NEW CANAAN PUBLIC SCHOOLS
39 LOCUST AVENUE
NEW CANAAN, CT 06840
203-594-4000

SPECIFICATION COVER SHEET
REQUEST FOR PROPOSAL #2018-06
WEST SCHOOL LED LIGHT INSTALLATION
NEW CANAAN, CT

VENDOR MUST ENCLOSE THREE COPIES OF THIS SPECIFICATION COVER SHEET
and THREE COPIES OF THE SPECIFICATIONS PRICING SHEETS WHEN RESPONDING
TO THIS REQUEST FOR PROPOSAL (RFP)

The NEW CANAAN PUBLIC SCHOOLS reserves the right to reject any and all proposals, or separate parts
thereof, requested herein before. When items are mentioned by a particular brand, substitution of equal quality
items will be considered only if the proposed substitution is clearly stated. When a vendor fails to so identify a
proposed substitution, it will be assumed that he is proposing the exact item requested. The NEW CANAAN
PUBLIC SCHOOLS is exempt from the payment of Federal Excise Taxes and Connecticut Sales and Use Tax
according to State Statute. Such taxes must not be included in bid prices nor added to any items specified.

INSTRUCTIONS ON RFP DEADLINES AND REQUIREMENTS:

NAME OF RFP: WEST SCHOOL LED LIGHT INSTALLATION
               NEW CANAAN, CT

TYPE OF RFP: Sealed Proposal
QUOTATION #: 2018-06

RFP CLOSURE DATE: Received Until: DATE: June 8, 2018    TIME: 1:00 PM, EST

LOCATION TO FORWARD RFPs: Dr. Jo-Ann Keating, Director of Finance and Operations
                          NEW CANAAN PUBLIC SCHOOLS
                          39 LOCUST AVENUE
                          NEW CANAAN, CT 06840

RFP SECURITY: RFP Security Required  ☑  %    RFP Security Not Required

PREVAILING WAGE: Required  ☑  X   Not Required

FORMS TO COMPLETE RFP: Submit three copies of all required documentation in a sealed envelope.

Identify Name of RFP on Envelope: WEST SCHOOL LED LIGHT INSTALLATION
                                  NEW CANAAN, CT RFP # 2018-06

Only fully completed RFP packages will be accepted. The following details describe fully completed RFP
packages:

Base Proposal
• Proposal Sheet
• Schedule of Project: Schedule of installation, completion and inspection
• Appendix A – Insurance Procedure Form

Lighting Performance Specification – # 2017291.00
NEW CANAAN PUBLIC SCHOOLS

INVITATION TO SUBMIT PROPOSAL

New Canaan Public Schools (NCPS) invites proposals from qualified companies for WEST SCHOOL LED LIGHT INSTALLATION, NEW CANAAN, CT

Sealed proposals will be received at the New Canaan Public Schools, 39 Locust Avenue, 3rd Floor, New Canaan, CT 06840 until June 8, 2018 at 1:00 pm, EST, at which time they will be opened publicly and read aloud.

The contractor selected for the above project(s) shall be required to enter into a contract with the NCPS. Such contract shall require the posting of performance and payment bonds, the submittal of insurance certificates and the compliance with Federal, State and Local Laws and ordinances. Proposal surety in the form of a bank check, bid bond or certified check in the amount of five percent (5%) of the total RFP price must be submitted with each proposal.

The Request for Proposal (RFP) is available online at www.ncps-k12.org or by contacting Daniel Clarke, Facilities Manager, at daniel.clarke@ncps-k12.org.

Three (3) copies of the submitted qualifications and proposals are to be placed in a sealed envelope and addressed to Dr. Jo-Ann Keating, Director of Finance & Operations, New Canaan Public Schools, 39 Locust Avenue, 3rd Floor, New Canaan, CT 06840. No proposals will be accepted after the date and time specified. No fax or email submissions will be accepted.

The New Canaan Public Schools reserves the right to accept or reject, without prejudice, any or all proposals or to waive any irregularities therein, or to accept the proposal deemed to be in the best interest of New Canaan Public Schools.

Dr. Jo-Ann Keating, Director of Finance and Operations
New Canaan Public Schools
PROJECT START DATE SHALL BE **JUNE 25, 2018** AND THE PROJECT SHALL BE SUBSTANTIALLY COMPLETED BY **JULY 27, 2018**.

I have read and understand the RFP requirement of this RFP specification included for my review herein:

________________________________________________________________________________________________________________________

**Signature of Company Representative**

**Date**

**TYPED NAME AND TITLE:**

________________________________________________________________________________________________________________________

**COMPANY:**

________________________________________________________________________________________________________________________

**ADDRESS:**

________________________________________________________________________________________________________________________

**TOWN:** _____________________________________________________________________________ **STATE:** __________ **ZIP:** __________

**TELEPHONE NUMBER:** __________________________ **FAX:** __________________________

**CELL NUMBER:** __________________________

**EMAIL ADDRESS: (Please print clearly or attach business card):**

________________________________________________________________________________________________________________________
NEW CANAAN PUBLIC SCHOOLS
Dr. Joann Keating
Office of Director of Finance and Operations
39 LOCUST AVENUE
NEW CANAAN, CT 06840
203-594-4025

1. REQUEST FOR PROPOSAL

RFP #2018-06
WEST SCHOOL LED LIGHT INSTALLATION
NEW CANAAN, CT

Notice is hereby given that sealed RFPs on the following will be received at the Office of the Director of Finance and Operations until:

JUNE 8, 2018 at 1:00 pm, EST

at which time they will be publicly opened and read aloud:

RFP #2018-06
WEST SCHOOL LED LIGHT INSTALLATION
NEW CANAAN, CT

Specifications, if not attached, may be obtained at the office of:

Dr. Jo-Ann Keating
Director of Finance and Operations
New Canaan Public Schools
39 Locust Avenue
New Canaan, CT 06840

The Board of Education reserves the right to reject any and all proposals, or any part thereof, to waive defects in the same, or to accept any proposal it deems to be in the best interest of the Board of Education and/or the Town of New Canaan.

