



# **REQUEST FOR PROPOSALS PACKAGE**

**For**

**District of Lillooet  
Lighting Upgrade Project**

**District of Lillooet  
Box 610, 615 Main St.  
Lillooet, BC V0K 1V0**



*District of Lillooet  
Box 610, 930 Main St.  
Lillooet, BC V0K 1V0  
Ph: 250.256.7527  
Fax: 250.256.4037*

July 22, 2011

Dear Proponent;

**Subject: Lighting Upgrade Request for Proposal**

The District of Lillooet is conducting a request for proposals for the upgrade of lighting for the District of Lillooet REC Centre, Fire Hall, City Hall and Public Works Yard. This RFP incorporates the purchase and installation of high efficiency lighting for the District of Lillooet.

Questions regarding the request for proposal must be made to the contract coordinator, Duane Lawrence, by email at [dlawrence@lillooetbc.ca](mailto:dlawrence@lillooetbc.ca), by fax at 250-256-4037 or by phone at 250-256-7527.

The proposal must be completed on the attached Proposal Form and must include the required information outlined in this request for proposal package.

Sincerely

Duane Lawrence  
Director of Recreation  
District of Lillooet

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# Section 1 –General Information

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## 1.1 GENERAL

The District of Lillooet is in the process of upgrading the lighting at the Lillooet REC Centre, Lillooet City Hall, Fire Hall and Public Works Yard to high efficiency lighting. The objective of this RFP is to obtain submissions of interest for the upgrading of existing lighting ballasts and/or fixtures with high efficiency lighting.

## 1.2 SUBMISSION OF PROPOSALS

Completed proposals will be accepted in person, by mail/courier or via email in PDF format. Deadline for receiving submissions 4:00 pm on August 10<sup>th</sup>, 2011.

All submissions to include:

1. Schedule 3 – Contractor Submission Form
2. Schedule 4 – Schedule of Items and Prices
3. Schedule 5 – Summary of Costs

### 1.2.1 IN PERSON & EMAIL

Return your completed request for proposal form in a **sealed** envelope marked “**District of Lillooet Lighting Upgrade Project**” to the District of Lillooet REC Centre at 930 Main St. Lillooet, BC.

Completed proposals will be accepted via email at [district@lillooetbc.ca](mailto:district@lillooetbc.ca). All proposals must be in a **PDF** format. The District retains the right to refuse email documents in instances where formatting errors make the proposal unclear or if the District is unable to open the document. The District will not be held responsible for lost email submissions.

### 1.2.2 MAIL/COURIER

If you are mailing or couriating your request for proposal, return your completed request for proposal form with the required documents in a **sealed** envelope marked “**District of Lillooet Lighting Upgrade Project**” to:

District of Lillooet  
Box 610  
615 Main Street  
Lillooet, BC V0K 1V0

It is the Proponent’s sole responsibility to ensure that their proposal is received on time. Late submissions will not be accepted.

## 1.3 THE PROPOSAL IS REQUIRED TO OBSERVE THE FOLLOWING CONDITIONS:

- It is the responsibility of the proponent to ensure that he/she has received and read the complete Request for Proposal (RFP) package, and to complete the proposal based on the information presented therein.
- No changes are to be made to the RFP form.
- No request for proposals will be accepted after the designated date and time. Late RFP submissions will not be accepted.
- The lowest or any request for proposal will not necessarily be accepted
- The District of Lillooet reserves the right to award portions of this project to more than one proponent.

#### **1.4 ACCEPTANCE OF PROPOSALS**

The District of Lillooet unequivocally reserves the right to accept or reject any or all proposals, to waive informalities and make corrections in any and all proposals, and to not award a contract at all (including the lowest proposal or best ranked proposal) without giving any reason for doing so. In the event that no contract is awarded, all proponents shall be notified and the District of Lillooet shall have no liability to any proponent. The District of Lillooet unequivocally reserves the right to negotiate or otherwise deal with any one or all proponents, to issue addenda altering the RFP, and to decline to conclude a contract with anyone or all proponents without liability to anyone. The District of Lillooet unequivocally reserves the right to undertake all or any portion of this proposal without liability to anyone.

