



March 18, 2021

Bidder:

The Traverse City Downtown Development Authority will receive sealed bids in the office of the Chief Executive Officer (CEO), 303 E. State Street , Traverse City, Michigan 49684, until **Friday, April 2, 2021 at 12:00 PM** for the following:

**LED Light Replacement
City Opera House**

If the specifications are obtained from the City's website link at: http://www.traverscitymi.gov/bids_and_rfps.asp, it is the sole responsibility of the Bidder to check the website for updates and addenda prior to the bid being submitted. Bidder may also sign up to receive notifications when bids and RFPs are posted by sending an e-mail requesting same to ksherdan@traverscitymi.gov

The Traverse City Downtown Development Authority reserves the right to accept or reject any or all bids, waive irregularities and to accept the bids either on an entire or individual basis that is in the best interest of the DDA.

The DDA accepts no responsibility for any expense incurred by the Bidder in the preparation and presentation of a bid. Such expenses shall be borne exclusively by the Bidder. Only the successful Bidder will be notified.

You must indicate on the outside of the sealed envelope that the bid is for **City Opera House LED Light Replacement**.

You must submit three (3) Sealed Copies of the bid to the CEO's office prior to the above indicated time and date or the bid will not be accepted. E-Mail bids will also be accepted and should be sent to jean@downtowntc.com. All bids will be opened at **12:30 PM** on **April 2, 2021** at the DDA office.

If you have any questions, please contact Jerry Moeggenberg, DDA Facilities Director at 989-878-1359 before the bid is submitted.

PLEASE SUBMIT BID TO: Jean Derenzy, Chief Executive Officer
Traverse City Downtown Development Authority
303 E. State Street
Traverse City, MI 49686

SCOPE OF WORK

The Traverse City Downtown Development Authority (DDA) is requesting bids from experienced contractors for the removal of ballast/lights from existing fixtures, retrofitting the existing fixtures, and installing the new LED lights at the City Opera House. The new LED lights will be purchased by the DDA and delivered to the Opera House prior/at the time of installation.

1. The site of the work is at the City Opera House, 106 E. Front Street.
2. The awarded bidder shall furnish and bear the cost of all labor, equipment (including lift if needed), tools, supplies, supervision, etc. to perform electrical work. The only exception is the cost of materials/labor to troubleshoot lamp fixtures as described in item 4 below. All materials to be applied under this contract shall conform to the applicable federal or other referenced specification and shall be standard, top of the line products of major manufacturers regularly engaged in the production of such materials.

The light quantities to be installed include:

Fixtures	Number of lights	Existing	New
4	16	4L T8 Fluorescent	4L T8 LED
17	51	3L T8 Fluorescent	3L T8 LED
100	200	2L T8 Fluorescent	2L T8 LED
83	83	CFL	LED
1	1	CFL	LED Recessed Retrofit Trim
1	1	Exterior HID	Exterior LED

3. The Contractor shall ensure quality installation to include (but not limited to):
 - a. Bypass all the ballast in the T-8 fixtures and remove the ballast from the fixture.
 - b. Remove ballast from can lights and install new LED lamps.
 - c. Halo LED recessed retrofit trim on 1 fixture.
 - d. Remove 1 exterior HID and replace with LED wall pack.
 - e. Disposal/recycling of old lamps.
4. If the lights do not work and after troubleshooting it is determined the cause is the electrical lines in the fixture, the materials/labor to repair will be charged an hourly rate. Estimate for materials to replace wiring and hourly labor rate should be provided in bid.
5. Contractor must complete the work in a timely manner. Exact dates and times are to be coordinated with Gerald Moeggenberg, DDA Facilities Supervisor. Access to the building will need to be coordinated with Mr. Moeggenberg and the Opera House staff.

6. Any work performed may be inspected by Mr. Moeggenberg within 24 hours after the work is completed. All work which is not in accordance with this bid shall be re-done by the contractor at no additional cost. Any work in progress which is judged unsatisfactory by Facilities shall be stopped until the unsatisfactory operations are corrected to conform to the bid requirements.
7. A walkthrough is required prior to submitting a proposal. The walkthrough will occur on **Thursday, March 25 at 11:00 AM.**
8. Contractor shall employ only persons duly licensed by the State of Michigan to perform the work required for this bid for which applicable Michigan Law requires a license.
9. The awarded bidder shall provide a Certificate of Liability Insurance.

