

DISTRICT BOARD OF TRUSTEES
PENSACOLA STATE COLLEGE
1000 COLLEGE BOULEVARD
PENSACOLA, FLORIDA 32504-8998

RFP 4 - 2010/2011

August 9, 2010

**REQUEST FOR PROPOSALS FOR BUILDING 15 LIGHTING RETROFITS
FOR
PENSACOLA STATE COLLEGE**

The District Board of Trustees of Pensacola State College (*formerly Pensacola Junior College*), Florida hereby extends an invitation for proposals on the Building 15 Lighting Retrofits to include delivery, equipment, and installation in the Visual Arts Building 15 on our Pensacola Campus.

The Proposal opening deadline is **Wednesday, September 8, 2010 at 11:00 a.m. CST**. All Proposals must be mailed or delivered to the attention of the Director of Purchasing and Auxiliary Services at the address listed below:

Ms. Angie C. Jones
Pensacola State College
Barfield Administration Building
Building 7, Room 737
1000 College Boulevard
Pensacola, Florida 32504-8998

The enclosed **Statement of No Proposal** (Attachment A) should be completed and mailed by Proposers declining to submit a Proposal for Building 15 Lighting Retrofits.

We look forward to your participation in submitting a proposal for consideration.

Sincerely,

Angie c. Jones
Angie C. Jones, Director
Purchasing and Auxiliary Services

I. GENERAL CONDITIONS

1. **SEALED PROPOSALS:** An original and five (5) copies must be mailed or delivered to the attention of Director of Purchasing and Auxiliary Services and be received in the Purchasing and Auxiliary Services Office, Pensacola State College, Barfield Administration Building 7 Room 737, 1000 College Boulevard, Pensacola, Florida 32504-8998 or be delivered to the RFP opening site, no later than **Wednesday, September 8, 2010 at 11:00 a.m. CST** and will be clearly marked **Sealed RFP 4-2010/2011 – Building 15 Lighting Retrofits – Pensacola Campus.**
2. **INSTRUCTIONS TO PROPOSERS:** To insure consideration of your bid, please follow these instructions. Proposals not in compliance with conditions specified herein are subject to rejection.
3. **FAX OR EMAILS NOT ACCEPTED:** Due to the requirement of sealed RFP responses, facsimile Proposals will not be acceptable as valid responses.
4. **DETERMINING FACTORS:** Services, costs, specifications and capability to provide these services and equipment will be determining factors in the awarding of the Proposal.
5. **QUESTIONS REGARDING RFP:** The College has made every effort to provide prospective vendors with the information needed to appropriately respond to this RFP. The College realizes that some clarification, interpretation, or additional information may be required.

Questions regarding any portion of this RFP shall be directed, in writing, to:

Pensacola State College
Angie C. Jones, Director
Purchasing and Auxiliary Services
1000 College Blvd
Bldg 7, Room 737
Pensacola, FL 32504

Questions may also be submitted by e-mail (acjones@pensacolastate.edu) or faxed to the attention of the Purchasing Director at (850) 484-1839.

All such written requests must be received no later than **4:00 p.m., CST, Tuesday August 24, 2010.** Responses to all requests for more information will be included in any addenda and will be made available to all Proposers on **Friday, August 27, 2010.** Any requests for information received after the **August 24** deadline may not receive a response. Responses will not be made orally.

Any additional information pertaining to this RFP or to the services being sought hereunder obtained in a manner other than as described in the preceding paragraph should be regarded as unofficial. The College will not be bound in any way by information so obtained, or by a Bidder's reliance thereon.