#### **1.5 DISCLAIMER OF INFORMATION**

The District expressly disclaims any responsibility or liability to anyone, in connection with, and does not represent or warrant as to, the accuracy or completeness of any information, errors, omissions, misstatements, or negligence in any such information contained in this document or any addenda or written communications released in connection with this RFP. Verbal answers are not binding unless confirmed by written addenda, which are specifically referenced and identified in the Proposal. No verbal agreement or conversation made, or had at any time, with any employee of the District of Lillooet, not any oral representation by any employee of the District of Lillooet shall add to, detract from, affect or modify the terms of the Proposal document or the contract.

#### **1.6 PROPOSAL WITHDRAWAL**

A proposal may be withdrawn by written notice only prior to the closing date and time.

#### **1.7 CLARIFICATION OF PROPOSALS**

The District of Lillooet may request clarification where, in the sole opinion of the District of Lillooet, the proponent's intent is unclear.

#### **1.8 AWARD PROCESS**

The award, if any, shall be based on the selection criteria stated in Section 2.7 of this document. The District of Lillooet reserves the right to negotiate changes to the preferred proponent's proposal and to enter into an agreement with the preferred proponent. If an agreement is not successfully executed with the preferred proponent, the District of Lillooet may, at its sole discretion and at any time, disqualify the proponent and commence negotiations with the second best proponent's submission. This process will continue until a successful agreement has been reached with one of the proponent's submitted proposal or until the District of Lillooet cancels the RFP.

#### **1.9 OWNERSHIP OF PROPOSALS AND THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT**

All documents submitted to the District of Lillooet become the property of the District of Lillooet, and as such, proponents are advised that parts, or all, of their proposals may be subject to the provisions of BC's Freedom of Information and Protection of Privacy Act. Proponents who wish to ensure particular parts of their proposals are protected from disclosure under this Act should specifically identify any information or records provided with their proposals that constitute trade secrets, and that are supplied in confidence, and the release of which would significantly harm their competitive position. Information that does not meet all three of the foregoing categories may be subjected to disclosure to third parties. Please refer to the Freedom of Information and Protection of Privacy Act for further information.

#### **1.10 CONFIDENTIALITY AND RFP DOCUMENT USE**

This RFP, and any addenda and communications issued by the District of Lillooet related to this RFP, may not be used for any other purpose other than the submission of Proposals. Information pertaining to the District of Lillooet obtained by the proponents as a result of participation in the process is confidential and must not be disclosed without first obtaining written permission from the District of Lillooet.

#### **1.11 CURRENCY**

Prices quoted shall be in Canadian Dollars.

#### **1.12 H.S.T**

Prices quoted shall be totaled by section and shall show the Harmonized Sales Tax as a separate item with a final grand total.

#### **1.13 PRICES SUBMITTED**

The proponent price or prices quoted in the proposal shall be in full compensation for all labour, equipment and materials and utility and transportation services necessary to perform and complete all work under the Contract, including all miscellaneous work, whether specifically included in the RFP documents or not. Any items omitted from this RFP which are clearly necessary for the completion of the work shall be considered part of the work, though not directly specified in the RFP documents.

#### **1.14 INSURANCE**

Insurance requirements shall be in accordance with British Columbia Provincial regulations and standards.

#### **1.15 WORKSAFE BC**

At the time of execution of the contract and prior to receiving payment for substantial and total performance of the work, the successful Proponent shall submit a Declaration stating that he has paid all assessments or compensations payable and has otherwise complied with all the requirements of Worksafe BC.

#### **1.16 OPEN FOR ACCEPTANCE**

The Proponent shall keep his proposal open for acceptance and irrevocable until 60 days have elapsed from the closing date of the RFP or a formal contract is executed based on a proposal other than this one.

#### **1.17 NOTICE OF AWARD**

The awarding of the contract, based on this proposal, shall constitute and be an acceptance of this proposal, and the District of Lillooet shall notify the successful proponent of the contract award.

#### **1.18 APPLICABLE LAW**

The District of Lillooet and the successful proponent agree that the contract formed is to be interpreted in accordance with and governed by the laws in force in the province of British Columbia and the proponent irrevocably submits to the exclusive jurisdiction of the courts of British Columbia.

