



REQUEST FOR PROPOSAL (RFP)

LED Project SPECIFICATION NO. 22-002

KEY BID/PROPOSAL DATES -

RFP Issued/Released:	April 25, 2022
Contractor Site Visits <i>(Site visit is mandatory, Start at Menomonie Middle School)</i>	May 5, 2022 (3:30 PM CST)
RFP Questions closed: <i>(Questions directed to Justin Schuenemann)</i>	May 13, 2022 (2:00 PM CST)
Bid/Proposal Due Date:	May 17, 2022 (2:00 PM CST)
Estimated Notification of Award:	May 17, 2022 (2:10 PM CST)

REQUEST FOR PROPOSALS

The School District of the Menomonie Area (SDMA) 215 Pine Avenue E, Menomonie, WI 54751 is requesting proposals for the items or services stated in accordance with the specifications and conditions as detailed below.

The School District of the Menomonie Area serves approximately 3,400 students within five K-5 elementary schools, Menomonie Middle School, Menomonie High School, and several community-based 4K centers. The SDMA has implemented an energy policy and has goals to reduce energy consumption by the buildings that occupy the district grounds. As part of these goals the SDMA School Board approved the lighting retrofit of the school buildings and administrative office. In 2022 the SDMA will have LED retrofits completed in 3 school buildings consisting of Menomonie Middle School, Oaklawn Elementary School, and River Heights Elementary School. Lighting Design Solutions (LDS) of Schofield, WI completed lighting designs for the SDMA including fixture type and drawings that detail lighting in each room.

General Terms, Conditions and Instructions

DEFINITION

The term "District" as used throughout shall mean the School District of the Menomonie Area. The terms "School" as used throughout shall represent the appropriate school building.

METHOD OF SUBMITTING PROPOSALS

Proposals must be delivered via e-mail or dropped off at the district office located at 215 Pine Avenue E Menomonie, WI 54751.

Any proposals received by the specified due date and time that do not contain a submission signature of the proposing organization may not be accepted for consideration.

Faxed BIDS/proposals will not be accepted. Bids will not be opened until the bid opening date.

RFP 22-002**CONTRACT DOCUMENT**

BID/PROPOSAL must be signed by a person authorized to commit on behalf of the vendor. All conditions, terms, definitions and specifications, etc. as set forth in this document along with the information submitted by the successful bidder, shall be considered the contract for the services set forth unless otherwise modified in writing by mutual agreement. If any provision of this contract shall be found to be contrary to any statute, the remaining parts of the contract shall remain in force.

ACCEPTANCE/REJECTION

Compliance with all specifications and conditions is required. The District reserves the right to accept or reject any or all proposals or parts of proposals for any reason, to waive any irregularities in any proposal or to make the award in such manner as may be deemed by the District to be right and proper and in the best interest of the District and said determination shall be final. Proposals may be held by the District for a period not to exceed ninety (90) days from the date of the opening of proposals for the purpose of reviewing the proposal and investigating the qualifications of vendors, prior to the awarding of the contract.

WITHDRAWAL OF BID/PROPOSALS

Prior to the designated closing time, any contractor or vendor may withdraw their proposal; however, no proposal shall be withdrawn for a period of ninety (90) days after the designated closing time for receipt of proposals.

ADDENDA

All addenda issued by the District before the proposal due date shall become a part of the specifications loaned, shall be covered in the proposal, and will be made part of the contract. It is the responsibility of each bidder to check for any addenda issued related to this RFP before submitting a proposal.

APPLICABLE LAW

The resulting contract shall be governed under the laws of the State of Wisconsin. The contractor shall at all times comply with and observe all Federal and State laws, Local laws, ordinances, and regulations which are in effect during the period of this contract and which in any manner affect the work or its conduct.

DEVIATIONS AND EXCEPTIONS

Deviations and exceptions from terms, conditions, or specifications shall be described fully on the bidder's letterhead, signed, and attached to the Proposal affidavit form

ALTERNATE PROPOSALS

Alternate proposals may be accepted, but should be submitted in writing to the District and approved within the stated question and answer period of the proposal. Alternate proposals may be rejected by the District.

PRIOR AGREEMENTS

The terms set forth in this agreement constitute the full and final agreement between the School District of the Menomonie Area and the qualified vendor whose proposal is selected (hereinafter referred to

collectively as "the parties"), and these terms are the complete and exclusive expression of the parties' agreement on the matters contained in this Agreement. The provisions of this Agreement may not be explained, supplemented, or qualified through evidence of any prior course of dealings involving either or both of the parties. In entering into this Agreement, both parties represent that neither has relied up on any statement, representation, warranty, or agreement of the other party except for those expressly contained in this Agreement.

There are no conditions precedents to the effectiveness of this Agreement other than those expressly stated in this Agreement. All prior and contemporaneous negotiations and agreements between the parties on the matters contained in this Agreement are expressly merged into and superseded by this Agreement. Terms set forth on any purchase order or like document prior to this Agreement do not modify, supplement or otherwise amend the terms set forth in this Agreement, and any such terms included in such prior documents have no force or effect.

LIABILITY

The District is not liable for any costs incurred in replying to this proposal. All proposals become the property of the District and are considered public records (not confidential).

DATA SHARING AGREEMENT

If vendor is awarded this bid, then in addition to an agreement detailing the relationship between the parties, the vendor shall also sign a Data Sharing Agreement with the District which provides that the vendor protects the confidentiality and security of the District's Data. The Data Sharing Agreement incorporates necessary compliance terms for Family Educational Rights and Privacy Act ("FERPA"), the EU's General Data Protection Regulation ("GDPR"), and other laws applicable to the District. The word "Data" as used in this document means personally identifiable information, employee records, student records/ FERPA information, financial information, health information, proprietary information, or any other information that the District is obligated to protection or maintain as confidential.

INSURANCE REQUIREMENTS

Vendor agrees to indemnify, hold harmless, and defend the District, its officers, agents and employees from any and all liability including claims, demands, losses, costs, damages and expenses of every kind and description or damage to persons or property arising out of or in connection with or occurring during the course of the contract. Vendor shall maintain in full force and effect during the term of the agreement, the following insurance: (1) general liability insurance of \$1 million dollars per occurrence, and \$2 million dollars aggregate per annum; (2) Worker's Compensation as prescribed by the State of Wisconsin; (3) automobile liability insurance of \$1 million dollars per occurrence, and \$3 million dollars per annum, (4) Umbrella liability insurance of \$4 million dollars per occurrence and per annum (5) Professional liability insurance of \$1 million dollars per occurrence (6) Employers liability insurance of \$1 million dollars per employee for accident and disease. If requested, the District shall be designated as an additional named insured on the Vendor's policy, and an appropriate endorsement deleting the Insured vs. Insured exclusion must be evidenced, so as not to impede a claim by the District for a wrongful act of Vendor. Vendor agrees to ensure subcontractor compliance with Worker's Compensation insurance as prescribed by the State of Wisconsin. The District reserves the right to require additional insurance coverage including an increase in insurance limits.

COOPERATIVE PURCHASING

Wisconsin statutes establish authority to allow Wisconsin municipalities to participate in cooperative purchasing when the contractors agree to extend their terms to them. Participating in the service gives vendors opportunities for additional sales without additional bidding. Municipalities use the service to expedite purchases. A "municipality" is defined as any county, city, village, town, school district, board of school directors, sewer district, drainage district, vocational, technical and adult education district, or any other public body having the authority to award public contracts (s. 16.70(8), Wis. Stats.).

WISCONSIN OPEN RECORDS LAW

Respondents to this RFP are advised that all documents received by the School District of the Menomonie Area in connection with this RFP, including proposals, contracts, if any, and all other submitted attachments, will become the exclusive property of the School District of the Menomonie Area. Furthermore, to the extent permitted by law, it is the intention of the School District of the Menomonie Area to withhold the contents of the proposals, contracts, if any, and any other submitted documents, from public view until such times as the competitive or bargaining reasons no longer require non-disclosure in the opinion of the School District of the Menomonie Area. At that time, all proposals, and any resulting contracts thereof, and all other submitted documents in connection to this RFP, will be available for review in accordance with Wisconsin Open Records Law. Pursuant to Wisconsin State Statutes Section 19.36(5), protection from disclosure may apply to those pages in each submittal, as defined in Wisconsin Statutes Section 134.90(1)(c), and which are marked as TRADE SECRET, CONFIDENTIAL, or PROPRIETARY by the RFP respondent or other submitting party. The respondent shall mark each page separately; and any non-confidential data shall begin on the subsequent page. Marking all or nearly all, of the proposal as TRADE SECRET, CONFIDENTIAL, OR PROPRIETARY may result in the rejection of the proposal. In this regard, the School District of the Menomonie Area may reject any proposal it cannot fairly evaluate without the information marked proprietary.