6. **COST DISCUSSIONS:** The Bidder must not discuss cost information, except for clarification requested by the College Purchasing Director, prior to the posting of proposal results, with any employee, board member or authorized representative of the College. Violation of this restriction will result in **REJECTION** of the said bid.
7. **ADDENDA:** All addenda issued during the time of proposing shall become part of the Proposing Documents, and receipt thereof must be acknowledged in writing with the proposal (see Tab #7). The College accepts no responsibility for inaccurate proposals due to missed information contained in any addendum. Each Bidder should ensure that they have received all addenda and amendments to the RFP before submitting their proposals. Please access the college web site at <http://www.pensacolastate.edu/visitors/vendors/curr solicit.aspx> for any addenda.
8. **LATE PROPOSALS:** Proposals will be publicly opened, read aloud and recorded, on the date and time indicated, at the location specified in the bid request. It is the Proposer's responsibility to make certain that his/her bid is in the hands of the Purchasing Director prior to the opening time at the specified location. The College accepts no responsibility for late or misdirected mail deliveries. Late Proposals will not be considered.
9. **EXECUTION OF PROPOSAL:** Proposals must contain a manual signature of authorized representative in the space provided. Proposals must be typed or printed in ink. Use of erasable ink is not permitted. All corrections made by RFP proposers to his/her Proposal price or terms must be initialed.
10. **PROPOSAL OPENING:** Shall be public, on the date, location and the time specified on the RFP cover letter. It is the proposer's responsibility to assure that his/her Proposal is delivered at the proper time and place of the Proposal opening. Proposals which for any reason are not delivered as specified will not be considered. Offers by telegram, telephone or fax are not acceptable. A Proposal may not be altered after opening of the Proposals.
11. **INTERPRETATIONS/DISPUTES:** Any questions concerning conditions and specifications shall be directed in writing to the Director of Purchasing with receipt prior to the Proposal opening. Inquiries must reference the date of Proposal opening and RFP number. No interpretation shall be considered binding unless provided in writing by Pensacola State College in response to requests in full compliance with this provision. Any person who is adversely affected by the College's decision or intended decision concerning a procurement solicitation or contract award and who wants to protest such decision or intended decision shall file a protest in compliance with Rule 13A-1.006(3), Florida Administrative Code. Failure to file a protest within the time prescribed in Section 120.57(3)(b), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

Proposers shall thoroughly examine and be familiar with the Proposal specifications. The failure or omission of any responder to receive or examine these documents shall in no way relieve any responder of obligations with respect to this Proposal or the subsequent contract.

12. **CONFLICT OF INTEREST:** The award there under is subject to the provision of Chapter 112, Florida Statutes. Proposers must disclose with their Proposal the name of any officer, director, or agent who is also an employee of Pensacola State College. Further, all proposers must disclose the name of any Pensacola State College employee who owns directly or

indirectly, an interest of five percent (5%) or more in the proposer's firm or any of its branches.

13. **CLARIFICATION:** The College reserves the right to request clarification of information submitted and to request additional information of one more Proposers, if needed.
14. **CONSIDERATION OF PROPOSALS:** As its best interest may require and at its sole discretion, Pensacola State College reserves the right to make award(s) by the individual service, group of services, all or none, or any combination thereof; to reject any and all Proposals or waive any minor irregularity, technicality or element deemed immaterial by the college, at its sole discretion, in the Proposals received. The College reserves the right but is not obligated, to negotiate with the prevailing responder in order to improve a term or condition so that it is more beneficial to the College. All such waivers or negotiations, and the justifications therefore, will be reduced to writing. Proposers are cautioned to make no assumptions unless their Proposal has been evaluated as being responsive to all Proposal requirements, submission requirements, general conditions and special conditions of this Request for Proposal. The College shall not be responsible for any cost or expense incurred by the Proposer in preparing or submitting a proposal or any cost prior to the execution of the contract agreement.
15. **QUALIFYING PROPOSERS:** Pensacola State College reserves the right to require a Proposer to submit such evidence of qualifications as it may deem necessary and may consider any evidence available concerning the financial and other qualifications of the Proposer.
16. **PROPOSAL AWARD:** Award is expected to be made to the Proposer who best meets the requirements of Pensacola State College considering responsibility, responsiveness and price. A written contract and/or purchase order detailing agreed terms will be rendered between the College and the successful proposer. Terms of the contract will include any and all items as specified in the proposal, plus mutually agreed terms and conditions.
17. **DEFAULT:** Failure to perform according to this RFP and/or resulting contract shall be cause for your firm to be found in default in which event any and all re-procurement costs may be charged against your firm. Any violations of these stipulations may also result in the Vendors name being removed from Pensacola State College vendor mailing list.
18. **LEGAL REQUIREMENTS:** Applicable provisions of all Federal, State, county and local laws and of all ordinances, rules, written opinions and regulations thereof shall govern development, submittal and evaluations of all Proposals received in response hereto and shall govern any and all claims and disputes which may arise between those submitting a Proposal response hereto and the College. Lack of knowledge by any Proposer shall not constitute a cognizable defense against the legal effect thereof. Proposers have certain rights under Chapter 120, Florida Statutes. Failure to follow proper procedures for a timely protest shall constitute a waiver of all further proceedings under Florida Statute 120.57(3)(b).
19. **ADVERTISING:** By submitting a Proposal, responder agrees not to use the results as a part of any commercial advertising.
20. **PUBLIC RECORDS:** Any material submitted in response to this Request for Proposals will become a public document pursuant to Section 119.07, Florida Statutes. This includes materials which the responder might consider to be confidential or a trade secret. Any claim

