

## **Request for Proposal – Classroom Light Fixtures Retro-fit & Dimmers**

Telamon Corporation  
416 North Cedar Street  
Lansing, MI 48912

### **Project Scope and Specifications (Bidders are to choose locations that they are submitting proposals for.)**

Michigan Migrant Head Start (MHS) 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. Contractors are responsible for visiting all locations they wish to bid on from the below listed locations in order to obtain correct fixture count.

Allegan County: Pullman MHS, 893 55<sup>th</sup> Street, Pullman, MI 49450

Berrien County: Sodus MHS, 3922 Naomi Road, Sodus, MI 49126  
Spinks Corners EMHS, 1720 South Park, Benton Harbor, MI 49022  
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 N. 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 separate proposal for each location chosen to bid on.**
- Provide product specifications, guarantees 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 debris from site to include light fixtures and lamps.
- Contractor shall make themselves aware of all site and building conditions related to work.

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

Contact person:

Sally Piper, Properties Coordinator

Direct dial: 517-575-6518

Email: [spiper@telamon.org](mailto:spiper@telamon.org)

**Jobsite Pre-bid Inspection: June 19, 2020, 10:00 AM to 12:00 PM EST**

**Proposal Submissions: Bids Due: June 26, 2020; 3:00 PM EST**

Bids may be sent by email (above email address) or fax (517-323-9840) to the Lansing office. Bids 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 EST)**

- Tentative Contract Award Date: June 29, 2020.
- Tentative Work Begin Date: July 27, 2020.
- Tentative Work Completion Date: August 31, 2020.

## **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 Retro-fit and Dimmers.**

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 employer 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 of 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 Works 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: MHS floor plans.