The School District of the Menomonie Area will not advise as the nature of the content of the documents marked as entitled to this protection of non-disclosure, or as to the definition of trade secret, confidential, or proprietary information. The respondent or other submitting party will be solely responsible for all such determinations made by it, and for clearly and prominently marking each and every page or sheet of materials with TRADE SECRET, CONFIDENTIAL, or PROPRIETARY as it determines to be appropriate. The School District of the Menomonie Area will endeavor to advise the RFP respondent of any requests for the disclosure of the material so marked with TRADE SECRET, CONFIDENTIAL, or PROPRIETARY, and give the respondent or other submitting party the opportunity to seek a court order to protect such materials from disclosure. If a party other than the proposer submitted the requested materials, the proposer respondent shall be solely responsible for notifying the submitting party of the requests. The School District of the Menomonie Area's sole responsibility is to notify the proposer of the request for disclosure, and the School District of the Menomonie Area shall not be liable for any damages resulting out of such disclosure, whether such disclosure is deemed required by law, by an order of the court or administrative agency, or occurs through inadvertence, mistake, negligence on the part of the School District of the Menomonie Area or its officers, employees, consultants, or subcontractors.

PAYMENT

Standard payment terms are net 30 days. Invoices should be sent to kevin_tomaszewski@msd.k12.wi.us for processing. The School District of the Menomonie Area prefers payments to occur at the completion of major milestones. No payments will occur before the start of construction at the site.

CHANGE ORDERS

Change orders are to be confirmed in writing prior to commencing any work related to the respective change order and shall be submitted to kevin_tomaszewski@msd.k12.wi.us.

PRICING

Prices quoted herein shall remain firm throughout the initial term of the contract period. Subsequent renewal costs are not to increase more than the CPI and must be approved by the School District of the Menomonie Area. Rates for subsequent renewal periods shall not exceed the increase in the Consumer Price Index that is listed by the Bureau of Labor Statistics for the Midwest region, all items category. The listing of the CPI will be used for the annual increase. Changes in labor rates shall not be cause for increased pricing.

QUESTIONS

All questions regarding this BID/proposal should be directed to justin_schuenemann@msd.k12.wi.us.

END OF SECTION

SECTION A EXECUTIVE SUMMARY

A.1 Background. The School District of the Menomonie Area is issuing this Request for Proposals (“RFP”) to solicit proposals from qualified LED lighting project Offerors (“Offeror” or “Offerors”) interested in completing the installation of LED lighting at the School District of the Menomonie Area’s Middle School, River Heights Elementary School, and Oaklawn Elementary School campus’. Interested Offerors are invited to submit proposals to complete installation for all of the sites identified in this RFP.

The LED lighting will include special design considerations required to make the lighting compatible with educational uses. This includes the installation of dimmers giving the staff flexibility on both lighting levels and front vs back of room lighting. In addition, it is the intent of the specifications, terms and conditions contained herein to describe the requirements and process for this procurement.

The following are core elements that will be considered when reviewing responses to this RFP:

- i. **Project Offeror Requirements.** Offeror’s submittals must meet the following minimum conditions to be considered. These are not worth any points, but Offeror’s who fail to meet these criteria will not be considered.
 - a. Proposal submitted on time
 - b. Master electrician on staff, or have an established relationship with a Master electrician partner/subcontractor
 - c. Offeror responded to each section of the RFP
 - d. Offeror is an electrical contractor that has all applicable state and/or local licenses

A.2 Procurement Process. The School District of the Menomonie Area is using a competitive RFP process, including evaluating and recommending Offerors for award of this LED contract.

- i. **Request for Proposals (RFP).** Based on responses to this RFP, the School District of the Menomonie Area anticipates selection of one Offeror that provides the best value to the School District of the Menomonie Area.
- ii. **Qualified Person.** Proposals are sought from entities that meet the following definition of a “qualified person”:

“For the purposes of this paragraph (1), “qualified person” means a person who performs installations of lighting systems, and who: (A) has completed an apprenticeship as a journeyman electrician from a United States Department of Labor registered electrical apprenticeship and training program and received a certification of satisfactory completion; or (B) does not currently meet the criteria under clause (A) of this paragraph (1), but is enrolled in a United States Department of Labor registered electrical apprenticeship program, provided that the person is directly supervised by a person who meets the criteria under clause (A) of this paragraph (1).”

A.3 Selection Criteria. Proposals will be evaluated in accordance with **Section C** of this RFP.

A.4 Proposal Format and Forms. Offerors will be required to submit their pricing proposals substantially in the format described in **Section D** of this RFP.

A. 5. Attachments

- | | |
|-----------------------|--|
| Attachment A.1 | Master Summary of Projects |
| Attachment A.2 | Project Technical Overview |
| Attachment B | Proposal Equipment, Production, and Financial Data Forms |
| | B.1 Site Equipment |
| | B.2 Site Production Estimates |
| | B.3 Financial Estimates |
| Attachment C | Proposal Offer Form |
| Attachment D | Disclosure Form |
|
 | |
| Attachment E | The School District of the Menomonie Area Supplementary Contract Documents |
| | Supplement A: List of Subcontractors |
| | Supplement B: Reference Data Sheet |
|
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| Attachment F | The School District of the Menomonie Area Bond and Certificate Requirements |
| Attachment G | The School District of the Menomonie Area General and Supplementary Conditions |

END OF SECTION

SECTION B SCOPE OF WORK

B.1 Scope of Work. In general, the selected Offeror(s) will be required to install lighting per the design provided by the School District of the Menomonie Area.

Offerors may provide proposals for Projects identified in Attachment A.

Although the School District of the Menomonie Area has conducted a feasibility level of due diligence, the Offerors' submittals should anticipate that unforeseen conditions or other factors could exist which may result in technical challenges to proceeding with an individual project or projects as described.

B.1.1 Site Information and Data. The School District of the Menomonie Area has organized information for the potential Projects to optimize Offerors' assessment of the site. Site information has been provided for Offerors' reference. All referenced documents are attached to this RFP in **Attachments A.1 through A.2**.

- **Master Summary of Project(s) – Attachment A.1**
- **Project Technical Overview – Attachment A.2**

The School District of the Menomonie Area makes no representations with respect to the accuracy or completeness of any of the information provided as part of this RFP regarding the sites, including their suitability. All provided information has been checked for accuracy, but errors or omissions may exist, for which the School District of the Menomonie Area shall have no liability. Offerors take sole and full responsibility for conducting any necessary due diligence and assessing the sites and their conditions in developing their proposals. Such assessment of the sites and their conditions shall be performed by the Offeror at its own cost.

B.2 Specific Requirements. The Offeror's proposal shall address the following requirements.

B.2.1 Technical Requirements. All Systems proposed under this RFP must conform to industry best practices and the requirements that will be described in detail in **Attachment A.2**, along with site information provided in **Attachment A.1** and any addenda issued. Each Offeror must demonstrate how their proposal will meet these technical requirements, and its pricing must be based on these specifications.

B.2.2 Conformance with Laws Including Licensing, Accreditation and Registration. Each selected Offeror and its subcontractors and sub-consultants (regardless of tier) shall comply with all applicable District, state, local municipality (when applicable) and federal laws, including those relating to the licensing, accreditation, and registration.

B.2.3 Time is of the Essence. Time is of the essence with respect to the implementation of these Projects.

END OF SECTION

SECTION C EVALUATION AND AWARD CRITERIA

C.1 Evaluation Process. The School District of the Menomonie Area shall evaluate submittals and any best and final offers in accordance with the provisions of this **Section C** and the School District of the Menomonie Area Procurement Policies and Procedures.

C.2 Oral Presentation. The School District of the Menomonie Area may interview Offerors as part of the RFP process via telephone or web conference if it is deemed necessary.

C.3 Proposal Evaluation. Each proposal will be evaluated to determine the proposal with the best value to the district.

END OF SECTION

SECTION D PROPOSAL ORGANIZATION AND SUBMISSION

This section outlines specific information necessary for the proper organization of Offerors' Proposals. References are made to other sections in this RFP for further explanation.

D.1 Submission Identification. Emailed submissions shall be proffered in electronic PDF format, except for spreadsheet forms, which shall be submitted in Microsoft Excel format. The email subject line should state: **"RFP 22-002 and your company name"**. Any Attachments should be named: **"RFP 22-002 and your company name."**

D.2 Delivery of Submissions. Proposals must be sent via email to justin_schuenemann@msd.k12.wi.us or mailed/dropped off at 215 Pine Avenue E Menomonie, WI 54751.

D.3 Date and Time for Receiving Submissions. Submissions must be received no later than **May 17, 2022 at 2:00 PM CST**. The Offeror assumes the sole responsibility for timely delivery of its Submission.

