CITY OF GAINESVILLE
REQUEST FOR PROPOSAL

RFP No. 15013
CANDLER T-BALL FIELD LIGHTING

Proposal Release: Wednesday, July 23, 2014
Mandatory Pre-Proposal Meeting Date: 2:00 p.m., Wednesday, August 6, 2014
Proposal Questions Deadline: 2:00 PM, Tuesday, August 12, 2014
Proposal Due Date: 3:00 PM, Friday, August 22, 2014

Approved for Release: J. Melvin Cooper
J. Melvin Cooper, CPRP
Director
Gainesville Parks and Recreation Agency

Postal Return Address: City of Gainesville
Parks and Recreation
830 Green Street NE
Gainesville, GA 30501

Courier Delivery Address: City of Gainesville
Parks and Recreation
830 Green Street NE
Gainesville, GA 30501

City of Gainesville Request for Proposals – Candler T-Ball Field Lighting
City of Gainesville  
Parks and Recreation  
Request for Proposal  

RFP No. 15013  
Candler T-Ball Field Lighting  

Sealed Proposals will be received by the City of Gainesville, Parks and Recreation Agency, 830 Green Street NE, Gainesville, GA 30501 until 3:00 p.m. Friday, August 22, 2014, for Lighting of the Candler T-Ball Field located at 525 Prior Street, Gainesville, GA. 30501.  

OVERVIEW  
The City of Gainesville, Georgia (Hereafter also referred to as “The City”) seeks proposals to light the T-Ball Field at the above location.  
The City desires to contract with a vendor to install lights on the field for the Agency.  

PROPOSAL CORRESPONDENT  
Upon Release of this Request for Proposal, all vendor communications concerning this acquisition must be directed to the Parks and Recreation correspondent listed below:  

Jeff Morrison, Parks Division Manager  
City of Gainesville Parks and Recreation  
830 Green Street NE, Gainesville, GA. 30501  
Phone: 770-538-4950  
FAX: 770-531-2681  
jmorrison@gainesville.org  

Unauthorized contact regarding the proposal with other Gainesville City employees may result in disqualification. Any oral communications will be considered unofficial and non-binding on the City of Gainesville. Vendor should rely only on written statements issued by the proposal correspondent.  

MANDATORY PRE-PROPOSAL MEETING  
All interested vendors must attend the Pre-Proposal meeting at 2:00 PM, Wednesday, August 6, 2014 at which details of the RFP will be covered.
PROPOSAL QUESTIONS

All questions must be submitted in writing to the proposal correspondent named above. Questions must be received by 2:00 p.m. August 12, 2014. A list of questions and answers will be provided to all known proposers and by request. Requests may be made to the proposal correspondent named above.

PROPOSAL RESPONSE DATE AND LOCATION

Gainesville Parks and Recreation must receive the vendor’s proposal in a sealed envelope, in its entirety, not later than 3:00 p.m., Daylight Savings Time in Gainesville, Georgia on Friday, August 22, 2014. Proposals arriving after the deadline will be returned unopened to their senders. All proposals and accompanying documentation will become the property of the City of Gainesville and may not be returned. One (1) original and two (2) copies of this proposal must be submitted to allow for evaluation. Proposals must be clearly marked on the outside of the package:

Candler T-Ball Field Lighting RFP # 15013

Vendors assume the risk of the method of dispatch chosen. The City of Gainesville assumes no responsibility for delays caused by any delivery service. Postmarking by the due date will not substitute for actual proposal receipt. Late proposals will not be accepted nor will additional time be granted to any vendor. Proposals may not be delivered by facsimile transmission or other telecommunication or solely by electronic means.

