

Fortuna Union High School District

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

Project Name: 18-013 - Prop 39 Final Interior LED Lighting Project

Project Description: The Fortuna Union High School District (District) is seeking a contractor to retrofit, replace, and/or repair approximately 90 light fixtures and lenses at the Fortuna High School campus.

Contacts: Patrick Owen, Project Manager Glen Senestraro, Superintendent
powen@redwoodenergy.org gsestraro@fuhsdistrict.net
(707) 269-1700 x318 (707) 725-4462 x 3011

Schedule: **Issue Date:** December 5, 2018
Mandatory site visit: **2:45 p.m., December 12, 2018** - FUHSD District Office (near the parking lot at the south end of 14th Street in Fortuna)
Quotes Due: **By 2:00 pm, December 20, 2018**
Anticipated Award Date: January 15, 2019
Installation timeframe: During school breaks (see **Appendix B**)
Installation Complete: By no later than June 21, 2019

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 Fax 707 269-1777

Projected Energy Savings: Estimated first year energy savings from this project are 6,092 kWh or \$1,218.40 (at \$0.20/kWh)

This work requires a C-10 – Electrical Contractor license.

A copy of the contract is available upon request.

Since this project is under \$25,000.00, in accordance with SB 96 Labor Code 1771.1, the bidder awarded this project will not be required to be registered with the Department of Industrial Relations at time of bid opening and at all relevant times. The Contractor will not be required to upload their certified payrolls to the DIR. They will be required to maintain records and release them to the District and Project Manager for the project record. Contractors and subcontractors performing work on District 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 District with price and other factors considered. 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.

After a contractor is selected by the District and the Notice of Award is issued, failure to deliver the executed contract along with the 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.

Insurance Requirements:

Within ten (10) days following issuance of the Notice of Award of the Contract, the following documentation of insurance shall be submitted to Project Manager and District electronically for approval prior to issuance of the Notice to Proceed: Certificates of insurance showing the limits of insurance provided, certified copies of all policies, and signed copies of the specified endorsements for each policy. At the time of making application for an extension of time, the Contractor shall submit evidence that the insurance policies will be in effect during the requested additional period of time.

- 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.

The certificate(s) for both the General Liability Policy(ies) and the Automobile Liability Policy specified above must state that the insurance is under an occurrence based, and not claims made, policy(ies) and shall be endorsed with the following specific language:

“The Fortuna Union High School District is named as additional insured for all liability arising out of the operations by or on behalf of the named insured, and this policy protects the additional insured, its officers, agents and employees against liability for bodily injuries, deaths or property damage or destruction arising in any respect directly or indirectly in the performance of the Contract.”

The certificate(s) for both the General Liability Policy and the Automobile Liability Policy, as well the Builders' Risk Policy if required above, shall be endorsed with the following specific language:

- 1) The inclusion of more than one insured shall not operate to impair the rights of one insured against another insured and the coverages afforded shall apply as though separate policies have been issued to each insured.

- 2) The insurance provided herein is primary and no insurance held or owned by the District shall be called upon to contribute to a loss.
- 3) Coverage provided by this policy shall not be reduced or canceled without thirty (30) days written notice given to the Owner by certified mail.
- 4) This policy does not exclude explosion, collapse, underground excavation hazard, or removal of lateral support.
- 5) The certificates must state that the insurance is under an occurrence based, and not a claims-made, or "modified occurrence," policy (policies).

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.

Liquidated Damages: Liquidated damages for the Contractor's failure to complete the Contract within the time fixed for completion are established in the amount of \$200.00 per calendar day.

Bid/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 30 days from the date of submittal. Prices must be quoted F.O.B. Fortuna High School.

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.

Minority, women, and disabled veteran contractors are encouraged to submit quotes. This project is not subject to Disabled Veteran Business Enterprise requirements.

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 and replace materials as outlined in the project scope, seen in Appendix A
- b. Ensure the functionality of existing controls is maintained.
- c. Coordinate with district for scheduling the installation dates and times
- d. Verify all fixtures are operational seven (7) days post installation. If not operational, correct and verify.
- e. Provide briefing/training on the installed equipment to school staff/faculty.

2. Additive Alternate:

- a. Install new external photocell on roof of Logan Gym. This photocell controls recently installed (2017) LED flood lamps on the north exterior of the Logan Gym:

Area Name	Existing	Proposed Fixture	No. of Measures
Logan Gym	Photocell	New Photocell	1

- b. Coordinate with district for scheduling the installation dates and times
- c. Verify new photocell is operational seven (7) days post installation. If not operational, correct and verify.
- d. Provide briefing/training on the installed equipment to school staff/faculty.

