

**City of Union, Kentucky**  
**Public Works Committee (PWC)**  
**Amy Safran, Interim City Administrative Officer (ICAO)**  
**Brian Garner, Public Work Supervisor and Commissioner**

**DECEMBER 6<sup>TH</sup>, 2022**

**REQUEST FOR QUOTES (RFQ)**

**For**

**SR 536 LED STREET LIGHT MAINTENANCE**

**AND**

**REPAIR SERVICES**

**RFQ Release Date: December 7<sup>th</sup>, 2022**

**Quotes Due Date: Wednesday, January 11<sup>th</sup>, 2023 at 3:00 pm**

**Contract Award Date: February 6<sup>th</sup>, 2023**

## **City of Union, Kentucky**

### **REQUEST FOR QUOTES**

**RFQ Release Date: Wednesday, December 7<sup>th</sup>, 2022**

**Quotes Due Date: Wednesday, January 11<sup>th</sup>, 2023**

Sealed Quotes will be received and opened at the Union City Building, 1384 Bristow Road, Union, Ky 41091 **on Wednesday, January 11<sup>th</sup>, 2023 at 3:00 pm** for work described in the Request for Quotes (RFQ) entitled:

#### **SR 536 LED STREET LIGHT MAINTENANCE AND REPAIR SERVICES**

##### **PROJECT DESCRIPTION**

The City of Union, Kentucky is soliciting Quotes to provide street light pole and fixture maintenance and repair services for the city's approximately 62 LED Luminaire Street lights along SR 536 Mt. Zion Road. The existing street light system was installed as a part of the new SR 536 roadway. The KYTC has finalized inspections and has transferred over the entire street lighting system to the city of Union. The City's contractor must be available 24-hours a day, 7 days a week, and able to provide the labor, equipment including supplies to satisfy the city's street lighting needs including emergencies. The work includes, but is not limited to traffic controls, preventive maintenance, repair, replacement, and/or adjustment of streetlights, poles, bracket arms, foundations, heads, and related parts and materials; and, emergency repairs, when required. The RFQ Documents herein include more descriptions for the Quotes involved.

##### **COPIES OF THE QUOTES PACKAGE**

The RFQ and Contract Documents may also be obtained at the Union City Building for a non-refundable fee of \$30. The physical address is: 1843 Bristow Road, Union, Kentucky 41091.

The RFQ and Contract Documents can also be found on the City's website below:

**<http://www.cityofunionky.org> – Bids/Quotes**

#### **I. PROJECT TERMS, RATES, INSURANCE, COMPENSATION AND SCHEDULE**

##### **A. Contract Term**

The city of Union is seeking Quotes from qualified contractors to provide a comprehensive street lighting preventative maintenance and repair program for a one-year period ending February 6<sup>th</sup>, 2024 with an option to extend the contract up to four (4) additional one-year terms for a total possible life of five (5) terms ending February 6<sup>th</sup>, 2028.

##### **B. An Opinion of Project Fees and Costs**

In general, the City's estimated opinion of annual project costs for Preventative Maintenance of 62 LED Luminaire Street lights are expected to be in the range of a Flat Rate for 62 LED Street Lights of \$15,000 (\$242/light) to \$20,000 (\$323/light) per year plus any Emergency Repairs or Replacements, when Extra Work is required.

**C. Flat Rate Price and Adjustments**

In submitting Quotes, each bidder shall set forth the amount they will accept for a Flat Rate Fee Per Pole for the prevention and general maintenance of each of the 62 LED Luminaire Street Lights during the initial one (1) year term in payment for the services, as required, in accord with the Contract. For Emergency Repairs, the Contractor’s hourly time rate costs plus materials and equipment shall be used.

The Flat Rate Fee Per Pole shall be reviewed annually by the successful bidder and the city; and Flat Rate increases may be requested in writing with detailed justification. Nevertheless, maximum increase in labor and/or equipment costs in anyone (1) year term shall be five (5) percent or the most recent increase in the Consumer Price Index (CPI) for the Region published by the United States Department of Labor, Bureau of Labor Statistics, whichever is less. Exceptions related to equipment or materials costs must be justified in a letter to the city with supportive data and analysis.

**D. Prevailing Wage**

This work may be subject to prevailing wage. The Contractor shall comply with all Kentucky State laws relating to employment and wages. The hourly rate wages to be paid laborers or workers shall not be less than the prevailing rates for an hour’s work in the same trade or occupation within Boone County.