D.4 Proposal Organization (ALL PARTS I-VIII ARE REQUIRED). The School District of the Menomonie Area is seeking brief, clear and concise proposals. The submission shall be organized substantially as follows (NOTE: A SINGLE SUBMITTAL OF PARTS I-IV, AND VI-VIII CAN BE SUBMITTED FOR PROJECT PROPOSALS THAT ADDRESS MULTIPLE INSTALLATION SITES; HOWEVER, A SEPARATE PART V SHOULD BE SUBMITTED FOR EACH LED PROJECT SITE PROPOSED BY THE OFFEROR.)

PART I Table of Contents. Proposals shall include a table of contents listing the individual sections of the proposal and their corresponding page numbers.

PART II Executive Summary. Each Offeror should provide an executive summary of no more than two (2) pages providing a brief synopsis of the highlights of its proposal and addressing the Offeror's capabilities, experience, access to capital and the experience of its management personnel.

PART III General Team Information and Firm(s) Data. Each Offeror should provide the following information for the principal Offeror firm and each of its sub-consultants.

- A.** Name(s), address(es), and role(s) of each firm (including all sub-consultants).
- B.** Description of the team organization, identify the single point of contact for the Offeror.

PART IV Technical Qualifications. Each Offeror should submit an electronic copy of a recently undertaken or completed LED project package that includes but is not limited to the following: project drawings, equipment specifications, component lists, and project schedules. This portion of the submittal will be used by the School District of the Menomonie Area to determine the quality and completeness of each Offeror's technical qualifications.

PART V Project Proposals. Offerors are to address each of the following:

A. Project Approach. The Proposal shall include a description of the approach the Offeror will use to procure equipment and components, construct, and commission the proposed Project(s). The Proposal shall describe how the Offeror will comply with the requirements of the RFP, obtain timely permits and approvals, and accommodate ongoing operations during construction, including how Offeror intends to meet the project schedule. The Proposal shall describe the Offeror's approach to Project and construction management, document control, and Project administration including risk mitigation and escalation processes. The Proposal shall also describe quality assurance procedures and safety plans. The Proposal shall contain a description of the Offeror's strategy for communicating with the School District of the Menomonie Area and assisting the District in its efforts to achieve the overall objective(s) for this project.

B. Technical Proposal. The Technical Proposal shall describe the equipment, materials, and methods the Offeror would employ if selected. Offerors shall provide a narrative that describes the equipment and systems proposed and discussing why these were selected as the optimal choice. This section shall include:

- i. Proposed System Overview: Technical narrative that describes the proposed lighting, including but not limited to: general considerations, lighting levels, how dimmers and occupancy sensors will be incorporated into the project.
- ii. Proposed Equipment List: Model, technical specifications, quantity and characteristics of: LED fixtures, dimmers and occupancy sensors. The Technical proposal will describe the availability, supply and quality of proposed equipment. Technical spec sheets should be included in this section.

PART VI Proposal Offer Form. Each Offeror shall submit a Proposal Offer Form substantially in the form of **Attachment C**. Material deviations from the proposal form may be sufficient to render the proposal non-responsive.

PART VII Disclosure Form. Each Offeror shall submit a Disclosure Statement substantially in the form of **Attachment D**.

PART VIII Supplementary Documents. Each Offeror shall submit the School District of the Menomonie Area Supplementary Documents A, and B, substantially in the form of **Attachment E**.

END OF SECTION

SECTION E PROPOSAL PROCEDURES

E.1 Contact Information. For information regarding this RFP please email Justin Schuenemann at justin_schuenemann@msd.k12.wi.us.

E.2 Questions and Explanations to Prospective Offerors. Each Offeror should carefully examine this RFP and all amendments, and thoroughly familiarize itself with all requirements prior to proffering a submission. Addenda may be issued during the proposing period, and all Addenda become part of the Contract Documents. Should an Offeror find discrepancies or ambiguities in, or omissions from, the RFP and amendments, addenda or revisions, or otherwise desire an explanation or interpretation of the RFP, any amendments, addenda, or revisions, it must prepare a written request for interpretation or clarification. Questions should be directed to justin_schuenemann@msd.k12.wi.us no later than **May 13, 2022 at 2:00 PM CST**.

E.3 Retention of Submissions. All submissions shall be retained by the School District of the Menomonie Area and therefore shall not be returned to the Offerors. Except for proprietary financial information, the submissions shall become the property of the School District of the Menomonie Area and the School District of the Menomonie Area shall maintain the right to distribute or use such information as it determines.

E.4 Examination of Submissions. Offerors are expected to examine the requirements of all instructions (including all amendments, addenda, attachments and exhibits) in this RFP. Failure to do so shall be at the sole risk of the Offeror and may result in disqualification.

E.5 Late Submissions; Modifications

- A. Any submission received after the deadline specified for receipt will be rejected without further review.
- B. The only acceptable evidence to establish the time of receipt is the electronic time-date of such submittal.
- C. Any modification of a submission is subject to the same conditions throughout this RFP.
- D. Notwithstanding any other provisions of this Request for Proposals to the contrary, a modification of an otherwise successful submission which makes its terms more favorable to the School District of the Menomonie Area may be considered at any time it is received and may be accepted.
- E. Submissions shall be irrevocable and remain in full force and effect for a period not less than 90 days after the close of this solicitation.

E.6 No Compensation for Preparation of Submissions. The School District of the Menomonie Area shall not bear or assume any financial obligations or liabilities regarding the preparation of any submissions submitted in response to this RFP, or prepared in connection therewith, including, but without limitation, any submissions, statements, reports, data, information, materials or other documents or items.

E.7 Rejection of Submissions. The School District of the Menomonie Area reserves the right, in its sole discretion:

- A. To cancel this solicitation or reject all submissions for any reason.
- B. To reject submissions that fail to prove the Offeror's responsibility or access to capital.
- C. To reject submissions that contain conditions and/or contingencies that in the School District of the Menomonie Area's sole judgment, make the submission indefinite, incomplete, otherwise nonresponsive, or otherwise unacceptable to the School District of the Menomonie Area.
- D. To waive minor irregularities in any submission provided such waiver does not result in an unfair advantage to any Offeror.
- E. To take any other action within the applicable Procurement Regulations or law.
- F. To reject the submission of any Offeror that has submitted a false or misleading statement, affidavit or certification in connection with such submission or this Request for Proposals.

END OF SECTION

ATTACHMENT A

Site Information

Attachment A.1 - Master Site Summary

Menomonie Middle School is a public school with grades six through eight located at 920 21st Street SE, Menomonie, WI 54751 is a part of the School District of the Menomonie Area, a K-12 public school district. It serves students in central Dunn county with a small footprint in eastern St. Croix County.

River Heights Elementary School is a public school with grades K-5 located at 615 24th Avenue W, Menomonie, WI 54751. This elementary school also serves the community as a space for the boys and girls club and summer school programs. Installations will be required to coordinate with the summer school program to ensure minimal disruptions.

Oaklawn Elementary School is a public school with grades K-5 located at 500 21st Street SE, Menomonie, WI 54751.

END OF SECTION

ATTACHMENT A.2 LED Design Specifications

1. SITE ACCESS

Each selected offeror (“Offeror”) will be required to comply with all applicable State and local laws, rules and regulations applicable to the installation of lighting. Prospective proposal offerors are cautioned that the sites encompass diverse uses and Offeror will be required to coordinate the construction activities with the School District of the Menomonie Area to avoid disrupting the school’s use of the site.

2. PROJECT MANAGEMENT

2.1 Project Manager

Offeror shall assign a project manager (“Project Manager”) from its firm based upon his/her professional experience, qualifications, and credentials most suitable to the Project. The Project Manager shall be assigned to the Project from RFP selection through execution and final delivery of the Project. The School District of the Menomonie Area anticipates that the Project Manager selected by the contractor shall ensure that all contract, schedule, and reporting requirements of the Project are met and shall be the primary point of day-to-day contact for the School District of the Menomonie Area.

3. SYSTEM DESIGN

3.1 Offeror Licensing

Offeror shall comply with all applicable licensing requirements for the work to construct and install the Project.

3.2 Permits and Approvals

Offeror, at its sole cost and expense, shall obtain all permits and approvals required by applicable law for the Project from the School District of the Menomonie Area and agencies of the State of Wisconsin, the School District, and municipalities.

3.3 Technical Requirements

All components of the Project and their installation and subsequent operation shall comply with all applicable industry codes and standards and all applicable laws. Offeror shall demonstrate to the School District of the Menomonie Area reasonable satisfaction that at each site the existing structures will not be compromised or adversely impacted by the installation and/or operation of the system that the Offeror has proposed to install. In addition, an Offeror’s proposed systems shall comply with the following requirements.

- *LED Fixtures.*

The System’s LED fixtures proposed by Offeror shall comply with the following (at minimum):

- Fixtures shall have a CRI of 85 or greater
- Fixtures shall have a lighting temperature of 4500 K, however a fixture with adjustable temperatures would also be acceptable.
- Fixtures shall be new, undamaged, fully warranted without defect.