Proposal Schedule:

Proposal Release: July 23, 2014

Mandatory Pre-Proposal Meeting: 2:00 PM, Wednesday, August 6, 2014 – Candler Fields

Proposal Questions Deadline: 2:00 PM, Tuesday, August 12, 2014

Proposal Due Date: 3:00 PM, Friday, August 22, 2014

Recommendation to Parks & Recreation Board: Monday, September 8, 2014

Award Date: September 9, 2014

WAIVER OF TECHNICALITIES

All items must meet or exceed specifications as stated by the City of Gainesville. The City of Gainesville reserves the right to waive any technicalities and to reject or accept any Proposal in its entirety or to accept any portion thereof if it is determined that either method results in lower costs, better service, final satisfaction or is otherwise determined to be in the best interest of the City of Gainesville. Award may be made by item number or in total. Determination of best response to proposal will be the sole judgment of the City of Gainesville. Proposals shall remain valid for ninety days from the date of proposal opening.
PROPOSAL REJECTION

The City of Gainesville reserves the right to reject any or all proposals at any time without penalty.

*Any vendor, who acts as a supplier to another vendor submitting a proposal and also submits a proposal of their own, will be viewed as participating in Collusive behavior. This behavior displays a pattern or practice of unethical or immoral business practices. Any vendor associated with this practice may be banned from doing business with the City of Gainesville for up to three years.*

MODIFICATION OF PROPOSALS

Any clerical mistake that is patently obvious on the face of the proposal may, subject to the limitations described below, be corrected upon written request and verification submitted by the proposers. A nonmaterial omission in a proposal may be corrected if Gainesville Parks and Recreation or the Administrative Services Department determines that correction to be in the City’s best interest. Omissions affecting or relating to any of the following shall be deemed material and shall not be corrected after Proposal opening:

1. Price Information; and
2. Any required Insurance

WITHDRAWAL OF PROPOSALS

Proposals may be withdrawn at any time prior to the proposal opening. After proposals have been publicly opened, withdrawal of a proposal shall be based upon the following:

The Proposer shall give notice in writing of his claim of right to withdraw his proposal due to an error within two business days after the conclusion of the proposal opening procedure. Proposals may be withdrawn from consideration if the price is substantially lower than the other proposals due solely to a mistake therein, provided the proposal was submitted in good faith, and the mistake was a clerical mistake as opposed to a judgment mistake, and was actually due to an unintentional arithmetical error or an unintentional omission of a quantity of work, labor or material made directly in the compilation of the proposal, which unintentional arithmetical error or unintentional omission can be clearly shown by objective evidence drawn from inspection of original work papers, documents and materials used in the preparation of the proposal sought to be withdrawn. The proposer’s original work papers shall be the sole acceptable evidence of error and mistake if he elects to withdraw his proposal. If a proposal is withdrawn under the authority of this provision, the lowest remaining responsive proposal shall be deemed to be the low proposal.
PROPOSER’S RESPONSIBILITY

When determining whether a proposer is responsible, or when evaluating a proposal, the following factors may be considered, any one of which will suffice to determine whether a proposer is responsible or the proposal is the most advantageous to the City:

- The ability, capacity and skill of the proposer to perform the contract or provide the equipment and/or service required.
- The character, integrity, reputation, judgment, experience and efficiency of the proposer.
- Whether the proposer can perform the contract within the time specified.
- The quality of performance of previous public and private contracts or services, including, but not limited to, the proposer’s failure to perform satisfactorily or complete any written contract. The City’s termination for default of a previous contract with a proposer, within the past three years, shall be deemed to be such a failure.
- The previous and existing compliance by the Proposer with laws relating to the contract or service.
- Evidence of collusion with any other Proposers, in which case colluding proposers will be restricted from submitting further proposals on the subject project or future proposals, for a period not less than three years.
- The proposer has been convicted of a crime of moral turpitude or any felony, excepting convictions that have been pardoned, expunged or annulled, whether in this state, in any other state, by the United States, or in a foreign country, province or municipality. Proposer shall affirmatively disclose to the City all such convictions, especially of management personnel or the proposers as an entity, prior to notice of award or execution of a contract, whichever comes first. Failure to make such affirmative disclosure shall be grounds, in the City’s sole option and discretion, for termination for default subsequent to award or execution of the contract.
- If the proposer will be unable, financially or otherwise, to perform the work.
- At the time of the proposal opening, the proposer is not authorized to do business in the Georgia, or otherwise lacks a necessary license, registration or permit.
- Any other reason deemed proper by the City.

