

Request for Proposal (RFP) for a Planned Lighting Maintenance Agreement

City of Hot Springs – “BASE” CONTRACT TERM March 1, 2021 through December 31, 2021

Please submit your “sealed bid” proposal to City of Hot Springs, “RFP Lighting Maintenance Respondent”, 303 North River Street, Hot Springs, SD 57747. If you are bidding this work, please notify the City Administrator at email hscityadministrator@hs-sd.org to receive any addendums or RFP updates.

“Sealed Bid” RFP responses shall be received at City Hall on/before February 10, 2021 at 4:00 pm. The RFP responses will be opened and read aloud at the City of Hot Springs – City Council meeting Tuesday, February 16, 2021 at 7:20 pm.

Light Type	Quantity	Light/Lamp Specs
Tall Highway Poles	89	400 Watt, High pressured sodium (HPS); 50' tall (LU400/ECO)
Tall Antique (Downtown)	140	150 watt, HPS (LU150/55/ECO)
Tall Antique (Downtown)	6	75 watt, LED
Short Antique	18	150 watt, HPS (LU150/55/ECO)
Library Style	26	75 watt, non-HPS
Ballard (short)	91	50 watt, HPS (LU50/MED)
Traffic Signal Light	6	SD-DOT Typical lighting (MUTC)

** Please refer to COHS street lighting inventory attached, dated Dec. 10, 2020

The contractor agrees to render lighting maintenance services for the “base term” (03/31-12/31/2021) and agrees to negotiate option for continued services each year for up to three additional years (See Additional Terms) with City for the number and type of lamps as listed and in accordance with the terms herein set forth.

1. Contractor is to supply all traffic control signs, cones, personnel, and/or equipment necessary to ensure worker safety and the proper flow of traffic during all work. Traffic control devices used at times other than daylight shall be reflective, and all traffic control devices used shall meet the Manual on Uniform Traffic Control Devices (MUTC) requirements. All costs for traffic control should be included in the quoted price (See Bid Sheet).
2. Contractor vehicles are to meet applicable City, State and Federal requirements. This includes warning devices, material handling equipment, seat belts, etc.
3. Contractor is to remain responsible for all objects and materials that may be generated by or as a part of this contract.
4. The contractor shall be responsible for conducting semi-annual nighttime or early morning inspections of the City owned lighting systems to identify lights that are not working properly. The City of Hot Springs – City Administrator shall be notified of each contractor performed semi-annual inspection event and be provided an observation report.
5. Contractor will provide for the cleaning and inspection of all city owned “lighting” lenses and reflectors one-time within the first year of the contract and if agreement is extended, every two years thereafter.

Streetlight Maintenance

1. Contractor shall provide labor, material, and equipment to replace and maintain all city owned streetlight & pedestrian light lamps within the City boundary of Hot Springs.
2. During any lamp change-out, Contractor shall:
 - a. Remove and clean fixture glassware.
 - b. Clean inner reflectors.
 - c. Clean the interior of the fixture of any bugs, birds and/or foreign material
 - d. Replace, with like parts, any missing or damaged components, gaskets, glassware, reflectors, etc.
 - e. Dispose of removed lamps in accordance with local, State and Federal regulations.
3. Contractor shall provide labor, material, and equipment to replace and maintain defective photo cells.
4. Contractor shall provide labor, material, and equipment to replace and maintain defective fuses.
5. Contractor shall provide labor, material, and equipment to replace and maintain defective ballasts

Response Time

1. For lamp failures, contractor shall respond within five (5) working days = routine, non-emergency response. Failure to comply with the-stated response times will result in a penalty of \$25.00/day per late fixture, which shall be listed as a credit amount on Contractor's monthly invoice.
2. For photocell failures, contractor shall respond within five (5) working days = routine, non-emergency response. Failure to comply with the stated response times will result in a penalty of \$25.00/day per late fixture, which shall be listed as a credit amount on Contractor's monthly invoice.
3. For repairs arising out of vandalism or acts of nature, contractor shall respond within seven (7) working days = routine, non-emergency response. Failure to comply with the stated response times will result in a penalty of \$25.00/day per late fixture, which shall be listed as a credit amount on Contractor's monthly invoice.
4. EMERGENCY response (i.e. 24 hr. "call-out") would be initiated by a City of Hot Springs Police Officer or special circumstances call-out required by SD-DOT and would need to be documented on Contractor's monthly invoice as "emergency and non-routine" and list the name of person or entity making request.