- Fixtures shall have a minimum 10-year warranty.
- If fixtures using hazardous materials are to be provided, then the environmental impact of the hazardous material usage must be disclosed, including any special maintenance requirements and proper disposal/recycling of the fixtures at the end of their useful life.
- *Dimmers.*

The dimmers proposed by Offeror shall comply with at least the following:

 - Dimmers shall be compatible with the fixtures installed to reduce the chance of flickering at low light levels.
 - In classroom spaces there shall be a separate dimmer for the front and back of the classroom allowing school staff lighting flexibility to aid instruction.
- *Occupancy Sensors:*
 - Occupancy sensors shall be installed in all hallways, classrooms and gym spaces. Lighting shall be set to turn off after 15 minutes of no activity.

3.4 Bulb and Fixture Disposal

Disposal of bulbs and fixtures will be completed by the offeror as part of the Projects. Disposal will include fixtures, fluorescent bulbs, direct wire LED tubes, ballasts and any other material and debris encountered during the Projects. Replacement T8 LED tubes that are encountered are not to be disposed of. They will be collected by the District and coordinated with the Director of Buildings and Grounds.

3.5 Warranties

All work performed by Offeror must not render void, violate, or otherwise jeopardize any preexisting District facility or building warranties or the warranties of system components installed therein.

END OF ATTACHMENT A

ATTACHMENT B.1 Site Equipment List

Proposal offeror Name:

Site Name/Number:

LED Panels	
Model	
Power (Watts AC)	
Quantity	
Model (additional)	
Power (Watts AC)	
Quantity	
Model (additional)	
Power (Watts AC)	
Quantity	
Model (additional)	
Power (Watts AC)	
Quantity	
Model (additional)	
Power (Watts AC)	
Quantity	
Dimmers	
Model	
Quantity	
Dimmers	
Model	
Quantity	
Occupancy Sensors	
Model	
Quantity	

END OF SECTION

ATTACHMENT B.2. FINANCIAL ESTIMATES

Offers shall provide the School District of the Menomonie Area with financial information sufficient to independently verify the proposal submitted in Attachment C.

Project Assumptions:

At minimum, the School District of the Menomonie Area seeks the following project assumptions used to model the Financial Proposal summarized below:

- Site-Based Location:
- Total Installation Cost (\$):
- Equipment Life Expectancy (Years):
- Upfront Cash Incentives (\$):
- Operations and Maintenance if Applicable (\$/kW/Yr):

END OF ATTACHMENT B

ATTACHMENT C
The School District of the Menomonie Area
PROPOSAL OFFER FORM

THE PROJECT AND THE PARTIES

1.01 TO:

THE SCHOOL DISTRICT OF THE MENOMONIE AREA
215 PINE AVENUE EAST
MENOMONIE, WI, 54751

1.02 FOR:

A. **RFP 22-002 The School District of the Menomonie Area LED Project 2022**

1.03 DATE: _____ (Proposal Offeror to enter date)

1.04 SUBMITTED BY: (Proposal offeror to enter name, address & phone number.)

Proposal offeror's Full Name: _____

Address: _____

City, State, ZIP: _____

Phone No. _____ Fax No. _____

Contact Person: _____

Email Address: _____

1.05 The Offeror has reviewed the RFP and the attachments thereto, and any addenda thereto and has conducted such due diligence and analysis as the Offeror, in its sole judgment, has deemed necessary to submit its proposal in response to the RFP.

The Offeror’s proposal and the cost components set forth are based on the Proposal Documents as issued and assume no material alteration of the terms of the Proposal Documents. (Collectively, the proposal and the cost components are referred to as the “Offeror’s Proposal”.)

The Offeror’s Proposal is based on and subject to the following conditions:

- i. The Offeror represents that, based on the information set forth in the Proposal Documents, the prices set forth in the Offeror’s Proposal represent prices at which the Offeror is willing to enter into a transaction with the School District of the Menomonie Area. The Offeror acknowledges that the Proposal is one of the factors the School District of the Menomonie Area will use to recommend a contractor for this RFP.
- ii. Both the Offeror and the undersigned represent and warrant that the undersigned has the full legal authority to submit this proposal form and bind the Offeror to the terms of the Offeror’s Proposal. The Offeror further represents and warrants that no further action or approval must be obtained by the Offeror to authorize the terms of the Offeror’s Proposal.
- iii. The Offeror and its principal team members hereby represent and warrant that they have not: (i) colluded with any other group or person that is submitting a proposal in response to the RFP to fix or set prices; (ii) acted in such a manner to discourage any other group or person from submitting a proposal in response to the RFP; or (iii) otherwise engaged in conduct that would violate applicable anti-trust law.

1.06 OFFER

Contractors:

The Contractor, in responding to the Request for Proposals for the design, construction and installation of the School District of the Menomonie Area **2022 LED Project** for the identified Schools located in Menomonie, Wisconsin, having examined the Request for Proposals referenced attachments and supplementary documents prepared by the School District of the Menomonie Area and being familiar with the site of the proposed work, and with all of the conditions surrounding the site of the proposed work, including the availability of materials, labor, and equipment, hereby proposes to furnish all labor, materials, tools, equipment, machinery, equipment rental, transportation, superintendence, miscellaneous items, provide all services and to provide all work in the categories stated below and contained in the submitted proposal. The Contractor's proposal amount shall cover all costs incurred in performing all the work required by the Proposal Documents, of which this Proposal is a part.

Completion:

The Contractor, if awarded a contract, agrees to commence work and to fully complete this contract package by August 12, 2022.

The undersigned agrees to perform all work identified in the Proposal Documents and Contract Manual for the total price listed below. Enter proposal amount in written form (example: Nine Thousand, Nine Hundred and Ninety-Nine Dollars) and in numeric characters (example: \$9,999).

1) BASE PROPOSAL PRICE – (Bid for MMS, RHES & OES)

Base Proposal Price: \$ _____ **Written Form** \$ _____ **Numeric Characters**

2) Base Proposal No. 2 – (Alternate Bid) *

Base Proposal Price: \$ _____ **Written Form** \$ _____ **Numeric Characters**

** Offeror may add lines for additional alternate proposals as needed if the Proposal includes multiple hardware/fixture options, or design variables to be considered.*

1.07 ACCEPTANCE

A. This offer shall be open to acceptance and is irrevocable for ninety days from the proposal closing date.

REQUIRED PROPOSAL INFORMATION – ALL PROPOSAL OFFERORS:**The following items must be submitted with the proposal .**

1. Proposal Documents as Described in the RFP
 - PART I Table of Contents.
 - PART II Executive Summary
 - PART III General Team Information and Firm(s) Data
 - PART IV Technical Qualifications
 - PART V Project Proposals.
 - A. Project Approach
 - B. Technical Proposal
 - i. Proposed Equipment List
 - ii. Financial Estimates
 - C. Non-Financial Elements
 - PART VI Proposal Offer Form (This Form).
 - PART VII Disclosure Form
- 2) Supplement A - Fill in the Attached List of Subcontractors and include with proposal Submission. This supplement is considered an integral part of this proposal form. Changes or substitutions to listed Subcontractors may not be made without consent of the District.
- 3) Supplement B – Fill in the attached Reference Data Sheet and include with proposal Submission. This supplement is considered an integral part of this proposal form.
- 4) Proposal Bond. Must be signed by the offeror and submitted with the proposal.

Check all attached Boxes to confirm you have submitted a complete Proposal:

- PROPOSAL Part I Table of Contents
- PROPOSAL Part II Executive Summary
- PROPOSAL Part III General Team Information and Firm Data
- PROPOSAL Part IV Technical Qualifications
- PROPOSAL Part V Project Proposals
- PROPOSAL Part VI Proposal Offer Form
- PROPOSAL Part VII Disclosure Form
- Supplement A – List of Subcontractors
- Supplement B – Reference Data Sheet
- Attachment F - Proposal Bond

ADDENDA RECOGNIZED FOR THIS PROPOSAL:

Addendum No. _____ Dated _____

1.09 PROPOSAL FORM SIGNATURE(S)

The Corporate Seal of:

(Proposal Offeror - please print the full name of your Proprietorship, Partnership, or Corporation)

was hereunto affixed in the presence of:

(Authorized signing officer & Title)

(Signature or Seal)

(Authorized signing officer & Title)

(Signature or Seal)

1.10 If the Proposal is a joint venture or partnership, add additional forms of execution for each member of the joint venture in the appropriate form or forms as above.

END OF ATTACHMENT C

**ATTACHMENT D
DISCLOSURE FORM**

The Offeror and each of its principal team members, if any, must submit a statement that discloses any past or present business, familiar or personal relationship with any of the following individuals):

- A. With the School District of the Menomonie Area. Please identify any past or present business, familiar, or personal relationship in the space below.

Use extra sheets if necessary.

- B. With the School District of the Menomonie Area’s Board of Directors. Please identify any past or present business, familiar, or personal relationship in the space below.

Use extra sheets if necessary.