**E. Insurance Requirements**

The selected Contractor shall have \$1,000,000 General Liability Insurance, \$1,000,000, Auto Insurance, and \$1,000,000, Worker’s Compensation Insurance. The selected Contractor will be required to provide copies of Certificates of Insurance and Endorsements to the City evidencing the insurance coverage and naming the City as additional party insured.

**F. Compensation and Payments**

The selected Contractor will be required to sign a City Standard Agreement for Professional Services provided by the City’s legal counsel. The Contractor shall submit monthly billings. The City shall make periodic payments within 30-days of receiving and approving an invoice in proportion to the satisfactory completion of the contractor’s work.

**G. Schedule and Submittals**

The target dates for this Request for Quotes and Contract Award are as follows:

<b>RFQ Release Date</b>	<b>December 7<sup>th</sup>, 2022</b>
<b>Quotes Due Date</b>	<b>Wednesday, January 11<sup>th</sup>, 2023 at 3:00 pm</b>
<b>Contract Award</b>	<b>February 6<sup>th</sup>, 2023</b>

**H. Pre-Quoter’s Questions, Meetings & Project Site Visit**

Prior to the date Quotes are due, interested Contractors are encouraged to ask Quote related questions, meet with the Interim City Administrator, other City staff or other individuals and/or visit the project site. The Interim City Administrator contacts are as follows: Amy Safran (859) 384-1511 (office); [amys@cityofunionky.org](mailto:amys@cityofunionky.org) (email)

## II. INSTRUCTIONS TO BIDDERS FOR QUOTES REQUIREMENTS

### A. Preparation of Quotes

Quotes shall be made on the Quotes Form included in the Request for Quotes. Bidders shall enter all requested information in the appropriate spaces on the Quote Rate Sheets. No oral, telephone, facsimile, or electronic Quotes will be accepted. (See Attachments 1 through 5.)

### B. Examination of Quotes Documents

The Quotes Documents consist of this Request for Quotes, each and every document listed in the Attachments. Bidders shall thoroughly examine and be familiar with all Quotes Documents. (See Attachments 1 through 5.)

### C. Conformance to Quotes Requirements

All requested attachments should be submitted with the completed Quotes Documents and in the designated format. (See Scope of Work and Attachments 1 through 5.)

### D. Submission of Quotes

Bidders shall submit original (clearly marked “Original”) and one (1) copy (clearly marked “Copy”) of the completed Quotes Documents, together with any required attachments or explanatory materials, prior to the time and date set for receiving Quotes as stated on the cover page of the Request for Quotes. Quotes shall be delivered in a sealed envelope clearly marked with the applicable proposal description addressed to:

**City of Union, Kentucky, Interim City Administrator:**  
**Attention: Amy Safran, Interim CAO**

### E. Bidders Minimum Qualifications

1. Bidders must be a qualified licensed Contractor pursuant to state law and registered to do business in the city of Union, where applicable.
2. Bidder must not be disqualified by the City or the State Contractor’s Board from working on public contracts.
3. Bidder must have qualified and experienced employees, equipment, and materials and the ability to adequately repair and maintain the city’s street lighting system.
4. Bidders must be available to respond to reports of streetlight outages and diagnose and/or repair the malfunction within 16 business hours as required by this contract, except for knockdowns, which may require more time.
5. Contractor must have the ability to create and update mapping of the city’s street lighting system in a form that is usable by and acceptable to the city. For a mapping example, see the attached Street Lighting Plans.
6. Contractor must have the ability to meet all requirements set forth in City’s Services Contract and related Conditions included in this RFQ, where applicable.

## **F. Evaluation Criteria**

Quotes will be evaluated based on the following Criteria to be weighted in general by percentages shown:

### Criteria

1. Costs. Based on the costs indicated on the attached Quotes Rate Sheets. 30%  
The payment of prevailing wage may be required. The cost of services is only one factor that will be considered during the Quotes evaluation.
2. Qualifications and ability to meet the performance requirements. 25%  
Appropriateness and qualifications of the personnel, experience, training, certifications. Equipment, and facilities for the specified services. Ability to perform services described in the required manner and time frame. Immediate access to elevated equipment including a “high boom truck” is critical for emergencies.
3. References. Comments from references regarding bidder’s responsiveness to customer requirements, compliance with the contract terms, conditions, and work quality. 25%
4. Other street lighting fixture maintenance program and inventory management system for City of Union. Appropriateness and ability to implement the required maintenance, as specified. 10%
5. Repeat street lighting services for other local cities, where applicable. 10%