Bidder - Please complete and return

BID SUMMARY

TITLE: City Opera House LED Light Replacement

DUE DATE: Friday, April 2, 2021 at 12:00 PM

Having carefully examined the attached specifications and any other applicable information, the undersigned proposes to furnish all items necessary for and reasonably incidental to the proper completion of this bid. Bidder submits this bid and agrees to meet or exceed all requirements and specifications unless otherwise indicated in writing and attached hereto.

Bidder certifies that as of the date of this bid the Company or he/she is not in arrears to the City of Traverse City for debt or contract and is in no way a defaulter as provided in Section 152, Chapter XVI of the Charter of the City of Traverse City.

Bidder understands and agrees, if selected as the successful Bidder, to accept a Purchase Order / Service Order / Contract and to provide proof of the required insurance.

Bidder submits this bid and agrees to meet or exceed all the DDA and City of Traverse City's requirements and specifications unless otherwise indicated in writing and attached hereto. Bidder shall comply with all applicable federal, state, local and building codes, laws, rules and regulations and obtain any required permits for this work.

The Bidder certifies that it is in compliance with the City's Nondiscrimination Policy as set forth in Administrative Order No. 47 and Chapter 605 of the City's Codified Ordinances.

The Bidder certifies that none of the following circumstances have occurred with respect to the Bidder, an officer of the Bidder, or an owner of a 25% or more share in the Bidder's business, within 3 years prior to the bid:

- (a) conviction of a criminal offense incident to the application for or performance of a contract;
- (b) conviction of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense which currently, seriously and directly reflects on the Bidder's business integrity;
- (c) conviction under state or federal antitrust statutes;
- (d) attempting to influence a public employee to breach ethical conduct standards; or
- (e) conviction of a criminal offense or other violation of other state, local, or federal law, as determined by a court of competent jurisdiction or an administrative proceeding, which in the opinion of the DDA indicates that the bidder is unable to perform responsibility or which reflects a lack of integrity that could negatively impact or reflect upon the DDA, including but not limited to, any of the following offenses or violations of:
 - i. The Natural Resources and Environmental Protection Act.
 - ii. A persistent and knowing violation of the Michigan Consumer Protection Act.
 - iii. Willful or persistent violations of the Michigan Occupational Health and Safety Act.
 - iv. A violation of federal, local, or state civil rights, equal rights, or non-discrimination laws, rules, or regulations.
 - v. Repeated or flagrant violations of laws related to the payment of wages and fringe benefits.
- (f) the loss of a license or the right to do business or practice a profession, the loss or suspension of which indicates dishonesty, a lack of integrity, or a failure or refusal to perform in accordance with the ethical standards of the business or profession in question.

Bidder understands that the DDA reserves the right to accept any or all bids in whole or part and to waive irregularities in any bid in the best interest of the DDA. The bid will be evaluated and awarded on the basis of the best value to the DDA. The criteria used by the DDA may include, but will not be limited to: ability, qualifications, timeframe, experience, price, type and amount

of equipment, accessories, options, insurance, permits, licenses, other pertinent factors and overall capability to meet the needs of the DDA. The DDA is a sales tax exempt Government.

Bidder agrees that the bid may not be withdrawn for a period of sixty (60) days from the actual date of the opening of the bid.

Submitted by:

_____		_____		
Signature		Company Name		
_____		_____		
Name and Title (Print)		Company Address		
_____		_____		
Phone	Fax	City,	State,	Zip
_____		_____		
EMAIL ADDRESS:		Sole proprietorship/partnership/corporation		
_____		_____		
		If corporation, state of corporation		

REFERENCES: (include name of organization, contact person, and daytime phone number).

1. _____
Contact Person: _____ Telephone: _____

2. _____
Contact Person: _____ Telephone: _____

3. _____
Contact Person: _____ Telephone: _____

SUBCONTRACTORS: (include name of organization, contact person, daytime phone number, and services to be performed).

1. _____
Contact Person: _____ Telephone: _____
Services to be Performed: _____

2. _____
Contact Person: _____ Telephone: _____
Services to be Performed: _____

3. _____
Contact Person: _____ Telephone: _____
Services to be Performed: _____