

**Town of Sykesville
Public Works Building Lighting Upgrade
2Rear 7547 Main Street
Sykesville, MD 21784
Scope of Services
January 25, 2012**

The current lighting in the Public Works Building consists of T12 and 40W T8 linear fluorescent lighting. This lighting was installed at the time the building was constructed in the early 1990's. This current lighting is not as energy efficient as we would like. To address this, the Town is seeking a contractor to install new energy efficient lighting, in accordance with the Carroll County Building Code, in the Public Works Building .

The T12 and 40W T8 linear fluorescent lighting is to be replaced with new Super T8 Lighting with low power ballasts as follows:

T8 – 2x40W fixtures

Proposals

1. Proposals shall include a lump sum bid for the project.
2. Location for the recycle/disposition of waste.
3. Warranty information.
4. References for relevant work completed.

Project Schedule

1. The Contract Award and Notice to proceed is anticipated to be given within seven (7) calendar days after receipt of bids.
2. All work under this contract shall be completed within thirty (30) calendar days after issuance of the Notice to Proceed.

General Requirements

1. Bidders are strongly encouraged to attend the pre-bid conference and are required to make a personal examination of the location and nature of the proposed work. Each bidder must inform himself fully of the conditions relating to the work required under the Scope of Services. Questions regarding the Scope of Services should be directed to Matthew Candland, Town Manager, 410-795-6390 or mcandland@sykesville.net

2. The Contractor shall furnish and install all required materials necessary to complete the work set forth in the Scope of Services.
3. The Contractor shall comply with all of the **Federal and American Recovery and Reinvestment Act (ARRA) Requirements** as noted below.
4. The Contractor shall also review the ARRA Addendum, Attachment D (revised July 2010, Special Terms and Conditions for ARRA-Funded EECBG Grants found at http://www.energy.state.md.us/documents/Revised_ARRAAddendumJuly_2010.pdf

Federal and American Recovery and Reinvestment Act (ARRA) Requirements

1. Minority Businesses Enterprises (MBEs) and Disadvantaged Business Enterprises (DBEs) are encouraged to submit proposals.
2. Contractors shall comply with applicable Davis-Bacon labor and wage requirements including:
 - Pay Davis-Bacon labor and wage rates
 - Submit weekly certified payrolls
 - Pay Davis-Bacon laborers and mechanics weekly
 - Complete Davis-Bacon interviews
 - Additional information and specific rates for Carroll County may be found at <http://www.energy.state.md.us/Govt/EECBG.html>
3. Buy American
 - Contractors shall ensure that iron, steel, and manufactured goods purchased comply with Buy American Requirements.
 - Contractors shall submit the Maryland Energy Administration's Buy American Certification form, signed by the appropriate vendors to ensure compliance.
 - Also, attach, if available, receipts and/or other documentation with the Buy American Certification form showing evidence of Buy American compliance.
 - Buy American can be found at <http://www.energy.state.md.us/Govt/EECBG.html>
4. Waste Management
 - Contractors are required to identify, maintain proper control, and provide documentation for the disposition of materials.
 - The objective of the waste management plan is to ensure that waste material generated from Maryland EECBG projects will be diverted from direct landfill disposal whenever opportunities for recycling and reuse exist.
 - Each contractor and subcontractor is required to follow this plan for the disposition of the waste generated by the contractor's and subcontractor's activity.

Insurance

1. The Contractor must furnish the Town with a Certificate of Insurance for Comprehensive General Liability Insurance with a limit of \$1,000,000 and listing the Town of Sykesville as an “additional insured”.
2. The Contractor shall maintain during the life of the Contract Workman’s Compensation Insurance as required by applicable State law for all his employees engaged in work at the site. In the case of Subcontract, the Contractor shall require the subcontractor similarly to provide Workman’s Compensation Insurance for all his employees engaged in work at the site.

Other Information

Questions concerning this Scope of Services should be addressed to:

Matthew H. Candland, Town Manager
Town of Sykesville
7547 Main Street
Sykesville, MD 21784
Phone: 410-795-6390
Fax: 410-795-3818
Email: mcandland@sykesville.net

**TOWN OF SYKESVILLE
REQUEST FOR PROPOSALS
PUBLIC WORKS BUILDING LIGHTING UPGRADE**

The Town of Sykesville is seeking qualified contractors to provide proposals for the installation of new energy efficient lighting in the Public Works Building. Funding for the project is from the Maryland Energy Administration Empower Energy Efficiency and Conservation Block Grant Clean Energy Communities Program. The grant is financed with American Recovery and Reinvestment Act (hereinafter, "ARRA") funds.

A "Scope of Services" and other requirements of this Request for Proposal are available by email: mcandland@sykesville.net; on the Town's website, www.sykesville.net; by fax; or at the Town House Office at 7547 Main Street, Sykesville, MD 21784.

A pre-bid conference will be held on Friday, February 3, 2012 at 11:00 a.m at the Sykesville Town House Office, 7574 Main Street, Sykesville, MD 21784. Attendance at this meeting is not mandatory, but recommended.

Sealed proposals must be submitted at the Sykesville Town House by 12 Noon on Friday, February 10, 2012, at which time they will be opened and read publicly. One official, signed proposal and one copy of the proposal should be submitted in accordance with all the requirements of this Request for Proposal addressed to:

Matthew H. Candland
Town Manager
Town of Sykesville
7547 Main Street
Sykesville, MD 21784

Proposals submitted via facsimile (FAX) machine, telephone, and/or other electronic means, including but not limited to email, **will not be accepted.**

The Town of Sykesville encourages proposals from small, minority and female-owned businesses; and does not discriminate on the basis of handicap status.

Questions and concerns regarding this project should be directed to Matthew H. Candland, Town Manager, 410-795-6390, or email mcandland@sykesville.net.

The Mayor and Town Council reserve the right to waive any formalities and to reject any and all bids.