

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES



ATTACHMENT A
REVISED ON MARCH 15, 2017
SCOPE OF WORK

**KING GREENLEAF RECREATION CENTER LIGHTING RETROFIT
(MATERIAL AND LABOR)**

OVERVIEW

The District of Columbia, Department of General Services (the “Department” or “DGS”) seeks a Contractor to supply LED tubes, bulbs *and* to retrofit existing fluorescent and Metal Halide type luminaries with new LED luminaries in select areas of the King Greenleaf Recreation Center located at 201 N Street, SW, Washington, DC in Ward 6. Existing LED’, two (2) in the Gymnasium and six (6) in the front lobby area do not need to be replaced.

SCOPE OF WORK

The Scope of Work (SOW) for LED Lighting Retrofit and related work includes the following:

- The Contractor shall provide all labor, supervision, tools, equipment, incidental materials (i.e., sockets, plugs, anchor-bolts, fasteners, connecting wires, insulating tape etc.) and transportation needed for the completion of the SOW. Some luminaries are installed at considerable height and will require a longer size ladder in order to retrofit and clean fixtures.
- The Contractor shall remove and recycling/dispose of all existing ceiling or wall-mounted luminaries and ballasts from their fixtures installed in various areas of the building. Existing luminaries are predominantly linear fluorescent tubes, U-bent tubes and metal halide pendants.
- The Contractor shall remove all lamps from each of the existing fixtures and shall retain the fixture Troffers / pendent domes for retrofitting new LED lamps. Fluorescent and metal halide light fixtures are in rest rooms, corridors, and general use areas of the building.
- Fixture frames, troffers and lenses shall be thoroughly cleaned with soap and water and /or any other suitable cleaning agent prior to retrofitting new LED luminaries.
- A specified number of Fluorescent tubes of various sizes ranging from 2 feet to 4 feet in length and approximately 30 downcast lamps are to be replaced with new LED fixtures. These numbers are estimates and it shall be the responsibility of the Contractor to verify exact numbers prior to submitting bids.

- The Contractor shall ensure that all new LED lamps have compatible ballast/driver reconnected to the existing fixtures as per manufacturers' guidelines.
- The Contractor shall dispose of removed lamps, ballasts, debris and similar materials from work site on daily basis at the end of each working day.

ELECTRICAL DRAWINGS

The Contractor shall perform the work in accordance with the drawings included herein.
(*Attachment E*)

MATERIALS SPECIFICATION

All LED tubes and bulbs shall conform to LM-79 reports and/or be certified by an LED Lighting Facts label. Other specification includes:

- The interior of glass tube shall be suitably coated to reduce glare and provide uniform distribution of light appropriate for each light setting.
- The LED tubes and other luminaries shall be operable at 60 cycles, 120-270 Volt a/c supply.
- Color rendering index (CRI) shall be equal or greater than 70.
- The assembled LED and Driver unit should be compatible to existing lighting fixtures that consist of mostly ceiling mount troughs. There are also some downcast ceiling flush fixtures.
- The LED Driver unit, an integral unit of LED luminaire assembly, shall also operate on 60 cycles, 120-270 a/c Voltage.
- All LED tubes and bulbs shall have internal drivers:

WARRANTY

LED tube, bulbs and Driver assembly shall have at least a five (5) year manufacturer's warranty (50,000 hours). Where LED failure tube and bulb results in greater than 5% light loss of the overall lumen output during the course of its operation or found to be inoperable for any reason shall be replaced promptly and without cost to the District.

REBATES

The Department expects the Contractor to have knowledge of any rebate programs or tax credits currently available, and to include the rebate as part of their proposed Bid. Thus, DGS's total upfront cost shall be the cost of materials and labor, less the amount of the rebate. The Contractor shall take care of applying for and receiving the rebate, and will pass those savings on to DGS upon invoicing. The Contractor shall reimburse the District for any lighting rebates received through the DC Sustainable Energy Utility for this lighting retrofit project.