NON-ENDORSEMENT

As a result of the selection of a vendor to supply products and/or services to the City of Gainesville, the City of Gainesville is neither endorsing nor suggesting that the vendor’s product is the best or only solution. The vendor agrees to make no reference to the City of Gainesville in any literature, promotional material, brochures, sales presentation or the like without the express written consent of the City of Gainesville.

PROPRIETARY PROPOSAL MATERIAL

Any information contained in the proposal that is proprietary will be neither accepted nor honored. All information contained in this proposal is subject to public disclosure.
RESPONSE PROPERTY OF THE CITY OF GAINESVILLE

All material submitted in response to this request becomes the property of the City of Gainesville. Selection or rejection of a response does not affect this right.

NO OBLIGATION TO BUY

The City of Gainesville reserves the right to refrain from contracting with or purchasing from any vendor. The release of this proposal does not compel the City of Gainesville to purchase.

COST OF PREPARING PROPOSALS

The City of Gainesville is not liable for any cost incurred by vendors in the preparation and presentation of proposals and demonstrations submitted in response to this proposal.

NUMBER OF PROPOSAL COPIES REQUIRED

Vendors are to submit one (1) original Proposal and two (2) copies.

ADDENDA

Proposers are responsible to check the City of Gainesville’s website for the issuance of any addenda prior to submitting a proposal. The address is http://www.gainesville.org/purchasing

PROPOSAL AWARD AND EXECUTION

The City will select the proposal that, in its sole discretion, is the most responsive and responsible proposal to the City. The City reserves the right to make any award without further discussion of the proposal submitted; there may be no best and final offer procedure. Therefore, the proposal should be initially submitted on the most favorable terms the vendor can offer. The specification may be altered by the City of Gainesville based on the vendor’s proposal and an increase or reduction of services with the manufacturer may be negotiated before proposal award and execution.

TAX EXEMPTION

The City of Gainesville is exempt from all Federal and State Tax. Do not include tax in your proposal.

LOCAL VENDOR PREFERENCE

Local Vendor means a bidder or offeror which operates and maintains a brick and mortar business, i.e. a physical business address, within the city limits of the City of Gainesville, has a current business license, has paid in full all real and personal taxes owed the City, is considered a vendor in good standing with the City and can obtain an active vendor status.

A local vendor may receive an opportunity to match for purchases, bids, proposal or contracts over $20,000 and less than $100,000. The local vendor may be given an opportunity to match the lowest price proposal, if the quotation or bid of the local vendor is within 3% of the lowest price proposal by a non-local vendor.
In the event a local vendor matches the lowest price proposal, including all other terms, quality, services and conditions, then the local vendor shall be awarded the contract.

In the event the price proposal of more than one local vendor is within 3% of the lowest overall price proposal of a non-local vendor, the local vendor with the lowest proposal will be given the first opportunity to match the lowest overall price proposal. If this local vendor declines to match the price proposal, then the local vendor with the next lowest bid within 3% will be given the opportunity to match the lowest proposal. This process will continue with all local vendors having proposal within 3% of the lowest overall bid by a non-local vendor.

Policy to be stated. This policy shall be so stated in all applicable solicitations.

Exemptions. This provision does not apply to public works construction projects or road projects pursuant to the laws of the State of Georgia (O.C.G.A §36-91 or §32-4).

PROPOSAL REQUIREMENTS/EVALUATION CRITERIA

The City will evaluate all written submittals. It is incumbent upon the proposers to demonstrate within their proposals how each requirement will be satisfied. All Proposals must meet the specification as outlined in this Proposal. The City reserves the right to investigate the qualifications and experience of the proposers, or to obtain new proposals. Proposals not sufficiently detailed or in an unacceptable form may be rejected by the City. Dates and documentation included in the proposal become public information upon award of the contract. Interested firms must follow the process outlined in the following pages in submitting their proposal.