of confidentiality is waived upon submission, effective after opening pursuant to Section 119.07(3), Florida Statutes.

21. **REASONABLE ACCOMMODATIONS:** Any person(s) requiring reasonable accommodations, in accordance with the provision of the American with Disabilities Act, for attendance at the scheduled pre-proposal conference or Proposal opening, will contact the Office of the Director of Purchasing at least seventy-two (72) hours in advance of the scheduled pre-proposal conference or Proposal submission deadline.

22. **PROTESTING A DECISION:** In accordance with Section 287.042, Florida Statutes, any person who files an action protesting a decision or intended decision pertaining to contracts administered or purchases by the College pursuant to Section 120.57(3)(b), Florida Statutes, shall post at the time of filing the formal written protest, a bond payable to the College in an amount equal to 1 percent of the total volume of the contract. The bond shall be conditioned upon the payment of all costs which may be adjudged against him or her in the administrative hearing in which the action is brought and in any subsequent appellate court proceeding. In lieu of a bond, the College may accept a cashier's check, official bank check or money order in the amount of the bond. If, after completion of the administrative hearing process and any appellate court proceedings, the college prevails, it shall recover all costs and charges which shall be included in the final order or judgment, excluding attorney's fees. Upon payment of such costs and charges by the person protesting the award, the bond, cashier's check, official bank check or money order shall be returned to him or her. If the person protesting the award prevails, he or she shall recover from the agency all costs and charges which shall be included in the final order of judgment, excluding attorney's fees. The formal written protest shall state with particularity the facts and law upon which the protest is based. Saturdays, Sundays, and state holidays shall be excluded in the computation of the 72-hour time periods provided by this paragraph.
 - A. Protest to the Solicitation. With respect to a protest of the terms, conditions, and specifications contained in a solicitation, including any provisions governing the methods for ranking bids, proposals, or replies, awarding contracts, reserving rights of further negotiation, or modifying or amending any contract, the notice of protest shall be filed in writing within 72 hours after the posting of the solicitation.

 - B. Protest to a Solicitation Amendment. Any notice of intent to protest or formal written protest to any amendment issued by the College must be filed within the time limits set forth in Section 120.57(3)(b), Florida Statutes. The formal written protest shall be filed within 10 days after the date the notice of protest is filed.

 - C. Protest of a Decision to Award or Notice of Intent to Recommend an Award. Any person who is adversely affected by the College's decision or intended decision shall file a notice of protest in writing within 72 hours after the posting of the notice of decision or intended decision. Any notice of protest or formal written protest to the award or intended award which is filed before the bid tabulation posting is null and void. To be considered, a notice of intent to protest and a formal written protest must be filed within the time limits set forth in Section 120.57(3)(b), Florida Statutes.

23. **PIGGYBACK LANGUAGE:** With the consent and agreement of the successful bidder(s) purchases may be made under this RFP by other community colleges, state universities, District school boards and by other educational institutions or governmental entities within the

state of Florida. Such purchases shall be governed by the same terms and conditions stated in the proposal solicitation as provided in State Board of Education Rule 6A-14.0734 (2)(d).

24. **PUBLIC ENTITY CRIME:** A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit Proposals on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in FS 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list. By signing and submitting the RFP submittal forms, proposer attests that they have not been placed on the “Convicted Vendors List”.
25. **TAXES:** Sales to Pensacola State College are exempt from state sales tax. State sales tax certificate of exemption will be issued upon request.

