

Request for Proposal – Classroom Light Fixtures Retrofit & Dimmers

Telamon Corporation
416 North Cedar Street
Lansing, MI 48912

Project Scope and Specifications:

Michigan Migrant Head Start (MMHS) is soliciting proposals for replacement of classroom lighting (presently 4’ T8 lay-in troffers to be replaced with 2’ x 4’ lay-in troffers (LED) installed in all classrooms). To be controlled by one (1) LED dimmer in each classroom.

Bidders are responsible for visiting all MMHS locations they wish to submit a proposal on from the below listed locations to obtain accurate information.

- Allegan County: Pullman MHS, 893 55th Street, Pullman, MI 49450
- Berrien County: Sodus MHS, 3922 Naomi Road, Sodus, MI 49126
Watervliet MHS, 745 North M-140, Watervliet, MI 49098
- Kent County: Kent City MHS, 3385 Rusco Road, Kent City, MI 49330
- Lenawee County: Adrian MHS, 1372 North Main street, Adrian, MI 49221
- Manistee County: Bear Lake MHS, 10101 Nurnberger Road, Bear Lake, MI 49614
- Oceana County: Hart MHS, 2354 East Polk Road, Hart, MI 49420
New Era MHS, 3656 West Grant Road, New Era, MI 49446
- Ottawa County: Conklin MHS, 3501 Sehler Road, Conklin, MI 49403
- Van Buren County: Decatur MHS, 80195 County Road 358, Decatur, MI 49045
Keeler MHS, 89210 County Road 687, Hartford, MI 49057

Building floor plans are attached showing classroom locations.

NOTES:

- **Submit a separate proposal for each center location chosen to bid on.**
- Provide product specifications and warranties.
- Contractor responsible for repair of any building damage as a result of the installation.
- Contractor to pay for costs of any required permits and application fees.
- Davis Bacon wage rates apply.
- Contractor will clean up and remove project-related debris from site, to include removed light fixtures and lamps.
- Contractor shall make themselves aware of all site and building conditions related to work.

Contact Sally Piper at the phone number or email address listed below with any project questions.

Sally Piper, Properties Coordinator

Direct Dial: 517-575-6518

Cell #: 517-930-4590

Email: spiper@telamon.org

Jobsite Pre-Bid Inspection: March 16,2021, 8:30 AM to 4:30 PM

Proposal Submissions Due: March 25, 2021; 3:00 PM

Bids are to be sent by email to spiper@telamon.org and are to be properly signed by a signatory of your company.

Project timelines, daily work hours Monday – Friday 8:00 AM to 4:30 PM.

- Tentative Contract Award Date: March 30, 2021
- Tentative Work Begin Date: April 12, 2021
- Tentative Work Completion Date: May 31, 2021

Budget

All proposals must include proposed costs to complete the tasks described in the project scope. In-kind contribution should be identified and itemized.

IN-KIND CONTRIBUTION for Michigan Migrant Head Start: Classroom Light Fixtures Retrofit & Dimmer Controls

The Administration for Children and Families (ACF) requires all Head Start grantees such as Telamon Corporation to provide contributions equal to 25 percent of their total Federal Head Start funding (or 20 percent of the total Federal and non-Federal combined). Telamon Corporation is asking for an in-kind contribution from the contractor selected that might range from 2 percent to 10 percent of the base bid.

In-kind is defined as property or services that benefit a grant-supported project or program (such as the Head Start program) and are contributed by non-Federal third parties without charge to the grantee. In-kind contributions may consist of the value of real property and equipment and the value of goods and services directly benefiting the grant program and specifically identifiable to it.

Bidder Qualifications

Bidders must provide the following as part of their proposal for consideration:

- Three (3) references.
- Date when bidder is able to begin work and expected completion date.

Terms and Conditions

Telamon corporation reserves the right to reject any and all bids. Telamon Corporation is an equal opportunity employee and service provider.

Evaluation Criteria

Telamon Corporation will evaluate all proposals based on the following criteria. To ensure consideration for the request for Proposal, your proposal must be complete and include all the following criteria:

- Overall proposal suitability: Proposed work must meet the scope and needs included herein and be presented in a clear and organized manner.
- Organizational Experience: Bidders will be evaluated on their experience as it pertains to the scope of this project.
- Previous work: Bidders will be evaluated on examples of their work pertaining to the quality and completion timeliness of work.
- Value and cost: Bidders will be evaluated on the cost of work to be performed in accordance with the scope of this project and in the in-kind contribution.
- Experience: Bidders must provide descriptions of staff experience.

The contractor selected will be required to name **Telamon Corporation as an additional insured** on a Certificate of Insurance listing the policy numbers and amount of coverage for Workers compensation and General Liability Insurance. Certificates of Insurance must provide for a minimum requirement of \$1,000,000 in general Liability and State required minimums in workers compensation coverage.

Attachments: MMHS floor plans