



SANTA ROSA COUNTY BOARD OF COMMISSIONERS

Administrative Offices | 6495 Caroline Street, Suite M | Milton, Florida 32570-4592

VACANT, District 1
ROBERT A. "BOB" COLE, District 2
W. D. "DON" SALTER, District 3
ROB WILLIAMSON, District 4
R. LANE LYNCHARD, District 5

TONY GOMILLION, County Administrator
ROY V. ANDREWS, County Attorney
JAYNE BELL, OMB Director

To: Board of County Commissioners

From: Tony Gomillion

Date: October 6, 2016

Subject: Discussion of soliciting proposals for the replacement of existing lighting.

DISCUSSION

A next step in our plan for the reduction in energy consumption and thus a reduction in operating cost, is to solicit proposals for lighting change-out in a number of our facilities. We have selected 15 primary buildings to include in the initial LED lighting conversion. The final draft of the proposed RFP is attached.

BACKGROUND

In May of this year, Gulf Power assisted us with an energy audit of select facilities and provided recommendations for improvements. One of the primary recommendations in the audit is the replacement of fluorescent lighting with more energy efficient LED lighting. The audit estimates that the annual cost savings for the replacement lighting in these buildings will be approximately \$43,000. Initial estimates on the total cost of replacement is \$132,800. Utilizing these numbers the payback period will be less than 3.5 years.



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MEMORANDUM

To: Board of County Commissioners

From: Tony Gomillion, County Administrator

Re: Energy Conservation Plan

Date: June 24, 2016

As part of our ongoing initiative to reduce operation cost, we requested Gulf Power to perform energy audits on select buildings. This energy audit information as well as other information is attached in this packet. The department directors and Constitutional officers housed in the administrative center will soon receive this information asking them to join in the reduction initiative. LED lighting and a few other items are being addressed in a global manner opposed to office by office.

They will also be provided the most recent power usage information and it is our intent to supply that monthly. This will allow them to track the progress with us, as well as share it with their employees in order for them to take ownership of helping in the reduction of our operating budget.

Attached:

Energy Audit for select North and South End Buildings
Recent Gulf Power Bill for the Administrative Center

BID SPECIFICATIONS

SECTION 001 – REQUEST FOR PROPOSALS

Upgrade of approximately 3,440 lamps from T-12, T-8, incandescent and high mounted HID fixtures, and upgrade of light controls to various hallway and non-occupied spaces, in fifteen (15) separate locations. All bidders must utilize properly licensed employees or sub-contractors.

All proposals must be in writing and delivered by hand, overnight courier service, or U.S. Mail to the Santa Rosa County Procurement Department, 6495 Caroline Street Suite J, Milton, Florida, 32570; and must be received by 10:00 a.m., {date}, 2016, at which time will be publicly opened. Secondary delivery location shall be to Suite M at the above address. Only bids received by the aforesated time and date will be considered. All proposals shall be sealed and clearly labeled, “**RFP 17-0xx Energy Savings Upgrade - Lighting**”. Please provide one original, seven (7) copies of the proposal, and one (1) electronic file in OCR (readable) PDF format.

Project documents, including specifications relative thereto may be secured from the Santa Rosa County Procurement Department Website at www.santarosa.fl.gov (keyword BIDS).

A MANDATORY pre-bid meeting will be held 09:00 a.m., {date}, 2016 at the Santa Rosa County xxx Department, located at xxx, Milton, FL 32583. All interested parties are invited to attend. Only those businesses represented may participate in the bid.

Santa Rosa County Board of County Commissioners encourages all segments of the business community to participate in its procurement opportunities, including small businesses, minority/women owned businesses, and disadvantaged business enterprises. The Board does not discriminate on the bases of race, color, religion, national origin, disability, sex, or age in the administration of contracts.

The Owner reserves the right to waive informalities in bids, to reject any or all proposals with or without cause and to accept the proposal that in its judgement is in the best interest of Santa Rosa County, Florida.

The Contract form shall be provided by the County Attorney.

Liquidated damages will be established in the amount of \$500.00 per calendar day for each calendar day after completion date if the work is not substantially complete.

A Bid form is included in these specifications. Bid documents shall be sealed and clearly labeled with the words “**RFP 17-0xx Energy Savings Upgrade - Lighting**”, name of bidder and date and time of opening so as to guard against premature opening of any proposal. The Owner may consider as informal any proposal on which there is an alteration of or departure from the Bid Form hereto attached.

Evidence of all appropriate required licenses, current Business Tax Receipt, notarized Sworn Statement, and Certificate of Competency shall be attached to the Bid Documents.

SECTION 002 – INSTRUCTIONS TO BIDDERS

The work to be performed under this bid shall consist of furnishing all materials, equipment, tools, labor, supervision, and insurance necessary to perform the upgrade as necessary on all Lighting Equipment (identified in Energy Audit Recommended Lighting Changes section below) in each of the Buildings listed below, owned by the Santa Rosa County Board of County Commissioners.