FLORIDA SALES TAX EXEMPTION NO: 85-8012557294C-2

26. **INSURANCE:** The successful bidder shall provide original ACORD insurance policies within three to five days of proposal award and shall file an original ACORD Certificate of Insurance evidencing the renewal of such policies at least thirty (30) days prior to the date that each applicable insurance policy is scheduled to expire. The limits are as follows:
- (a) Valid workmen’s compensation insurance as required by Chapter 440, Florida Statutes;
 - (b) General public liability insurance against bodily injury, personal injury, and property damages, in limits of not less than \$1,000,000.00 per claimant, and \$3,000,000.00 per incident or occurrence. The District Board of Trustees, Pensacola State College, Florida shall be named as an additional insured on the contractor’s policy.
 - (c) Automotive liability insurance against bodily injury and property damage, in at least the amounts of \$1,000,000.00 per claimant, and \$3,000,000.00 per occurrence.
 - (d) Certificates evidencing that all of the previously listed insurance is in force shall be forwarded to the Purchasing and Auxiliary services office prior to any work beginning. The Certificate of General Public Liability Insurance shall list The District Board of Trustees, Pensacola State College, Florida, as additional insured.

NOTE: Any and all special conditions and specifications attached hereto which vary from these general conditions shall have precedence and shall control.

II. RFP AWARD SCHEDULE:

8/9/10	Issue RFP
8/19/10	Mandatory Pre-proposal Conference and Onsite visit at 10:00 a.m. CST
8/24/10	Written questions due NLT 4:00 p.m. CST
8/27/10	Addendum mailed, if necessary
9/08/10	Proposals due NLT 11:00 a.m. CST
9/ 09-17/10	Committee evaluations
9/20/10	Public Evaluation at 1:00 p.m. CST
9/23/10	Posting of Decision (on or about)

Please note that the College reserves the right to modify this schedule as necessary to meet the needs of the college. Respondents will be notified in writing, via an RFP addendum, of any changes to this schedule.

III. INSTRUCTIONS TO PROPOSERS

- A. Proposer must propose to execute all phases of the proposal in a single bid. The proposal must be signed by an officer of your firm with the authority to commit the firm.
- B. It is the intent of the College to purchase items that are operable within the systems outlined in this RFP; therefore, the Proposer is required to deliver complete, working systems. Should it be discovered that the Proposer failed to identify equipment required for fully operational systems, the Proposer shall supply those items at no charge to the College.
- C. Any person(s) requiring reasonable accommodations, in accordance with the provisions of the American with Disabilities Act for attendance at the scheduled RFP opening shall contact the Purchasing and Auxiliary Services office, at least seventy-two (72) hours in advance of the scheduled proposal opening deadline.
- D. All prices shall be **FOB Pensacola State College**, 1000 College Boulevard, Pensacola, FL 32504-8998.
- E. A **mandatory Pre-proposal conference** will be held for vendors who intend to respond to this RFP. The purpose of the conference is to provide for questions and answers regarding terms, conditions, or specifications of the RFP. There will also be an on-site visit immediately following review of the RFP. Answers to any questions that might arise will be in the form of Addenda to the Request for Proposal, prior to the proposal opening. All such revisions must be acknowledged by signature and returned with the proposal. Failure to attend this meeting will result in rejection of your proposal. The pre-proposal conference will be held on **Thursday, August 19, 2010 at 10:00 a.m., CST, in Bldg 15, Room 1543, Conference Room, Anna Lamar Switzer Center for Performing Arts (corner of Airport and 9th Ave)**
- F. The Purchasing Director may choose to call for additional Pre-proposal conference(s) if, in the sole judgment of the Purchasing Director, there is a need for such conference (s) in order to promote competition.
- G. Verbal Communication shall not be effective unless formally confirmed in writing by the

Purchasing Director in charge of managing the RFP's process. In no case shall verbal communication override written communication. Informal communication shall cease on the date of issuance of this RFP and formal communications shall commence until contract is awarded.

- H. The College will not respond to any questions/requests for clarifications that require addenda, if received by the College after **Tuesday August 24, 2010**.
- I. Vendors are responsible for the information contained in such addenda, whether or not they acknowledge receipt. The College is under no obligation to communicate such addenda to vendors who notify the College that they will not be responding to this RFP. The College shall reject vendor's responses to addenda if such responses are received after the RFP closing date and time.