## **III. SCOPE OF WORK**

### **1. DEFINITION**

Street Lights System. For the purpose of this contract, “Street Lights System” shall be understood to mean the LED Luminaire, including lamp, reflector, refractor, leads, contacts, socket, and housing, and in addition thereto, the poles, the ballast, the luminaire cells and the wiring within and between poles, transformer, underground foundation and/or aerial, as it pertains to the entire street lighting system. There are 62 such LED Luminaire Street Lights within the City along SR 536/Mt. Zion Road including two (2) Traffic Roundabouts included within this Quote. A service meter exists for Duke Energy of Kentucky to charge the City of Union for energy usages for the entire street lighting system on a monthly basis. (See Attachment No. 1 for the Detailed Street Lighting Plans and Specifications – Nine Pages)

### **2. WORK TO BE PERFORMED BY CONTRACTOR AND PAYMENTS**

This Proposal includes all work to be performed under the separate categories of Preventative Maintenance and/or Emergency Repairs Services, when required.

#### **a. Preventative Maintenance Services.**

During each six (6)-month period of the contract, the contractor is expected to physically observe and/or inspect the 62 LED street light systems including foundations, poles, transformer, connectors, conduits, brackets, LED Luminaire, junction boxes, etc. and all associated electrical equipment to ensure proper function and operation. In general, the contractor shall observe and clean, when necessary, said components of the luminaire each time an observation or inspection is made to the fixture under the terms of this contract. Any minor adjustments to make the luminaire functional during these inspections shall be included. Said cleaning may consist of wiping the lens, refractor, opal glass with a clean, soft cloth so as to remove all dirt, dust, and foreign matter, where required. Annually, the Contractor shall submit a Report detailing the observed preventative work performed on all 62 LED Street Lights including any recommendations resulting in certain issues for life cycle wear, luminaire warranty, corrosion and/or deterioration, which the City needs to consider for repairs prior to an emergency or street lighting malfunction.

- b. Emergency Repair Services. Within sixteen (16) business hours of notification by the City of a malfunction, the Contractor shall diagnose the source of the malfunction within said street light or lighting system including any circuitry problems. If said malfunction involves LED Luminaire, leads, contacts, sockets or other minor parts, Contractor shall immediately replace said malfunctioning part or parts using Contractor's hourly time rate costs plus equipment and materials. If the malfunction requires more than minor repairs (i.e., full fixture replacement, brackets, pole, foundation, etc.), the Contractor shall provide a written estimate of the time and materials cost to the City for authorization prior to performing repairs. For major or other emergency repairs, the City reserves the right to obtain quotes from other qualified contractors for any repairs estimated to cost over one (1) thousand dollars.
- c. Materials and Equipment Stocking and Status Reports. The Contractor shall keep an adequate supply of replacement parts including duplicate or approved equal of LED Luminaires, poles, brackets, etc. on hand for use in repairs and emergencies. The Contractor shall also keep, and update maps or plans regarding the status of the City's Street Lighting system including actual location of each light and conduit/wiring schematics showing how power is fed to each light including replacements and any system changes for public records and warranties. Upon request, the Contractor shall provide the City with any updated Status Reports.

### 3. SPECIFIC MAINTENANCE ITEMS

The following is a list of items and their location to be maintained under this contract.

Sixty-two (62) City-owned LED luminaries located along SR 536/Mt. Zion Road. Copies of Street Light System Design Plans and Specifications transferred from the KYTC to the City are included with the RFQ Documents herein for the Contractor to update and provide a comprehensive list of all Street Lights and their locations including any changes during the life of the contract or any future renewable contracts.

#### 4. NEW INSTALLATIONS OR DELETIONS

The Contractor shall maintain any new street lighting equipment. These newly added items, regardless of the complexity of the technology shall be maintained in the same manner and for the same flat rate as those devices already covered by the contract.

#### 5. WARRANTY SERVICE - LUMINAIRES

The existing 62 LED Luminaires are under the original 10-year transferable warranty with about just less than 5 years remaining on the original warranty. (Ref. Attachment 1, Sheet T48 Specification #49 of the Plans, and day of delivery – Record Set of Drawings are Dated October 28<sup>th</sup>, 2016). The Luminaires warranty includes parts, materials, paint finish and shipping (both ways) required to repair or replace the Luminaires. Technical support (by phone) is provided from the manufacturer. During the remaining warranty period, the Contractor shall be responsible for making contacts between the equipment manufacturer, the installing Contractor (i.e., Bansal Electric) and the City regarding any required services including such repairs or replacements including shipping covered by the warranty. The Contractor shall notify the City of any undue delays in response due to the manufacturer or installing Contractor and provide details of each incident.

