

TOWN OF PLAISTOW ENERGY COMMITTEE
LED REPLACEMENT LIGHTING FOR TOWN HALL
Request for Proposals

DATE OF ISSUE: August 21, 2019

PROPOSAL DEADLINE: Thursday, September 28, 2019 – no later than 2:00 PM

INTRODUCTION:

The Town of Plaistow NH is seeking a company to conduct a replacement of all lighting fixtures with energy efficient LED products in the Town Hall located at 145 Main Street in Plaistow, NH

SCOPE OF WORK:

Conduct a complete listing of current fixtures room by room and provide a cost analysis room by room of existing system compared to a new proposed system, providing kW and kWh savings projections, maintenance cost savings, and any utility incentives for a net project cost to the Town. Contractor will be requested to make recommendations for reduction and/or relocation of fixtures as part of the audit process. Contractor must have experience with, and be able to facilitate, the Unitil rebate process

All materials and equipment furnished shall be new and currently under manufacture unless otherwise specified and that all work shall conform with this Agreement. Except as otherwise agreed in writing, labor for all Services provided under this Agreement is warranted to be free from defects for one year after the date of first beneficial use. Contractor shall pass through all published manufacturers warranties on products and materials installed pursuant to this Agreement. Removal and reinstallation of any equipment or materials repaired or replaced under a manufacturer's warranty within one year of substantial completion or date of first beneficial use will be at contractor's expense. Repaired or replaced work will be warranted only for the remaining portion of the original warranty period.

Disposal of lamps, ballast, sheet metal and plastic replaced under this Agreement is included in this proposal. Contractor shall at all times keep the premises and surrounding area free from accumulation of debris and trash related to the work. Plant Building Supervisor may opt to utilize spare bulbs or fixtures.

All work will be performed in a workmanlike manner in accordance with professional standards, and in compliance with all applicable laws. The work will be completed according to the scope of work and specifications contained herein, and during working hours as mutually agreed by both parties.

Insurance: Contractor shall keep in force and effect General Liability Insurance in the amount of Ten Million Dollars (\$10,000,000) and appropriate Workmen's Compensation Insurance as required by state law. An insurance certificate will be required upon request.

This request for a proposal (RFP) does not commit the Town to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure or contract for services, supplies, or equipment. The town reserves the right to accept or reject any or all proposals received as a result of this request, or to cancel in part or in its entirety this RFP if it is in the best interest of the Town to do so.

The Town reserves the right to waive any informalities, to negotiate with any proposer and to reject any and all proposals. No proposer may withdraw his proposal within ninety (90) days after the actual date of opening thereof.

Any contract entered into by the Town will be in response to the proposal and subsequent discussions thereof. It is policy of the Town that contracts be awarded, among other considerations, only to responsive and responsible proposers. In order to qualify, the proposer must meet the following standards:

1. Have adequate financial resources as required during performance of work
2. Demonstrate adequate experience, technical and professional qualifications or skills of personnel assigned to the project
3. Be able to comply with proposed or required completion schedule
4. Demonstrate a satisfactory level of performance
5. Adhere to all specs of this proposal and all accompanying documentation required including insurance, workmen's compensation, guarantees, warranties, and compliance with state and federal specifications as it pertains to the work performed.

SUBMISSION:

Interested parties should submit their proposal to:

Town of Plaistow
c/o Mr. Mark A. Pearson, Town Manager
145 Main Street
Plaistow, NH 03865

Proposals are to be submitted in a sealed envelope, clearly marked ***Town Hall LED Lighting***. A vendor may attach any explanatory materials, brochures, or other documents which it may feel of use in the presentation of its proposal.

ALL PROPOSALS MUST BE RECEIVED NO LATER THAN THURSDAY, SEPTEMBER 28, 2019 BY 2:00 P.M. Proposals will be reviewed by the Town Manager, some or all members of the Board of Selectmen and designated Staff.

The Town of Plaistow will not be responsible for late mail deliveries and no proposal will be accepted if received after the time stipulated above. No facsimile proposals will be accepted. Any unopened proposals will be returned to the vendor.

The Town reserves the right to reject any and all proposals or any part thereof, or to waive any formality, informality, information and/or errors in the proposal; to accept any proposal in part or in whole as it may be in the best interest of the Town, or any other option if it is considered in the best interest of the Town to do so.