## **1.19 LIABILITY**

Except as otherwise provided in this Agreement, the Successful Proponent's liability hereunder shall extend to all damages proximately caused by the breach of any of the foregoing warranties or guarantees. The Successful Proponent shall indemnify, defend and hold harmless the District of Lillooet from and against all claims, losses, damages or costs arising from the Successful Proponent's breach of the foregoing warranties. This indemnification shall not be subject to any limitations of remedies or warranties, which are contained in this or any other agreement and shall survive the termination of this Agreement between the parties hereto.

## **1.20 PROPOSAL DOCUMENTS**

The following documents shall be part of this proposal.

1. Request for Proposal Form
2. Schedule of Items and Prices
3. Confirmation of registration with BC Hydro's Power Smart Product Incentive Program
4. Proposed schedule of work to be completed

# Section 2 – Project Details

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## 2.0 DETAILS OF WORK

This contract is to encompass lighting replacement of florescent lighting only. Contractors are responsible for confirming exact numbers of lamps/ballasts to be upgraded. The owner will not be held responsible for shortages of, or surplus of ballasts or blubs.

- A. Upgrade existing ballasts and lamps with high efficiency ballasts and lamps at the Lillooet REC Centre, 930 Main St.
  - I. Pool Change Rooms, Corridors, Washrooms, Radio Room, Hallway and Boiler Room. Work to exclude the main pool deck.
  - II. Main Core Office, Hallways, Washrooms, Kitchen, Library, Daycare, Weight Room, Racquetball and Squash Courts & Amenity Rooms. Work to exclude the gymnasium.
  - III. Arena concession, offices, change rooms, work rooms, corridors and public washrooms. Work to exclude main arena floor.

### Summary of Fixtures

- 1 x 4' lamp T-12 Fixtures 13
- 2 x 4' lamp T-12 Fixtures 306
- 4 x 4' lamp T-12 Fixtures 5
- 6 x 4' lamp T-12 Fixtures 19 (Elevated at a height of 30')
- 2 x 4' lamp HO Fixtures (60w) 5

**Note:** Contractors to factor in 12 fixtures that have been converted to high efficiency lighting and will not require upgrading or be a part of this contract.

- B. Upgrade existing ballasts and lamps with high efficiency ballasts and lamps at the Lillooet District Office, 615 Main St.

### Summary of Fixtures

- 2 x 4' lamp T-12 Fixtures 44
- 4 x 4' lamp T-12 Fixtures 47

- C. Upgrade existing ballasts and lamps with high efficiency ballasts and lamps at the Lillooet Fire Hall.

### Summary of Fixtures

- 2 ballast, 4' lamp T-12 Fixtures 8
- 4 ballast, 4' lamp T-12 Fixtures 24
- 2 ballast, 8' lamp T-12 Fixtures 12

- D. Upgrade existing ballasts and lamps with high efficiency ballasts and lamps at the Lillooet Public Works Yard.
  - I. Upgrade of existing lighting to high efficiency ballasts and lamps

## Summary of Fixtures

- 2 ballast, 4' lamp T-12 Fixtures 16
- 4 ballast, 4' lamp T-12 Fixtures 2
- 2 ballast, 8' lamp T-12 Fixtures 8

**Contractors are responsible for confirming all aspects of the contract including number of ballasts & bulbs required.**

### 2.1 OTHER REQUIREMENTS

- A. All work is to be completed in accordance with industry standards and regulations.
  - Proposals shall include all equipment, tools, labour, supplies and materials required to complete the work.
- B. Proponents must follow BC Hydro's Installation Standards as outlined by BC Hydro Product Incentive Program.
- C. All documentation of work must be completed in accordance and as required by BC Hydro's rebate program.
- D. Proponents are responsible for completing BC Hydro rebate forms on behalf of the District of Lillooet.

### 2.2 HARDWARE SPECIFICATIONS

- A. Proposed fixtures, ballasts, and lamps must fall within the BC Hydro Product Incentive Program Schedule of Eligible Products.
- B. Consideration of location and climate that fixtures and ballasts operate in must be taken into consideration. Proposals must demonstrate longevity, cost effectiveness and a high rate cost recovery.