IV. GENERAL REQUIREMENTS

- A. All items bid must meet, at a minimum, the specifications hereinafter provided. Respondents should reply to each requirement with their products technical specification value where applicable.
- B. The manufacturer shall **warrant** the equipment to be free from defects in material and workmanship under normal use and service for a period of not less than one year from the date of installation and turn on. The obligation under all warranties shall be limited to the replacement of defective components and to the shipment of replaced parts to the purchaser FOB destination. Standard published warranties shall apply to any item not identified with the equipment manufacturer's trademark or trade name.

V. EVALUATION PROCESS

The Evaluation Team will review the responses and assign a score to each category for each Respondent. The scoring by each member of the evaluation team will be aggregated to establish an overall ranking of every Respondent by the Team. Selection of a supplier will not be made solely on the basis of the lowest price.

The Purchasing Department representative will facilitate and record the rank order assigned by each evaluator and then an overall Committee ranking will be established for each Respondent. Total scores will be used to break a tie in ranking.

All Respondents are hereby advised that the College may determine that oral interviews, additional written information, internal staff analysis and presentations, outside consultants, and/or any other information may be requested at any time during the evaluation process in order to assist with the selection of the Best Value Respondent(s). The Evaluation Committee may determine as a result of additional information that the impact of this information is significant and shall be accorded as such and may be incorporated into the scoring and/or ranking as a revision of the same and at the discretion of the Committee.

An evaluation committee meeting, in accordance with FS 286.011(1), is scheduled to be held on **Monday, September 20, 2010 at 1:00 p.m. CST** in the Barfield Administration Building No. 7, Room 736, 1000 College Boulevard, Pensacola, Florida 32504-8998. Solicitation tabulations and award recommendations will be posted in the Purchasing and Auxiliary Services Office and on the Pensacola Junior College website <http://www.pensacolastate.edu/visitors/vendors/currtabs.aspx>.

VI. EVALUATION CRITERIA (100 points total)

A. Gallery light quality and flexibility (20 points)

1. Approximates natural light spectrum
2. High CRI – 90+
3. Low UV – ≤ 10 microwatts UV per lumen
4. Repositionable fixtures, individual on/off switches
5. Minimal visual presence of track

B. Lighting control system(s)

1. Gallery/hallways (20 points)
 - a. Adequately lights entire gallery space
 - b. Zoned control
 - c. Dimming capability; accurate between 6-12 foot candles
 - d. Secure control panels
2. Lecture hall, room 1590 (20 points)
 - a. Adequately lights lecture hall
 - b. Zoned control
 - c. Dimming capability
 - d. Occupancy sensors

C. Energy efficiency (10 points)

1. Gallery lighting
2. Hallway down lights
3. Lecture hall

D. Low maintenance requirements (10 points)

1. Fixture and lamp life
2. Ease and cost of repair/replacement
3. Future availability of parts and service; prefer American made products
6. Warranties on controls, fixtures, and workmanship

E. Installation schedule (5 points)

1. Flexibility to work around classes and gallery events
2. Ability to perform all necessary work to complete the contract within 60 days of contract award

F. Price (15 points)

1. Gallery lighting and controls
2. Hallway down lights (including wiring and/or switching fix)
3. Lecture hall lighting and controls

Each Proposal will be evaluated and points will be awarded to each of the major criteria as stated above. Proposer with the highest total number of points will be determined to be the selected

responder and the remaining respondents will be rank ordered. The contract proposer shall honor all terms and conditions of this RFP, their proposal and the subsequent contract.

Proposals shall include all of the information solicited in this RFP, and any additional information that the Proposer deems pertinent to the understanding and evaluating of the proposal. **Proposals shall be organized and sections tabbed in the following order.** The Proposer should not withhold any information from the written response in anticipation of presenting the information orally or in a demonstration, since oral presentations or demonstrations may not be solicited. All proposals shall include, at a minimum, the following information. Failure to supply all of the information requested may result in the proposal being excluded from consideration.

Tab #1 Executive summary (one or two pages) of the proposal

Tab #2 VIII. Project Scope to include Tasks 1-3

Tab #3 IX. Energy Calculations and Maintenance Requirements (A and B)

Tab #4 X. Installation Schedule (A and B)

Tab #5 Price Sheet (Page 14)

Tab #6 Insurance

Attach evidence of the required insurance coverage. A properly completed ACORD Form is preferable. (Per page 6, #26)

Tab #7 Attachments B and C

Tab #8 Addenda Acknowledgement

Please submit all addenda (if any) related to this bid here.

