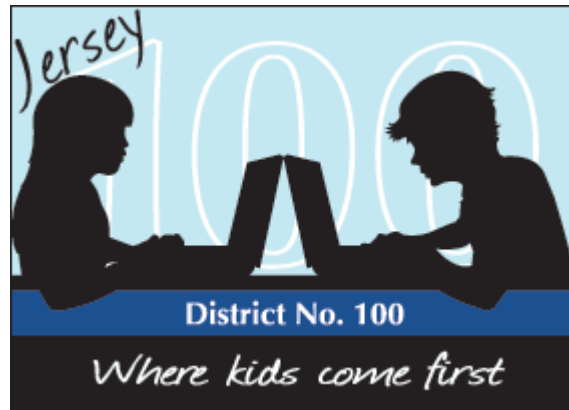


REQUEST FOR PROPOSAL (RFP)

JERSEY COMMUNITY HIGH SCHOOL GYMNASIUM LIGHTING RENOVATIONS



JERSEY COMMUNITY UNIT SCHOOL DISTRICT NO. 100
100 LINCOLN AVENUE
JERSEYVILLE, IL 62052

FEBRUARY 26, 2015

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1. SUMMARY AND BACKGROUND

Jersey Community Unit School District No. 100 is currently accepting proposals to replace switches, lights and fixtures at Jersey Community High School. The existing lighting was installed in 2006. The purpose of the project is twofold; 1.) Improved lighting and 2.) Energy savings.

The purpose of this Request for Proposal (RFP) is to solicit proposals from various candidate organizations, conduct a fair and extensive evaluation based on criteria listed herein, and select the candidate who best represents the direction Jersey CUSD No. 100.

Jersey CUSD No. 100 is a PreK thru 12 school district located in Jerseyville, Illinois.

2. PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 9:00am CST March 12, 2015. A public bid opening will be held at 9:00am CST, March 12, 2015 in the Jersey CUSD No. 100 District Office located at 100 Lincoln Avenue, Jerseyville, IL. Any proposals received after this date and time will be returned to the sender. All proposals must be signed by an official agent or representative of the company submitting the proposal. Proposals should be sent to Alan Churchman, Jersey CUSD No. 100, 100 Lincoln Avenue, Jerseyville, IL 62052.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by Jersey CUSD No. 100 legal department and will include scope, budget, schedule, and other necessary items pertaining to the project.

Winning proposal will be dependent on pre-approval of an incentive from the Illinois Department of Commerce and Economic Opportunity. Winning bidder will be required to submit all paper work to secure any grant or incentive that is available. Grant/Incentive funding will be paid to Jersey CUSD NO. 100.

3. PROJECT PURPOSE AND DESCRIPTION

The purpose of this project is as follows:

Jersey Community High Schools current gymnasium lighting was installed in 2006. Current lighting is very inefficient and lighting is not adequate. The goal of the project is to replace gymnasium lighting with brighter more energy efficient lighting.

Project Description:

Jersey CUSD NO. 100 is seeking a provider to utilize the latest in gymnasium lighting technology to create a brighter and less costly lighting solution for two gymnasiums and batting cage areas.

The finished project will increase lighting lumens and improve switching for all areas outlined. The finished product will result in a bright well lit area and lower utility costs.

4. PROJECT SCOPE

The scope of this project includes all design, development, materials, and labor.

Project 1 – Main gymnasium at Jersey Community High School

Quantity	Materials	Minimum System kWh
34	HBLED-30	38760
6	HBLED-24	6090
6	HBLED-18	4560
	Switch system	
	Wire	
	Mounts	

Project 2 – Secondary gymnasium at Jersey Community High School

Quantity	Materials	Minimum System kWh
24	HBLED-30	27360
	Switch System	
	Wire	
	Mounts	

The following criteria must be met to achieve a successful project:

- A significant increase in foot candles
 - Bid must state existing Foot Candles and Post Project Foot Candles.
- User-friendly switching system
- LED lights (Inclusion of emergency lighting)
- Lighting can be changed/modified easily by Jersey CUSD No. 100

- Ability to work closely with Jersey CUSD No. 100 Facilities Director on coordination of project tasks and resources
- Plan and perform a complete testing process on lighting to ensure all components work.
- Approval of IDCEO incentive.