The following criteria, not listed in order of importance, will be used to evaluate proposals.

- Terms, condition and pricing of purchase, service, or lease agreement.
- The financial ability of the proposer.
- If the City chooses this option, the cost of the proposer’s warranties and/or maintenance agreement and scope of coverage.
- Depth of the proposer’s experience
- Type of durability and quality of product(s).
- Types and cost of amenities available for the product(s).

Proposer Requirements

- Proposer must have five years of continuous experience.
- Bid bonds shall be required for all projects costing fifty thousand dollars ($50,000.00) or greater. Performance and payment bonds shall be required for all contracts where the cost is fifty thousand dollars ($50,000.00) or greater. The City may, at its discretion, require bid, performance, and payment bonds for any contract where cost is less than the previously stated thresholds. In Lieu of the bid bond described above, an offeror may submit with the bid or proposal a cashier’s check, certified check, or irrevocable letter of credit payable to the City in an amount not less than 5% of the purchase price specified in the bid or proposal provided that the form of such letter of credit...
and the lending institution have been approved by the City in advance. This section shall apply to projects not otherwise governed by State Law.

- Proposer must provide evidence, satisfactory to the City, of the following insurance requirements:
  - Owner requires the Contractor to have and maintain the following insurance coverage and indemnification provisions with the City of Gainesville named as an additional insured hereunder.
  - The Contractor agrees to provide and maintain insurance coverage until the contract is completed and to furnish certificates from its insurance carriers showing that it carries insurance in the following minimum limits:
    - **Bodily Injury by Accident:** $100,000 each accident
      - $1,000,000 per occurrence limit
    - **Comprehensive General Liability:** $1,000,000 per occurrence
    - **Automobile Liability:**
      - $1,000,000 per occurrence for bodily injury
      - $1,000,000 per occurrence for property damage
    - **Workers’ Compensation**
      - Statutory Limits
  - Proof of Insurance – to be included with Proposal Certification

    The Contractor shall furnish the Owner with certificates showing the type, amount, class of operations covered, effective dates, and date of expiration of policies. Such certificates shall also contain substantially the following statement: The insurance covered by this certificate will not be cancelled or materially altered, except after thirty (30) days written notice has been received by the Owner.
SCOPE OF WORK (Product/Service Requirements)

The following specifications are provided as a minimal requirement only. The City will consider any product/service that meets or exceeds the minimum requirements. Proposers shall provide information regarding the proposed product/service for evaluation by the City.

EXTERIOR ATHLETIC LIGHTING

1.1 SCOPE OF WORK

A. The electrical contractor shall provide and install all equipment necessary to provide a complete operational sports lighting facility. Items to be provided and installed by the contractor include, but shall not be strictly limited to the following:

1. New electrical wire (Copper) and conduit.
2. New 60 amp contactor from existing 480 volt 3 phase service on adjacent softball field.
3. Pole A1 and A2 will be on the same circuit and be controlled with a key switch.
4. The pole and the luminaries shall be designed such that all wiring remains underground before entering the base of the pole and that no wiring shall be exposed to sun or weather as it transitions through the pole and to the ballast and on to each lamp.
5. All conduit above grade shall be rigid galvanized steel
6. All electrical work shall conform to the current edition of the National Electric Code.

1.2 MANDATORY BID SUBMITTAL REQUIREMENTS

A. All lighting manufacturers must submit the following to the City of Gainesville for evaluation with the bid:

1. Fixture type/model the manufacturer intends to bid per the specifications.
2. Initial lighting design using a 0.70 Recoverable Light Loss Factor (RLLF).
3. Re-lamp schedule for maintaining light levels based on 200 hours per year.
4. Independent Testing report supporting the intended re-lamp schedule. (lamp data sheet does not constitute an independent testing report)
5. Lighting design showing horizontal and vertical spill at 100’ from the field, measured at 3’ above the field and at every 30’.
6. Warranty information
7. Minimum 5 references of previous work.

