



**Ravenna Public Schools
12322 Stafford Street
Ravenna, MI 49451**

Request for Proposals

LED Lighting Upgrade 2022

Worked to be completed

July-August 2022

Issue Date April 25, 2022

Ravenna Public Schools (the “School District”) is desirous of receiving proposals for LED Lighting Upgrades. The purpose of this request for proposals for LED Lighting Upgrade is to obtain sealed proposals from professional and qualified vendors who can provide the LED Lighting Upgrade in accordance with the terms and conditions of this RFP. The School District may select one or more qualified vendors to proceed with the negotiation process from those submitted Proposals. Past experience will also be judged through the reference of each entity.

SCHOOL DISTRICT PROFILE

The School District operates four (4) buildings, which include elementary, middle school, high school, and administrative building.

PROPOSAL SUBMISSION DEADLINE AND REQUIREMENTS

The Due Date for submission of Proposals in response to this RFP is:

Wednesday, May 11, 2022 at 2:00 p.m. Local Time (the “Due Date”)

All Proposals must be delivered to the School District’s Administration Office on or before the Due Date as follows:

**Ravenna Public Schools
Attn: Kathleen Hamilton, Director of Business
12322A Stafford Street
Ravenna, MI 49451**

All Proposals must be marked “LED Lighting Upgrade”.

Oral, E-Mail or Facsimile Proposals will not be accepted. Any Proposals received after the Due Date listed above will not be accepted or considered and will be made available to the respective vendor, unopened, for pick-up at the vendor’s sole expense.

At the specified location and Due Date stated above, all timely submitted Proposals shall be publicly opened and dated. Any interested parties may attend. No immediate decision will be rendered.

Proposals must be presented in the format requested. Proposals not submitted in the prescribed form may be rejected at the sole discretion of the School District. **Vendors are to provide three (3) hardcopies and one (1) electronic copy of any Proposal within the sealed package.**

The School District reserves the right, in its sole and absolute discretion (for this provision and all other provisions contained in this RFP), to accept or reject, in whole or in part, any or all Proposals with or without cause. The School District further reserves the right to waive any irregularity or informality in the RFP process or any Proposal, and the right to award the contract to other than the lowest bidder. The School District reserves the right to request additional information from any or all bidders. All Proposals shall be considered firm for ninety (90) days after Due Date for Proposals.

Requests for clarification or questions on bidding procedures or specifications may be directed to **Brian Zilka**, Director of Operations by e-mail at bzilka@ravennaschools.org. All questions and requests for clarification must be submitted via e-mail. Oral questions will not be accepted. All e-mailed questions and responses will be e-mailed to each vendor who submitted an e-mail address.

From the issue date of this RFP until a vendor is selected and the selection announced, a prospective vendor shall not communicate about the subject of this RFP or a vendor's Proposal with the School District, its Board of Education, or any individual member, administrators, faculty, staff, students, or employees, except for Brian Zilka, Director of Operations.

The School District intends that all vendors shall have equal access to information relative to this RFP, and that this RFP contains adequate information. No information communicated, either verbally or in writing, to or from a vendor shall be effective unless confirmed by written communication contained in an addendum to this RFP, a request for clarification/question or other written response thereto, or in the Proposal.

A recipient of this RFP is responsible for any and all costs and liabilities incurred by it or others acting on its behalf in preparing or submitting a Proposal, or otherwise responding to this RFP, or any negotiations incidental to its Proposal or this RFP.

Each vendor certifies that their Proposal is made without any previous understanding, agreement or connection with any person, firm or corporation making a Proposal for the same subject matter and is in all respects fair, without outside control, collusion, fraud or otherwise illegal action.

The following outlines the information that must be provided by each vendor and the required format for its Proposal. Any Proposal not providing the required information, or not conforming to the format specified, may be disqualified on that basis. Proposals must: (i) demonstrate an understanding of the scope of services desired under this RFP; (ii) services, including the features of each, proposed by the vendor; and (iii) include all necessary information to enable the School District to thoroughly evaluate each vendor's overall experience, expertise, qualifications and ability to deliver the services in accordance with the requirements and obligations of this RFP. Each Proposal shall also include any other information or explanations that the vendor feels is/are significant with respect to the School District making an informed decision relative to its Proposal.

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I. General Vendor Information

The following items are of interest to the School District concerning each vendor. As a quality business relationship is important, each vendor should include anything else it feels the School District should understand about its company and/or Proposal. Please answer the following questions if they are applicable. If not, please indicate with a "N/A" response.

