



RurAL CAP

Rural Alaska Community Action Program, Inc.

731 E. 8th Avenue
Anchorage, AK 99501
907.279.2511
www.ruralcap.org

REQUEST FOR PROPOSAL (RFP)

Supportive Lighting Project

Prepared By: Darrel Behymer, CPP
Date: 01/18/2023

RurAL CAP Child Development Lighting Project RFP

REQUEST FOR PROPOSAL

SUBMISSION DEADLINE: January 30th, 2023 at 4PM

QUESTION SUBMISSION DEADLINE: January 26th, 2023 at 4PM

BID LOCATIONS: 7 Locations Please See Page 5

Questions may be submitted in written form no later than to:

RFP Contact Name: Darrel Behymer

Telephone Number: (907) 980 - 0412

Email Address: dbehymmer@ruralcap.org

INTRODUCTION

Rural Alaska Community Action Program, Inc. (RurAL CAP) Facilities Project Manager is requesting proposals from qualified licensed to do business in Alaska. Enclosed is pertinent information for use in preparing your bid. This information will be used as a guide in the preparation of any subsequent contract. Bids must be received via email to dbehymmer@ruralcap.org by 4:00 PM **January 30, 2023**. All bids must include the reference on email subject, "Child Development Lighting Project RFP," and addressed to: Darrel Behymer, CPP. Bids received after the deadline specified above will not be accepted. All questions regarding this bid request must be emailed prior to **January 26, 2023** at 4 pm (Alaska Standard Time). Responses to questions will be sent to all parties who have received bid packages, proposals and who have registered their email address. To register your email, email Darrel Behymer, CPP.

One (1) copy of your proposal is required for submission to RurAL CAP. Proposals are encouraged from Minority, Disabled and / or Female owned business.

RurAL CAP reserves the right to reject any and all bids and waive informalities in procedures.

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SECTION 1: GENERAL INFORMATION

The Rural Alaska Community Action Program (RurAL CAP) is soliciting proposals for installing and rewiring lighting in multiple locations for our Child Development Program. We are bidding each location as a lot, so you can bid on each lot, or the lot(s) you want to work on. This is time sensitive work, and this project needs to be completed and invoiced by Wednesday, April 15. We are asking for qualified contractor(s) to replace each facility listed on page 5 and 6 with LED bulbs and assess each building, take note of number of types of light fixtures, dimensions of tubular bulbs, and how many bulbs required for each site. RurAL CAP would like an updated inventory for each building.

If travel is involved: TRAVEL EXPENSE REIMBURSEMENT: The Contractor will be reimbursed for reasonable travel expenses of airfare, hotel, car rental, taxi, etc. by receipt and a daily meals per diem of \$60/day.

The following proposal request will outline the project goals and detail the format you should submit your proposal. Please read the timeline carefully. In order for your proposal to be considered, your proposal must meet our deadlines included in the timeline under Section 3.

Preparation Costs & Fees

RurAL CAP shall not be responsible for bid preparation costs, nor for costs including attorney's fees associated with any (administrative, judicial or otherwise) challenge to the determination of the highest ranked bidder and/or award of a contract and/or rejection of bids. By submitting a bid each bidder agrees to be bound in this respect and waives all claims to such costs and fees.

SECTION 2: RULES GOVERNING COMPETITION

2.1 Examination of Bids

Bidders are encouraged to thoroughly review the complete RFP package prior to preparing and submitting a response.

2.2 Confidentiality Information

The content of all bids will be kept confidential. A letter will be released to each vendor who submitted their bid if it's been accepted or not after the review committee has completed.

2.3 Proposal Format

Bids are expected to be brief and specifically address the criteria listed under the scope of work.

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2.4 Signature Requirements All bids must be signed.

2.5 Bid Submission
Bids shall be emailed to dbehymmer@ruralcap.org

2.6 News Releases
News releases pertaining to any award that may result from the RFP shall not be made without prior written approval of the RurAL CAP CEO.

2.7 Disposition of Bids
All materials submitted in response to this RFP shall become the property of RurAL CAP. The original shall be retained for the official file and will become public record after the award of the Contract or Contracts.

2.8 Modifications/Withdrawal of Proposals

A respondent may withdraw a bid at any time prior to the final submission date by sending written notification of its withdrawal and signed by an agent authorized to represent the respondent. The respondent may thereafter submit a new or modified bid prior to the final submission date. Modifications offered in any other matter, oral or written, will not be considered. A final bid cannot be changed or withdrawn after the time designated for receipt except for modifications requested by RurAL CAP after the date of receipt.

2.9 Oral Change/ Interpretation

No oral change or interpretation of any provision contained in this RFP is valid.

2.10 Late Submissions

Bids received after the RFP deadline (date and time) will not be considered and will be returned unopened after recommendation of award.

2.11 Rejection of Proposals

RurAL CAP reserves the right to reject any or all bids if determined to be in the best interest of RurAL CAP.

