

Request for Proposals:

Pole Replacement &

LED Street Light Conversion Project

**SECTION I – PURPOSE AND BACKGROUND**

**A. PURPOSE**

In this Request for Proposals (“RFP”), the Uptown Business Improvement District of the Town of Canandaigua (the “Town”) intends to review the relevant experience of qualified firms (“Firm”) to upgrade the Seventy-Two (72) municipally owned streetlights on Route 332. Utilizing the existing concrete foundation locations, the Town would like to install new poles and full cutoff LED luminaire fixtures to maximize uniformity & efficiency. The light poles are located on State Route 332 between County Road 28 and Emerson Road

**B. SCHEDULE**

Issuance of RFQ/P: Monday May 6, 2024

Deadline for Submissions: Tuesday May 28, 2024

Contract Awarded Monday June 10, 2024

**C. BACKGROUND**

The Town is looking to solicit offers from interested and qualified vendors/contractors to utilize the existing concrete foundation locations and install new light poles & energy efficient LED lighting within these locations and specifications set forth in Section 3.

The selected vendor/contractor will be responsible for the removal and disposal of the existing poles, the installation of a new lighting poles, and the installation of energy efficient lighting fixtures & lighting. In addition, the vendor will be responsible for repairing any damage caused on site as well as the cleanup and disposal of the site and all site materials.

**D. RESPONSIBLE RESPONDENT QUALIFICATIONS**

Respondents must provide all equipment and material to perform necessary services and have demonstrated experience with all aspects of the project. Respondents must have properly registered (if required) and insured equipment and be licensed (if required) to operate said equipment. Respondents must be in good financial standing with federal agencies and the State of New York.

**SECTION 2 – STATEMENT OF QUALIFICATIONS**

This section outlines the information that must be included in your Qualifications Statement. Please respond with your information in the same order as the items in this section.

1. Please provide a brief history of your Firm including the number of years in business, identification of company ownership, and the number of employees. Describe a minimum of three (3) projects of similar scope that best demonstrate the firm’s qualifications to undertake all aspects of this project.
2. To the extent that you would engage subcontractors or consultants for this project, or would work on this project in conjunction with any project organizer or you or a principal, officer or agent would enter or has entered into any contract (as such term is defined in General Municipal Law Article 18) with any other third party in connection with this RFP or your response to this RFP (any such subcontractor, consultant, organizer or other third party a “Third-Party”), please provide the name, location and contact information for each. Each Third Party will be required to provide a complete copy of its contract with the Respondent. Please state which elements of the Scope of Services, if any, as described in Section 3 of this RFP, each Third Party would perform or participate in performing (“Third-Party Services”). For each Third Party please provide a brief history, including the number of years in business, identification of company ownership and the number of employees, together with the information specified in Items 1, 3, 5 and 6 of this Section 2 – Statement of Qualifications. With respect to each Third Party, please also provide (a) the information specified in Section 3 – Scope of Services for each element of the Scope of Services comprising the Third-Party Services; and (b) to the extent relevant to the Third-Party Services, the information requested in Item D1 of Section 4 – Elements of Response. If any Third Party has experience in similar projects, please indicate and describe the experience. If any contract between you and any Third Party requires approval from the New York State Public Service Commission or any other agency of the State of New York, please submit proof of such approval. The information required by this subsection 4 may be furnished directly by any Third Party as an addendum attached to your response to this RFP.
3. Provide a minimum of three (3) clients for whom your firm has successfully completed project for. Include the following information for each client:
   1. Name and address of client.
   2. Name and telephone number of contact person.
   3. Summary of the services provided.

**SECTION 3 – SCOPE OF SERVICES**

The Scope of Services should address Respondent’s capacity to complete the following expected functions including full removal, replacement, installation through to final completion of new streetlights along NYS Route 332 in the Uptown Business Improvement District including the replacement of all light poles and lighting fixtures. Specifications of light poles and fixtures are attached.

Respondent is responsible for all phases of the project from start to finish including all inspections, certifications, highway work permits, traffic control, materials, services, or any other matter needed to replace the light poles, lights, and wiring existing, with new services including new poles, lights, and wiring.