#### 6. PAYMENTS TO THE CONTRACTOR

- a. Preventative Maintenance – Flat Rate Fee Per Pole and 100% Replacement Parts.
  - 1) Based upon the successful Bidder's Quote Award for Preventative Maintenance on the 62 LED Luminaires and the associated equipment including adequate traffic control safety (Ref. Kentucky Transportation Cabinet/Department of Highways, Standard Specifications), the City shall pay the Contractor 50% of the total Annual Fee for all 62 LED Street lights at the beginning of anyone (1) year term of the contract; and, the remaining 50% at mid-year after the first six (6) months of the contract.
  - 2) The Contractor shall keep adequate supply Replacement Parts including LED Luminaires, poles, brackets, etc. on hand for use in emergency repairs. Based upon the successful Bidder's Quote Award, the City shall pay the Contractor 100% of the costs for the initial purchase of material parts and equipment for stocking at the Contractor's facilities including a limited number of duplicate LED Luminaires, light poles, brackets, etc., for Emergency Repairs. The Contractor shall submit a detailed list including cost of supply replacement parts prior to ordering.
- b. Emergency Repairs – Contractor's Hourly Rates Plus Equipment and Materials.

When required, the Contractor shall submit his claim for any Extra Work payments under this contract on a monthly basis. The claim must contain the following information:

  - 1) Hours of work performed under this contract including date and time.
  - 2) Hourly rates shall be in one-quarter (1/4) hour increments.
  - 3) Detailed description of actual work performed.

- 4) Detailed breakdown of costs and actual work performed.
- 5) Detailed breakdown of actual costs of materials used.
- 6) Contractor shall provide invoices for materials used showing actual costs.
- 7) A maximum 15 percent (%) upcharge is usually the generally accepted standard for reimbursement for parts and other equipment ordered from manufacturers.

## ATTACHMENT 1

**LED LUMINAIRES AND LIGHT POLES, ETC. DETAILS (REF THE LIGHTING SYSTEM PLANS AND SPECIFICATIONS – SHEET NOS. T47 THROUGH T56).**

**REGARDING THE COLOR OF THE LIGHT POLES (I.E., SILVER RATHER DARK BROWN POLYESTER POWDER COAT, AS SPECIFIED ON THE PLANS). IT IS NOTED THAT THE CITY HAS ACCEPTED THE SILVER POLES AND OTHER ASSOCIATED BRACKETS, ETC. AS EXISTING. ANY REPAIRS, REPLACEMENTS OR PAINTING SHALL DUPLICATE OR REASONABLY MATCH THE EXISTING SYSTEM, AS AN APPROVED EQUAL.**



**QUOTES AND SUBMITTAL**  
**INFORMATION**

- 1. Quotes Format and Submittal Information (See Attachment 2)**
- 2. Quote Rate Sheet (See Attachment 3)**
- 3. Bidder Company Information and Reference (See Attachment 4)**
- 4. Supplemental Narrative (See Attachment 5)**

**Attachment 2**  
**QUOTE FORMAT AND SUBMITTAL INFORMATION**

**Project Name: SR 536 LED Street Light Maintenance and Repair Services**

**I. SUBMITTAL TIME AND ADDRESS**

One (1) original and one (1) copy of the RFQ must be submitted before or on **Wednesday, January 11<sup>th</sup>, 2023 at 3:00 pm at the following location:**

City of Union, Kentucky  
1384 Bristow Road,  
Union, Kentucky 41091

Attention: Amy Safran, Interim City Administrator

**II. QUOTE FORMAT**

The minimum information required for the RFQ should be as listed in accord with Items A. through E. below. The Contractor may submit additional information provided that is relevant to their experience or qualifications to perform the scope of services.

A. Letter of Transmittal

1. Confirm the receipt of the RFQ and all Addenda, if any, thereto.
2. Provide the name, title, address, telephone number and email address of the individual to whom correspondence and other contacts should be directed during the evaluation process.
3. Provide the name, title, address, and telephone number of the individual(s) authorized to contractually bind the firm.
4. Signed by an officer authorized to bind the Contractor firm contractually.

B. Table of Contents (for a chronological documents review)

C. Quote Rate Sheets

See Attachment No. 3.

D. Bidder Company Information and References

See Attachment No. 4.

E. Supplemental Narrative

See Attachment No. 3

## Attachment 3 QUOTE RATE SHEET

**Project Name: SR 536 LED Street Light Maintenance and Repair Services**

Bid Unit Rates shall include mobilization, debris removal, traffic control, and any related costs to complete work in strict compliance with the specifications, terms and conditions set forth in the Scope of Work.