Questions regarding the Town part of the bid should be directed to:
Daniel Clarke, Facilities Manager, at 203-822-3162.

Questions regarding the technical parts of the bid should be directed to:
CES, 811 Middle Street, Middletown CT. Att: Daniel Clarke
daniel.clarke@ncps-k12.org
203-822-3162
NEW CANAAN PUBLIC SCHOOLS

REQUEST FOR PROPOSALS
Contractor Services Associated with:

WEST SCHOOL LED LIGHT INSTALLATION
NEW CANAAN, CT

GENERAL

New Canaan Public Schools (NCPS) solicits proposals from LICENSED CONTRACTORS to perform work for: WEST SCHOOL LED LIGHT INSTALLATION, NEW CANAAN, CT.

Furnish all materials, equipment, and labor related to project specifications. Work is to be scheduled as soon as possible and completed before school starts in the fall.

Project Drawings and Specifications are available online at www.ncps-k12.org

SCOPE OF WORK

The scope of work, without limiting the generality thereof, consists of furnishing all labor, material, equipment necessary to complete the project as indicated and as specified. The selected CONTRACTOR(S) will provide shop drawings, catalog cuts and all submissions for approval to Daniel Clarke 39 Locust Avenue New Canaan Ct. 06840 daniel.clarke@ncps-k12.org 203-822-3162

PROPOSAL AND SUBMITTAL PROVISIONS

Proposal price is to be a complete turnkey price.

THE PROPOSALS SHALL INCLUDE:

1. Vendors will submit three (3) sets of their sealed proposal on enclosed PROPOSAL SHEET.
2. Vendors will submit three (3) sets of their qualifications to include:
   a. A firm background or profile
   b. A statement of experience
   c. A statement of staff availability with their experiences and backgrounds. (Ensure that the Project Manager assigned to the job has knowledge of this proposal and is qualified by the membrane manufacturers to direct the effort.)
   d. A list of any and all proposed subcontractors to be utilized on the project.
   e. A projected time schedule of the work. It is expected that the work will be substantially completed by JULY 27, 2018
3. Project security payable to the New Canaan Public Schools in the form of a certified check or payment bond is required for five percent (5%) of the amount bid, issued by an acceptable surety on AIA document A311 or comparable legal bond form, and must accompany each proposal.
4. The successful vendor shall provide using AIA documentation forms for the following: Contract, Performance, and Payment bond within ten days of notification of project award.
5. The successful Contractor shall be required to provide a one (1) year contractor’s labor and materials warranty.
SUBMISSION REQUIREMENTS

Respondents shall submit three (3) sets of their proposal. Proposals will be received at New Canaan Public Schools, 39 Locust Avenue, 3rd Floor, New Canaan, CT 06840, ATTN: Dr. Jo-Ann Keating, Director of Finance & Operations, until June 8, 2018 at 1:00 pm, EST, at which time they will be opened and publicly read aloud. No fax or email submissions will be accepted.

Dr. Jo-Ann Keating
Director of Finance & Operations
New Canaan Public Schools
39 Locust Avenue, 3rd Floor
New Canaan, CT 06840

Questions regarding this RFP may be directed to Daniel Clarke, Facilities Manager at 203-822-3162 or daniel.clarke@ncps-k12.org.

A mandatory walk through is scheduled for May 24, 2018 at 4:00 pm at West School, 769 Ponus Ridge, New Canaan, CT.

All proposals must be signed by an Officer of the Company.

The following items are attached:
  Terms and Conditions
  Proposal Sheet
SPECIFICATIONS

RFP # 2018-06
WEST SCHOOL LED LIGHT INSTALLATION
NEW CANAAN, CT

Due on or before June 8, 2018 at 1:00 pm at the office of:

Dr. Jo-Ann Keating
Director of Finance and Operations
NEW CANAAN PUBLIC SCHOOLS
39 LOCUST AVENUE
NEW CANAAN, CT 06840

Sealed proposals will be received by the Business Department of the New Canaan PUBLIC SCHOOLS of the Town of New Canaan, Connecticut until 1:00 pm on June 8, 2018. Each proposal should be clearly marked (example) "RFP #2018-06 – WEST SCHOOL LED LIGHT INSTALLATION". Specifications, instructions and proposal forms may be obtained at the above address. Faxed copies of the proposal will not be accepted.

CONDITIONS FOR SUBMITTING PROPOSALS

1. The Board of Education reserves the right to reject any proposal if it is deemed to be in the best interests of the Town of New Canaan, Connecticut, New Canaan Public Schools and its students.

2. The Board of Education reserves the right to grant an award in total or for any part thereof for the items or services being proposed. In addition, the Board of Education reserves the right to award this project as a package in conjunction with other proposals for similar services/supplies/equipment. The Board reserves the right to award with preference to State of Connecticut contract holders and/or local vendors.

3. The submission of a proposal shall be conclusive evidence that the vendor has satisfied himself as to the requirements of the RFP specifications and any controlling conditions which may exist.

4. Vendors may not withdraw their proposal for a period of 120 days from the date of RFP opening. The Board of Education and the vendor may mutually agree to extend the time limit.

5. In determining the ranking of responsible vendors, the Board of Education may consider, in addition to price, the quality, availability and type of items, the experience of the vendor, the sufficiency of the financial resources of the vendor and the reputation of the vendor for ability, integrity, judgment and performance, as well as the ability of the vendor to provide future service/supplies/equipment.

6. It is anticipated that the goods will be needed for the current school year, but the Board of Education reserves the right to cancel or alter this service because of enrollment changes, budget consideration or unforeseen circumstances which require a change.

7. All proposal prices are to include the complete costs, which includes inside delivery to each school or location with installation and assembly of same, if applicable, and training, if
applicable. All deliveries must be made prepaid and must be delivered to the location subsequently designated on the purchase orders at no cost over and above the bid price indicated in your proposal. Deliveries must be made inside building indicated. In no case will collect shipments or sidewalk deliveries be accepted. A packing slip shall be included in each shipment. All packages must be clearly marked as to content.