This is to certify that, to the best of my knowledge and belief and after making reasonable inquiry, the above represents a full and accurate disclosure of any past or present business, familiar, or personal relationship with any of the individuals listed above. The undersigned acknowledges and understands that this Disclosure Statement is being submitted to the False Claims Act and that failure to disclose a material relationship(s) may constitute sufficient grounds to disqualify the Offeror.

OFFEROR:

By: _____

Name: _____

Title: _____

Date: _____

END OF ATTACHMENT D

ATTACHMENT E

The School District of the Menomonie Area Supplementary Contract Documents

RF 22-002 The School District of the Menomonie Area

SUPPLEMENT A

LIST OF SUBCONTRACTORS

Herewith is the list of Subcontractors referenced in the proposal submitted by:

(Offeror) _____

To: The School District of the Menomonie Area (Owner)

Dated _____ and which is an integral part of the Proposal Form.

The following work will be performed (or provided) by Subcontractors and coordinated by us:

LIST OF SUBCONTRACTORS (insert additional lines as needed)

<u>WORK SUBJECT</u>	<u>SUBCONTRACTOR NAME</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

END OF SUPPLEMENT A

RF 22-002
REFERENCE DATA SHEET

The School District of the Menomonie Area

SUPPLEMENT B

Proposal Offeror Name: _____

Provide company name, address, contact person, telephone number, and appropriate information on three services with requirements and scope similar to those included in this Request for Proposal .

Company Name: _____

Address: _____

Contact Person: _____ Phone/Email: _____

Services Performed: _____

Number of Years as a Customer: _____

Company Name: _____

Address: _____

Contact Person: _____ Phone/Email: _____

Services Performed: _____

Number of Years as a Customer: _____

Company Name: _____

Address: _____

Contact Person: _____ Phone/Email: _____

Services Performed: _____

Number of Years as a Customer: _____

END OF SUPPLEMENT B

**ATTACHMENT F
BONDS AND CERTIFICATES**

RFP 22-002

The School District of the Menomonie Area
BOND AND CERTIFICATE REQUIREMENTS

00 60 00 - 27

PARTICULARS

1.01 BONDS

A. Surety (bid) Bonds

1. Required and must be submitted with the proposal
2. Use AIA bid bond form A310.
3. The bid bond percentage should be 5%.
4. electronically signed and sealed bid bonds are acceptable.

B. Performance, Labor, Materials & Payment Bonds

1. Required. Will be executed after the contract is awarded and signed.
2. The performance, labor, materials & payment bond percentage should be 100%.

1.02 CERTIFICATES

A. Certificate of Insurance

1. Submit Certificate of Insurance to Owner upon notice of award.
2. See **Pages 4 and 5 of this RFP**, for INSURANCE requirements.

END OF ATTACHMENT F

**ATTACHMENT G
GENERAL AND SUPPLEMENTARY CONDITIONS**

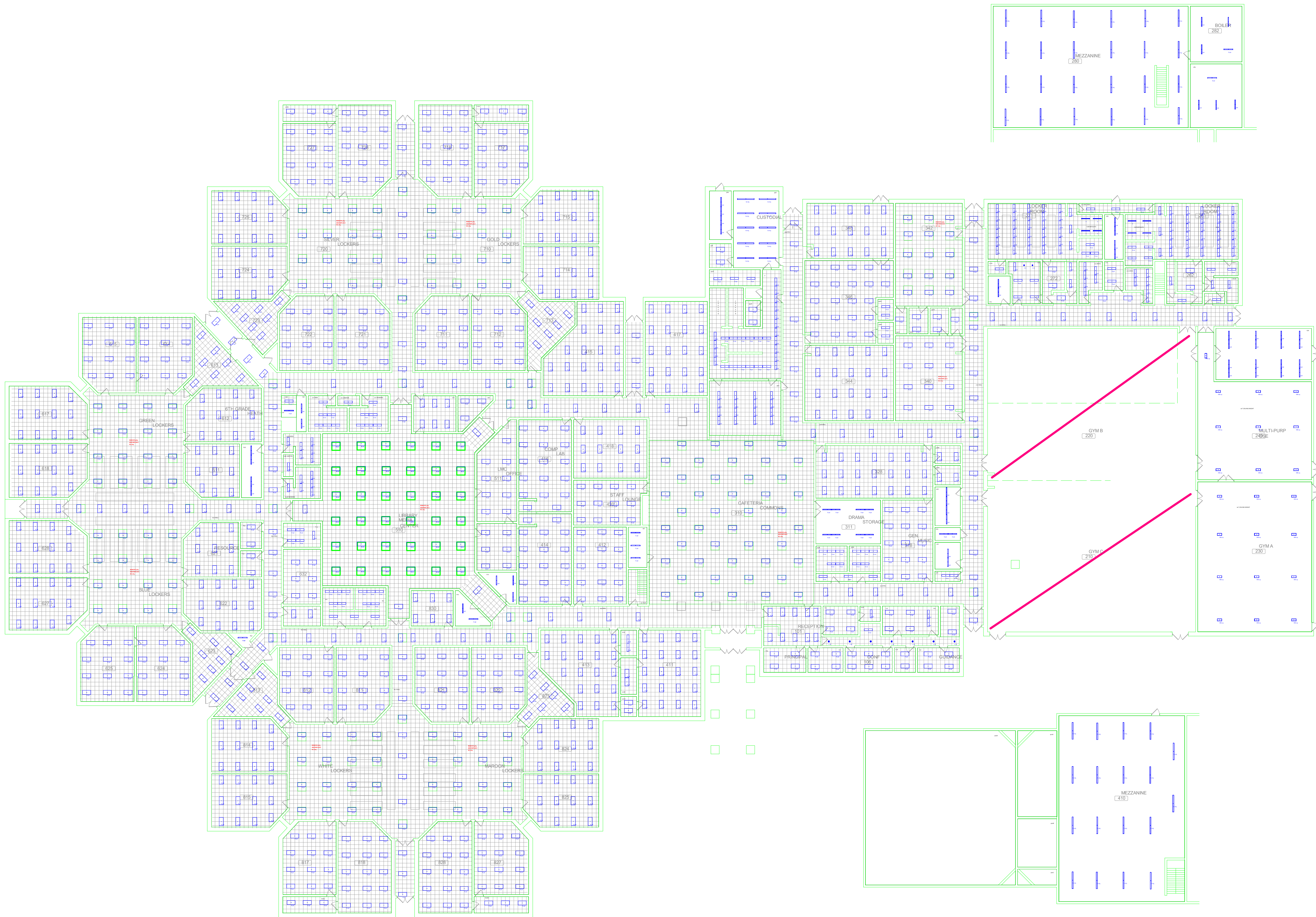
RFP 22-002 The School District of the Menomonie Area 00 70 00 - 28
GENERAL CONDITIONS

FORM OF GENERAL CONDITIONS

1.01 AIA Document A201, General Conditions of the Contract for Construction, 2017 Edition, is not bound in this Project Manual, but is included by this reference.

- A. AIA Document A201-2017 may be examined at the Owner's place of business or via the following link http://content.aia.org/sites/default/files/2017-04/A201_2017%20sample%20%28002%29.pdf

END OF SECTION



To request the Project Quotation for these materials or to place the order, please contact:
 Sales@LightingDesignSolutions.com or call us at 1-888-357-7070

These plans, schedules, calculations, and lighting concepts are the property of Lighting Design Solutions (LDS) and are not to be shared, reproduced, viewed, or used in any manner without the explicit written permission of LDS. All luminaires and accessories purchased for this project are to be supplied by LDS unless other arrangements that include additional reimbursement for design costs are codified in a pre-approved written agreement with LDS.

These plans are not approved for construction unless specifically noted. They have not been reviewed or approved by any local or state agency, nor has the building owner confirmed final acceptance of the design or materials. Once approved, the final product details, voltages, accessories and quantities are the responsibility of the installing contractor and are to be fully verified by the contractor prior to release or order. Lead time for luminaires will vary but should be assumed to be 4-6 weeks after release unless specifically noted as "in-stock" or "quick ship" on the LDS Project Quotation.

Lighting performance and energy calculations are based on photometric data provided by the specified manufacturers, expected site finishes, anticipated energy costs, current rebate programs, and the projected operational use of the facility. Lighting Design Solutions, Inc. accepts no responsibility for variances resulting from inaccurate or changed data files, drawings, reflectance values, or rebate programs, and guarantees no alternate funding or rebate payment.



