

TOWN OF FAIRMOUNT HEIGHTS

**REQUEST FOR PROPOSAL  
LED LIGHTING CONVERSION**

Proposals will be received by the Town Treasurer for installation of exterior and interior energy efficient lighting. Interested vendors should submit one original in an envelope marked as follows:

**LED LIGHTING CONVERSION (EXTERIOR & INTERIOR)**

Please submit bids to:

Town of Fairmount Heights  
6100 Jost Street  
Fairmount Heights, MD 20743  
Attn: Susan D. B. Walker, Treasurer

Formal proposals must be received by 5:00 pm, Friday, March 23, 2018. A bidder's conference will not be held for this opportunity. Specific questions may be directed to Susan D. B. Walker, Treasurer for the Town of Fairmount Heights via email at [treasurer@fairmountheightsmd.gov](mailto:treasurer@fairmountheightsmd.gov). Questions and responses will be distributed to all firms that indicate a desire to receive such information.

Vendors are required to conduct a site evaluation, provide a conversion strategy, price quote, projected energy savings, and other requirements as detailed in the RFP. The Treasurer will utilize evaluation and selection criteria based on the Town's standard proposal process, to determine an acceptable vendor. The Treasurer reserves the right to reject any and/or all proposals or to accept any proposal considered most advantageous.

**Prepared by:  
Town of Fairmount Heights Treasurer's Office**

**February 16, 2018**

# **REQUEST FOR PROPOSAL LED LIGHTING CONVERSION**

## **INTRODUCTION**

The Town of Fairmount Heights is requesting proposals to install exterior and interior energy efficient LED lighting.

The qualified vendor will provide necessary services, which will enable the Town to:

- Reduce per-square foot electricity consumption
- Minimize spending and maximize the ROI for upgrading

## **BACKGROUND INFORMATION**

The Town of Fairmount Heights is an incorporated municipality located in Prince George's County. The Town entered into an agreement with the Maryland Energy Administration to adopt policies that encourage energy efficiency and to implement projects to achieve the objectives of the adopted policies.

## **SERVICES REQUIRED**

- Interior
  - Replace incandescent bulbs
  - Replace 2'x4' fluorescent linear T8 tubes
  - Install sensors in designated areas
- Exterior
  - Replace parking lot poles HID fixture heads
    - Coat and paint existing parking lot poles
  - Replace rooftop and building mounted HID flood lights & wall packs
    - Install new conduits
    - Install new junction boxes
  - Replace canopy LED fixtures

## **PROPOSAL REQUIREMENTS**

Interested vendors must come on site to inspect each area to be upgraded, and submit proposals that:

- Demonstrate experience in LED retrofitting
- Projected project time line
- Outline projected energy savings, environmental benefits & conversion strategy
- Project exclusions & product warranty
- Provide line item pricing for each service (interior & exterior), including payment terms
  - Vendor must submit a FIXED FEE service contract to include labor and materials
- Provide 3 business references where such services have been rendered
- Provide proof of current insurance coverage

**EVALUATION AND AWARD**

Proposals will be reviewed by the Treasurer. A committee of the Council; including the Treasurer will review the Treasurer's recommendation. Meetings with responsive firms may be necessary to clarify information submitted. The contract will be awarded to the vendor with the highest qualifications at the most attractive price.