### **I. PREVENTATIVE MAINTENANCE SERVICES – FLAT RATE COST**

	Description	Unit	Flat Rate
1.	Preventative Maintenance: Flat Rate, Per Light/Pole, Etc.	Per Pole	\$
2.	Total LED Lights/Poles, Etc.	62	\$

### **II. EMERGENCY REPAIRS AND/OR REPLACEMENT INCLUDING LABOR AND MATERIALS AND PERCENT (%) MARKUP**

	Description	Unit	Amount
	Actual Cost-Plus Percent (%) Markup	Percent (%) Markup	( ) Percent (%)
1.	5 LED Luminaire – Type A (50 Watt) (See Plans Attachment 1) (See Warranty Services)	Each (including labor & equipment)	\$ _____
2.	49 LED Luminaire – Type B (150 Watt) (See Plans Attachment 1) (See Warranty Services)	Each (including labor & equipment)	\$ _____
3.	8 LED Luminaire – Type C (220 Watt) (See Plans Attachment 1) (See Warranty Services)	Each (including labor & equipment)	\$ _____
4.	Knockdown Pole, Brackets, etc., replacement including all associated labor and equipment, per specifications (re-use EXISTING foundation/breakaway support); Pole Type: American Electric Lighting or equal Model#ATBO- 20BLED70480-R3-BZ-P7-SH, Silver finish, for LED Luminaire Type A (50W); Pole Type: American Electric Lighting or equal Model#ATBO- 20BLED10480-R3-BZ-P7-SH, Silver Polyester Powder Coat, for LED		

	Luminaire Type B (150W) or Type C (220W) (See Plans Attachment 1)	Per Pole (including labor, equipment & Percent Markup)	\$ _____
5.	Knockdown Pole, Brackets, etc., replacement including all associated labor and equipment, per specifications (construct NEW foundation/breakaway support); Pole Type: American Electric Lighting or equal Model#ATBO-20BLED70480-R3-BZ-P7-SH, Silver finish, for LED Luminaire Type A (50W); Pole Type: American Electric Lighting or equal Model#ATBO-20BLED10480-R3-BZ-P7-SH, Silver Polyester Powder Coat, for LED Luminaires Type B (150W) or Type C (200W) (See Plans Attachment 1)	Per Pole (including labor, equipment & Percent Markup)	\$ _____

BIDDER/CONTRACTOR NAME:

\_\_\_\_\_

**Attachment 4**  
**COMPANY INFORMATION & REFERENCES**

**Project Name: SR 536 LED Street Light Maintenance and Repair Services**

- This page of the bid form must be signed.
- Use ink and print legibly. Unit prices, when relevant, are mandatory and shall control.
- Initial and date any cross-outs.

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Company **Corporation Yard** Address/City/State/Zip:

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Print Name of Signatory: \_\_\_\_\_

Print Title of Signatory: \_\_\_\_\_

Contractor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Business Organization: Individual Proprietorship Partnership - Date of Formation

\_\_\_\_\_

Corporation - Date of Incorporation \_\_\_\_\_

Federal Tax ID Number \_\_\_\_\_

Number of years the Contractor has been engaged in the construction business under the present firm name, as indicated above: \_\_\_\_\_

Indicate whether Company has been, or is the subject of a bankruptcy of insolvency proceeding, or subject to assignment for the benefit of creditors:

Yes\_\_ No\_\_ If yes, please provide dates, and results \_\_\_\_\_

\_\_\_\_\_

**Reference Check:** Please include at least the last three (3) related government or private sector projects your company has completed or are currently working on:

<u>Project Name</u>	<u>Agency/Company</u>	<u>Location</u>	<u>Contact Information</u>
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____

## **Attachment 5**

### **SUPPLEMENTAL NARRATIVE**

**Project Name: SR 536 LED Street Light Maintenance and Repair Services**

**Attach to this Proposal Narratives that provide the following information:**

(Check the circle next to each item, indicating that a detailed narrative is attached for that particular item.)

- Description of bidder's shop and storage facilities, including whether such facilities currently exist or will be established within ninety (90) days of contract award, facility size, a list of activities that will take place at the facilities, etc.
- List of bidder's communications equipment that will be utilized under this contract, including telephone, radio, pager, cell phone, fax, email, etc. Include appropriate numbers, addresses, etc.
- Inventory of necessary equipment that will be stocked for emergencies and maintenance spares and the location where the equipment will be stored.
- List of special equipment, testing services, repair, utility and maintenance, including the number, type, age, location, and condition.
- Description of bidder's training and safety programs for its field employees. Description of the bidder's wage and benefit structure as it applies to worker's performing under this contract.
- List of relevant employees, with skill, experience, training, certifications, qualifications,