Tab #9 Other Information:

Provide any information that will provide insight to the evaluators about the qualifications, fitness and abilities of the Proposer. This information should be succinct.

VII. PROJECT GOALS

GOAL 1: To upgrade the quality and control of track lighting in the galleries to museum-quality standards.

Objective 1.A.: Maximize flexibility of lighting application via repositionable fixtures with individual on/off switches, and independent dimming capability for each gallery zone.

Objective 1.B.: Provide capability to accurately adjust lighting levels on the exhibit spaces through a range between 6 to 12 foot candles.

Objective 1.C.: Minimize heat directed at artwork by lighting.

Objective 1.D.: Simulate natural light spectrum on the exhibit space via lamps with a color rendering index (CRI) of 90 or higher; minimize or eliminate ultraviolet (UV) light from lamps.

Objective 1.E.: Minimize the visual presence of the track lighting by using a color that blends in with the existing ceiling color.

GOAL 2: Save energy.

Objective 2.A.: Replace existing incandescent and compact fluorescent (CFL) lighting with fixtures and lamps that are more energy efficient, e.g., light emitting diodes (LEDs).

Objective 2.B.: Provide ability to turn off entrance hallway lights at end of day (currently, down lights in gallery zones H and G remain on 24/7.)

GOAL 3: Reduce Pensacola State College's maintenance effort.

Objective 3.A.: Install durable, dependable lighting products with long fixture and lamp life.

Objective 3.B.: Install durable, dependable and secure lighting control system(s) that require minimal maintenance.

VIII. PROJECT SCOPE

A. Task 1: Gallery Track Lights

Replace all existing incandescent track lighting in gallery spaces with new, energy efficient track lighting. Please see Exhibit 1 to view gallery zones and location of proposed track.

1. Pensacola State College's Design Assumptions:

Pensacola State College is providing the design assumptions for proposal comparison purposes; please provide a price to design and install lighting and controls based on the following parameters:

- (a) Approximately 750 linear feet of track total, in 9 separately-controlled zones.
- (b) Track should be white or similar color that will visually blend in with the existing ceiling color.
- (c) On each track, assume luminaries are spaced approximately every 24 inches, for a total of 375 luminaries.
- (d) Luminaries must be repositionable along the track and have capability to switch on and off at the individual fixture.
- (e) Tracks in each gallery zone must have dimming capability independent of other zones and be able to accurately adjust light levels in the exhibit spaces through a range between 6 to 12 foot candles.
- (f) Lighting control panels must be secured either (1) by locating the panel(s) in a secure area of the building (e.g., personnel offices), or (2) by security features on the panel(s) themselves if located in areas accessible by students or the public.
- (g) Lamps must be either light emitting diodes (LEDs) or SoLux™ brand lamps (<http://www.solux.net>) appropriate for art gallery applications. Lamps must approximate the natural light spectrum and have a color rendering index (CRI) of no less than 90. The proposed lamp must emit no more than 10 microwatts ultraviolet (UV) light per lumen; zero UV output is preferred.

2. Alternative Designs

Pensacola State College is open to alternative designs that meet the College's goals for museum-quality light and control, energy efficiency, and low maintenance requirements. If proposing an alternative design, please provide your reasons and justifications for doing so; compare and contrast your proposed alternative design with the design assumptions provided above by the College. Please provide a separate description and price sheet for any proposed alternative design(s) *in addition* to your description and price sheet based on Pensacola State College's design assumptions.

B. Task 2: Hallway Down Lights

1. Replace existing down lights in hallways with LED luminaries. Includes 70 down lights in gallery zones A through I, and 32 decorative drop lights (64 linear feet) in gallery zone H. Decorative drop lights in gallery zone H currently illuminate exhibit space in that zone and replacement drop lights should retain or enhance that capability.
2. Average luminance levels in the hallways should be consistent with Illuminating Engineering Society of North America recommended design guidelines (IESNA Lighting Handbook, 9th Edition).
3. Also, please include in your proposal the cost to investigate and rectify the wiring and/or switching deficiency that keeps the down lights in gallery zones H and G turned on 24/7 (currently, there is no discernible ability to switch those lights off).

