

DOCUMENT Number RFP-GYM-2018-01
REQUEST FOR PROPOSALS
COLLEGE GYM LIGHTING EFFICIENCY & UPGRADE

Umpqua Community College - 1140 Umpqua College Rd. - Roseburg, OR 97470

Date of Issue – 4-25-2018

The purpose of this **Solicitation** is to obtain **Proposals** from qualified Firms interested in providing Umpqua Community College with improved illumination and energy efficient lighting in the Gymnasium as described herein.

- **Proposals** will be accepted by **Jules DeGiulio**, Purchasing Manager of Umpqua Community College.

PROPOSAL SUBMISSION PROCESS

- Preferred method is electronic submission of .pdf by email to: jules.degiulio@umpqua.edu.
 - Also accepted when sent by US Mail, UPS, FEDEX, (or similar carrier) to:
Umpqua Community College
1140 Umpqua College Rd.
Roseburg, OR 97470
 - Or by Fax to: **541 440 7707**
- Proposals *must* arrive **prior to 3:00 PM local time on May 8, 2018** at which time they will be opened and evaluated. Late Proposals will be returned unopened and un-reviewed.

Q&A:

All Proposal related and technical questions may be submitted in writing between the dates of **4/26/2018 and 5/4/2018** with all potential Proposers receiving a written reply no later than **5pm, 5/4/2018**. Oral statements may not be relied upon and will not be binding or legally effective. Due to short time-line, direct questions to Jules DeGiulio via email.

SITE VISIT:

- Interested parties may schedule a site visit from **4/26/2018 until 5/4/18** to conduct the Light Study.

The decision will be made and a formal “**Notice of Award**” will be sent to all Proposers no later than **May 10, 2018**.

PROPOSER REQUIREMENTS

- To be considered responsive, Proposals must be submitted on the attached **PROPOSAL RESPONSE FORM, (EXHIBIT A)**, with all company and personnel data completed, and an authorized signature included.
- It is preferred that all equipment and supplies related to this job arrive with the contractor. If any equipment or supplies needs to be shipped directly to UCC, it shall be identified as such and shall ship FOB Destination. The College will not accept ownership until it’s off-loaded at delivery point.
- Company will agree to indemnify College against expenses incurred in the event that equipment is not timely delivered in warrantable condition and shall provide proof of insurance adequate to cover this indemnification upon request by the College.
- The Proposer shall guarantee the Total Proposal Price for a period of 45 calendar days from the date of Proposal opening.

TIME IS OF THE ESSENCE

- UCC recognizes that the time line is tight. All materials shall be secured and the installation work completed not later than **June 30, 2018**. If you are not sure this can be accomplished, offer your best schedule for completion in your proposal.

PROJECT DESCRIPTION – STATEMENT OF WORK

- **UCC's goal** is to optimize energy efficiency in its gymnasium through LED lighting while maintaining a minimum of the equivalent lighting value provided by existing conditions.
- **Light study** - An evaluation of existing light levels in the Umpqua Community College Gymnasium shall be conducted in order to benchmark the new light study. This proposal shall include a comparison between existing conditions (20 1000W MH fixtures) and proposed replacement fixtures to illustrate new light levels.
- **Incentive requisition** – Proposer shall submit paperwork on behalf of Umpqua Community College to Energy Trust of Oregon to obtain energy incentives to absorb a portion of the overall cost of the project. Proposer will become proprietor of incentives upon completion of project.
- **Fixture information** – Specifications for proposed fixture (brand name may be excluded) shall be provided with copy of any and all associated warranties.
- Proposers shall provide **specifications** for the following: Line Voltage input, line frequency, luminaire life, wattage, operating temperatures, color, lens (opaque), lumens and certifications.
- **Required Site Work:** The scope of work shall include total removal and proper disposal of existing fixtures and complete installation of approved fixtures and switching method.
- All materials and equipment to perform lighting replacement project are the responsibility of the selected Proposer. Work will be performed in a workman-like manner to the satisfaction of owner. All work performed is to be done in an agreed upon timeframe between owner and Proposer before final agreement is signed.
- Any additional work or materials needed outside of the normal requirements to perform job will require **Change Orders**. All Change Orders require formal approval and will be separate from the original scope of work.

LAWS AND REGULATIONS

Pursuant to ORS 279A.120, the Proposer shall state whether or not Proposer is a resident Proposer, (Oregon or non-Oregon).

Pursuant to ORS 279C.830 and ORS 279C.840: UCC does not expect this to exceed Oregon's threshold for Prevailing Wage and shall be taken into consideration in cost of Proposal. The provisions stating the existing prevailing rate of wage paid to workers required for Oregon Public projects may be accessed on the internet at the following link:

<http://www.oregon.gov/BOLI>

OWNER'S RIGHTS

The College reserves the right to (1) reject any Offer not in compliance with all prescribed public solicitation procedures and requirements, (2) add to the price proposal by non-resident offerers and increase equal to the percent preference that the non-resident offerers home state would give it's in-state offerers, (3) reject for good cause any or all proposals that are not in the best interest of the College, (4) waive informalities in the proposals, (5) select the proposal which is discerned to be in the best interest of Umpqua Community College and (6), split the award among two or more offerors if determined an advantage for UCC.

Jules DeGiulio
Purchasing Manager
Authorized Representative of
Umpqua Community College, Roseburg Oregon
541 440 7648

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