtures are operational seven (7) days post installation. If not operational, correct and verify.
- j. Provide pre-construction briefing on the installed equipment to school staff.
- k. Original modernization plans and electrical submittal available upon request for review.

2. Coordinate with the School 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 Program Implementation Guidelines.
- b. Contractor commits to prompt communication of change orders prior to execution to ensure Proposition 39 compliance.

3. Follow project rebate guidelines.

- a. The selected contractor must work directly with the Redwood Coast Energy Watch (RCEW) program to ensure that the School 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.caioulightingqpl.com>.
 - ii. Share the material list with 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. Pre-construction rebate inspection with RCEW or other third party engineering firm.

2. 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, and as 2.a.ii notes, 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. There may be a request to break out costs per an itemized invoice.
- vi. Itemize costing for RCEW reporting needs. Contractor acknowledges and agrees to provide this itemized (labor, materials and incrementals) costing post completion to ensure that each efficiency measure maintains eligibility for state incentives. For additional information about eligibility and reporting requirements for state incentives, please contact RCEW Project Manager Patricia Terry at pterry@redwoodenergy.org.
- vii. All lamps shall be 4000°K unless approved or not applicable to the measure. Only exception is in the kitchen where lamps shall be 5000°K.
- viii. All new fixtures shall have an L70 \geq 50,000 hours.

Appendix A

Area ID	Area Name	Existing Fixture	Proposed Fixture	Control	Existing Fixture Qty.	Existing Lamp Count	Proposed Fixture Qty.	Proposed Lamp Count	Recommended Color Temperature	Notes
1	Front Office	LF lamp and ballast: 2 LF lamp: T5, 46inch, est. system wattage 58 W	Linear LED: T5, 46inch, 15W or equivalent Lamp. Value will be placed on lowest cost and wattage combination that maintains existing conditions and incentive eligibility.	Occupancy/Dimming	2	4	2	4	4000k	Ensure lamp can support continuous dimming
2	TK/BOD	LF lamp and ballast: 2 LF lamp: T5, 46inch, est. system wattage 58 W	Linear LED: T5, 46inch, 15W or equivalent Lamp. Value will be placed on lowest cost and wattage combination that maintains existing conditions and incentive eligibility.	Occupancy/Dimming	16	32	16	32	4000k	Ensure lamp can support continuous dimming
3	Office #9	LF lamp and ballast: 2 LF lamp: T5, 46inch, est. system wattage 58 W	Linear LED: T5, 46inch, 15W or equivalent Lamp. Value will be placed on lowest cost and wattage combination that maintains existing conditions and incentive eligibility.	Occupancy/Dimming	2	4	2	4	4000k	Ensure lamp can support continuous dimming
4	Staff Room	LF lamp and ballast: 2 LF lamp: T5, 46inch, est. system wattage 58 W	Linear LED: T5, 46inch, 15W or equivalent Lamp. Value will be placed on lowest cost and wattage combination that maintains existing conditions and incentive eligibility.	Occupancy/Dimming	3	6	3	6	4000k	Ensure lamp can support continuous dimming
5	Staff Room Closet	LF lamp and ballast: 2 LF lamp: T8, 24inch, est. system wattage, 38 W	Linear LED: T8, 24inch, 7W or equivalent Lamp/Driver Combo. Value will be placed on lowest cost and wattage combination that maintains existing conditions and incentive eligibility.	Occupancy	1	2	1	2	4000k	
6	Director's Office	LF lamp and ballast: 2 LF lamp: T5, 46inch, est. system wattage 58 W	Linear LED: T5, 46inch, 15W or equivalent Lamp. Value will be placed on lowest cost and wattage combination that maintains existing conditions and incentive eligibility.	Occupancy/Dimming	1	2	1	2	4000k	Ensure lamp can support continuous dimming
7	Business Manager	LF lamp and ballast: 2 LF lamp: T5, 46inch, est. system wattage 58 W	Linear LED: T5, 46inch, 15W or equivalent Lamp. Value will be placed on lowest cost and wattage combination that maintains existing conditions and incentive eligibility.	Occupancy/Dimming	1	2	1	2	4000k	Ensure lamp can support continuous dimming

8	Intervention	LF lamp and ballast: 2 LF lamp: T5, 46inch, est. system wattage 58 W	Linear LED: T5, 46inch, 15W or equivalent Lamp. Value will be placed on lowest cost and wattage combination that maintains existing conditions and incentive eligibility.	Occupancy/Dimming	1	2	1	2	4000k	Ensure lamp can support continuous dimming
9	Mrs. Hall	LF lamp and ballast: 2 LF lamp: T5, 46inch, est. system wattage 58 W	Linear LED: T5, 46inch, 15W or equivalent Lamp. Value will be placed on lowest cost and wattage combination that maintains existing conditions and incentive eligibility.	Occupancy/Dimming	2	4	2	4	4000k	Two rooms off of one door, each room has one fixture and associated control
10	Kitchen	LF lamp and ballast: 2 LF lamp: T5, 46inch, est. system wattage 58 W	Linear LED: T5, 46inch, 15W or equivalent Lamp. Value will be placed on lowest cost and wattage combination that maintains existing conditions and incentive eligibility.	Occupancy/Dimming	7	14	7	14	5000k	Ensure lamp can support continuous dimming
11	Old Pastor's Office	LF lamp and ballast: 2 LF lamp: T5, 46inch, est. system wattage 58 W	Linear LED: T5, 46inch, 15W or equivalent Lamp. Value will be placed on lowest cost and wattage combination that maintains existing conditions and incentive eligibility.	None	1	2	1	2	4000k	
Totals					37	74	37	74		