- A. What is the legal name of your company?
- B. Please state the number of years your company has been in business.
- C. Are you a subsidiary, affiliate, or franchise? If yes, what is the name of your parent company?
- D. What are the headquarters' location address and relevant phone numbers?
- E. What is the company ownership structure?
- F. How many employees do you have locally?
- G. Outline the insurance coverage you carry.
- H. Provide Federal tax identification number.
- I. Describe all past and present lawsuits or legal actions that your company has had in the past three years. Also, please state whether these actions have had a material effect on the financial condition of your company.
- J. Has your company filed for "Chapter 11" within the past five years? If yes, how will this affect your ability to provide service?
- K. What kind of geographical classification applies to your company?
 - a. Local: (i.e., operates only one city)
 - b. Regional: (i.e., operates only in one geographical location)
 - c. Multi-Regional: (i.e., in more than one region but not national)
 - d. National: (i.e., provide services across the U.S. only)

II. Organizational Structure and Philosophy

- A. How is your organization structured locally and how does this structure support your ability to provide the products and services you are proposing?
- B. What differentiates your organization from your competition?
- C. Describe your customer satisfaction guarantees of the services in your Proposal.

III. Staffing

- A. How many Service Staff do you have in the local area?
- B. Please attach an organizational chart of your support teams for the School District, locations, indicate their names, titles, telephone numbers, areas of responsibility, years of experience in the industry, current organizations each team member is providing service to and years with your company.

IV. LED Lighting Specifications

Lighting Summary Table – Beechnau Elementary				
Item #	Location	Qty	Existing Description	Replacement Description
1	Classrooms	391	3-4' 32W High Perf T8 Lamp, HP Elect Ballast (1) (2021)	2-4' 12W T8 LED Interior (2021)
2	Halls	41	3-4' 32W High Perf T8 Lamp, HP Elect Ballast (1) (2021)	3-4' 12W T8 LED Interior (2021)
3	Halls Night Lights	18	3-4' 32W High Perf T8 Lamp, HP Elect Ballast (1) (2021)	3-4' 12W T8 LED Interior (2021)
4	Office break area	23	3-4' 32W High Perf T8 Lamp, HP Elect Ballast (1) (2021)	3-4' 12W T8 LED Interior (2021)
5	Office break area	10	3-2' 17W T8 Lamp, Elect Ballast(1) (2021)	3-2' 9W-T8-LED INT (2021)
6	Cafeteria	23	3-2' 17W T8 Lamp, Elect Ballast(1) (2021)	3-2' 9W-T8-LED INT (2021)
7	Cafeteria	4	3-4' 32W High Perf T8 Lamp, HP Elect Ballast (1) (2021)	3-4' 12W T8 LED Interior (2021)
8	Kitchen	17	3-4' 32W High Perf T8 Lamp, HP Elect Ballast (1) (2021)	3-4' 12W T8 LED Interior (2021)

9	Kitchen	3	2-4' 32W High Perf T8 Lamp, HP Elect Ballast (1) (2021)	2-4' 12W T8 LED INT (2021)
10	Gym hallway	14	3-2' 17W T8 Lamp, Elect Ballast(1) (2021)	3-2' 9W-T8-LED INT (2021)
11	Gym storage rooms	3	3-4' 32W High Perf T8 Lamp, HP Elect Ballast (1) (2021)	3-4' 12W T8 LED Interior (2021)
12	Gym storage rooms	2	2-8' 59W T8 Lamp, Elect Ballast(1) (2021)	2-8' 43W T8 LED INT (2021)
13	Office hallway	17	3-2' 17W T8 Lamp, Elect Ballast(1) (2021)	3-2' 9W-T8-LED INT (2021)
14	Bathrooms	25	3-2' 17W T8 Lamp, Elect Ballast(1) (2021)	3-2' 9W-T8-LED INT (2021)
15	Bathrooms	8	2-4' 32W High Perf T8 Lamp, HP Elect Ballast (1) (2021)	2-4' 12W T8 LED INT (2021)
16	Exterior	36	100 Watt Metal Halide (2021)	20W LED Exterior (2021)
17	Media Center	10	6-4' 32W T8 Lamp, Elect Ballast (2) (2021)	6-4' 12W T8 LED INT (2021)
18	Media Center	6	2-8' 59W T8 Lamp, Elect Ballast(1) (2021)	2-8' 43W T8 LED INT (2021)
19	Room 109	6	6-4' 32W T8 Lamp, Elect Ballast (2) (2021)	6-4' 12W T8 LED INT (2021)
20	202 and 309	10	3-2' 17W T8 Lamp, Elect Ballast(1) (2021)	3-2' 9W-T8-LED INT (2021)
21	Maintenance rooms and small rooms	6	2-8' 59W T8 Lamp, Elect Ballast(1) (2021)	2-8' 43W T8 LED INT (2021)

22	Room 315	3	3-4' 32W High Perf T8 Lamp, HP Elect Ballast (1) (2021)	3-4' 12W T8 LED Interior (2021)
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Lighting Summary Table – RPS Middle School