The existing fixtures within these buildings are predominately a mix of T-12 and T-8 fluorescent with incandescent spots and high mounted HID fixtures. Vendors are encouraged to present what they believe to be the best plan for conversion of interior lighting for these facilities to light emitting diode lamps while maintaining both proper lighting levels for each type of space and energy savings. A minimum of 2,000-lumen output is required for all 4-foot LED tubes. Lamps must be UL rated and multi voltage 120-277v. The proper disposal of any removed fixtures and/or hazardous materials shall be the responsibility of the Contractor.

Proposals should include the following information:

- Total cost of bulb replacement (List of fixture inventory shall be included)
- List of additional bulbs, if any, to be provided in initial package
- Total installation cost
- Estimate of rebate incentives
- Estimate of energy savings including reduction in energy and bulb replacement costs
- Detailed plan of bulb reduction (Reducing number of lamps in fixtures/reducing number of fixtures) while maintaining proper lighting levels in each type of space
- Detailed plan of the installation and locations of occupancy-sensory lighting controls
- Estimated payback in months
- Estimated payback in lifespan of bulbs
- Warranty, guaranty, and bonding information for firm and bulbs; and commitments for all equipment, including but not limited to bulbs, drivers, and jumpers
- Manufacture and origin of bulbs and other equipment
- Warranty of lamps and associated equipment must be a minimum of five (5) years
- List of similar jobs completed and contact information for each

Lighting Equipment is defined as:

1. The retrofitting of fluorescent and incandescent lighting lamps and high mounted HID fixtures with Light Emitting Diode (LED) lamps, and
2. The retrofitting of toggle light switches in hallways and unmanned spaces with occupancy-sensory lighting controls.

Location

For the purpose of this contract the list of county buildings includes the following:

1. SRC Administrative Center, 6495 Caroline Street, Milton, Florida 32570 (East)*
2. SRC Administrative Center, 6495 Caroline Street, Milton, Florida 32570 (West)*
3. SRC EDO Service Center, 6491 Caroline Street, Milton, Florida 32570
4. Ag Co-Operative Extension Service, 6263 Dogwood Drive, Milton, Florida 32570
5. SRC Animal Services, 4451 Pine Forest Road, Milton, Florida 32583
6. SRC Emergency Operations Center, 4499 Pine Forest Road, Milton, Florida 32583
7. SRC South Service Center, 5841 Gulf Breeze Parkway, Gulf Breeze, Florida 32561
8. Santa Rosa County Probation, 6816 Caroline Street, Milton, FL 32570
9. Public Services Building, 6051 Old Bagdad Highway, Milton, Florida 32583
10. Public Works, 6075 Old Bagdad Highway, Milton, Florida 32583

11. Library Administration, 6275 Dogwood Drive, Milton, Florida 32570
12. Milton Library, 5541 Alabama Street, Milton, Florida 32570
13. Navarre Library, 8484 James M. Harvell Road, Navarre, Florida 32566
14. Pace Library, 4750 Pace Patriot Blvd, Pace, Florida 32571
15. Navarre Visitor Center/Restrooms, 8543 Navarre Parkway, Navarre FL32566

*Boundary defined as centerline of center main hallway

Energy Audit Recommended Lighting Changes

- A. *SRC Administrative Center, (East)*
25 4-lamp, 226 3-lamp, 346 2-lamp, 41 1-lamp, 80 spot
- B. *SRC Administrative Center, (West)*
803 2-lamp, 12 1-lamp
- C. *SRC EDO Service Center*
47 4-lamp, 15 2-lamp, 4 1-lamp 100 spot
- D. *Ag Co-Operative Extension Service*
24 4-lamp, 23 3-lamp, 155 2-lamp, 6 spot
- E. *SRC Animal Services*
41 4-lamp, 44 2-lamp, 11 1-lamp 2 LED spot
- F. *SRC Emergency Operations Center*
10 4-lamp, 91 3-lamp, 16 2-lamp, 1 1-lamp
- G. *SRC South Service Center*
142 2-lamp, 30 1-lamp, 13 spot
- H. *Santa Rosa County Probation*
38 4-lamp
- I. *Public Services Building*
137 4-lamp, 53 3-lamp, 9 2-lamp,
- J. *Public Works*
286 4-lamp, 28 spot
- K. *Library Administration*
82 4-lamp
- L. *Milton Library*
169 2-lamp
- M. *Navarre Library*
106 4-lamp
- N. *Pace Library*
138 3-lamp
- O. *Navarre Visitor Center/Restrooms*
70 3-lamp, 16 spot

Deadlines

The entire project shall be completed within One Hundred Twenty (120) days from the Notice to Proceed date. Should the project be broken into sections and awarded to multiple vendors, each project shall be completed within Ninety (90) days from the awardees' Notice to Proceed date.

All work under this project shall be performed after normal business hours.

SECTION 003 - QUALIFICATIONS

Bidders and Key Personnel

All prospective bidders must have a minimum of three successful retrofit/upgrade experiences in LED lighting equipment; including all mechanical and electrical certification requirements of the type included under this bid.