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 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.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 Patrick Owen at powen@redwoodenergy.org.
- vii. All new fixtures shall have an L70 \geq 100,000 hours.

PROPOSAL FORM

Governing Board

Fortuna Union High 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 Informal Invitation of Request for Quotes, the General Conditions, the Plans and Specifications, and all other Contract Documents for the proposed Prop 39 Final Interior LED Lighting 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:

1. Base Bid:

<i>Description</i>	<i>Specifications</i>	<i>Total Installed Cost</i>
Replace and/or retrofit fixtures, lamps, ballasts, or lenses in (90) existing fixtures throughout Fortuna High School Campus	See Scope of Work and Appendix A	\$

For the sum of

_____ Dollars (\$ _____).

2. Additive Alternate:

<i>Description</i>	<i>Specifications</i>	<i>Total Installed Cost</i>
Install new external photocell to control existing flood lamps on northwest side of Logan Gym	See Scope of Work	\$

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 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: _____

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
 - Bidder's Questionnaire

SUBCONTRACTOR LIST FORM

Each bidder 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.

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

Fortuna Union High School District

Prop 39 Final Interior LED Lighting Project

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, community colleges 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, community colleges 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 District, 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*) _____

Company _____

Appendix A: Scope of Work

Fortuna Union High School Cleanup Contract Scope

Building	Room	Existing Quantity	Existing Fixtures	Installed Quantity	Proposed Measure/Fixture	Notes
B: Building B	R9: Room 2	4	T8 4' 32W electronic ballast (bilevel NPO) 6 lamp	4	4' 12W TLED, 5000K (Philips Instantfit or equivalent)	Remove Reflectors, keep top plastic lens covers
B: Building B	R10: Room 3	4	T8 4' 32W electronic ballast (bilevel) 6 lamp	4	4' 12W TLED, 5000K (Philips Instantfit or equivalent)	Remove Reflectors, keep top plastic lens covers
B: Building B	R11: Room 1	4	T8 4' 32W electronic ballast (bilevel) 6 lamp	4	4' 12W TLED, 5000K (Philips Instantfit or equivalent)	Remove Reflectors, keep top plastic lens covers
C: Building C	R5: Classroom 1	1	4 Lamp Wrap Lens	1	Replace Missing/Damaged 4L Wrap Lens	
C: Building C	R10: Classroom 6	1	Lamp	1	4' 12W TLED, 5000K (Philips Instantfit or equivalent)	
D: Building D	R1: Classroom 1	1	2 Lamp Wrap Lens	1	Replace 2L Wrap Lens	
D: Building D	R2: Classroom 2	2	2 Lamp Wrap Lens	2	Replace 2L Wrap Lens	
D: Building D	R3: Classroom 3	2	2 Lamp Wrap Lens	2	Replace 2L Wrap Lens	
D: Building D	R3: Classroom 3	1	Lamp	1	4' 12W TLED, 5000K (Philips Instantfit or equivalent)	
D: Building D	R4: Classroom 4	1	2 Lamp Wrap Lens	1	Replace 2L Wrap Lens	
E: Building E	R1: Classroom 1	1	2 Lamp Wrap Lens	1	Replace 2L Wrap Lens	
G: Maintenance	R1: Main Shed	1	LED High Bay Fixtures	1	400W Metal Halide 1 lamp	
H: Auto Shop	R22: Van Bays	4	1 Lamp Strip Retrofit	4	4' 12W TLED, 5000K (Philips Instantfit or equivalent)	

