

**TOWN OF CAIRO
LIGHTING UPGRADE RFP
FEBRUARY 2021**

1. Summary and Background

The Town of Cairo is requesting proposals for exterior lighting upgrade for all town owned building and properties. Vendors must be able to quickly supply an upgrade to existing exterior lighting in accordance with the attached specifications and cut sheet.

Responses shall be in a sealed envelope(s) and clearly marked on the front "Response to Lighting Upgrade RFP." Sealed responses will be accepted at the Cairo Town Hall, 512 Main St., Cairo, NY 12413 **until 12:00 p.m.** on **March 11, 2021**. Electronically transmitted responses will not be accepted. Late responses will not be accepted and will be returned unopened, regardless of postmark. Responses must include the required forms signed by an authorized agent to be considered responsive to this request for proposal (RFP). Questions regarding the process or submitting your response should be directed to Town Supervisor John Coyne at supervisor@townofcairo.com.

Contract Terms

Neither the Town of Cairo nor any of its employees, officers or agents are required to enter into contract with any party responding to this Request for Proposals (RFP). All offers for contract are subject to review by the Cairo Town Board. If awarded, a contract will include, at a minimum, a mutually signed agreement that outlines terms, scope, budget and other necessary items. Equality of opportunity in contractual practices shall be afforded to all businesses and persons in connection with federal and state assisted projects. Any contract, grant, loan, purchase order, lease or other agreement or understanding, written or otherwise for the procurement or provision of any item, service or assistance shall be governed by the affirmative action plan on file at the contracting government or agency.

All persons awarded and/or entering into contracts with the Town of Cairo shall be subject to and are required to comply with all applicable local, state and federal provisions pertaining to nondiscrimination, equal employment opportunity, affirmative action and prevailing wage regulations.

3. Timeline

- This RFP was publicly distributed on February 18, 2021.
- A pre-proposal walk through of the properties will be held on March 3, 2021.
- Responses/proposals based on this RFP are due to Cairo Town Hall by 12:00 noon on March 11, 2021. Responses/proposals must be addressed to the Town Clerk's Office, PO Box 728, Cairo, NY 12413.

4. Response/Proposal Format

Responses/proposals to this RFP must be submitted in print format within a sealed envelope(s) and include:

- A cover letter signed by an authorized agent or officer of vendor.
- The name of the project manager and other senior staff intended to work on the project and list their qualifications.
- Provide examples of similar projects completed by the vendor.
- Provide references of similar projects completed by the vendor.
- Identify all sub-contractors proposed to work on the project.
- Clearly address your approach to completing the scope of work of this RFP and any other tasks deemed necessary by the responding party.
- Include a statement of proposed costs. Prices should be inclusive of all fees and charges required to complete the proposed scope of work, including installation of the lights and ballasts.
- An estimate of proposed rebates.
- Three references.
- EEO Policy Statement - Sign and date this page and include your own, if applicable.
- Certification Statement - Sign, date and notarize the appropriate form.
- Vendor's Product Information – All pertinent information about the solution being proposed must accompany your response.
- Non-collusion Affidavit

5. Scope of Work

The Town of Cairo wishes to upgrade all florescent and sodium lights in the **specified areas noted in the Town of Cairo Exterior Lighting Upgrade document**. The upgrade solution must be LED. A retrofit that preserves the existing fixtures and reduces any electrical work is preferred. The selected vendor must be able to provide the product and complete the install by **June 30, 2021**. Additionally, the selected vendor must identify and assist the Town with any applicable rebates for which this project qualifies.

Timely supply of bulbs, ballasts and assistance with rebate filing is the responsibility of the vendor.

Preferred minimum specifications are set forth in the attached specifications and cuts sheet. All work must be done in a workmanlike manner. Reuse of materials such as ceiling tiles, fixture housings and other items as appropriate is encouraged to reduce costs. However, existing ballasts should not be reused. The ceiling should be returned to its previous appearance and condition upon completion of the project. Proper disposal of all waste materials is the obligation of the contracted vendor. Images of the job site are attached to this RFP.

6. Evaluation Process

The Town of Cairo will review all eligible proposals and may select some respondents for follow up interviews. In general, the successful respondent will demonstrate excellent qualifications, experience and expertise to perform the scope of work.

The Town of Cairo reserves the right to refuse any proposal. The Town of Cairo reserves the right to make changes, additions or deletions at any time to the selection criteria stated herein, without notification to any respondent.

Key Selection Criteria:

- General qualifications and experience of the project manager, project team and subcontractors.
- Quality of references.
- Ability to provide scope of work described herein.
- Cost.

Non-Collusive Bidding Certification (General Municipal Law §103-d)

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

(1) The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;

(2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and

(3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

Signature of Bidder or Authorized Officer/Agent

State of New York)
County of _____) ss.:

On the _____ day of _____ in the year 20____ before me came, the undersigned, a Notary Public in and for the said State, personally appeared _____ personally known to me or proved to me on the basis of satisfactory evidence to the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(s), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

Notary Public