



**Settle down.**

**City of Grand Forks**  
**Request for Clarification**  
**For**  
**2015 Grand Forks Library L.E.D. Lighting Supply and**  
**Installation**

**Project No. 2015-PW-RFC-101**

***Closing Date: 2:00 pm, Wednesday September 9, 2015***

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**1. GENERAL:**

**1.1. Definition:**

Throughout this document “City”, “The City”, “Grand Forks” and “Owner” shall mean The Corporation of the City of Grand Forks.

Throughout this document “Contractor” or ‘Proponent’ shall mean the organization providing a Proposal in response to this Request for Quotation.

**1.2. Acceptability of Proposals:**

The Quotation shall be irrevocable and open for acceptance by the City for thirty (30) calendar days following the end of the day the quotation is submitted.

As it is the purpose of the City to obtain the Quotation most suitable and most advantageous to the interests of the City, the City reserves the right, in its sole and unfettered discretion, to reject or accept any Quotation, including the right to reject all Quotations.

Without limiting the generality of the foregoing, any Quotation which:

- is incomplete, obscure, irregular, or unrealistic;
- is non-compliant in a trivial/immaterial or substantial/material manner, or conditional;
- has erasures or corrections;
- fails to complete the information required in the Quotation;

May, at the City’s sole and unfettered discretion, be rejected or accepted.

Further, a Quotation may be rejected or accepted on the basis of the City’s unfettered assessment of its best interest, which includes, but is not limited to the City’s unfettered assessment as to a Proponent’s past performance for the City or for anyone else.

In the event that a Court of competent jurisdiction should find that the City has committed a breach of the law as it applies to this Request for Quotation process, which breach would include but not be limited to a breach of Contract law, Tender law, a fundamental breach, an anticipatory breach or breach of duty of care or Tort law (the “Breaches”), the Proponent and the City knowledge and agree that the City’s liability for the Breaches will be a maximum of \$1,000 dollars all inclusive.

The City reserves the right to negotiate after receipt of all Quotations that the City deems has provided the most advantageous Quotation in all circumstances, including, but not limited to, when the lowest Price exceeds the City’s budget. In no event shall the City be required to offer any modified terms to any other Proponent prior to entering into a contract with the successful Proponent and the City shall incur no liability to any other Proponent as a result of such negotiation or modification.

In no event shall the City be liable for a Proponent's costs for preparing a Quotation.

**1.3. Further Information:**

Technical questions regarding this Request for Quotation should be directed to:

**Rod Zielinski, Power Distribution Coordinator**  
**Email: [rzielinski@grandforks.ca](mailto:rzielinski@grandforks.ca)**

Responses to technical questions will be summarized and posted as an addendum.

**1.4. Confidentiality:**

Proponents should be aware that the City is subject to the provisions of the Freedom of Information and Protection of Privacy Act (FOIPPA). A Proponent may stipulate in their Quotation that portions of the proposal contain confidential information and are supplied to the City in confidence. However, under FOIPPA the City may nevertheless be obligated to disclose all or part of a proposal pursuant to a request made under that Act, even if the Proponent has stipulated that part of the Quotation is supplied in confidence. The Proponent should review section 21 and other provisions of FOIPPA in order to gain a better understanding of the City's disclosure responsibilities under that Act.

**2. SCOPE OF WORK**

**2.1. Project Summary:**

This project is to remove the existing lighting and supply, install and wire new fixtures to upgrade the existing ceiling lighting and switches in the upstairs portion of the library at 7342 - 5<sup>th</sup> street.

**2.2. Scope of Work:**

The proponent will remove and dispose of current ceiling lighting fixtures, and bulbs. These will be replaced with an L.E.D. fixture that meet current CSA standards. The work will include removal of the 78 lighting fixtures, and acrylic light diffusers. Replacement of fixtures to a dimmable fixture that meets CSA standards and a meets a 600 lux rating or exceeded.

**2.3. Included Work:**

- 2.3.1. The washrooms will have L.E.D. fixtures that are operated by a ceiling mounted motion sensor.
- 2.3.2. The security lighting will have one light in each of the main areas on a single circuit.

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- 2.3.3 The work will be performed in consultation with the Library staff as to limit the disruption to Library patrons. The Schedule has been set for work to be done at the Grand Forks Public Library on November 9 and 10<sup>th</sup> and November 16<sup>th</sup> - 18<sup>th</sup> with any additional work to be done November 23<sup>rd</sup> as per the site meeting.
- 2.3.4 The successful proponent will perform a LUX test to ensure to a City representative that Library lighting standards of 600 Lux have been met or exceeded.
- 2.3.5 The work will be performed in such a manner that the book collection and equipment is protected from dust and debris during the retro fit process and the site is left in a clean manner so that normal operations can continue.
- 2.3.6 The successful proponent will be required to obtain a City of Grand Forks business license and operate in accordance to City accepted policies and procedure's i.e. employee conduct.

**2.4. Estimated Quantities:**

These quantities are estimated from the initial lighting count but may be varied depending on quotation amounts.

**2.5. Location of Work:**

The Grand Forks Public Library is located at 7342-5<sup>th</sup> street within the City of Grand Forks.

**2.6. Work Schedule and Completion Date:**

- Site meeting .....August 13, 2015,
- Request for Proposal Closing .....September 9, 2015,
- Proposal award .....September 16, 2015,
- Work completed by .....November 30, 2015,

**3. PROPOSALS**

**3.1. Submissions:**

The proposal should be for unit rates in the four different areas.  
For quotation please use the form in section 4

**3.2. Alternate Proposals:**

Vendors may submit alternate proposals provided the alternate proposal is clear in terms of what it offers and the associated cost.

**3.3. Submission of Proposals:**

Proposals shall be sent in pdf format to:

**The Corporation of the City of Grand Forks**

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**Attention: David Reid**

**Email: [dreid@grandforks.ca](mailto:dreid@grandforks.ca)**

**3.4. Closing Date:**

Quotations will be received up to 2:00 p.m., local time, **September 9, 2015.**

Quotations received after the deadline will not be considered.

Quotations will not be opened in public.

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**4. QUOTATION SHEET:**

Vendor:                      Name: \_\_\_\_\_

                                         Address: \_\_\_\_\_

                                         \_\_\_\_\_

Contact:                      Name: \_\_\_\_\_

                                         Phone Number: \_\_\_\_\_

                                         Email: \_\_\_\_\_

	Item	Bid Unit Rate ( \$ )	Est. Qty	Extended ( \$ )
1.	Removal of old fixtures and installation of new LED's fixture's in main reading area			
2.	Misc Materials			
3.	Disposal			
4.	Estimated ceiling tile count for replacement in main reading area			
5.	Removal of old fixtures and installation of new LED's fixture's in office area			
6.	Misc Materials			
7.	Disposal			
8.	Estimated ceiling tile count for replacement in office area			
9.	Removal of old fixtures and installation of new LED's fixture's in meeting room area			
10.	Misc Materials			
11.	Disposal			

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12.	Estimated ceiling tile count for replacement in the meeting room			
13.	Removal of old fixtures and installation of new LED's fixture's in washrooms.			
14.	Misc Materials			
15.	Disposal			
16.	Estimated ceiling tile count for replacement in the meeting room			
	Estimate Subtotal (pre- tax)			



# Floor Plan of the Grand Forks & District Public Library