8. The Board of Education of the Town of New Canaan supports efforts to reduce the use of illegal drugs in the workplace. In instances where responsible prospective bidders submit identical tie bids, preference shall be given to the businesses with drug-free workplace programs. Whenever two or more proposals which are equal with respect to price, quality, and service are received by the Board of Education for the procurement of commodities or contractual services which are proposed, a proposal received from a business which has certified that it has implemented a drug-free workplace program shall be given preference in the award process. The drug-free workplace program certification is attached and is to be submitted with the proposal package by the vendor along with other proposal documents in order to receive preference. This policy shall become effective in accordance with the provisions of the Charter of the Town of New Canaan regarding proposal procedures.

9. **ALTERNATIVES:** When proposing an alternate item, indicate the Brand and Model identification on the specification sheets. To have alternates considered, complete specifications must be provided and catalogues describing the product must accompany the bid. The New Canaan Public Schools reserves the right to request equipment samples on specific items.

10. **SUBSTITUTIONS:** No substitutions

    The New Canaan Public Schools reserves the right to request equipment samples on specific items.

11. **FORM AND STYLE OF PROPOSAL:** All blanks on the Proposal Sheet, except where otherwise requested, shall be filled in by typewriter or manually in ink and must be completely legible.

12. **WARRANTIES:** Whenever an item or service is covered by a specified product or service warranty, such warranties must be submitted with the official proposal or quotation specification sheets. All such warranties shall inure to the benefit of the Board.

13. **INSURANCE REQUIREMENTS:** The successful vendor will be required to purchase from and maintain, for the life of the contract, in a company or companies with an A.M/Best rating of A- (VII) or better, such insurance as will protect the Board of Education from claims set forth below which may arise out of or result from the vendor’s obligation under the Contract, whether such obligation is the vendor’s or a subcontractor or any person or entity directly or indirectly employed by the successful vendor or anyone for whose acts said vendor may be liable.
14. **Workers Compensation:**
Vendor shall provide workers compensation insurance required by law with employer’s liability limits for at least the amounts of liability for bodily injury by accident of $500,000 each accident and bodily injury by disease of $500,000.

15. **Commercial General Liability Insurance:**
Vendor shall provide commercial general liability insurance policy with an edition of 1986 or later including products and complete operations. Limits should be at least: Bodily injury and property with an occurrence limit of $1,000,000; Personal & advertising injury limit of $1,000,000 per occurrence; General aggregate limit of $2,000,000 (other than products and completed operations); Products and completed operations aggregate limit of $2,000,000. Coverage will continue three years after the completion of the work.

- The policy shall name the New Canaan Public Schools as an additional insured and include ISO Form CG2010 (07/04) and CG 2037 (07/04).
- Such coverage will be provided on an occurrence basis, and will be primary, and shall not contribute in any way to any insurance or self-insured retention carried by the Board of Education.
- The policy shall contain a waiver of liability in favor of the Board of Education.
- Such coverage shall contain a broad form contractual liability endorsement or wording within the policy form to comply with the hold harmless and indemnity provision of the contract.
- A per project aggregate limit of liability endorsement shall apply for any construction contract.
- Deductible and self-insured retentions shall be declared and are subject to approval by the Board of Education.

16. **Commercial Automobile Insurance:**
Vendor shall provide commercial automobile insurance for any owned autos (symbol 1 or equivalent) in the amount of $1,000,000 each accident covering bodily injury and property damage on a combined single limit basis. Such coverage shall also include hired and non-owned automobile coverage. Policy shall name the Board of Education as an additional insured.

17. **Umbrella Liability Insurance:**
Vendor shall provide an umbrella or excess liability policy in excess (without restriction or limitation). Such policy shall contain limits of liability in the amounts of $5,000,000 each occurrence and $5,000,000 in the aggregate.

As to the insurance required, the insurer(s) and/or their authorized agents shall provide the Board of Education certificates of insurance prior to execution of the agreement by the Board of Education describing said coverage.

18. **QUESTIONS:** For questions regarding the proposal process, contact Dr. Jo-Ann Keating, Director of Finance and Operations, at (203) 594-4025.
For questions regarding the project, contact:

Daniel Clarke, Facilities Manager at 203-822-3162.

Questions regarding the technical parts of the bid should be directed to:

Att: John Perna

john.perna@ncps-k12.org
203-223-3971

NOTE: By submitting a proposal for this contract the vendor agrees that any or all past clients may be contacted by the New Canaan School District. The vendors quoting on this contract also agree to release and discharge by quoting on this contract for the vendor him/herself, his/her heirs executors administrators and assigns, release acquit and forever discharge the New Canaan School System, its Board of Education and all employees and any or all other persons, firms and corporations of and from any and all actions, causes of actions, claims or demands for damages, costs, loss of services, expenses, compensation, consequential damage or any other thing whatsoever, on account of, or in any way growing out of any former client contacted by the New Canaan School System to obtain an opinion regarding any work performed by your company. The above release shall also include and apply to any former client contacted.
DRUG-FREE WORKPLACE CERTIFICATE

I hereby certify that this company:

2. Has a published statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and that this statement specifies the actions which will be taken against employees for violations of such prohibition.

3. Has a written policy informing employees about the dangers of drug abuse in the workplace, the firm’s policy of maintaining a drug free workplace, any available counseling, rehabilitation, and employee assistance programs, and the penalties which may be imposed upon employees for drug abuse violations.

4. Each employee engaged in providing the commodities or contractual services which are being bid was given a copy of the statements specified in paragraphs 1 and 2, above.

5. In the statement specified in paragraph 1, the employees have been notified that, as a condition of working on the commodities or contractual services which are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of “guilty” or of “nolo contendere” to any violation of any controlled substance law of the United States or of any state, for a violation occurring in the workplace no later than five (5) days after such conviction or plea.

6. This firm will impose a sanction on or require the satisfactory participation in a drug abuse assistance program or a rehabilitation program, if such are available in the employee’s community, by any employee who is so convicted.