Specifications

Lume pulse

ALG7200-277-CSL-M150-30K-CRI70-2-BK-DIM-P4

ARM-P-P4-CS6-S1E-4-R—BK

ALG7124-277-CSL-S60-30K-CRI-70-2-BK-DIM-P3

ARM-P-P3-CS4-S1X-6-R-BK

BA-2-CLMP-18-S2X-6-R-BK-SPL (029645A).

PL-S-6-AL-R-23-H-BK-WO-TN4-DRG-A8-SPL (029645B)

1. All poles are to be aluminum with powder coat painting and have a lifetime warranty against decay and corrosion.
2. The lighting on the road shall be maintained at 1.24 FC on average with a min / max of no greater than 5 to 1.
3. If alternate light is being proposed in your proposal, contractor must submit a complete PT X PT detailing all lights levels and meeting the light levels requested in specifications.
4. Color of the equipment is to be black.

**SECTION 4 – ADDITIONAL REQUIREMENTS**

The Contractor agrees to provide services to the Town as an independent contractor and not as an employee, as those terms are understood for New York and Federal law purposes. The Contractor agrees to provide for, secure, and/or be solely responsible for any and all required fees, permits, Workers Compensation coverage, Unemployment Insurance, Disability Insurance, Social Security contributions, income tax withholdings and any other insurance or taxes, including but not limited to Federal and New York taxes, for any persons performing services pursuant to a subsequent agreement, including the Contractor, and any employees of the Contractor. The Contractor agrees to indemnify the Town and hold the Town harmless form any claims, suits, losses, or damages, including reasonable attorney fees, resulting from any failure on the part of the contactor to satisfy its obligations as stated herein.

The Contractor acknowledges and agrees to purchase, register, and insure all necessary equipment and vehicles to provide the scope of services identified. Automobile liability insurance must have a minimum limit for bodily injury and property damage of $1,000,000/$3,000,000.

The Contractor acknowledges and agrees to purchase comprehensive general liability insurance with minimum liability limits of $1,000,000/$3,000,000 for personal injury and property damage, and $3,000,000 aggregate to protect against claims brought against the Town, which may arise from the provision of services under a subsequent agreement. The contractor agrees to name the Town as an additional named insured.

The Contractor agrees to indemnify the Town and hold the Town harmless from any claims (including but not limited to claims under Labor Law Section 240 [Scaffold Law], if applicable), suits, losses, or damages resulting from or relating to any services provided by the Contractor and/or equipment or materials used by the Contractor, or any other person performing services pursuant to a subsequent agreement. All employees or subcontractors working under Contractor must be trained and instructed under requirements of NYS Scaffold Law. The Contractor shall be liable to the Town for any loss, damage or destruction or any property, materials, goods, documents, or other items, including reasonable attorney’s fees, resulting from, or related to the negligence, or other wrongful acts of the Contractor, the Contractor’s employees, or any other person performing services pursuant to a subsequent agreement.

The Contractor may not assign, transfer, sublet or otherwise dispose of the Agreement without the prior written consent of the Town.

The Town reserves the right to require additional contractual provisions it deems appropriate to give effect to this Proposal.

**SECTION 5- ELEMENTS OF THE RESPONSE**

All proposal submissions must include the following information to be considered complete. Please respond to the sections following the same order as in this RFQ. For each step, be sure to detail what technical and support services you would have available.

**A. COVER LETTER**

A letter on the Respondent’s business stationery from the individual(s) or principal officer of the firm offering the proposal certifying the proposal will remain in effect for ninety (90) days after the proposal due date. The letter should contain a general description of the mission or focus of the organization and provide the name & address of the individual or firm, and contact information for the individual or officer (telephone number & email address).

**B. STATEMENT OF QUALIFICATIONS as defined in Section 2**

**C. SCOPE OF SERVICES as defined in Section 3.**

**SECTION 5 – SUBMISSION GUIDELINES**

1. All Respondents should carefully review the contents of this document. All the Requirements and Specifications in this document may become part of an agreement to be signed by the Town of Canandaigua and the successful Respondent.

