



## **INVITATION TO BID (Request for Proposal – RFP)**

July 25, 2014

### **PROJECT**

Alice C Sabatini Gallery Lighting System

### **PROJECT DESCRIPTION**

Lighting fixtures, track, lenses, reflectors and other parts as specified in this RFP and a minimum of a five (5) year warranty on parts. Delivery of parts to 1515 SW 10<sup>th</sup> Ave, Topeka, KS 66604 should be scheduled as soon after August 25, 2014 as possible.

### **BID RECEIVING**

Date: August 7, 2014

Time: 3:00 PM CDT

Place: Perkins Room (2nd floor), Topeka and Shawnee County Public Library, 1515 S.W. 10th Avenue, Topeka, KS

Attendance at the bid receiving is not required. Those who do not attend shall ensure the bid is received by the Topeka and Shawnee County Public Library prior to 2:30 PM CDT.

### **OWNER**

Topeka & Shawnee County Public Library  
1515 S.W. 10th Avenue  
Topeka, KS 66604-1374

## **INSTRUCTIONS TO BIDDERS**

Date: July 25, 2014

**PROJECT:** Alice C Sabatini Gallery Lighting System

### **DEFINITIONS:**

Bidding documents include Invitation to Bid, Instructions to Bidders, and Bid Form including any Addenda issued prior to bid receiving.

### **ADDENDA:**

Addenda are written or graphic instruments issued prior to bid receiving which modify or interpret the bidding documents, including specifications, additions, deletions, clarifications, or corrections.

Prior to bid receiving, Addenda will be mailed or delivered to each Bidder recorded by the Owner as having received the bidding documents.

Bidders shall acknowledge receipt of Addenda on the Bid Form.

### **EXAMINATION OF BIDDING DOCUMENTS:**

Each Bidder shall examine the bidding documents carefully. Any interpretation or correction will be issued as an Addendum by the Owner. ONLY A WRITTEN INTERPRETATION OR CORRECTION BY ADDENDUM SHALL BE BINDING.

### **BID PREPARATION**

A single bid will be received for the purchase of all parts specified in this RFP below.

The Owner is a political subdivision of the State of Kansas, eligible for government contract prices, and is exempt for the Kansas Retailers' Sales Tax Act and Kansas Compensating Tax Act under the provisions of Kansas Statutes Annotated (K.S.A.) Supplement 79-3606(b).

Bids shall be made upon the BID FORM included with these specifications. Fill in all blanks on the BID FORM clearly with typewriter or ink. Erasures or other changes in a bid must be explained or noted over the signature of the Bidder. Signature shall be in longhand by a principal duly authorized to sign contracts. Bids shall contain no alterations or recapitulation of the work.

The Owner reserves the right to: (1) waive any informalities or minor defects in the bids or bidding procedures; (2) reject any or all bids; (3) rebid the project at a later date if bids are rejected; and (4) accept the bid that, in the judgment of the Topeka and Shawnee County Public Library, will be in the best interest of the Library, whether or not said bid is the lowest bid.

Bidders may not use omissions or errors in the Specifications or other contract documents to their advantage. The Owner reserves the right to issue new instructions correcting any such

errors or omissions, which new instructions shall be treated as if originally included.

The Owner may make any investigation it deems necessary to determine the ability of the Bidder to perform the work. Bidders shall furnish information for this purpose to the Owner upon request. The Owner reserves the right to reject any bid if the evidence submitted by, or other investigation of, the Bidder fails to satisfy the Owner that the Bidder has the proper qualifications, experience, equipment, manpower, or financial and managerial capability to carry out the obligations of the contract agreement or to perform the work as specified.

The Bidder shall be paid in accordance with contract agreement upon award.

Bids shall be prepared and submitted in accordance with these INSTRUCTIONS TO BIDDERS.

**Mail, deliver or email the BID FORM to:** Sheryl Weller  
Chief Financial Officer  
TOPEKA & SHAWNEE COUNTY PUBLIC  
LIBRARY  
1515 S.W. 10th Avenue  
Topeka, KS 66604-1374  
sweller@tscpl.org

If submitting a paper BID FORM, enclose the BID FORM in a sealed opaque envelope bearing the legend:

**BID FORM**

Project: Alice C Sabatini Gallery Lighting System  
Bidder: (your company name)  
Address: (your company address)

Please note email submission of BID FORMS is not secure, unless initiated in that manner by the Bidder.

**COORDINATOR:** The Coordinator shall assume general coordination and direction of the project. The Coordinator is:

Zan Popp  
Curator  
Voice: 785.580.4400  
Fax: 785.580.4496  
E-Mail: zpopp@tscpl.org

**BIDDER'S REPRESENTATION:**

The Bidder, by responding to this bid, represents that

1. The Bidder read and understood the INSTRUCTIONS TO BIDDERS.
2. The Bidder carefully examined all bidding documents pertaining to the project.
3. The Bidder acknowledges receipt of Addenda, if any.

**BID RECEIVING:**

The Owner will receive and publicly open and read bid proposal forms at the time and place indicated in the INVITATION TO BID.

The bid proposal shall include all costs for lighting track, fixtures, lens, and all other parts as well as a minimum of five (5) year warranty as specified in this RFP. Delivery of parts to 1515 SW 10<sup>th</sup> Ave, Topeka, KS 66604 should be scheduled as soon after August 25, 2014 as possible.