7. This firm will make a good faith effort to continue to maintain a drug free workplace.

As the person authorized to sign this statement, I certify that this firm fully complies with the above requirements.

Signature: _______________________________ Date: __________________________

Print Name: ______________________________

Company: __________________________________

DrugFreeWkplaceCert (formus)
PLEASE NOTE:

RETURN THIS COMPLETED FORM WITH YOUR PROPOSAL. FAILURE TO DO SO MAY RESULT IN YOUR PROPOSAL BEING REJECTED.

Please take the insurance requirements of the PROPOSAL to your agent/broker immediately upon receipt of the RFP documents to determine your existing coverage and any costs for new or additional coverage required for the work noted in RFP. Any PROPOSALS’s that contain exceptions to the insurance requirements may be considered non-responsive and may be rejected.

STATEMENT OF VENDOR:

I have read the insurance requirements for this work and have taken the documentation to my insurance agent/broker. BID/RFP cost reflects any additional costs relating to insurance requirements for this work.

If I am awarded this CONTRACT, I or my insurance agent shall submit all of the required insurance documentation to NEW CANAAN PUBLIC SCHOOLS Business Office within ten (10) days after the date of the award.

________________________________________  __________________________
Signature                                      Date

________________________________________
Print Vendor Name
TERMS AND CONDITIONS

THIS IS A REQUEST FOR PROPOSALS AND THE NEW CANAAN PUBLIC SCHOOLS
RESERVES THE RIGHT TO NEGOTIATE AND CONTRACT WITH ANYONE OR NO ONE
IN THE BEST INTERESTS OF THE TOWN.

NCPS RESERVES THE RIGHT TO AWARD ONE, TWO, OR ALL OF THE PROJECTS TO THE
SAME CONTRACTOR.

Unless otherwise modified, the following terms and conditions will apply to services rendered. The
respondent may use a standard form of agreement incorporating the following provisions.

Services to be Provided

The winning vendor shall provide services as set forth in the RFP and in accordance with the terms
identified herein. The services provided will be performed on behalf of and solely for the New Canaan
Public Schools and any information, tests, reports, correspondence, and conclusions shall not be released
to other parties unless authorized by NCPS or in accordance with any applicable state or federal law.

Billing and Payment

New Canaan Public Schools will pay the winning vendor for services performed in accordance with the
signed Agreement. Invoices will be submitted periodically or upon completion of services rendered. The
Town reserves the right to request substantiating information on any bill submitted. The Town will,
within 30 days after receipt of an invoice requesting payment, and with the approval of the Town, indicate
the approval of payment and process the invoice or indicate to the winning vendor in writing, the reason
for refusing to approve said invoice. In the latter case, the winning vendor will make the necessary
corrections and resubmit the invoice.

Court Litigation and Waiver of Jury Trial

Notwithstanding the existence of any provision for arbitration of disputes in the contract or any legislation
providing for arbitration, any dispute arising under this contract shall not be submitted to arbitration and
the parties shall be left to the remedies at law. It is further expressly agreed that both parties waive and
relinquish their right to a trial by jury of any dispute arising out of this contract. The intent of the parties
is not to have a jury decide any aspect of any dispute which may arise under this contract.

Mediation

All claims, disputes or other matters in question between the parties to this Agreement arising out of or
relating to this Agreement or breach thereof shall be submitted to non-binding mediation. On the written
notice of either party to the other of the election to submit any dispute under this Agreement to mediation,
each party shall designate its representative and shall meet at the New Canaan Town Hall within ten (10)
days after the service of notice. The parties themselves shall then attempt to resolve the dispute within ten
(10) days of meeting.

Should the parties themselves be unable to agree on a resolution of this dispute, then the parties shall
appoint a third party, who shall be a competent and impartial party and who shall be acceptable to each
party, to mediate the dispute. Each party shall pay the fees and expenses of the party mediator and such
costs shall be borne equally by both parties. Upon agreement of the parties, either party may waive the first step in the mediation process and appoint a mutually acceptable mediator.

Any third party mediator designated to serve in accordance with the provisions of the Agreement shall be disinterested and shall be qualified to evaluate the performance of both parties.

This process shall be considered as a condition precedent to moving to court.

**Equitable Relief**

Nothing herein shall prevent either party from obtaining a court order enforcing the mediation process or such other temporary or equitable relief until such time that the dispute is settled or finally adjudicated.
PROPOSAL SHEET
NEW CANAAN PUBLIC SCHOOLS
JUNE 8 at 1:30 pm
WEST SCHOOL LED LIGHT INSTALLATION
NEW CANAAN, CT

Having carefully examined the Instructions to Vendors, Equipment / Material Specifications, Scope of Work, Standard Bid/RFP and Contract Terms and Conditions, the site(s) where the work is to be performed, all applicable legal requirements and having made such independent investigations as the respondent deemed necessary, the undersigned hereby submits a proposal to perform the LED Light Installation at South and East Elementary School in New Canaan CT.

In submitting this proposal, the vendor represents that this proposal will remain effective for one hundred twenty (120) days following the proposal due date.

A. Project Cost and Construction Administration:
For providing all work, labor, materials, equipment, transportation, LED LIGHT INSTALLATIONS:

<table>
<thead>
<tr>
<th>West School Sensor Installation – BASE</th>
<th>Written Amount $</th>
</tr>
</thead>
<tbody>
<tr>
<td>1– TWO DIMMERS IN EACH CLASS ROOM</td>
<td>Written Amount $</td>
</tr>
<tr>
<td>2– COMMON AREAS DECORATIVE</td>
<td>Written Amount $</td>
</tr>
<tr>
<td>3– A - BUILDING MOUNTED EXTERIOR</td>
<td>Written Amount $</td>
</tr>
<tr>
<td>B - GYM</td>
<td>Written Amount $</td>
</tr>
</tbody>
</table>

TOTAL Written Amount $

If awarded this contract, we will execute an AIA contract with New Canaan Public Schools, Owner of the properties.