All bidders must submit with their bids evidence of their reliability, ability, and experience by furnishing the following:

1. A list of personnel who will perform electrical modification work under this proposal, showing in detail, the length and certifications of experience of such personnel.
2. A list of names and addresses of at least three comparable institutions of comparable size and scope which the bidder has provided contract service using the personnel listed above.

Service must be provided by the personnel employed by, or subcontractors of the bidder and designated above.

Ability to meet the qualifications covering personnel, experience requirements, and the adequacy of the information submitted by the bidder will be considered by the county in determining the award.

SECTION 004 - INSPECTION OF PREMISES

Before submitting their proposal, Bidders attending the pre-bid meeting will be able to inspect the buildings and equipment in order to be fully aware of the nature and extent of the work, any local conditions that may in any manner affect the work to be done and the equipment, materials, and labor required. Interested parties will be provided with inspection schedules during the Pre-Bid Meeting.

The successful bidder shall cooperate with those in authority on the premises to prevent loss of or damage to county property. The successful bidder shall repair any and all damages he may cause to buildings or property to the full satisfaction of the county's authorized representative.

SECTION 005 - PROPOSAL REQUIREMENTS

Bid Forms

Complete all Bid forms, included in these specifications.

Company Profile

Respondent shall provide a brief profile of their company, which should include their firm's legal name; history; business structure; designation of the legal entity by which business operates (sole proprietor, partnership, corporate, LLC, etc.); length of company's existence; locations of their parent company, branch or subsidiary; total number of personnel; and firm's field of expertise.

Qualifications of Personnel

Describe the education, experience and relevant abilities of key personnel and proposed subcontractors who will be responsible for project completion. Include information on recent, current, and projected workloads of each key personnel to demonstrate ability to meet time requirements. Include licensing/certifications.

Approach to Project/Understanding

Demonstrate understanding of proposed project and the technical approach to be taken in addressing the proposed scope of work, including a delineation of specific tasks to be undertaken within project deadlines. In addition, describe the work management plan to be utilized by the firm. The description

should include a project schedule showing estimated start and completion dates of all major tasks and individuals responsible for implementation and completion of said tasks.

Similar Project Experience

Identify the firm's prior experience with lighting retrofitting and motion-sensor light controls.

Prior Awarded Work

Identify related contracts previously awarded.

SECTION 006 - BID GUARANTEE

Each bid shall be submitted and accompanied by a Certified Check or Bid Bond in the amount of five percent (5%) OF THE Base Bid, and copies of all required licenses. Such Bid Bond or Check is given with the understanding and agreement that it guarantees: (1) that the bidder will not withdraw his bid for a period of 60 days after the bids have been opened; and, (2) that if his bid is accepted, the Bidder will enter into the written Contract with Santa Rosa County and furnish the required Performance Bond Payment Bond Insurance Certificates, within 10 days after receipt of Notice of Award of his bid. Pursuant to Florida Statutes, Section 255.05, should the contract exceed \$100,000, the Contractor shall be required to execute and record performance and payment bonds. These bonds must state the name and principal business address of both the principal and the surety and a description of the project sufficient to identify it. In the event the bidder fails to comply with any of these conditions and requirements in whole or in part, the full amount of the bond or check shall be automatically forfeited to Santa Rosa County as damages on account of the default of the bidder.

SECTION 007 - CONTRACTORS INSURANCE REQUIREMENTS

Insurance

Contractor shall purchase and maintain Commercial General Liability insurance, I.S.O. Form CGOO 01, or an equivalent form acceptable to the County. Such policy shall not be endorsed to exclude contractual liability and products or completed operations. A minimum each occurrence limit of \$500,000 is required. Such policy shall name Santa Rosa County, its elected officials, and employees as additional insured's.

Contractor shall purchase and maintain Business Auto coverage LS.O. Form CA 00 01, written to cover all owned, hired and non-owned vehicles using I.S.O. symbols 1, or symbols 2, 8, and 9, or an equivalent non-I.S.O. form acceptable to the County. Limit required is \$500,000, combined single limit, or split limits of 250/500/100 thousand.

Contractor shall purchase and maintain statutory worker's compensation coverage.

Any policies written with non-admitted insurance companies shall have a rating of B+ or better. Certificates of insurance with a 30 day cancellation clause shall be provided to the County.

Indemnity:

Contractor agrees to indemnify, defend and hold blameless Santa Rosa County, its agents, elected officials, and employees from any and all claims arising out of the activities of the contractor in the performance of this agreement.

SECTION 008 - SELECTION CRITERIA

The most highly qualified firm(s) will be selected based on such factors as the ability of personnel; past performance; willingness to meet time requirements; location; recent, current, and projected workloads of the firm; and the volume of work previously awarded to each firm by the agency, with the object of effecting an equitable distribution of contracts among qualified firms, provided such distribution does not violate the principle of selection of the most highly qualified firms. Other factors that will be considered include overall lowest Price per Unit and Base Bid Price.

Evaluation of proposals will be performed consistent with the following categories:

- Approach and Method
- Cost/ Fee Proposal
- Understanding Project Requirements
- Past Performance
- Experience and Ability

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