C. Task 3: Lecture Hall Lights, Room 1590

1. Replace existing track lighting and down lights in the lecture hall with LED luminaries.
2. Average illuminance levels in the lecture hall should be consistent with Illuminating Engineering Society of North America recommended design guidelines for lecture halls (IESNA Lighting Handbook, 9th Edition).
3. Three independent zones of dimmable lighting are required: one zone for the teaching area lighting, a second zone for the student area lighting, and a third zone for the track lighting.
4. Lighting in the lecture hall shall be equipped with dual-technology occupancy sensor(s) with adjustable sensitivity and time delay settings. Occupancy sensors shall be programmed to turn lights on when someone enters the room and off after unoccupied for up to a maximum of 30 minutes (consistent with Florida Building Code section 13-415.1.AB.1.1 Automatic Lighting Shutoff). A manual light switch shall be available at the entry door to turn lights off, but shall not affect the functioning of the occupancy sensors, i.e., sensors must remain in automatic-off mode at all times.

IX. ENERGY CALCULATIONS AND MAINTENANCE REQUIREMENTS

- A. Please provide a simple calculation of the total anticipated energy load for each of the completed lighting systems:
 - 1. Gallery track lighting,
 - 2. Hallway down lights (zones A through I) (See Exhibit 1) , and
 - 3. Lecture hall lighting, room 1590.

- B. For all proposed lighting systems, please provide a brief description of:
 - 1. Life expectancies on proposed controls, fixtures and lamps
 - 2. Ease and cost of repairs/replacement
 - 3. Future availability of parts and service; preference will be given for American made products
 - 4. Any warranties on controls, fixtures, lamps and workmanship

X. INSTALLATION SCHEDULE

- A. Please provide your anticipated schedule for completing each of the project tasks described above, including project planning, procurement of materials, installation and testing. Preference will be given to contractor proposals that reflect realistic completion of all contract tasks within 60 days of contract award.

- B. The selected contractor is expected to work with Pensacola State College staff to devise an installation schedule that facilitates project workflow while minimizing disruption to scheduled classroom activities and gallery events.

XI. PRICE SHEET

Please provide project costs for each task in the table format provided below. If an alternative design is proposed for the gallery track lights (task 1), please provide costs for the alternative design separately and *in addition to* costs to complete the task using Pensacola State College’s design assumptions.

PROJECT TASK	PRICE
Task 1: Gallery Track Lights	
Materials (track, fixtures, lamps, hardware, etc.)	
Controls system	
Installation/Labor	
Task Subtotal:	
Task 2: Hallway Down Lights	
Materials (fixtures, lamps, hardware, etc.)	
Investigate and correct flawed wiring and/or switching (zones H and G)	
Installation/Labor	
Task Subtotal:	
Task 3: Lecture Hall Lights, Room 1590	
Materials (track, fixtures, lamps, hardware, etc.)	
Controls system	
Installation/Labor	
Task Subtotal:	
PROJECT GRAND TOTAL:	

**PENSACOLA STATE COLLEGE
1000 College Boulevard
Pensacola, Florida 32504**

Attachment A

Purchasing and Auxiliary Department

RFP 4 – 2010/2011, BUILDING 15 LIGHTING RETROFITS

STATEMENT OF NO PROPOSAL

Director of Purchasing and Auxiliary Services
Pensacola State College
1000 College Boulevard
Pensacola, Florida 32504-8998

The undersigned declines to propose on PENSACOLA STATE COLLEGE RFP 4 – 2010/2011 for the following reason(s):

_____ Schedule would not permit us to perform

_____ Unable to meet specifications*

_____ Other*

*Please explain:

We understand that if the Statement of No Proposal letter is not executed and returned, our name may be deleted from the list of qualified proposers for Pensacola State College.

Company Name: _____

Signature: _____

Telephone: _____

CERTIFICATION OF DRUG-FREE WORKPLACE PROGRAM

IDENTICAL TIE RFP's - Whenever two or more Proposals which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a Proposal received from a business that certified that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie Proposals will be followed if none of the tied vendors have a drug-free workplace program, or if all of the tied vendors have drug-free workplace programs. In order to have a drug-free workplace program a business shall:

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under PROPOSAL a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under PROPOSAL, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

AS THE PERSON AUTHORIZED TO SIGN THE STATEMENT, I CERTIFY THAT THIS FIRM COMPLIES FULLY WITH THE ABOVE REQUIREMENTS.