*Prices given are the final price to the Owner and include all permits, fees, overhead and profit of the Vendor.

Company Name: ____________________________________________________________

Address: ________________________________________________________________

Email: _____________________________ Phone: _____________________________

Name: _____________________________ Title: _____________________________

Signature: ______________________________________________________________
SECTION 01000 – CONTRACT ADMINISTRATION

GENERAL

1.1 GENERAL REQUIREMENTS

A. The General Conditions and Supplementary Conditions are hereby made a Part of this Division. See page 16 for the start of the technical specifications.

B. All work and operations under this contract shall be in conformance with all applicable Federal, State and Local Codes and the regulations of all governing bodies with jurisdiction. Particular attention is directed towards OSHA Chapter XVII Part 1926 and all related amendments.

C. Immediately on execution of the Contract the Contractor shall carefully study and compare the Contract Documents and shall report to the Engineer in writing any error, in consistency or omission he may discover well in advance of the pre-construction conference. The Contractor shall not proceed on any affected work without instruction from the Engineer. ALL ROOMS SHALL BE KEPT CLEAN AT END OF WORK DAY.

1.2 SUPERINTENDENT AND WORKMEN

A. The Contractor must have a responsible superintendent at the building from the start to the finish of the job and during all working hours. It is expected that the same superintendent will be retained for the entire project. However, if the Contractor deems this not possible, a 1 week notice shall be given the Engineer prior to changes.

B. Any individual judged unacceptable by the Engineer shall not be permitted as superintendent. In addition, the Contractor must give the work his personal supervision.

C. Any instructions or notices given to the superintendent shall have the same force as if given to the Contractor in person. Any workman, including the superintendent, who in the opinion of the Engineer or the Owner is not capable or who is careless in the execution of the work, must be removed without question upon request of the Engineer.

1.3 TIME LINE

A. All work for the school is intended to be completed by July 27, 2018. OWNER WILL OPEN SCHOOLS, AS NEEDED, FOR SECOND SHIFT OR WEEKEND WORK, AT NO COST TO THE CONTRACTOR.

PART 2 PRODUCTS - Not used
PART 3 EXECUTION - Not used

END OF SECTION
LED LIGHTING PERFORMANCE SPECIFICATIONS

PART 1 - SCOPE OF WORK AND SPECIFICATIONS

1.1 GENERAL SCOPE OF WORK

A. The following Scope of Work shall be completed by the contractor, in its entirety. This scope of work will only describe the desired systems, some system sizes, and the final outcome for the owner. Basic equipment configuration is diagrammed. See drawings floor plan and piping on drawing noted specifically for the project at hand. Coordinate all work with lighting rebate structure supplied by the utility; the major items are detailed in this specification.


2. West School fixtures and occupancy sensor counts will be taken by prospective bidders. All types, wattages and quantities to be confirmed by contractor and coordinated with existing reflected ceiling plans, attached.

B. This document is to act as a guideline for the contractor; the final completed operational system installation is the sole responsibility of the contractor.

C. It is the intent of this contract to have the Electrical Contractor serve as the Prime Contractor and the Lighting Contractor, if hired, are hired as a subcontractor under the Electrical Prime Contractor.

D. The contractor is to visit the site, take all required notes and provide a complete bid. The contractor will be required to work with the owner and engineer to detail all of the specific requirements, once the contract is awarded. The system is described within the scope of work and the performance of the system is described within the specifications, schedules and details, no change orders will be allowed. The contractor will be required to provide, a full submission of shop drawings, and coordination services in the field.

1.2 LIGHTING SCHEDULE, BILL OF MATERIALS AND SCOPE.

A. Classroom Lighting Layouts: see attached floor plans

1. General Base Price - 2x4, 2x2, 1x4 lighting to be or equal to Columbia #SLK2440MLEOU or CREE ZR24RK-40L-40K-10V fixture retrofit kit, 120/277 dimmable units, 44 watt. Eversource approved in sizes to match existing layout, location and equivalent wattages. Add alternate #1 for dimmer for each circuit in each classroom, typically two required.

B. Mock up full classroom for each specified fixture. In the first 2 weeks after receiving the purchase order.

1. Decorative lighting to be Eversource approved in sizes to match existing layout, location and equivalent wattages. Wall wash lights in common areas as well as uplighting and accent lighting in entry rotunda.
a. If recessed lighting to be Eversource approved Chinlighting - CLFCA10 E26 1.5G8027 or other mfg which is Eversource approved in sizes to match existing layout, location and equivalent wattages. Srew in retrofit.

2. A. Exterior building wall mounted site lights to be Eversource approved in sizes to match existing layout, location and equivalent wattages. Lithonia TW series, architectural bronze. Final finish as selected by owner.


D. ALTERNATES – Base Price = pricing on replacing all fixtures and ballast in 2x4,2x2,1x2 classrooms, hallways, main office, cafeteria, closets, bathrooms, office, boiler room, etc.

1. Alternate 1 - separate pricing for adding dimmers to all classroom lighting.

2. Alternate 2 - separate pricing on all other decorative fixtures, common areas in building such as up lighting, recessed, wall washers, etc.

3. Alternate 3A - separate pricing on all exterior fixtures that are not LED that are attached to the building. (no pole lights).

a. Alternate 3B - separate pricing on all gym fixtures.

E. The bidder will be responsible for field counting fixtures and submitting all types of fixtures with currant wattage and proposed wattage.

F. Vendor will also identify area's in building that have battery back up in lighting fixtures thru out building and include battery back in all new fixtures installed or retro fitted thru out school that currently have battery back up.

G. Vendor will perform all work on second shift 4:00- 12:00pm Monday thru Friday and NCBE will cover expense to have custodians opening and closing of buildings. We have attached school calendar on days they can possible work straight time.

H. Vendor will cover all necessary Ct Prevailing Wage where needed.

I. Vendor will supply all warranty info on both material lighting kits,ballast

J. Owner will pick area outside building for vendor for storage trailer for tools, ladders, material. There will be no storage space available in the elementary schools.