PROJECT INFORMATION:
 LED LIGHTING UPGRADE
 MENOMONIE MIDDLE SCHOOL
 920 21ST STREET SE
 MENOMONIE, WI 54751

DRAWN BY: A. THOMER

CONTRACTOR:

REVIEWED BY: A. THOMER

APPROVED BY: D. DRUMEL

REV

DESCRIPTION

DATE

Luminaire Schedule					
Symbol	Qty	Label	Description	Luminaire Watts	Total Watts
⬜	811	A-30	2X4 LED FLAT PANEL (30W)	30	24330
⬜	184	A-40	2X4 LED FLAT PANEL (40W)	40	7360
⬜	96	A-50	2X4 LED FLAT PANEL (50W)	50	4800
⬜	108	A-70	2X4 LED FLAT PANEL (70W)	70	7560
⊙	2	C-6	6 INCH LED RECESSED DISK	11.1	22.2
⊙	7	C-8	8 INCH LED RECESSED DISK	18	126
⊙	66	D-18	1X4 LED FLAT PANEL (18W)	18	1188
⊙	83	D-20	1X4 LED FLAT PANEL (20W)	20	1660
⊙	72	D-30	1X4 LED FLAT PANEL (30W)	30	2160
⊙	22	HB-24	LED HIGH BAY W/ CORD	168	3696
+	23	S-30	4' LED STRIP (30W)	30	690
+	27	S-40	4' LED STRIP (40W)	40	1080
+	16	S-50	4' LED STRIP (50W)	50	800
+	52	S1-65	8' LED STRIP (65W)	65	3380
+	8	V	4' LED VAPORTIGHT	50	400

Calculation Summary			
Label	Units	Avg	Max/Min
101_Workplane	Fc	51.30	1.66
102_Workplane	Fc	59.67	1.33
103_Workplane	Fc	48.00	1.33
103A_Workplane	Fc	22.00	1.20
104_Workplane	Fc	53.00	1.16
105_Workplane	Fc	46.00	1.00
106_Workplane	Fc	51.40	1.41
107_Workplane	Fc	52.88	1.21
109_Workplane	Fc	46.27	2.57
111_Workplane	Fc	33.50	1.88
230_Workplane	Fc	46.42	2.23
240_Workplane	Fc	45.96	2.90
250_Workplane	Fc	46.71	2.50
261_Workplane	Fc	48.55	10.43
261A_Workplane	Fc	27.13	5.14
262_Workplane	Fc	34.92	3.27
262J_Workplane	Fc	15.00	1.50
271_HALLWAY_Workplane	Fc	23.14	1.88
271_Workplane	Fc	47.19	6.80
271A_Workplane	Fc	15.50	1.58
272_Workplane	Fc	39.50	2.17
273_Workplane	Fc	37.25	1.83
274_Workplane	Fc	23.17	2.77
275_Workplane	Fc	25.00	2.12
276_Workplane	Fc	33.13	1.39
280_Workplane	Fc	27.05	6.70
283_Workplane	Fc	26.28	3.33
283_Workplane	Fc	23.30	18.00
310_Workplane	Fc	50.07	3.72
311_Workplane	Fc	50.38	1.95
314_Workplane	Fc	17.33	1.62
314A_Workplane	Fc	38.33	2.65
314B_Workplane	Fc	38.50	2.52
318_Workplane	Fc	60.35	2.61
320_Workplane	Fc	29.00	1.32
322_Workplane	Fc	30.33	2.44
324_Workplane	Fc	38.00	1.05
325_Workplane	Fc	28.75	1.32
328_Workplane	Fc	45.89	2.19
328A_Workplane	Fc	38.75	1.48
328B_Workplane	Fc	39.00	1.44
340_Workplane	Fc	39.90	2.08
340A_Workplane	Fc	43.50	1.64
340B_Workplane	Fc	32.50	1.41
342_Workplane	Fc	43.73	2.28
342A_Workplane	Fc	32.50	1.41
342B_Workplane	Fc	43.75	1.59
344_Workplane	Fc	41.75	3.28
346_Workplane	Fc	46.39	5.33
346A_Workplane	Fc	29.50	1.19
346B_Workplane	Fc	29.50	1.11
348_Workplane	Fc	55.90	1.83
352B_Workplane	Fc	24.90	1.68
356_Workplane	Fc	69.93	1.49
358_Workplane	Fc	45.00	1.05
360_Workplane	Fc	30.00	2.93
411_Workplane	Fc	52.56	1.86
412_Stair_Workplane	Fc	0.00	N.A.
412_Workplane	Fc	48.54	1.56
412A_Workplane	Fc	26.63	2.31
413_Workplane	Fc	39.00	1.05
413_Workplane_1	Fc	51.49	2.87
413B_Workplane	Fc	32.13	5.55
413C_Workplane	Fc	32.75	1.17
414_Workplane	Fc	43.82	2.32
415_Workplane	Fc	43.93	2.77
416_Workplane	Fc	44.13	1.97
417_Workplane	Fc	46.63	1.61
418_Workplane	Fc	38.12	2.32
420_Workplane	Fc	50.81	2.81
510_Workplane	Fc	43.62	29.50
511_Workplane	Fc	33.53	9.40
511A_Workplane	Fc	37.63	1.41
513_Workplane	Fc	36.67	1.35
514_Workplane	Fc	27.83	3.07
611_Workplane	Fc	41.71	2.15
612_Workplane	Fc	41.85	3.00
613_Workplane	Fc	43.59	4.43
614_Workplane	Fc	41.65	3.29
615_Workplane	Fc	41.59	3.29
617_Workplane	Fc	41.76	2.71
618_Workplane	Fc	41.62	2.85
621_Workplane	Fc	40.92	2.30
622_Workplane	Fc	41.65	3.17
623_Workplane	Fc	48.21	4.47
624_Workplane	Fc	41.82	3.17
625_Workplane	Fc	41.76	3.17
627_Workplane	Fc	41.38	3.29
628_Workplane	Fc	41.59	3.35
630_Workplane	Fc	30.75	2.42
632_Workplane	Fc	46.58	3.63
633_Workplane	Fc	36.50	1.09
634_Workplane	Fc	48.13	2.67
635_Workplane	Fc	36.17	1.06
637_Workplane	Fc	27.70	1.78
638_Workplane	Fc	32.45	5.45
638_Workplane_1	Fc	34.00	3.63
711_Workplane	Fc	41.56	3.00
712_Workplane	Fc	41.74	3.00
713_Workplane	Fc	40.79	25.67

Calculation Summary			
Label	Units	Avg	Max/Min
714_Workplane	Fc	41.62	3.29
715_Workplane	Fc	41.56	3.29
717_Workplane	Fc	42.06	2.85
717A_Workplane	Fc	35.50	1.92
718_Workplane	Fc	43.59	4.54
721_Workplane	Fc	41.74	3.00
722_Workplane	Fc	41.71	3.00
723_Workplane	Fc	49.80	6.83
724_Workplane	Fc	41.65	3.17
725_Workplane	Fc	41.68	3.17
727_Workplane	Fc	43.71	2.76
727A_Workplane	Fc	36.00	1.81
728_Workplane	Fc	43.66	4.62
730_Workplane	Fc	21.00	1.00
731_Workplane	Fc	36.00	1.00
732_Workplane	Fc	36.33	1.41
740_Workplane	Fc	46.92	1.76
811_Workplane	Fc	37.73	3.47
811_Workplane_1	Fc	41.71	2.71
812_Workplane	Fc	41.74	2.85
813_Workplane	Fc	46.05	3.50
814_Workplane	Fc	41.71	3.00
815_Workplane	Fc	41.74	3.05
817_Workplane	Fc	43.59	2.76
817A_Workplane	Fc	37.00	2.48
818_Workplane	Fc	43.30	4.92
821_Workplane	Fc	41.68	2.85
822_Workplane	Fc	43.74	3.21
823_Workplane	Fc	52.53	8.78
824_Workplane	Fc	41.56	3.11
825_Workplane	Fc	41.71	3.17
827_Workplane	Fc	43.41	2.76
827A_Workplane	Fc	36.30	2.67
828_Workplane	Fc	43.70	4.21
830_Workplane	Fc	53.92	1.32
900_Workplane	Fc	52.34	4.09
B_Workplane	Fc	31.64	6.11
BLUE LOCKERS	Fc	42.28	2.17
C_Workplane	Fc	31.27	6.22
D_Workplane	Fc	15.00	1.14
E_Workplane	Fc	15.50	1.21
F_Workplane	Fc	60.82	5.06
GOLD LOCKERS	Fc	42.07	2.29
GREEN LOCKERS	Fc	41.05	2.29
H_Workplane	Fc	41.29	3.00
I_Workplane	Fc	40.14	2.32
MAROON LOCKERS	Fc	40.94	2.29
SILVER LOCKERS	Fc	41.12	2.36
WHITE LOCKERS	Fc	41.12	2.29