### 2.3 LOCATION OF THE WORK

Lillooet & District REC Centre  
930 Main St. Lillooet BC

Lillooet District Office  
615 Main St., Lillooet BC

Lillooet Fire Hall  
530 Main St., Lillooet BC

Public Works Yard  
7177 7<sup>th</sup> Avenue, Lillooet BC

### 2.4 TERM

Work must be completed by December 1<sup>st</sup>, 2011, unless otherwise approved by the Contract Coordinator.

### 2.5 SITE VISIT

Site visits for interested proponents conducted by appointment only. Proponents are responsible for visiting all sites, verifying all fixtures, ballast and lamps to be upgraded. Contractors will be responsible for any errors associated with proposals due to a lack of a site visit and verification of all aspects of this RFP.

## **2.6 ELIGABILITY REQUIREMENTS**

The successful proponent must possess:

- WCB coverage (by including their WCB number(s) on the attached request for proposal form.
- It is the responsibility of the proponent to ensure that the individuals completing the project have the required safety training and experience as per Worksafe BC requirements.
- Proponents must be registered with BC Hydro's Product Incentive Program.
- Proponents must possess a current business license for the District of Lillooet.

## **2.7 EVALUATION OF PROPOSALS**

The following items will be considered when evaluating the proposals.

- a. Price
- b. Expected start date and completion date of work
- c. Guarantee of Work
- d. Hardware longevity, cost effectiveness rate of cost recovery
- e. Other

## **2.8 CONTRACT COORDINATOR**

The following named representative is the designated contract coordinator:

Duane Lawrence  
Director of Recreation  
Box 610, 930 Main St.  
Lillooet, BC

Ph: 205.256.7527  
Cell: 250.256.3364  
Fax: 250.256.4037  
[dlawrence@lillooetbc.ca](mailto:dlawrence@lillooetbc.ca)

# Section 3 – Contractor Submission Form

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**I/We of:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

1. Have read and are familiar with the terms of this proposal form.
2. Will execute a Contract in the form prepared by the District of Lillooet.
3. And hereby offers the following request for proposal on this Contract as below:

Part A	\$ _____
Part B	\$ _____
Part C	\$ _____
Part D	\$ _____

**Contract Price** \$ \_\_\_\_\_

HST \$ \_\_\_\_\_

**Total Contract Price** \$ \_\_\_\_\_

4. Have registered and presently remain in good standing with Worksafe BC as Number(s): \_\_\_\_\_  
If not, I/we will undertake to register forthwith, and will advise the number allotted to us.
5. Have no garnishees at the time of the request for proposal opening.
6. Have read and am familiar with all requirements under the Occupational Health and Safety Regulations (WSBC).
7. Request for proposal prices are all-in rates and no extra costs or expenses will be accepted, except where authorized by the District of Lillooet Representative, in the event of additional works, verified by an approved change order.
8. Have registered my/our business, as indicated above, with the District of Lillooet.

\_\_\_\_\_YES \_\_\_\_\_No

DATED AT \_\_\_\_\_ THIS \_\_\_\_\_ DAY of \_\_\_\_\_ 20\_\_\_\_

Signature(s) of Individuals, Partners or Officials authorized to sign on behalf of the Firm.

SIGNATURE (S) \_\_\_\_\_  
\_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

WITNESSED BY \_\_\_\_\_

(Name& Address) \_\_\_\_\_  
\_\_\_\_\_

# Section 4 - Schedule of Items and Prices

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## Part A – Lillooet REC Centre

Item No.	Spec. No.	Description	Unit	Estimated Quantity	Unit Price	Total Price
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**Total - Part A**

## Part B – District of Lillooet City Hall

Item No.	Spec. No.	Description	Unit	Estimated Quantity	Unit Price	Total Price
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**Total - Part B**

## Part C – Lillooet Fire Hall

Item No.	Spec. No.	Description	Unit	Estimated Quantity	Unit Price	Total Price
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**Total - Part C**



Part D – Public Works Yard & Shops

Item No.	Spec. No.	Description	Unit	Estimated Quantity	Unit Price	Total Price
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**Total - Part D**

# Section 5 - Summary of Costs

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Part A – REC Centre	\$ _____
Part B – District City Hall	\$ _____
Part C – Fire Hall	\$ _____
Part E – Public Works	\$ _____
<b>Sub-Total - Contract Price</b>	<b>\$ _____</b>
HST	\$ _____
<b>Total Contract Price</b>	<b>\$ _____</b>