K. Vendor will supply all electrical savings based on run time of 2600 hours per year. The Owner will supply price per KW being paid for electricity for proper rebate application requirements.

L. Vendor will supply list of any lighting deficiencies found during install of project.

M. Vendor supply floor plan with fixture count in each room / locations.
N. Bidders shall supply Town with schedule of completion after the Town issues the purchase order for the project.

O. Vendor will have to pull town permit for project. There will be no charge for permit because it is a school. This is new policy that town requires on all projects at schools

Notes:
1) Lighting occupancy sensors are dual technology and are existing.

P. Sequence of Operations:

1. Wall mounted switches in each classroom will switch the new LED lights.
   a. A dimmer will be installed for each bank of lights if the “add alternate” for the dimmers is accepted by the owner.
   b. The lighting occupancy sensors contacts shall be re-circuited, if required, to assure proper functionality during occupied times when the classrooms are empty as detected by the occupancy sensor, and interface with the dimmers. SYSTEMS WILL FUNCTION ON THE PRE-SET DIMMER LEVEL WHEN OCCUPANCY SENSOR ACTIVATES CIRCUITS.

1.3 GENERAL SPECIFICATION REQUIREMENTS

A. It is the intent of the Specifications to call for finished work, tested and ready for operation. Provide all materials, equipment and labor necessary to complete the work outline within this document. The contractor is to note that this document is schematic and not detailed and that final placement of all equipment, piping, thermostats, raceways, etc. will need to be reviewed in the field with the engineer. If a conflict in positioning systems or placement of equipment occurs, the contractor is to notify the engineer immediately to ascertain what the intent was by the design professional. Any apparatus, appliance, material or work, or any incidental accessories necessary to make the work complete and perfect in all respects and ready for operation as determined by good trade practice even if not particularly specified, shall be furnished, delivered and installed without any additional expense to the Owner.

B. Provide all necessary labor, materials and other miscellaneous equipment necessary to complete the work.

C. The contractor shall be responsible for arranging for inspections by the authority having jurisdiction. The contractor shall be responsible for being available for inspections by the authority having jurisdiction.

D. All work shall be completed in accordance with the latest edition of all applicable state and local building codes including The International Energy Conservation Code.

E. The Control contractor shall provide all power and control wiring.

F. The following definitions apply to this contract:
1. Furnish: the term "furnish" is used to mean "supply and deliver to the project site, ready for unloading, unpacking, assembly, installation, and similar operations."

2. Install: the term "install" is used to describe operations at project site including the actual "unloading, unpacking, assembly, erection, placing, anchoring, applying, working to dimension, finishing, curing, protecting, cleaning, and similar operations."

3. Provide: the term "provide" means "to furnish and install, complete and ready for the intended use."

4. Remove: the term “remove” means “to disconnect from its present position, remove from the premises and to dispose of in a legal manner.”

5. Substitutions: requests for changes in products, materials, equipment, and methods of construction required by contract documents proposed by the contractor after award of the contract are considered requests for “substitutions.”

G. The Contractor shall give all necessary notices, obtain all permits; and pay all Government and State sales taxes and fees where applicable, and other costs, including utility connections or extensions in connection with the work, file all necessary drawings, prepare all documents and obtain all necessary approvals of all Governmental and State departments having jurisdiction, obtain all required certificates of inspection for his work, and deliver a copy to the Owner and Engineer before request for acceptance and final payment for the work. The contractor shall be responsible for arranging for inspections by the authority having jurisdiction. The contractor shall be responsible for being available for inspections by the authority having jurisdiction.

H. Do not burn waste materials. Do not bury debris or excess materials on the owner's property. Do not discharge volatile, harmful or dangerous materials into drainage systems. Remove and dispose of all waste materials, packaging material, skids etc. from the site and dispose of in a lawful manner in accordance with municipal, state and federal regulations. Clean rooms at end of each day of work.

I. Prior to ordering any materials and equipment, thoroughly review the site conditions to determine if adequate clearances and access is allowed to install the components. Order equipment broken down as necessary to allow for proper handling through the project area. Provide all necessary alterations to the structure of the building as necessary to rig the equipment in place. Carefully inspect all building elements prior to cutting or drilling into wall, floors or ceilings. Patch and paint surfaces disturbed by work under this contract as required to restore them to their original condition.

J. The contractor shall be required to properly store materials and equipment so as to avoid theft or vandalism. If theft or vandalism occurs, the contractor shall repair or replace such items at the direction of the engineer. Contractor must use portable storage and holds the Town harmless of liability if equipment or materials are stolen. Coordinate placement of storage with the Town.

K. The contractor must coordinate all interruptions of services and limitations of access with the Town no less than 3 days prior to the interruption.
L. Provide seismic restraints for all fixtures specified herein in accordance with the International Building Code (IBC), NEC and local codes.

M. Clean, prime and paint newly installed equipment installed under this contract and the exposed portion of the piping systems to match the finish of the adjacent surfaces or to meet the indicated or specified safety criteria or to meet the color scheme set by the architect.

1.4 SCHEDULING/TESTING

A. This Contractor shall include in their construction schedule milestone tasks for the following.

1. As-Built Drawings/Documentation completed by Contractor and reviewed by Engineer.

2. Pre-Functional Testing (Manufacturer Start Up Procedures)
   a. All Scheduled Lighting equipment including sensor system.

1. Functional Testing
   a. Lighting System Sequence of Operations.
   b. Operational check/test/start with Lighting representative present at startup to ensure systems function as designed and for all mfg requirements.

2. Owner Training
   a. Review general operation of the following with the owner:
      1) Lighting System Sequence of Operations and dimmers.
      2) Location of O&M Manuals.

1.5 SHOP DRAWINGS

A. Submit newly prepared information, drawn to accurate scale. Highlight, encircle, or otherwise indicate deviations from the contract documents including specific make, model and options being substituted. Do not reproduce contract documents or copy standard information as the basis of shop drawings. Standard information prepared without specific reference to the project is not considered shop drawings.