See the below DCSEU link for additional information:

<https://www.dcseu.com/for-my-business/custom-rebates/how-to-apply>

GENERAL TERMS AND CONDITIONS OF CONTRACT

- The selected Contractor shall coordinate with DGS Facilities Division, the property facility manager, and DPR staff to coordinate and schedule hours of work, with the intent of minimizing DPR program disturbance and maximizing Contractor, occupant, and staff safety.
- The Lock/tag out system shall be used when electrical supply panels/circuit breakers are secured.
- The Contractor shall be responsible for the removal of all trash, removed/replaced parts and/or debris that may be generated on a daily basis.
- All replaced fixtures, lamps and ballasts shall be hauled away and disposed in a manner that confirms to applicable U.S. Environmental Protection Agency (EPA) and District regulations. The Contractor shall provide necessary documentation to the PM to indicate that materials have been recycled and disposed of in a proper manner in accordance with Federal and District regulations.
- The power to replace lights shall be provided via the existing electrical distribution (120/277 V) and Circuit breakers. The Contractor shall verify the electrical distribution panels prior to start of work.
- The Contractor shall take ampere readings (circuit current measured in amperes) of three (3) randomly selected lighting circuits in the presence of the PM. Ampere readings shall be taken before and after installation.
- The contractor shall perform all work as outlined in this Scope of Work in compliance with National Electric Safety Code and other OSHA Safety Standards.
- The Contractor shall reimburse the District for any lighting rebates received through the DC Sustainably Energy Utility for this lighting retrofit project.

CONTRACTOR QUALIFICATIONS

- The Contractor shall be a DC Licensed Master Electrician registered with the Department of Consumer and Regulatory Affairs (DCRA), and familiar with the local code and safety requirements of electrical wiring.
- The Contractor shall maintain minimum insurance coverage.

INSTRUCTIONS TO BIDDERS

- 1) **Site Visit:** All interested bidders are encouraged to attend the Site Visit scheduled at **11:00 a.m. on March 13, 2017** at the King Greenleaf Recreation Center – 201 N St SW, Washington, DC 20009. All interested Bidders will meet in the Lobby. Please arrive on time.

- 2) **Questions:** All questions concerning this RFQ shall be submitted electronically by Tuesday, **March 14, 2017** to: Brian Carter, Contract Specialist, via email at brian.carter@dc.gov. All answers to questions will be provided by form of Addendum to interested Bidders.
- 3) **Due Date:** Proposals/Presentation (hard copy) (see below) shall be submitted electronically by **12:00 p.m. on Friday, March 24, 2017** to: Brian Carter, Contract Specialist, via email at brian.carter@dc.gov.

PROPOSAL/PRESENTATION REQUIREMENTS

- 1) **Bid Form:** Bid Form (*Attachment B*) shall be submitted on time by the Due Date and shall *not* be altered by the Bidder(s).
- 2) **Project Schedule with Projected Savings:** A preliminary Project Schedule indicating milestones and work activities with time and cost from start to finish dates of the project shall be submitted with the Bid Form on the Due Date. Each bidder shall supply an estimate of projected energy savings, return on investment, and simple payback period, based on DGS-provided energy data; Pepco Bill's (*Attachment C*) and data that the bidder will gather from <http://www.buildsmartdc.com/buildings/116>
- 3) **References and Projects Completed:** Each bidder shall submit a list, summarizing lighting retrofit projects that the bidder has completed and references for each project completed.
- 4) **Tax Certification Affidavit:** Each Bidder shall submit a completed and typed Tax Affidavit (*Attachment D*). In order to be eligible for this procurement, Bidders must be in full compliance with their tax obligations to the District of Columbia government.
- 5) **Licenses/Insurances:** Each Bidder shall provide a copy of DC Electrician Master License and required Insurance Certificates.

PROJECT TIMELINE

The entire project must be completed within fifty (50) calendar days from Notice to Proceed Date. Time is of the essence with respect to this project. As such, the Contractor must dedicate such personnel and other resources as are necessary to ensure that the required Services are completed on-time and in a diligent, skilled, and professional manner. In such circumstances, an extension of time may be granted by the DGS Contracting Officer after making determination of the cause for delay and amount of time extension reasonably needed.

The Contractor shall be prepared to proceed immediately following notice by the District Representative and to complete the deliverables within the following timeframes:

- 1) Final Project Schedule shall be provided ten (10) calendar days from Notice to Proceed date for approval by the PM.
- 2) Materials shall be delivered and Labor shall be completed within fifty (50) calendar days from Notice to Proceed Date.

PROJECT MANAGER/COTR

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