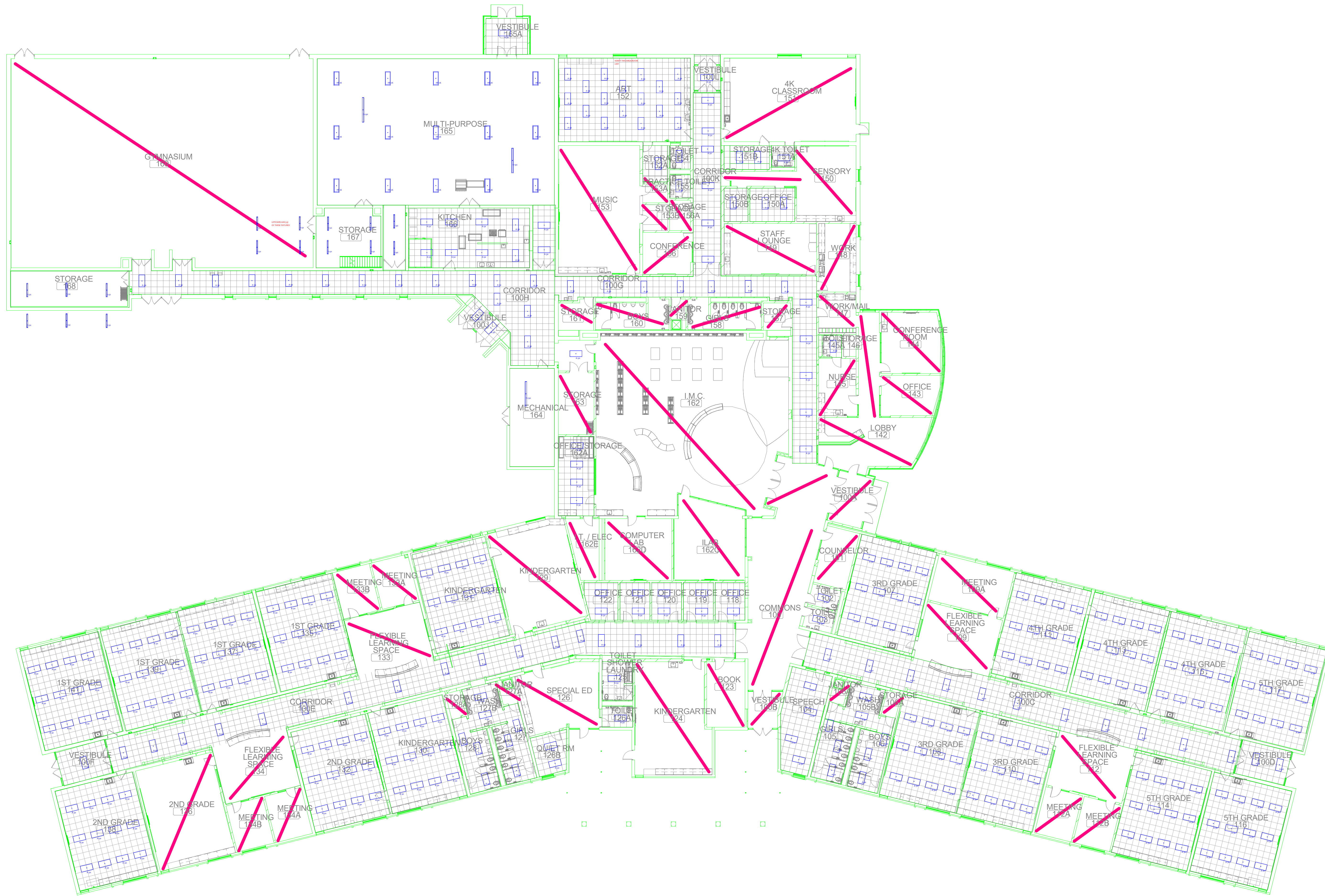
These plans, schedules, calculations, and lighting concepts are the property of Lighting Design Solutions (LDS) and are not to be shared, reproduced, viewed, or used in any manner without the explicit written permission of LDS. All luminaires and accessories purchased for this project are to be supplied by LDS unless other arrangements that include additional reimbursement for design costs are codified in a pre-approved written agreement with LDS.

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Lighting performance and energy calculations are based on photometric data provided by the specified manufacturers, expected site finishes, anticipated energy costs, current rebate programs, and the projected operational use of the facility. Lighting Design Solutions, Inc. accepts no responsibility for variances resulting from inaccurate or changed data files, drawings, reflectance values, or rebate programs, and guarantees no alternate funding or rebate payment.



PROJECT INFORMATION:	DRAWN BY:	REVIEWED BY:	APPROVED BY:	DATE
LED LIGHTING UPGRADE MENOMONIE MIDDLE SCHOOL 920 21ST STREET SE MENOMONIE, WI 54751	A. THOMER	A. THOMER	D. DRUMEL	
	CONTRACTOR:			
	Lighting Design Solutions, Inc. (Schofield & Milwaukee)			
	N78W14573 Appleton Ave # 101 Schofield, WI 53051 Menomonee Falls, WI 53051			
	Design@lightingdesignsolutions.com www.LightingDesignSolutions.com			
	1.888.357.7070 Office 715.693.2594 Fax			



Scale: 1 inch= 15 Ft.

To request the Project Quotation for these materials or to place the order, please contact:
 Sales@LightingDesignSolutions.com or call us at 1-888-357-7070

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PROJECT INFORMATION: LED LIGHTING RETROFIT RIVER HEIGHTS ELEMENTARY 615 24TH AVE W MENOMONIE, WI 54751	CONTRACTOR:	REVIEWED BY: A. THOMER APPROVED BY: D. DRUMEL	DATE:
	PROJECT INFORMATION: LED LIGHTING RETROFIT RIVER HEIGHTS ELEMENTARY 615 24TH AVE W MENOMONIE, WI 54751	REVIEWED BY: A. THOMER APPROVED BY: D. DRUMEL	DATE:

Lighting Design Solutions, Inc. (Schofield & Milwaukee)
 P.O. Box 375
 Schofield, WI 54476
 1.888.357.7070 Office
 715.693.2594 Fax
 N78W14573 Appleton Ave # 101
 Menomonee Falls, WI 53051
 Design@LightingDesignSolutions.com
 www.LightingDesignSolutions.com

Luminaire Schedule					
Symbol	Qty	Label	Description	Lum. Watts	Total Watts
	334	A-30	2X4 LED FLAT PANEL (30W)	30	10020
	4	A-40	2X4 LED FLAT PANEL (40W)	40	160
	13	A-50	2X4 LED FLAT PANEL (50W)	50	650
	15	HB-26	LED HIGHBAY W/ CORD AND WIREGUARD	178	2670
	2	S-40	4' LED STRIP (40W)	40	80
	14	S-50	4' LED STRIP (50W)	50	700
	3	S1-90	8' LED STRIP (90W)	90	270

LUMINAIRE & CONTROL NOTES:

- Luminaire catalog number may not reflect all components necessary for mounting or installation. EC shall provide all necessary luminaire disconnects, mounting equipment, lenses, stems, safety chains, earthquake cables, and other hardware necessary for a complete and code compliant installation.
- All recessed lighting shall be IC rated.
- All luminaires shall be NEC Compliant.
- All luminaires shall be DLC compliant where applicable.
- Lighting Design Solutions, Inc. (LDS) will provide a package price on the specified lighting and control materials for this project. Call LDS at 888-357-7070 or email to Quotes@lightingdesignsolutions.com for details. LDS will also complete all Focus on Energy submittal documents as part of the material purchase.