B. Shop drawings include fabrication and installation drawings, setting diagrams, schedules, patterns, templates and similar drawings. Include the following information:

1. Dimensions.

2. Identification of products and materials included.
3. Compliance with specified standards.

4. Notation of coordination requirements.

5. Notation of dimensions established by field measurement.

C. Coordination: Coordinate preparation and processing of submittals with performance of construction activities. Transmit each submittal sufficiently in advance of performance of related construction activities to avoid delay.

1. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals and related activities that require sequential activity.

2. Coordinate transmittal of different types of submittals for related elements of the Work so processing will not be delayed by the need to review submittals concurrently for coordination. The Engineer reserves the right to withhold action on a submittal requiring coordination with other submittals until related submittals are received.

D. Processing: Allow sufficient review time so that installation will not be delayed as a result of the time required to process submittals, including time for re-submittals.

1. Allow two weeks for initial review. Allow additional time if processing must be delayed to permit coordination with subsequent submittals. The Engineer will promptly advise the Contractor when a submittal being processed must be delayed for coordination.

2. If an intermediate submittal is necessary, process the same as the initial submittal.

3. Allow two weeks for reprocessing each submittal.

4. No extension of Contract Time will be authorized because of failure to transmit submittals to the Engineer sufficiently in advance of the Work to permit processing.

E. Submittal Preparation: Place a permanent label or title block on each submittal for identification. Indicate the name of the entity that prepared each submittal on the label or title block.

1. Include the following information on the label for processing and recording action taken.
   a. Project name.
   b. Date.
   c. Name and address of Engineer.
   d. Name and address of Contractor.
   e. Name and address of supplier and/or manufacturer.

F. Submittal Transmittal: Package each submittal appropriately for transmittal and handling. Transmit each submittal from Contractor to Engineer using a transmittal form supplied by
LED Light Installation
West Elementary School, New Canaan, CT
May 16, 2018

Town or submitted to Engineer by the contractor for approval of the form’s content. Submittals received from sources other than the Contractor will be returned without action. On the transmittal, record relevant information and requests for data. On the form, or separate sheet, record deviations from Contract Document requirements, including minor variations and limitations. Include Contractor's certification that information complies with Contract Document requirements.

G. Except for submittals for record, information or similar purposes, where action and return is required or requested, the Engineer will review each submittal, mark to indicate action taken, and return promptly. Compliance with specified characteristics is the Contractor's responsibility.

H. Action Stamp: The Engineer will stamp each submittal with a uniform, self-explanatory action stamp. The stamp will be appropriately marked, to indicate the action taken.

I. Do not use shop drawings without an appropriate final stamp indicating action taken in connection with construction.

J. Do not order any materials or equipment prior to receiving final approved shop drawings.

K. Upon completion of project, provide owner with bound notebook for:
   1) O&M manuals for every installed piece of equipment,
   2) “As Built” drawings

L. Catastrophic protection storage media:
   1. All as built plans will be stored/ backed up on a media (USB thumb drive) and given to the owner for proper protection and storage.

1.6 SUBSTITUTIONS

A. Substitution request submittal: requests for substitution will be considered if received within 45 days before commencement of the work. Requests received more than 45 days before commencement of the work may be considered or rejected at the discretion of the engineer.

B. Submit electronic copies of each request for substitution for consideration.

C. Identify the product, or the fabrication or installation method to be replaced in each request. Include related drawing numbers. Provide complete documentation showing compliance with the requirements for substitutions, and the following information, as appropriate.
   1. Product data, including drawings and descriptions of products, fabrication and installation procedures.
   2. Samples, where applicable or requested.
   3. A detailed comparison of significant qualities of the proposed Substitution with those of the work specified, significant qualities may include elements such as size, weight, durability, performance and visual effect.
4. Coordination information, including a list of changes or modifications needed to other parts of the work and to construction performed by the owner and separate contractors that will become necessary to accommodate the proposed substitution.

5. A statement indicating the substitution's effect on the contractor's construction schedule compared to the schedule without approval of the substitution. Indicate the effect of the proposed substitution on overall contract time.

6. Cost information, including a proposal of the net change, if any in the contract sum.

7. Certification by the contractor that the substitution proposed is equal to or better in every significant respect to that required by the contract documents and that it will perform adequately in the application indicated. Include the contractor's waiver of rights to additional payment or time that may subsequently become necessary because of the failure of the substitution to perform adequately.

D. Engineer's action: within one week of receipt of the request for Substitution, the engineer will request additional information or documentation necessary for evaluation of the request. Within 2 weeks of receipt of the request, or one week of receipt of the additional information or documentation, whichever is later, the engineer will notify the contractor of acceptance or rejection of the proposed substitution. If a decision on use of a proposed substitute cannot be made or obtained with the time allocated, use the product specified by name. Acceptance of a product substitution will be in the form of a change order.

E. Other conditions: the contractor's substitution request will be received and considered by the engineer when one or more of the following conditions are satisfied, as determined by the engineer; otherwise requests will be returned without action except to record noncompliance with these requirements.

1. The request is directly related to an or equal- clause or similar language in the contract documents.

1.7 AS-BUILT DRAWINGS

A. Submit As-Built drawings to Engineer prior to July 27, 2018.

B. Prepare CAD files, (hand drawn as approved by engineer) annotated As-Built drawings; detailing the actual installation of major elements, components, and systems of equipment and materials. Where shop drawings are used, record a cross-reference at the corresponding location on the as-built drawings. Give particular attention to concealed elements that would be difficult to measure and record at a later date.

C. Provide cut sheets or approved shop drawings indicating make/model/option for major equipment and equipment ID tag which corresponds to As-Built drawings.

D. Mark new information that is important to the owner, but was not shown on contract drawings or shop drawings.

1.8 GUARANTEES
A. The Contractor shall guarantee all material and workmanship under these Specifications and the Contract for a period of two (2) year from the date of final acceptance by Owner. During this guarantee period, all defects developing through faulty equipment, materials or workmanship shall be corrected or replaced immediately by this Contractor without expense to the Owner. Such repairs or replacements shall be made to the Engineers satisfaction. Provide manufacturer warrantee submission to owner as applicable.