No oral or telephone bids will be considered. Modifications by telephone will be considered only on BID FORMS delivered to Owner prior to time set for bid receiving.

**BID WITHDRAWAL:**

A Bidder may withdraw a BID FORM in writing, including via email, to Owner prior to time fixed for bid receiving.

Unless otherwise provided in any supplement to these INSTRUCTIONS TO BIDDERS, no Bidder shall modify, withdraw, or cancel the bid, or any part thereof, for thirty (30) calendar days after the date for receiving bids.

**AWARD OF CONTRACT:**

A contract will be awarded as soon as possible to the responsible Bidder submitting the lowest acceptable bid, provided:

1. Evidence of the experience, qualifications and fiscal responsibility of the Bidder and the time of completion are all acceptable to the Owner.
2. The total of acceptable bids is within the Owner's financial budget for the project.

**REJECTION OF BIDS:**

The Bidder acknowledges the Owner's right to reject any and all bids and to waive any formality or irregularity in any bid received. The Bidder recognizes the Owner's right to reject any bid, which fails to submit the data required by the bidding documents, or is in any way incomplete or irregular. An award to the lowest Bidder is not required.

**OWNER:**

Topeka & Shawnee County Public Library  
1515 S.W. 10th Avenue  
Topeka, KS 66604-1374

**PROPOSED SCOPE OF WORK:**

The successful bidder will provide all lighting track, fixtures, lens, and other parts as specified below in this RFP. All products and materials shall be new and unused.

A minimum of a five (5) year warranty on parts is required.

Delivery of parts should be scheduled as soon after August 25, 2014 as possible.

Delivery of all parts to 1515 SW 10<sup>th</sup> Ave, Topeka, KS 66604 is included in the bid total.

**SPECIFICATIONS:**

LSI LUMELEX 2044 SERIES Description	Item #	Quantity
LSI Lumelex 2044 for 2 circuit track, 97 CRI, 2700K, 15 degree, white	LX2044-C-2-M1-00-D-W	100
LSI Lumelex 2045 WALL WASH for 2 circuit track, 97 CRI, 2700K, 15 degree, white	LX2045-A-2-00-D-W	70
20 degree spread	LX-M90-REF	30
20 degree reflector	LX-M20-REF	30
40 degree reflector	LX-M40-REF	40
60 degree reflector	LX-M60-REF	20
Spread lens	AA990	60
Spread lens	AA992	60
Spread lens	AA995	40
Spread lens	AA996	30
Beam softener	AA998	30
Hex louver	AA	30
12' two circuit track, white	31330	36
8' two circuit track, white	31320	8
4' two circuit track, white	31310	6
end feed	31300	12
end cap	30303	12
straight mini joiner	31311	12
L	31305	12

The floor plan illustrates the layout of the 1st floor, featuring three primary galleries and their associated dimensions:

- Entrance Gallery (9' ceiling):** Located on the left side of the plan, with a total width of 14'0" and a length of 13'11.75". It includes a small section with a width of 5'1.10" and a length of 6'1".
- Main Gallery (17' ceiling):** A large central rectangular space with a width of 32'0" and a length of 20'5.18". It is surrounded by a 1'0" wide corridor.
- Jewel Box Gallery (17' ceiling):** A smaller rectangular space on the right side, with a width of 18'8.10" and a length of 24'0". It is also surrounded by a 1'0" wide corridor.

The plan also shows various other dimensions for the galleries and the overall building footprint, including a total width of 33'0" and a total length of 34'0".

Helios Lighting Design  
Clint Paugh  
Sabatini Gallery  
June 30, 2014

## BID FORM--Single Contract

Owner: Topeka & Shawnee County Public Library  
1515 S.W. 10th Avenue  
Topeka, KS 66604-1374

In compliance with the invitation and instructions to Bidders, the undersigned proposes to provide all lighting track, fixtures, lens, and other parts specified in this RFP with a five (5) year warranty with parts scheduled for delivery to 1515 SW 10<sup>th</sup> Ave, Topeka, KS 66604 as soon after August 25, 2014 as possible.

	Quantity	Unit Cost	Total
A.	_____	_____	_____
B.	_____	_____	_____
C.	_____	_____	_____
D.	_____	_____	_____
E.	_____	_____	_____
<b>TOTAL BASE BID</b>			

### ADDENDA

Receipt is acknowledged of Addenda numbers \_\_\_\_\_.

### TIME OF COMPLETION

The undersigned agrees to deliver the specified equipment within \_\_\_\_\_ calendar days from the date of the award of Contract. It is the Owner's desire that the project be completed rapidly. Time of Completion will be given strong consideration during the evaluation of bids.

### MAINTENANCE CONTRACT

Cost to extend maintenance beyond the warranty period. \$ \_\_\_\_\_

### DECLARATION

The undersigned hereby declares the bid specifications have been carefully examined and this proposal is submitted in compliance therewith. The undersigned understands that competence and responsibility, time of completion, as well as any other factors of interest to the Owner may be a consideration in making the award. The Owner reserves the right to reject any or all proposals, to accept or reject alternate proposals and unit prices, and waive technicalities concerning the bid proposals received as it may be in the Owner's best interest to do so.

\_\_\_\_\_  
Authorized Representative's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Company

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
E-Mail

\_\_\_\_\_  
City/State/Zip