ELECTRICAL SPECIFICATION AND PROJECT REQUIREMENTS

- The installation shall comply with all current codes, local ordinances, regulations and rules in effect at the time the permit is requested and complete all work in neat and workmanlike manner.
- EC shall designate an individual responsible for the installation and all activities, actions, safety, and performance of the other company employees while on the jobsite. He/she shall also be responsible for OSHA Arc Flash compliance and for maintaining a clean and safe jobsite at all times.
- EC shall obtain all required permits and ensure coordination with the AHJ and other stakeholders of the project.
- Drawings are a diagrammatic representation of the system. All measurements shall be field verified.
- Owner will retain 5% of EC and Supplying Distributor bid until final acceptance by owner and approval by AHJ.
- EC shall provide and install a complete and functional electrical, lighting, and control system including correct control sequencing, operation, programming, and installation.
- EC shall be responsible for all products, methods, and materials not shown or indicated but required to provide a complete working system to the standard of the industry.
- EC shall provide submittals on all specified lighting products in pdf format within 2 weeks of acceptance. Alternates will not be considered or accepted except as outlined herein.
- EC shall provide 2 hard copies and one pdf format of the O&M manual prior to receiving final payment.
- EC shall coordinate with the owner's personnel and supplying distributor to provide and witness functional testing required by IECC 2015 C408.3 as proof that the project has been completed and installed to the satisfaction of the project engineer of record. These documents shall be signed by the EC, the supplying distributor, and owner's representative and submitted to the engineer of record prior to final payment.
- EC shall provide at their expense a properly prepared set of code compliant lighting plans prepared and stamped by a registered Professional Engineer. These plans and the associated calculations shall be kept on site and made readily available to the AHJ.
- Unless noted otherwise, the owner will continue to occupy the building during the construction process. EC is to comply with reasonable owner requests including (but not limited to) safety, security, site cleanliness, noise, and parking to minimize the disruption to ongoing operations.
- EC is responsible for all handling, storage, and security of their materials and equipment on the site. On site storage is provided solely at the discretion of the owner or construction manager and should be coordinated in advance of any delivery to site. Any area used for storage shall be returned to original condition prior to leaving the site.
- Warranties:
 - Warranties on all LDS products are provided by the manufacturer and no additional warranty is provided or implied by LDS. Warranty coverage for all manufacturers is limited to replacement of material only and excludes labor or other re-installation costs that may be required. Warranties will be voided if products are mis-wired, improperly installed, or used in a manner inconsistent with its intended purpose.
 - Labor warranty (including freight, labor, lift, disassembly, and similar associated costs) to replace warrantied luminaires shall be provided by EC for the first year. Submission of a bid on this project represents acknowledgement by the EC that an allowance has been included to complete this work at no additional cost to the owner for the first year.
 - Labor warranty to replace warrantied luminaires shall be provided by the owner for all subsequent years (after first year).
 - In the non-typical scenario where some reimbursement for warranty labor costs may be requested, reference photos and prior written approval are required before proceeding with the work. Failure to comply with these requirements will result in denial of claim or significantly reduced compensation.
- Control Systems Commissioning:
 - The EC shall have the control system completely installed and correctly wired prior to scheduling any technician visit, programming date, or training session.
 - The following personnel are required to attend the technical training and programming sessions:
 - EC: One person
 - Supplying Distributor: One person
 - Owner: Two people
 - Time and date for technical training and programming shall be coordinated by EC. If EC, Distributor, or owner is not prepared, not present, or cancels the event without sufficient notice, additional billing to that party may be incurred at up to \$2,000 per day for the return visit by the manufacturer technician. Original dates will be billed as normal when technician arrives.
- Product Shipments:
 - Lead times for luminaires will vary but should be assumed to be 4-6 weeks after release unless specifically noted as "in-stock" or "quick ship" on the LDS Project Quotation. LDS shall not be held liable for missed delivery dates.
 - LDS products will ship directly to the site FOB (Freight on Board) from origin. The EC is responsible for receiving, storing, and securing material at project site. All products are priced for drop ship only, and no offsite staging or storage of materials is included unless otherwise noted. Additional options are available upon request.
 - EC shall note any visible damage or shortage on the bill of lading upon delivery, take reference photos, and then contact the shipping company and the distributor within 2 business days. Failure to comply with these requirements will result in denial of claim or significantly reduced compensation.
 - The EC is responsible for freight damage and filing associated claims.
 - All products are made to order, are non-returnable, and are non-cancellable unless otherwise noted.
 - Fuel adders and associated charges are dependent upon freight company and will be the sole responsibility of the EC.
- EC shall install all emergency lighting in its own separate conduit system and provide proper UL924 devices where required.
- EC Shall orient, mount and install all luminaires in a uniform fashion and coordinate the installation with other devices including sprinklers, speakers, projection equipment, ceiling runners, ceiling diffusers and other ceiling or wall mounted devices or obstructions.
- EC is responsible for cleaning and removal of debris each workday in accordance with OSHA requirements.
- EC shall be responsible for their own demolition work and shall remove all unused and abandoned conduits, wire, boxes and devices. Any area where cutting, patching or repair is done shall be restored to match existing finish at EC cost. Any property damaged by EC shall be repaired to original condition at no additional cost.
- Any removed equipment shall be confirmed with owner prior to discarding or removing from site.
- EC shall dispose of all unwanted demo materials and provide compliant disposal for lamps, ballasts, and batteries.
- EC shall provide a dumpster on site for waste disposal; the owner's dumpster is not to be used without prior permission.
- Rooms with 2 or more occupancy sensors are intended to control the room as 1 zone unless noted otherwise. Power packs for each room shall be wired upstream from and mounted directly above wall switches where feasible.
- Ceiling mounted occupancy sensors shall be low voltage type. Exact sensor locations shall be determined by manufacture recommendations and shall not be mounted within 6' of ceiling air diffusers or returns.
- EC shall provide labels on all devices indicating source panel and circuit number.
- EC shall confirm with owner all locations and wiring specifications for data, communication, or low voltage wiring required to operate the control system and include all related costs in the bid.
- EC shall provide all required line and low voltage wiring for all electrically operated devices installed on the project including (but not limited to) ceiling fans, electric hand dryers, automatic hand paper dispensers, flush valves, water fountains, and HVAC equipment. Confirm exact requirements prior to installing.
- EC Shall coordinate and provide all electrical wiring, disconnects, service receptacles, and low voltage wiring required for equipment provided by the HVAC contractor, plumbing contractor, and other trades. Confirm exact requirements trade prior to installing.
- EC shall provide and install approved and rated fire sealing materials for all conduits, wiring, and device openings in accordance with manufacturer recommendations.
- All receptacles shall be tamperproof where required by NEC.
- GFCI devices or GFCI circuit breakers shall be used for all outdoor receptacles and wherever required by the NEC.
- EC shall mount devices according to ADA requirements and coordinate and confirm mounting of devices with furniture layouts and elevations.
- EC shall confirm all device colors prior to ordering.
- EC shall confirm wiring requirements with equipment manufacturers and confirm locations with owner prior to mounting.
- Electrical and technology equipment shall be mounted in a manner and location assuring proper access and clearances.

Calculation Summary		
Label	Units	Avg
100C CORRIDOR Workplane	Fc	26.10
100C CORRIDOR Workplane_1	Fc	18.98
121 Workplane	Fc	35.25
122 Workplane	Fc	35.50
125 Workplane	Fc	24.00
126A Workplane	Fc	26.00
126B Workplane	Fc	29.17
127-127B-128 Workplane	Fc	31.29
130 Workplane	Fc	44.62
131 Workplane	Fc	0.00
132 Workplane	Fc	44.79
135 Workplane	Fc	43.92
137 Workplane	Fc	45.94
138 Workplane	Fc	43.86
139 Workplane	Fc	44.79
141 Workplane	Fc	43.61
145A Workplane	Fc	0.00
150A Workplane	Fc	38.17
150B Workplane	Fc	20.25
151A Workplane	Fc	26.00
151B Workplane	Fc	30.00
152 Workplane	Fc	53.56
152A Workplane	Fc	20.50
154 Workplane	Fc	26.50
155 Workplane	Fc	26.00
162A Workplane	Fc	38.60
164 Workplane	Fc	15.39
165 Workplane	Fc	64.42
165A Workplane	Fc	16.00
166 Workplane	Fc	46.88
167 Workplane	Fc	34.50
168 Workplane	Fc	0.00
CORRIDOR 100E Workplane	Fc	20.46
Vestibule 100F Workplane	Fc	0.00
100D Workplane	Fc	23.63
104 Workplane	Fc	37.59
106 Workplane	Fc	0.00
107 Workplane	Fc	44.29
108 Workplane	Fc	43.92
110 Workplane	Fc	44.85
111 Workplane	Fc	45.78
113 Workplane	Fc	45.75
114 Workplane	Fc	43.86
115 Workplane	Fc	43.75
116 Workplane	Fc	43.86
117 Workplane	Fc	42.29
118 Workplane	Fc	35.25
119 Workplane	Fc	35.00
120 Workplane	Fc	35.50



These plans, schedules, calculations, and lighting concepts are the property of Lighting Design Solutions (LDS) and are not to be shared, reproduced, viewed, or used in any manner without the explicit written permission of LDS. All luminaires and accessories purchased for this project are to be supplied by LDS unless other arrangements that include additional reimbursement for design costs are codified in a pre-approved written agreement with LDS.

These plans are not approved for construction unless specifically noted. They have not been reviewed or approved by any local or state agency, nor has the building owner confirmed final acceptance of the design or materials. Once approved, the final product details, voltages, accessories and quantities are the responsibility of the installing contractor and are to be fully verified by the contractor prior to release or order. Lead time for luminaires will vary but should be assumed to be 4-6 weeks after release unless specifically noted as "in-stock" or "quick ship" on the LDS Project Quotation.

Lighting performance and energy calculations are based on photometric data provided by the specified manufacturers, expected site finishes, anticipated energy costs, current rebate programs, and the projected operational use of the facility. Lighting Design Solutions, Inc. accepts no responsibility for variances resulting from inaccurate or changed data files, drawings, reflectance values, or rebate programs, and guarantees no alternate funding or rebate payment.

PROJECT INFORMATION: NEW/CONSTRUCTION/GRABIT BUREAU/EDUCATION/ELEMENTARY 615 24TH AVE W MENOMONIE, WI 54751		DRAWN BY: A. THOMER	
		REVIEWED BY: A. THOMER	
CONTRACTOR: BEAR VALLEY ELECTRIC 1738 INDIANHEAD DRIVE MENOMONIE, WI 54751		APPROVED BY: D. DRUMEL	
		DATE: 03/14/2022	
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