2. All proposals must be submitted **no later than 2:00 p.m.** on **Thursday May 28, 2024.**

Respondents must submit an electronic copy to:

Town Clerk, Town of Canandaigua

5440 Routes 5 & 20

Canandaigua, NY 14424

585-394-1120

[claske@townofcanandaigua.org](mailto:claske@townofcanandaigua.org)

RE: Pole Replacement & LED Street Light Conversion Project

3. Inquiries concerning this RFP can be submitted to Jim Fletcher via email [jfletcher@townofcanandaigua.org](mailto:jfletcher@townofcanandaigua.org) with “Pole Replacement & LED Street Light Conversion Project” in the subject line.

4. All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Responder and will not be reimbursed by the Town.

6. The proposal is not a contract offer. A contract is a separate, written agreement between the Town and the Respondent which may be entered into after the selection process.

The Town of Canandaigua reserves the right to accept any on-time response, to reject any and all responses and to waive any irregularities or informalities in a response when doing so is in the best interest of the Town.

**PROPOSAL SIGNATURE PAGE**

**POLE REPLACEMENT & LED STREET LIGHT CONVERSION PROJECT**

**TO: Clerk, Town of Canandaigua**

**THE UNDERSIGNED PROPOSES TO PROVIDE THE GOODS AND SERVICES** required as set forth in the reference Request for Proposal. If successful, the Bidder hereby agrees to furnish the goods and services in accordance with all terms, conditions and specifications contained within reference Request for Proposal, at prices submitted in referenced specification. I certify that I am authorized to sign this proposal, myself or in behalf of the company or firm I represent, and to enter into a binding contract with the Town of Canandaigua. This signed proposal will become part of a binding contract after awarded by the Town of Canandaigua to the successful bidder.

**NOTE: By signing and submitting the proposal form for consideration by the Town of Canandaigua, the Contractor acknowledges they have read, understood, and agreed to all aspects of the specification as presented without reservation ort alteration.**

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Legal name of person/firm/corporation Authorized Signature

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Date Telephone No. Fax No.

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E-mail address

**YOU MUST RETURN THIS SHEET WITH YOUR PROPOSAL**

**NON-COLLUSION FORM**

**POLE REPLACEMENT & LED STREET LIGHT CONVERSION PROJECT**

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, as to its own organization, under penalty or perjury, that to the best of his or her knowledge and belief:

1. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition as to any matter relating to such prices with any other bidder or with any competitor.
2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any other competitor; and
3. No attempt has been made or will be made by the bidder to induce any other person, partnership, or corporation to submit a bid for the purpose of restricting competition.
4. No person, broker or selling agent had been employed or retained by the bidder to solicit or secure this award upon an agreement or upon an understanding for a commission, percentage, a brokerage fee, contingent fee, or any other compensation. The bidder further represents and warrants that no payment, gift, or thing of value has been made, given or promised to obtain this or any other agreement between parties.

In compliance with this invitation for bids, and subject to the conditions thereof, the undersigned offers and agrees, if this bid is accepted within forty-five (45) days from the date of opening, to furnish all the items upon which process are submitted.

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Legal name of person/firm/corporation Authorized Signature

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Date Telephone No. Fax No.

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E-mail address

**YOU MUST RETURN THIS SHEET WITH YOUR BID**

**CORPORATE APPLICANT/ENTITY ATTESTATION OF GOOD STANDING**

As a duly authorized official of the Applicant Entity identified below, I certify and attest that the following condition are true and accurate:

The applicant is not currently the subject of an enforcement action related to an investigation by a State or Federal agency.

The applicant corporate entity is in good standing and is following required corporate filings.

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Legal name of firm/corporation Authorized Signature

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Date Telephone No. Fax No.

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E-mail address

**PLEASE USE THIS FORM IN RESPONDING TO THIS BID REQUEST. PRICES MUST BE TYPED IN OR WRITTEN IN USING BLUE INK. THIS BID SHEET MUST BE SIGNED BY ANY AUTHORIZED REPRESENTATIVE OF THE BIDDER. IF ALTERNATE BIDS ARE BEING SUBMITTED, PLEASE COPY AND USE THIS SUBMISSION FORM FOR EACH ALTERNATE BID SUBMITTED. EACH ALTERNATE BID MUST BE IN A SEPARATE SEALED BID PACKET.**

**QUANTITY COMMODITY LUMP SUM**

**72 Removing and replacing streetlights.**

**on state route 332 $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**COMPANY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CITY, STATE, ZIP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TELEPHONE #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FAX #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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