Signature of Representative: _____

Typed or printed name of representative: _____

Responding Proposer name: _____

PROPOSAL SUBMITTED BY:

FEDERAL TAX NUMBER: _____

COMPANY: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

FAX: _____

TYPED OR PRINTED NAME OF REPRESENTATIVE: _____

SIGNATURE OF REPRESENTATIVE: _____

EMAIL: _____

DATE: _____

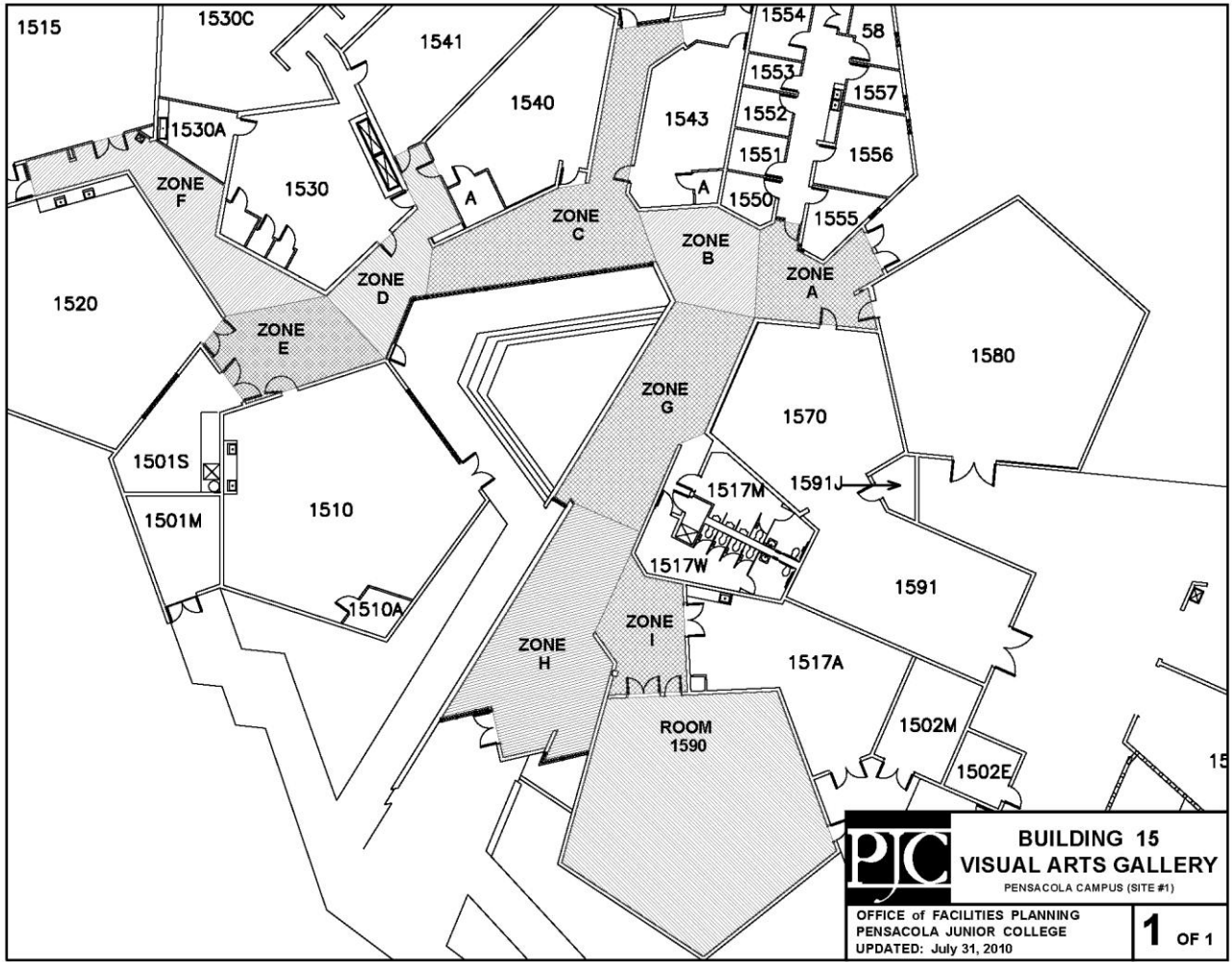


Exhibit 1