Vandalism/Acts of Nature

1. Damage to streetlight or pedestrian light fixtures caused by vandalism, automotive accident or acts of nature are not included with the per-light per-month fee. The City of Hot Springs will work with the Contractor to obtain the materials to repair the city owned lighting fixture at the labor rates specified in the Contractor's proposal.
2. For billing and reporting purposes, Contractor shall identify the city owned fixture by the identification number and location.

Invoicing and Reporting

1. Contractor shall submit monthly invoices that shall include a summary report of maintenance performed, specifying:
 - a. Location of service
 - b. Date of service
 - c. Description of maintenance activity
2. Contractor shall submit separate invoices for work done as a result of vandalism or acts of nature, specifying:
 - a. Location of service
 - b. Date of service
 - c. Description of work activity
 - d. Time & materials used

Insurance Coverage

Contractor agrees to carry in full force and effect liability and property damage insurance minimum \$1,000,000 and to abide by the South Dakota Workers' Compensation law. A Certificate of Insurance naming the City of Hot Springs as additional insured but be provided at the time of contract execution.

Additional Terms

The lighting maintenance agreement may be canceled and/or terminated by either party by giving sixty (60) days written notice to the other party of such intention to cancel and terminate or upon default of any of the terms or conditions of the agreement.

The agreement entered with the City will be binding upon the heirs, beneficiaries, executors, administrators, successors, and assign of the parties.

The "base" duration of this agreement will be from March 1, 2021 through December 31, 2021.

1. Option year one (1) January 1, 2022 through December 31, 2022
2. Option year two (2) January 1, 2023 through December 31, 2023
3. Option year three (3) January 1, 2024 through December 31, 2024

The City of Hot Springs reserves the right to exercise each option year under the following conditions. An expectation of performing under the option years should not be assumed.

1. Budget authority for each option year
2. The contractor successfully performing the requirements of the contract
3. City Council approval to exercise the option year

City of Hot Springs, a Municipal Corporation of the State of South Dakota is exempt from Sales Tax. Please do not include sales tax in your bid.

Questions

Lighting type/location questions: Street Dept. P.O.C. – Billy Morrow, Superintendent 605-890-1860

Inquiries and RFP Response:

John Gregory

City Administrator

City of Hot Springs

303 N. River St.

Hot Springs, SD 57747

Ph. 605-745-3135

Fax 605-745-5180

Cell. 605-890-0489

hscityadministrator@hs-sd.org

Attachment: City of Hot Springs - RFP Lighting Maintenance Contract

COHS Owned Light Fixture Inventory updated: December 10, 2020

68	Light Poles – Main (N)
71	Light Poles – Brookside (S)
4	Evans Plunge Parking Areas
6	Pioneer Museum & Stairs
17	Ballard Lights Sidewalk
15	Hwy 385
6	Stoplight on University
3	Brookside (N)
22	Library & Butler Park
4	Ballard Lights Sidewalk @ Library
52	Hwy 18 Truck Bypass
37	University Ave.
3	Golf Course
11	Mueller Civic Ctr.
8	Big Bat's to Dip Bridge
13	Dip Bridge to Brookside Park
36	Brookside Park to Minnekahta Bridge
376 Total (Bulbs) Lighted Pole & Traffic Fixtures	

**Important note: Black Hills Energy (BHE) maintains street lights throughout the City of Hot Springs. In almost every instance these are mounted on wooden poles and may include transformers. The lighting maintenance contract RFP does not include the service of any BHE owned equipment or fixtures.

BID SHEET

RFP: CITY OF HOT SPRINGS LIGHTING - MAINTENANCE SERVICES

"Sealed Bid" RFP responses shall be received at the City of Hot Springs - City Hall on/before February 10, 2021 at 4:00 pm. The RFP responses will be opened and read aloud at the City of Hot Springs – City Council meeting February 16, 2021 at 7:20 pm.

For equitable comparison, please quote the following:

12 month (i.e. 2022) Annual Lighting Maintenance Services, cost Lump Sum (1): _____

Monthly cost to CITY for Annual Lighting Maintenance Services, cost (2): _____

Emergency "call-out" Lighting Maintenance, non-routine, cost per event (3): _____

Name of Company: _____

Address: _____

Date: _____ Phone No.: _____

Authorized Contact Person: _____

Authorized Signature: _____

Any Respondent Exceptions to RFP Terms & Conditions: _____
