



LED STREET AND BALLFIELD LIGHT CONVERSION AND ENERGY EFFICIENCY IMPROVEMENTS

REQUEST FOR PROPOSALS

Proposals, subject to the specifications and conditions contained herein and attached hereto, will be received by the City Manager's Office, City Hall, until, but no later than **4:00 P.M. EST , September 28, 2020.**

If you are an individual with a disability and require a reasonable accommodation or have additional questions regarding this request for proposals, please notify the City Manager's office at (865) 376-6584

Submittal Instructions

To be considered:

1. All required submissions shall be returned to the attention of City Manager David L. Bolling, City Manager's Office, City Hall, 900 Waterford Place, Kingston, TN 37763 or electronically to Kelly.Jackson@kingstontn.gov.
2. Proposal envelopes shall be identified on the outside with **RFP – LED Street and Ballfield Light Conversion and Energy Efficiency Improvements.**

Time is of the essence and any proposal received after the announced time and date for submittal, whether by mail or otherwise, will be rejected. The time of receipt shall be determined by the City Manager's Office. Submitters are responsible for ensuring that their proposals are stamped by City Manager's Office personnel before the deadline indicated.

Nothing herein is intended to exclude any responsible vendor, his product or service or in any way restrain or restrict competition. On the contrary, all responsible vendors are encouraged to submit. The City of Kingston is compliant with Title VI of the 1964 Civil Rights Act and as a result does not discriminate on the grounds of race, color or national origin nor does it excluded from participation in, or denies the benefit of any program or activity receiving federal financial assistance.

All cost associated with the preparation of this request or its delivery shall be borne solely by the vendor.

1. SCOPE

The City of Kingston is seeking proposals from professional, qualified and experienced firms to assist the City in developing plans that would lead to the conversion of existing street and ballfield lights to LED technology and identifying other potential energy efficiency improvements.

Services would consist of identifying potential cost savings associated with the conversion to LED technology, developing a transition plan for conversion to LED technology, working with the City and REU on conversion issues, utility rate calculation, attachment fees, maintenance and other pertinent issues to a post conversion environment and identifying other areas for potential energy efficiency improvements.

2. GENERAL CONDITIONS

1. **Acceptance of Proposals:** The City of Kingston reserves the right to reject any and all proposals.
2. **Signatures on Proposals:** Each proposal must contain the full name and business address of the submitter. Any person signing a proposal sheet for himself or as agent, employee or officer of another must show his title and, if requested by the City shall furnish proof of his authority to make such proposal.
3. **Cancellation:** The City reserves the right to cancel the project in whole or in part at any time prior to a contract being signed.
4. **Financial Statements:** The City reserves the right to request financial statements after the submission of proposals.

3. INSURANCE

If a contract is awarded, the vendor shall purchase and maintain in force, at his own expense, such insurance as will protect him and the City from claims which may arise out of or result from the vendor's execution of the work, whether such execution be by himself, his employees, agents, subcontractors, or by anyone for whose acts any of them may be liable. The insurance coverage shall be such as to fully protect the Owner, the City and the general public from any and all claims for injury and damage resulting by any actions on the part of the vendor or his forces as enumerated above. The vendor shall furnish, a copy of an original Certificate of Insurance, naming City of Kingston as an additional insured. Should any of the policies be cancelled before the expiration date, the issuing company will mail 30 days written notice to the certificate holder. The vendor shall furnish insurance in satisfactory limits, and on forms and of companies that are acceptable to the City of Kingston and shall require and show evidence of

insurance coverage on behalf of any subcontractors (if applicable), before entering into any agreement to sublet any part of the work to be done as a result of awarding this contract.

The following insurance requirements are the minimum that will be acceptable:

1. Worker's Compensation Insurance – State statutory limits.
2. Commercial General Liability - Including products and completed operations coverage and contractual liability on the amount of \$5,000,000 CSL (combined single limit).
3. Automobile Insurance - Commercial Automobile Liability including owned, non-owned and hired car in the amount of \$1,000,000 CSL.

4. LAWS, TAXES AND INDEMNIFICATION

If a contract is awarded, the successful vendor shall comply with all applicable local, State and Federal laws. The vendor is further responsible for all taxes associated with providing services under this contract to include all employment related taxes. The vendor agrees to hold harmless and indemnify the City for any and all losses the City may sustain as a result of the actions of the vendor, his employees, or any subcontractors hired as a result of or performing work as a result of an awarded contract.

5. PROJECT OBJECTIVES

- Reduce energy usage and annual costs of operating street lights and outdated ball field lighting within the City of Kingston.
- Identify other areas for potential improvements and increased energy efficiency.
- Design a project that will yield a positive cash flow such that the cost of the project will show a positive net savings annually and can be offset within 20 years of an installed project with energy savings.
- Minimize the future costs of maintaining and replacing lights.
- Achieve a high level of “post-retrofit” satisfaction among city residents in both residential and commercial areas.
- Maximize any available grants and or rebates available for such conversion.
- Assist the City in negotiations with REU for the transfer of ownership of the existing lights and attachment costs.

6. RESPONSIBILITIES OF THE VENDOR

1. Review existing street and ball field light inventory.

2. Provide an audit of the existing street lights that will identify location, size, height of pole, length of arm and other pertinent data need to develop a conversion plan.
3. Develop a conversion plan that will insure properly sized lighting for the affected application area while at the same time remaining sensitive to ongoing utility costs and maintenance.
4. Provide a report with estimated costs to convert existing lights to new LED technology inclusive of lights, installation, ongoing costs and identified costs savings over the current lighting plan.
5. Assist with the negotiations between the City and REU regarding issue of implementation, ownership and fee structure.
6. Review other City facilities to identify other potential improvements.

7. SUBMISSION REQUIREMENTS

- A. Transmittal letter signed by someone with the ability to bind the proposer.
- B. Background and experience of the firm and project team members likely to work on the project.
- C. Description of the approach to be used to:
 - a. Perform street light audit
 - b. Analyze potential cost savings
 - c. Measures taken to verify savings
 - d. Manage the conversion process.
 - e. Address other issues as may be suggested by the project scope or objectives.
- D. Upon receipt, all submissions will be considered a matter of public record and available for inspection and / or distribution by the City upon request.