2.12 Equal Employment Opportunity Reporting Requirements

The successful bidder may be required to execute and return EEO reporting forms if required.

2.13 License and Insurance Requirements

The successful bidder is required to provide, with the bid, a current Alaska Business License, Proof of Liability Insurance, Workers Compensation Insurance and other required federal, state or local licenses. Please review attached Schedule A, this covers RurAL CAP's insurance requirements to consider while submitting your bid.

1. **SECTION 3.0: SCOPE OF WORK**

LED conversion for the following sites. We are seeking labor cost, which also includes the cost of travel to each location.

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Replace each facility with LED bulbs

Assess each building, and take note of number of types of light fixtures, dimensions of tubular bulbs, and how many bulbs required for each site. RurAL CAP would like an updated inventory for each building

Order materials

Install

- a. Tubular florescent replacement
 - i. Cut out ballast and bypass
 - ii. Install non-shunted sockets, or a non-shunted socket kit for 2,3,4 bulb fixtures
 - iii. Test current is working
 - iv. Install new bulbs
- b. Normal 60w light bulbs
 - i. Please take out and replace with 40w LED general purpose bulbs where needed

Invoice to RurAL CAP by Wednesday, April 15, 2023.

Lighting Description:

Florescent tube bulbs conversion to led tubes.

- 1. T8 tube that will bypass the ballast.
- 2. A non-shunted socket kit or single socket will be needed, prefer kits.
- 3. Example Product: Werker 4ft T8 14-watt 4000k Cool White Energy Efficient Ballast Bypass LED tube
- 4. T8, 14w, cool white preferable not required, and we would like to find on that bypasses the ballast for better energy savings

General 60w bulbs

- 1. Change to 40w led bulbs

LOCATIONS BID by LOTS
Haines Head Start PO BOX 192 Haines, AK 99827 Contract Number: 907-766-2155
Homer Head Start 1266 Ocean Drive, Suite C Homer, AK 99603 Contact Number: 907-235-4322
Child Development Center 545 E 5 th Ave. Anchorage, AK 99501 Contact Number: 907-238-3917
Ketchikan Head Start 1001 Schoenbar Rd. Ketchikan, AK 99901 Contact Number: 907-225-7499
Kluti Kaah Head Start PO BOX 298 Copper Center, AK 99573 Contact Number: 907-822-3577

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Kodiak Head Start
419 Hillside Dr.
Kodiak, AK 99615
Contact Number: 907-486-4963

SECTION 4.0: PROPOSAL AND SUBMISSION REQUIREMENTS

To achieve a uniform and expedited review process and ensure the maximum degree of comparability, it is required that the bids be organized in the manner specified. Bids shall not exceed 5 pages in length (excluding letter of transmittal, resumes, title page(s), index/table of contents, attachments, or dividers). Information in excess of those allowed will not be evaluated or scored. One page shall be interpreted as one side of single lined, typed, 8 1/2" x 11" paper.

4.1 Title Page

Show the bid name (RFP), bidders name, company name if applicable, address, telephone number and date.

4.2 Proposed Fee Schedule/Costs/Budget Limits

Bids must be submitted on Attachment 1: Bid Sheet, for services described under this scope of work. The email must clearly state the RFP name and company name. (if the bid sheet it too small, please provide your own).

4.2 Provide a copy of your Certificate of Insurance and Business License.

SECTION 5.0: EVALUATION & SELECTION PROCESS

5.1 Criteria

The criteria that will be considered during evaluations, and the associated point values, are as follows:

Fee's / costs	75 points
Meeting the requirements of the RFP*	20 points
Minority and Women Owned Business	5 points
Total:	100 Points
*By providing all requested documents	

5.2 Evaluation Process

A committee of RurAL CAP staff will evaluate and rank all bids received prior to the deadline.

Oral interviews are not expected to be used in the selection of the successful bidder however, RurAL CAP reserves the right to interview the highest ranked bidder if deemed necessary.

5.3 Selection Process

The highest ranked bidder may be invited to enter final contract negotiations with RurAL CAP for the purposes of contract award. If an agreement cannot be reached, the second highest bidder

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may be contacted for negotiations. RurAL CAP reserves the right to terminate negotiations with any bidder should it be in RurAL CAP's. RurAL CAP reserves the right to reject any and all bids submitted.

Appendix A

Schedule A INSURANCE & INDEMNIFICATION

CONTRACTOR shall comply with the provisions herein entitled, Schedule A Insurance & Indemnification. CONTRACTOR, at its sole cost, shall purchase and maintain the required insurance with coverages, endorsements, waivers, and limits as described therein.