B. Submittal packages found to be incomplete will be rejected
1.3 PERFORMANCE REQUIREMENTS

A. Performance Requirements: Manufacturers will provide computer models with recoverable Light Loss Factor of 0.70 that shall be applied to the initial light level design to achieve the following initial and target/maintained light levels (see chart below).

<table>
<thead>
<tr>
<th>Area of Lighting</th>
<th>Average Initial Light Levels</th>
<th>Average Maintained Light Levels</th>
<th>Maximum to Minimum Uniformity Ratio</th>
<th>Grid Points</th>
<th>Grid Spacing</th>
</tr>
</thead>
<tbody>
<tr>
<td>T-Ball Infield</td>
<td>43.5 footcandles</td>
<td>30 footcandles</td>
<td>2.0:1</td>
<td>25</td>
<td>20’ x 20’</td>
</tr>
<tr>
<td>T-Ball Outfield</td>
<td>28.8 footcandles</td>
<td>20 footcandles</td>
<td>2.5:1</td>
<td>31</td>
<td>20’ x 20’</td>
</tr>
</tbody>
</table>

B. Manufacturers bidding a timed power adjustment system must provide an independent test report verifying the field performance of the system for the duration of the life of the lamp, signed by a licensed professional engineer with outdoor lighting experience. If report is not provided the manufacturer shall provide the initial and maintained designs required in Section 1.3, A.

C. ENVIRONMENTAL LIGHT CONTROL - The installed lighting system will provide internal and external spill and glare light control, including visors. Spill scans shall be provided with bid for evaluation.

1.4 LIFE CYCLE COSTS

A. 25-Year Life Cycle Operating Cost Total: The chart below is to be completed and the result listed on the Proposal Certification Page #14.

\[ \text{# luminaires} \times \text{___kW demand per luminaire} \times 0.10 \text{ kWh rate} \times 200 \text{ annual usage hours} \times 25 \text{ years} = \text{____} \]

1.5 WARRANTY AND GUARANTEE

A. Warranty: Each manufacturer shall supply a signed warranty covering all parts for 10 years and lamps for 2 years. Replacement of the lamp will be covered in the first year, and the owner responsible for the labor to replace the lamp in the second year.

1.6 LIGHTING SYSTEM CONSTRUCTION

A. System Description: Lighting system shall consist of the following:

1. Lighting system shall consist of a galvanized steel pole on a concrete base or centrifugally spun concrete pole. Concrete base shall either be a slip fit connection or anchor bolt foundation. Galvanized cross arm and pole top fitter to attach to the top section of poles. All poles shall be fitted with climbing rungs for service of fixtures.

2. Manufacturer will remote all ballasts and supporting electrical equipment in aluminum enclosures mounted approximately 10’ above grade. The enclosures shall include copper coiled ballast, capacitor and fusing for each luminaire. Safety disconnect per circuit for each pole structure will be located in the enclosure.
1.7 STRUCTURAL PARAMETERS

A. Support Structure Wind Load Strength: Poles and other support structures, brackets, arms, bases, anchorages and foundations shall be determined based on the 2009 edition of the International Building Code, wind speed of 90 MPH. Luminaire, visor, and cross arm shall withstand a gust factor of 1.3 mph and maintain luminaire aiming alignment. Foundation design will be based on IBC.


C. Soil Conditions: The design criteria for these specifications are based on 2500 psf soil parameters.

1.8 FIELD LIGHT LEVEL ACCOUNTABILITY

A. Manufacturer shall provide testing after startup of the lighting system to verify that the initial light levels have been achieved. This test shall be done with the owner’s representative in attendance.

