



# **REQUEST FOR PROPOSAL**

## **LED Light Conversion Project at City Hall**

**March 24, 2025**

**Energy Efficiency and Conservation Block Grant Program  
Utah Office of Energy Development**

## Invitation

Syracuse City invites contractors to submit a bid to replace all existing incandescent lighting throughout the building and the induction parking lot lighting with energy-efficient LED fixtures. Bid packets may be obtained from our website <https://syracuseut.gov/Bids.aspx>

Bids must be received by Syracuse City Public Works, 3061 South 2400 West, Syracuse, Utah, 84075 no later than 1:00 P.M. MDT, Thursday April 17, 2025. Late bids will not be accepted. Syracuse City reserves the right to reject any, portions of, or all bids and to accept any bid that best serves its needs and is in the best interest of the city.

## Scope of Work

The project will include the following:

1. Interior Lighting Conversion: Replace all existing incandescent lighting throughout the building with energy-efficient LED fixtures. The quantities indicated are approximate.

197 – 2x4 Architectural Lay-In Fixtures

34 – 2x2 Architectural Lay-In Fixtures

14 – 4ft Strip Fixtures

55 – 10” Can Retrofit Fixtures

10 – Motion Sensors

LED tape lighting systems for entry foyer and courtroom coves.

4 – 8-ft track lighting

4 – track starter

16 – track heads

47 – 14” retro cans

Misc materials, wire nuts, straps, crips, etc.

2. Exterior Parking Lot Lighting Conversion: Replace induction-based lighting in the parking lot with LED systems.

Install 12 LED Bell-shaped heads on new poles.

Replace 6 single-arm gray poles and 3 double-arm gray poles with 25 ft. gray poles.

3. Installation and Testing: Perform systematic installation to minimize disruption to city operations. Test all retrofitted systems for functionality, compliance with energy standards, and optimal lighting performance.

4. Final contract pricing is based on actual quantities installed. While the City does not intend to significantly modify the plan, it reserves the right to make adjustments to quantities.

5. All vehicles, equipment, and labor necessary to complete the works shall be included in the bid price.

### Project Timing:

The project must be complete within 90 days from the notice of award. Work must be scheduled in a way that minimizes disruption to the city hall daily operation. This may include working evenings and weekends. Timely updates on project progress, key milestones, and any challenges faced. Immediate notification of any significant issues or delays that may impact project timelines or outcomes.

### Qualified Personnel:

The project will be completed in a professional and timely manner in compliance with all applicable building and electrical codes specific to the state of Utah. All work must be performed by licensed contractors with proven experience in installation and lighting retrofitting. Contractors must adhere to safety standards including OSHA requirements and specific handling practices for insulation materials and electrical systems.

#### Federal Regulations:

All materials and labor must comply with the Davis-Bacon Act to ensure prevailing wage standards. Weekly certified payroll reports must be submitted to verify compliance. All fixtures and materials must meet Buy America Build America Act requirements. All materials used in the project must meet domestic sourcing requirements. Documentation must be provided to confirm compliance.

#### Workplace Safety:

Contractors must implement and follow an approved safety plan, including but not limited to procedures for working with electrical systems and handling hazardous materials. Regular safety inspections must be conducted to ensure ongoing adherence to OSHA standards.

#### Materials and Equipment Standards:

Only high-quality, energy-efficient insulation and LED lighting fixtures will be used, sourced from reputable suppliers. Materials must be mercury-free and environmentally sustainable wherever possible.

## Respondents Qualifications

Respondents to this request shall be able to demonstrate capability to fully perform the functions described in the scope of work and must have a business license to perform the work. Respondents must have access to all necessary equipment, personnel and supplies. At least three references will be required as part of the bid demonstrating contractor's ability to successfully complete similar projects.

## Interpretations

In order to be fair to all bidders, no oral interpretations will be given to any bidder as to the meaning of the specification documents or any part thereof. Any request for such consideration shall be made in writing to the City. Based upon such inquiry, the City may choose to issue an addendum to this bid which will be posted on the City's website at <https://www.syracuseut.gov/Bids.aspx>. Questions may be directed to: [lkendall@syracuseut.com](mailto:lkendall@syracuseut.com) or 801-825-7235

## Submittal

Each bidder is required to submit the following:

1. One paper copy of the bid at the time and location indicated in the Invitation to Bid with the REQUEST FOR QUOTATION form completed. Contractor may instead elect to submit an electronic bid via email to [rcw@syracuseut.gov](mailto:rcw@syracuseut.gov), however the City will not guarantee receipt of email and will not be responsible for emails that do not get delivered.
2. List of 3 references

## Considerations

The specification herein states the minimum requirements of the City. All bids must be regular in every aspect. Unauthorized conditions, limitations, or provisions shall be cause for rejection. The City will consider as "irregular" or "non-responsive" and reject any bid not prepared and submitted in accordance with the Invitation to bid form or any bid lacking sufficient technical literature to enable the City to make a reasonable determination of compliance to the specifications.

## **Deviations**

It shall be the bidder's responsibility to carefully examine each item of the Scope of Work. Failure to offer a completed bid will cause the bid to be rejected without further review as "non-responsive." All exceptions and/or deviations shall be fully described. Deceit in responding to the specification will be cause for automatic rejection. The bidder must include a separate sheet where any and all deviations to the specifications are listed.

## **Award of Bid**

The award of this bid is anticipated within one week after the bid date. It is the intent of the city to grant the award to the lowest responsible bidder. Syracuse City reserves the right to reject any, portions of, or all bids and to accept any bid that best serves its needs and is in the best interest of the city.

## **Contract**

The successful bidder will be required to enter into an agreement with the City. Unsuccessful negotiation of the contract terms may result in the withdrawal of the award and reconsideration of unsuccessful bidders, at the City's discretion. The tender of a notice to award from the City shall not be deemed a contract.

**SYRACUSE CITY CORPORATION**  
**REQUEST FOR PROPOSAL**  
**\*\*\*\*LED Light Conversion Project at City Hall\*\*\*\***

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This sheet must be used as your proposal.

Mail / Hand Deliver to:                      Syracuse City Public Works \_\_\_\_\_  
Robert Whiteley, Public Works Director\_\_\_\_  
3061 South 2400 West, Syracuse, UT 84075  
rcw@syracuseut.gov \_\_\_\_\_

Proposals will be accepted until: Thursday April 17, 2025 at 1:00 PM MDT \_\_\_\_\_

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Company Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ email: \_\_\_\_\_

Total Cost (lump sum): \_\_\_\_\_

Payment Terms: \_\_\_\_\_

Proposal Honored Through (date): \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

Reference #1 Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Project location and description: \_\_\_\_\_

Reference #2 Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Project location and description: \_\_\_\_\_

Reference #3 Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Project location and description: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

Syracuse City reserves the right to accept or reject this proposal, or any portion thereof, and call for new proposals if their interests or convenience are better served by such a course.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_