5. REQUEST FOR PROPOSAL AND PROJECT TIMELINE

Request for Proposal Timeline:

All proposals in response to this RFP are due no later than 9:00am CST March 12, 2015.

The selection decision for the winning bidder will be made no later than March 19, 2015.

Upon notification, the contract negotiation with the winning bidder will begin immediately. Contract negotiations will be completed by May 1, 2015.

Notifications to bidders who were not selected will be completed by March 25, 2015.

Project Timeline:

June 29, 2015 – July 17, 2015

6. BUDGET

All proposals must include proposed costs to complete the tasks described in the project scope. Costs should be stated as one-time or non-recurring costs (NRC). Pricing should be listed for each of the following items in accordance with the format below:

Project Initiation and Planning	\$ _____
Materials	\$ _____
Labor	\$ _____
IDCEO Funding Estimate	\$ _____
Bonding	\$ _____
Total Cost	\$ _____

NOTE: All costs and fees must be clearly described in each proposal.

Contract/General Conditions

- **The district will utilize standard purchase order procedures.**
- **Payment will be made within 30 days of receipt of final invoice after project completion.**
- **Retainage will be 10% of contract.**

7. BID REQUIREMENTS AND QUALIFICATIONS

Bidders should provide the following items as part of their proposal for consideration:

- A bid security in the form of either a cashier's or certified check or a bid bond. (Equal to 5% of the bid.)
- List of how many full time, part time, and contractor staff in your organization
- Examples of 3 or more large lighting projects completed
- Contact information of clients for similar lighting projects
- Anticipated resources you will assign to this project (total number, role, title, experience)
- A full testing plan
- Timeframe for completion of the project
- Project management methodology
- Bonding and insurance
 - Performance and Material Payment bonds. (Equal to 100% of the contract.)
 - Proof of insurance documentation
- Project is exempt from Illinois State Sales Tax
- 5 year warranty on light fixture boards and drivers
- Provide district with pre and post project foot candles.
- Contractor will provide sufficient protection to gym flooring and bleachers. Damage due to construction will be corrected by contractor with them incurring all costs to the satisfaction of the district.
- Contractor must submit a list of proposed light fixtures and switching to District for approval.
- Provide District with "As-Built" drawings. Drawings must include a diagram of circuitry.
- Bid must include all modifications if needed to provide the required power per code.
- Provide District upon project closeout with all warranty, maintenance instructions, etc.
- Bidder shall be responsible for obtaining all construction permits and approval of all authorities having jurisdiction. Requirements include providing drawings sealed and signed by the engineer responsible for their preparation licensed in the State of Illinois.
- Project requires that a sufficient number of emergency light fixtures be provided to meet the egress lighting requirements of the 2009 International Building Code (IBC).
- The project is required to comply with the Illinois Prevailing Wage Act of (820 ILCS 130/1 et seq.)

8. PROPOSAL EVALUATION CRITERIA

Jersey CUSD No. 100 will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all of the following criteria:

- Overall proposal suitability: proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner

- Organizational Experience: Bidders will be evaluated on their experience as it pertains to the scope of this project
- Previous work: Bidders will be evaluated on examples of their work pertaining to gymnasium lighting design and hosting as well as client testimonials and references
- Value and cost: Bidders will be evaluated on the cost of their solution(s) based on the work to be performed in accordance with the scope of this project
- Technical expertise and experience: Bidders must provide descriptions and documentation of staff technical expertise and experience

Jersey CUSD No.100 has the right to accept any and all bids, and to waive formality in the bidding process.

To arrange an appointment to inspect facility prior to bid submission please contact Alan Churchman at 618-535-4815 or alan.churchman@jersey100.org.

Each bidder must submit 3 copies of their proposal to the address below by March 12, 2015 at 9:00am CST:

Alan Churchman
Jersey CUSD NO. 100
100 Lincoln Avenue
Jerseyville, IL 62052