PROPOSAL FORMAT

Responders are required to provide, at a minimum, the following:

- Proposal Certification pages (Completed)
- Service References (Minimum of five to include contact information)
- Include a brief overview and history of your company, including but not limited to the following:
  - Number of years in business; owner of business (show parent company if subsidiary) and headquarters location (address, city, county, state, country, phone number)
- Copy of Business License and any other licenses that pertains
- Copy of Certificate of Insurance as stated in this document
- Warranty Information

Responsibilities of the Proposer

The Proposer, at its sole expense shall, as it pertains:

- Deliver a quality product/service.
- If the City selects this option, provide routine maintenance and service included replacing all parts of Equipment which are faulty and/or worn out.
- Repair or replace inoperable items within 48 hours of notification by the City.
- Comply with all laws, ordinances, regulations, requirements and rules with respect to the maintenance of the (product).

**The City of Gainesville is an equal opportunity owner/employer and will not discriminate against any vendor because of race, creed, color, religion, sex, national origin, or ADA disability status.

SELECTION CRITERIA

The successful proposer will be selected based upon responses to the required information. In selecting a company, The City of Gainesville will consider all items required by the RFP. A review committee consisting
of one or more persons will be established to review, evaluate and rate all proposals. The review committee will assess and rate proposals on the basis of criteria provided in the RFP.

It is the responsibility of the Proposer to provide in its submittal all information requested. The City of Gainesville must be able to clearly determine from the information provided, the Contractor’s capability to perform the services requested. The proposer cannot presume that the City of Gainesville has the expertise or experience of the Contractor unless it is so stated.

Proposals will be scored according to the Selection Criteria presented below. Proposals will be ranked based on scores up to a maximum of 100 points with limits as identified per category. The City of Gainesville Parks and Recreation reserves the right to interview the top two providers that are submitted.

Selection Criteria

1. Total Cost (All Inclusive) 40
2. References and experience 20
3. Timeframe to begin and complete project 20
4. Warranty 15
5. Customer Service as it relates to response to this RFP 5

TOTAL 100
Proposers must return the following certification with their proposals.

With my signature, I certify that I am authorized to commit my firm to the Proposal and that the information herein is valid for 90 days from this date.

I further certify that all information presented herein is accurate and complete and that the scope of work can be performed as presented in this proposal upon the City’s request.

Proposers Signature ___________________________ Date __________________________

Name (printed) ___________________________ Title __________________________

Unofficial Witness Signature ___________________________ Date __________________________

Name (printed) ___________________________ Title __________________________

Company ___________________________ In Business since __________________________

Address _______________________________________________________________________

Phone ___________________________ Fax __________________________

Email Address _______________________________________________________________________

__________________________________
Notary Public

Commission Expires: __________________________
City of Gainesville
REQUEST FOR PROPOSAL
Proposal No. 15013
CANDLER T-BALL FIELD LIGHTING
Proposal Certification

This form must be completed and signed for bid to be considered.

Postal Return Address:  
City of Gainesville  
Parks and Recreation  
830 Green Street NE  
Gainesville, GA 30501

Courier Delivery Address:  
City of Gainesville  
Parks and Recreation  
830 Green Street NE  
Gainesville, GA 30501

Proposal Response:  $ ______________  Candler T-Ball Field Lighting (Lump Sum Total)

25 – year Life Cycle Operating Cost $______________  Proposed Start Date: ______________

Time Frame in which project will be completed (given good weather) _______________________

Please attach with your complete turn-key proposal pricing structure:
*Business License  *Current Insurance Certificate  *References (minimum 5)  *Warranty Info

Comments/Terms/Special Conditions:  ___________________________________________________
__________________________________________________________________________________

Having read and responded to all attached specifications, the undersigned offers the above quoted prices,
terms and conditions.

Signed, sealed, and delivered  ____________________________________________________________
(Name of Company)

In the presence of:  __________________________________________________________
By:  __________________________________________________________
(Person authorized to sign binding contract)

Unofficial Witness  __________________________________________________________
Title:  __________________________________________________________

Notary Public  __________________________________________________________
Commission Expires:  ______________________
Attest:  __________________________________________________________
(Officer of Company if Corporation)

Title:  __________________________________________________________