PROPOSAL FORM

Governing Board

Redwood Preparatory Charter School

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 Informal Invitation of Request for Quotes, the General Conditions, the Plans and Specifications, and all other Contract Documents for the proposed **Prop 39 Phase 3 T5 Lighting Upgrade** project (“Project”), and having accurately completed the Bidder’s Questionnaire, 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:

<i>Description</i>	<i>Specifications</i>	<i>Total Installed Cost</i>
Retrofitting (37) fluorescent fixtures with LED lamps and drivers	Retrofit all fluorescent T-5 fixtures (36) to TLEDs with compatible drivers/ballasts; re-use existing controls. Retrofit two (2) T8 24” lamps to TLEDs with compatible drivers/ballasts in staff room closet	\$

For the sum of _____ Dollars (\$ _____).

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

Contractor agrees to commence the work within the time specified in the Notice to Proceed. It is understood that this request for 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: _____

Addendum # _____ Dated: _____ Addendum # _____ Dated: _____

Respectfully submitted,

Company: _____

Address: _____

By: _____
(Please Print or Type)

Signature: _____

Title: _____

Date: _____

Telephone: _____

Contractor's License No: _____ Expiration Date _____

DIR # _____

Required Attachments: Subcontractor List Form
 Worker's Compensation Certificate
 Bidder's Questionnaire

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.

Contractor Name

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.

BIDDER'S QUESTIONNAIRE

for

Redwood Preparatory Charter School

Proposition 39 LED Lighting Upgrade

TO THE BIDDER:

In making its award, the Governing Board will take into consideration the Bidder's experience, financial responsibility and capability. The following questionnaire is a part of the request for quote. Any request for quote received without this completed questionnaire may be rejected as nonresponsive. The Board will use, but will not be limited to, the information provided herein for evaluating the qualifications and responsibility of the bidder and the bidder's organization to carry out satisfactorily the terms of the Contract Document. The questionnaire must be filled out accurately and completely and submitted with the request for quote. Any errors, omissions or misrepresentation of information may be considered as a basis for the rejection of the request for quote and may be grounds for the termination of any contract executed as a result of the request for quote.

A. Description of Bidder's Organization

1. Firm Name _____

2. Address _____

3. Telephone Number _____

4. Type of Organization

a. Corporation? Yes ____ No ____

If yes, list the officers and positions, and the State in which incorporated.

If the Bidder Corporation is a subsidiary, give name and address of Parent Corporation.

b. Partnership? Yes ____ No ____

If yes, list partner names and addresses

General Partners:

Limited Partners:

c. Individual Proprietorship? Yes ____ No ____

If yes, list name and address of proprietor:

B. Nature of Operations

1. How long have you been engaged in the contracting business under your present business name? _____

2. How many years of experience does your business have in construction work similar to that called for under this request for quote? _____

3. Have you now contracts, or have you ever contracted, to provide construction for any school, school district, community college or county office of education in the State of California?
Yes ____ No ____

a. If “yes,” on a separate attached sheet, provide the following information for all construction projects you have had with school Schools, community college Schools and county offices of education during the last four (4) years:

1. Year contract awarded
2. Type of work
3. Contract completion time called for/actual completion time
4. Contract price
5. For whom was work performed, including person to call for a reference and telephone number
6. Location of work
7. Number of stop notices filed
8. For each contract, list any lawsuits filed relating to that contract in which you were a defendant or plaintiff
9. Amount of liquidated damages assessed.

b. On a separate attached sheet, provide the following information for all construction contracts of a similar nature as called for in this bid that you have had with entities other than school Schools, community college Schools and county offices of education during the last four (4) years:

1. Year contract awarded
2. Type of work
3. Contract completion time called for/actual completion time
4. Contract price
5. For whom performed, including person to call for reference and phone number

- 6. Location of work
- 7. Number of stop notices filed
- 8. For each contract list any lawsuits filed relating to that contract in which you were a defendant or plaintiff
- 9. Amount of liquidated damages assessed.

c. For each construction contract that you have failed to complete within the contract time in the last four years please state the reasons for the untimely performance.

4. Is your business any of the following: SB ____ MB ____ WB ____ DVBE ____

C. Financial and Credit Data

1. If your request for quote is considered for award, and if requested by the School, will you supply the following data? Yes ____ No ____

a. Names and addresses of any banks where you regularly do business.

b. The names and addresses of any banks, finance companies, dealers, suppliers, or others where you have notes or loans.

c. Give credit references, including at least three trade or industry suppliers with whom you regularly deal.

2. Will you submit on request a balance sheet for the past three (3) years? Yes ____ No ____

3. Where have you engaged in the construction business, or any other type of business, in the last five years?

<u>Name of Business</u>	<u>Location</u>	<u>Type of Business</u>	<u>Years in Business</u>
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If any of the business endeavors referred to above are no longer operating, or you are no longer associated with them, please give brief details:

4. The following surety companies may be contacted as references as to the financial responsibility and general reliability of the bidder:

<u>Surety Name</u>	<u>Contact Person</u>	<u>Phone Number</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

I certify under penalty of perjury that the foregoing is true and correct. Executed at _____, California, on _____, 2018.

Signature of Bidder _____

Name _____

(print)