Item #	Location	Qty.	Existing Description	Replacement Description
1	Gym	28	6-4' 32W T8 Lamp, Elect Ballast (2) (2021)	6-4' 12W T8 LED INT (2021)
2	Section A and B	96	4-4' 32W High Perf T8 Lamp, HP Elect Ballast (1) (2021)	4-4' 12W T8 LED INT (2021)
3	Section A and B	24	2-4' 32W High Perf T8 Lamp, HP Elect Ballast (1) (2021)	2-4' 12W T8 LED INT (2021)
4	Section A and B	46	2-4' 32W High Perf T8 Lamp, HP Elect Ballast (1) (2021)	2-4' 12W T8 LED INT (2021)
5	Section A and B	44	2-4' 32W High Perf T8 Lamp, HP Elect Ballast (1) (2021)	2-4' 12W T8 LED INT (2021)
6	Section A and B	12	2-4' 32W High Perf T8 Lamp, HP Elect Ballast (1) (2021)	2-4' 12W T8 LED INT (2021)
7	Office area	30	2-4' 32W High Perf T8 Lamp, HP Elect Ballast (1) (2021)	2-4' 12W T8 LED INT (2021)

8	Section C and D halls	37	2-4' 32W High Perf T8 Lamp, HP Elect Ballast (1) (2021)	2-4' 12W T8 LED INT (2021)
9	Main entry	6	2-4' 32W High Perf T8 Lamp, HP Elect Ballast (1) (2021)	2-4' 12W T8 LED INT (2021)

10	Section C and D small rooms/locker rooms/bathrooms	54	2-4' 32W High Perf T8 Lamp, HP Elect Ballast (1) (2021)	2-4' 12W T8 LED INT (2021)
11	Kitchen and cafeteria	28	1-4' 54W T5HO Lamp, Elect Ballast (2021)	1-4' 25W Linear T5 LED Int (2021)
12	Kitchen and cafeteria	10	3-4' 32W High Perf T8 Lamp, HP Elect Ballast (1) (2021)	3-4' 12W T8 LED Interior (2021)
13	Kitchen and cafeteria	17	2-4' 32W High Perf T8 Lamp, HP Elect Ballast (1) (2021)	2-4' 12W T8 LED INT (2021)
14	Wrestling room	22	2-4' 32W High Perf T8 Lamp, HP Elect Ballast (1) (2021)	2-4' 12W T8 LED INT (2021)
15	Mechanical room and mezzanine	28	2-4' 32W High Perf T8 Lamp, HP Elect Ballast (1) (2021)	2-4' 12W T8 LED INT (2021)
16	Band room	27	2-4' 32W High Perf T8 Lamp, HP Elect Ballast (1) (2021)	2-4' 12W T8 LED INT (2021)
17	Computer labs	18	4-4' 32W High Perf T8 Lamp, HP Elect Ballast (1) (2021)	4-4' 12W T8 LED INT (2021)
18	Media Center	15	2-4' 32W High Perf T8 Lamp, HP Elect Ballast (1) (2021)	2-4' 12W T8 LED INT (2021)
19	Media Center	12	4-4' 32W High Perf T8 Lamp, HP Elect Ballast (1) (2021)	4-4' 12W T8 LED INT (2021)
20	Art Room	9	4-4' 32W High Perf T8 Lamp, HP Elect Ballast (1) (2021)	4-4' 12W T8 LED INT (2021)
21	Art Room	3	2-4' 32W High Perf T8 Lamp, HP Elect Ballast (1) (2021)	2-4' 12W T8 LED INT (2021)

V. **References:** Please provide at least two references where you have provided products/services to clients.

VI. **Required Attachments**

A. Please provide the following:

1. Familial Relationship Disclosure Form **(Appendix A)**
2. Affidavit of Compliance – Iran Economic Sanctions Act **(Appendix B)**
3. Certificate of Liability Insurance **(Appendix C)**
4. Organization Charts **(Appendix D)**
5. LED Lighting Bid **(Appendix E)**
6. Terms and Conditions
7. W-9 Form

Appendix C: Certificate of Liability Insurance

Appendix D: Organization Charts

Appendix E: LED Lighting Bid Sheet

All bids are due by Wednesday, May 11, 2022 at 2:00 p.m. Local Time

Name of Company _____

Address _____

Number of years that you have provided this type of service _____
(Please provide references)

LED Lighting Upgrade Bid

Beechnau Elementary: _____

RPS Middle School: _____

I agree to abide by all of the provisions stated in the specifications if awarded the “LED Lighting Upgrade” contract by Ravenna Public Schools.

Date: _____

Company: _____

Signature: _____

Title: _____