All insurance shall be maintained continuously during the life of the Contract. CONTRACTOR shall furnish to Rural Alaska Community Action Program (RurAL CAP), certificates showing the type, amount, class of operation, effective dates and dates of expiration of policies. Such evidence is to be provided by CONTRACTOR to RurAL CAP no less than ten (10) days prior to CONTRACTOR commencing work. It is understood and agreed that RurAL CAP shall be entitled to notification at least 30 days prior to the expiration of such policies. Failure by CONTRACTOR to maintain insurance coverage as agreed shall be a material breach of this Contract and will result in termination of this Contract. Certificates shall be addressed to: Rural Alaska Community Action Program (RurAL CAP).

RurAL CAP shall not be required to confirm that CONTRACTOR has provided evidence of coverage and/or renewals and no waiver by RurAL CAP of any of CONTRACTOR's obligations pursuant to this or any other provision of this Contract shall occur or be inferred or implied by any failure of RurAL CAP to insist upon strict performance of this or any other section of this Contract.

All insurance required to be maintained by CONTRACTOR shall be primary to any and all insurance (including self-insurance) obtained or maintained by, or otherwise available to RurAL CAP and all policies shall be endorsed accordingly. RurAL CAP's insurance shall not be called upon to contribute or participate with CONTRACTOR's insurance on any basis.

Except for Worker's Compensation and Professional Liability, each and every insurance policy required of CONTRACTOR shall include an insurer's waiver of subrogation rights in favor of RurAL CAP. Each and every insurance policy required of CONTRACTOR shall be endorsed to name RurAL CAP as Additional Insured with respect to liability arising out of CONTRACTOR's operations and/or its services hereunder.

In the event the terms of the current Contract and this Schedule A conflict, the terms of the contract shall control.

Insurance Type and Limit Requirements:

- Workers Compensation for not less than \$ 500,000.00 per occurrence
- Commercial General Liability not less than \$ 1,000,000.00 per occurrence
- Automobile Liability Insurance not less than \$ 1,000,000.00 per occurrence for bodily injury and property damage

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Attachment 1

Bid Sheet (Please use your own bid-sheet for each location if the template below is too small to cover each task on the list below)

LOCATION List	Bid Offer
By Lots	
Haines Head Start Haines, AK 99827 Contract Number: 907-766-2155	Labor Cost: _____ : \$ _____ _____ : \$ _____ _____ : \$ _____ Tools / Supplies: _____ : \$ _____ _____ : \$ _____ _____ : \$ _____ _____ : \$ _____ Travel: _____ Total Services: \$ _____
Homer Head Start 1266 Ocean Drive, Suite C Homer, AK 99603 Contact Number: 907-235-4322	Labor Cost: _____ : \$ _____ _____ : \$ _____ _____ : \$ _____ Tools / Supplies: _____ : \$ _____ _____ : \$ _____ _____ : \$ _____ _____ : \$ _____ Travel: _____ Total Services: \$ _____
Child Development Center 545 E 5 th Ave. Anchorage, AK 99501 Contact Number: 907-238-3917	Labor Cost: _____ : \$ _____ _____ : \$ _____ _____ : \$ _____ Tools / Supplies: _____ : \$ _____ _____ : \$ _____

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	<p>_____ : \$ _____</p> <p>_____ : \$ _____</p> <p>Travel: _____</p> <p>Total Services: \$ _____</p>
<p>Ketchikan Head Start 1001 Schoenbar Rd. Ketchikan, AK 99901 Contact Number: 907-225-7499</p>	<p>Labor Cost:</p> <p>_____ : \$ _____</p> <p>_____ : \$ _____</p> <p>_____ : \$ _____</p> <p>Tools / Supplies:</p> <p>_____ : \$ _____</p> <p>_____ : \$ _____</p> <p>_____ : \$ _____</p> <p>_____ : \$ _____</p> <p>Travel: _____</p> <p>Total Services: \$ _____</p>
<p>Kluti Kaah Head Start PO BOX 298 Copper Center, AK 99573 Contact Number: 907-822-3577</p>	<p>Labor Cost:</p> <p>_____ : \$ _____</p> <p>_____ : \$ _____</p> <p>_____ : \$ _____</p> <p>Tools / Supplies:</p> <p>_____ : \$ _____</p> <p>_____ : \$ _____</p> <p>_____ : \$ _____</p> <p>_____ : \$ _____</p> <p>Travel: _____</p> <p>Total Services: \$ _____</p>
<p>Kodiak Head Start 419 Hillside Dr. Kodiak, AK 99615 Contact Number: 907-486-4963</p>	<p>Labor Cost:</p> <p>_____ : \$ _____</p> <p>_____ : \$ _____</p> <p>_____ : \$ _____</p> <p>Tools / Supplies:</p> <p>_____ : \$ _____</p>

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	_____ : \$ _____
	_____ : \$ _____
	_____ : \$ _____
	Travel: _____
	Total Services: \$ _____

Supplier Bid Offer By:	
Authorized Name:	
Authorized Signature:	
Title:	
Date:	