B. Contractor shall provide name, address, and phone number of all contractors and subcontractors and associated equipment they provided.

1.9 PROJECT CLOSE-OUT

A. Submit specific warranties, workmanship bonds, maintenance agreements, final certifications and similar documents.

B. Deliver tools, spare parts, extra stock, and similar items.

C. Complete start-up testing of systems, and instruction of the Owner's operating and maintenance personnel. Discontinue or change over and remove temporary facilities from the site, along with construction tools, mock-ups, and similar elements.

D. Complete final clean up requirements, including touch-up painting. Touch-up and otherwise repair and restore marred exposed finishes.

E. Field Observation Procedures: On receipt of a request for a field observation, the Engineer will either proceed with field observation or advise the Contractor of unfulfilled requirements. The Engineer will advise the Contractor of construction that must be completed or corrected before the certificate will be issued.

1. The Engineer will repeat the field observation when requested and assured that the Work has been substantially completed.

2. Results of the completed field observation will form the basis of requirements for final acceptance and payment.

F. Service Contracts: Submit a 2 Year Service Contract addressed to the owner for Engineer Review. Provide manufacturer warranties as applicable.

1. Include list of equipment/parts included in the service contract. Include maintenance items included in equipment manufacturer’s installation guide.

2. List Frequency of Preventive Maintenance site visits and services included; minimum 4 site visits 1st year.

3. List Yearly Service Contract fee, hourly rate for service calls during normal hours, and hourly rate during non-normal hours. Include time and days of normal hours.

4. Include report/service logs for each site visit.

5. Include typical response time for service calls.
PART 2 - LIGHTING SYSTEMS - SCOPE OF WORK

2.1 SYSTEM – GENERAL REQUIREMENTS

A. SEE PARAGRAPH 1.2 - Systems shall include but are not limited to: Lights or retrofit kits, dimmers, labor and all interconnecting power and control wiring.

2.2 SEQUENCE OF OPERATION

A. SEE PARAGRAPH 1.2 FOR SEQUENCE OF OPERATION

2.3 GENERAL SPECIFICATION REQUIREMENTS

A. Equipment Installation

1. Follow manufacturer's instructions. Adjust controls for proper operation. Provide Owner with necessary instructions for operation and maintenance of the system.

2. Provide control wiring and final connections to power wiring. Power wiring shall be checked for continuity between the existing light fixture and switches/dimmer.

3. Factory trained personnel to work on system with factory authorized representative for equipment start up and sign off of installations.

B. Contractor is to complete the commissioning and testing of lighting systems during the installation of the lights and dimmers.

1. The contractor will supply a list with room locations of any deficiencies on or in room that require repair which is not included in RFP scope.

2. The contractor will supply New Canaan Board of Ed pricing for repairs, good for 1 year from completion of installation of the LED lights.

3. The intent is to allow the Town the ability to repair items during school breaks in classrooms as project repair funding becomes available.

PART 3 - ELECTRICAL SYSTEMS - SCOPE OF WORK

3.1 GENERAL

A. The Contractor shall be responsible for all costs connected with permitting and the supplying of power to the systems. Provide all necessary equipment, grounding, conduits, wire, etc., for the power connections for the LED lighting project.

3.2. WIRING STANDARDS

A. Included in the scope of this section is the provision of power and wiring to all equipment whether specifically stated or implied by the provision of electrical equipment elsewhere in the contract documents.

B. Contractor shall size all wiring per the NEC recommendations for voltage drop of feeders and branch circuits.
C. Provide all necessary wire, conduit and equipment to supply power to the LED lighting, equipment, and dimming equipment.

D. The interior branch circuits shall be installed in non-metallic cable in accordance with the NEC. Type AC cable shall be used when required by the NEC. Metallic conduit at exposed interior surfaces.

E. Provide insulated, green equipment grounding conductor in feeder and branch circuits, installed in conduit or raceways, including lighting circuits. Grounding conductor shall be separate from electrical system neutral conductor.

F. Conductor's no. 8 awg and larger diameter shall be stranded annealed copper. Conductors no. 10 awg and smaller diameter shall be solid annealed copper, except that conductors for remote control, alarm, and signal circuits, classes 1, 2, and 3, shall be stranded unless specifically indicated otherwise. Conductor sizes and ampacities shown are based on copper, unless indicated otherwise. Unless specified or indicated otherwise or required by NFPA 70, power and lighting wires shall be 600-volt, type THWN/THHN annealed copper, remote-control and signal circuits shall be type TW, THW, or TF annealed copper. Unless otherwise indicated, minimum size of conductors shall be #12 AWG.

G. Coordinate routing of AC wiring and low voltage wiring including:
   1. AC wiring shall not be run in parallel within 12" of low voltage wiring.
   2. AC wiring shall cross perpendicular to low voltage wiring.
   3. AC wiring shall not be run within the same stud wall cavity of low voltage wiring.

H. Make all splices in accessible locations. Make splices in conductors #10 AWG and smaller diameter with insulated, pressure-type connector. Make splices in conductors #8 AWG and larger diameter with solderless connector, and cover with insulation material equivalent to conductor insulation.

3.3. DEVICE STANDARDS
A. Provide all necessary junction boxes, pull boxes, pull wires, cover plates and other miscellaneous equipment that is not shown on the contract documents but necessary to complete the work.

3.4. GROUNDING
A. Grounding shall be completed in accordance with NFPA 70. Ground exposed, non-current-carrying metallic parts of electrical equipment, metallic raceway systems, grounding conductor in metallic and nonmetallic raceways, grounding conductor of nonmetallic conductor of sheathed cables, and neutral wiring systems.

SEE ATTACHED FLOOR LAYOUT AND SCOPE
END OF SPECIFICATION
SEE ATTACHED FLOOR PLANS FOR LIGHTING LAYOUT AND SCOPE

END OF SPECIFICATION