Building	Room	Existing Quantity	Existing Fixtures	Installed Quantity	Proposed Measure/Fixture	Notes
H: Auto Shop	R23: File Room Bay	6	1 Lamp Strip Retrofit	6	4' 12W TLED, 5000K (Philips Instantfit or equivalent)	
H: Auto Shop	R5: N. Auto Shop Classroom	2	2 Lamp Wrap Lenses	2	Replace 2L Wrap Lens	
H: Auto Shop	R24: Bus Barn Lounge	2	2 Lamp Wrap Lamps	2	4' 12W TLED, 5000K (Philips Instantfit or equivalent)	
H: Auto Shop	R25: Storage Room	4	Screw-base Lamps	4	Screw-in LED Bulbs	
H: Auto Shop	R25: Storage Room	1	4 Lamp Fixture Lens	1	Replace 4L Wrap Lens	
H: Auto Shop	R25: Storage Room	2	4 Lamp Wrap Lamps	2	4' 12W TLED, 5000K (Philips Instantfit or equivalent)	
J: Wood Shop	R5: Office	1	2 Lamp Industrial Fixture Lens	1	4' 12W TLED, 5000K (Philips Instantfit or equivalent)	
J: Wood Shop	R5: Wood Shop Office	1	2 Lamp Ballast	1	Replace 2 lamp Ballast	
J: Wood Shop	R2: Finish/Varnish Room	4	6 Lamp Fixture Lamps	4	4' 12W TLED, 5000K (Philips Instantfit or equivalent)	
J: Wood Shop	R1: Main Floor	1	Fixture Lens	1	Replace 2L Strip Lens	
N: Little Theater	R1: Backstage	1	2 Lamp Wrap Retrofit	1	4' 12W TLED, 5000K (Philips Instantfit or equivalent)	
N: Little Theater	R1: Backstage	6	Canopy Incandescents	6	LED Canopy Lights (RAB SK8XL10 2700K or equiv.) or Screw-in Bulbs	
O: Music Building	R8: Choir Room (South)	7	2 Lamp Box Lenses	7	Replace 2L Box Lens	
O: Music Building	RX: Marching Band Storage	3	2 Lamp Wrap Lenses	3	Replace 2L Wrap Lens	
Q: Ag Shop	R2: N Classroom	2	4 Lamp Wrap Lens	2	Replace 4L Wrap Lens	

Building	Room	Existing Quantity	Existing Fixtures	Installed Quantity	Proposed Measure/Fixture	Notes
Q: Ag Shop	R8: Ag Shop	12	6 Lamp High Bays	12	T8 4' 32W electronic ballast (Premium HPO) 6 lamp	
Q: Ag Shop	R9: Ag Office (B/W Classrooms)	1	2 Lamp Wrap Lens	1	Replace 2L Wrap Lens	
Technology Wing	R1: Room 2	3	2 Lamp Wrap Retrofit	3	4' 12W TLED, 5000K (Philips Instantfit or equivalent)	
Technology Wing	R2: Room 3	4	2 Lamp Wrap Retrofit	4	4' 12W TLED, 5000K (Philips Instantfit or equivalent)	
General	General				Extra ballasts, lenses, lamps	

Appendix B: School Calendar

Fortuna/East High 2018-2019 School Calendar

School Month	Mon	Tues	Wed	Thurs	Fri	Week/ Days Taught	
	6	7	8	9	(10)		Staff Duty Day
August 13 to September 7	13 20 27	14 21 28	15 22 29	16 23 30	17 24 31		Students Start August 13 Labor Day – September 3
FIRST MONTH	3	4	5	6	7	19	
September 10 to October 5	10 17 24	11 18 25	12 19 26	13 20 27	14 21 28		
SECOND MONTH	1	2	3	4	5	20	
October 8 to November 2	8 15 22	9 16 23	10 17 24	11 18 25	12 19 26		
THIRD MONTH	29	30	31	1	2	20	
November 5 To November 30	5 12 19	6 13 20	7 14 21	8 15 22	9 16 23		Veterans' Day Observer – Nov. 12 Thanksgiving Holiday Week
FOURTH MONTH	26	27	28	29	30	14	
December 3 To December 28	3 10 17	4 11 18	5 12 19	6 13 20	7 14 21*		
FIFTH MONTH	24	25	26	27	28	15	Winter Break – Dec. 24 – Jan. 4
December 31 To January 25	31 7 14	1 8 15	2 9 16	3 10 17	4 11 18		
SIXTH MONTH	21	22	23	24	25	14	MLK Day – January 21
January 28 to February 22	28 4 11	29 5 12	30 6 13	31 7 14	1 8 15		
SEVENTH MONTH	18	19	20	21	22	15	Presidents' Week – Feb. 18 - 22
February 25 To March 22	25 4 11	26 5 12	27 6 13	28 7 14	1 8 15		
EIGHTH MONTH	18	19	20	21	22	20	
March 25 To April 19	25 1 8	26 2 9	27 3 10	28 4 11	29 5 12		
NINTH MONTH	15	16	17	18	19	15	Spring Break – April 15-19
April 22 to May 17	22 29 6	23 30 7	24 1 8	25 2 9	26 3 10		
TENTH MONTH	13	14	15	16	17	20	
May 20 to May 31	20 27	21 28	22 29	23 30*	24 (31)		Memorial Day – May 27 Last Day for Students May 30
ELEVENTH MONTH						8	

() Potential Staff Duty Days

☐ Holiday

▒ Local Recess

* End of Semester

88

92

180

1st Semester Ends – December 21

2nd Semester Ends – May 30