

**MEMO TO: BOARD MEMBERS
DR. SARAH RISS**

**FROM: ROBERT J. STEUBER
DR. DIANE MOORE**

DATE: MARCH 4, 2015

RE: SELECTION OF WAREHOUSE LIGHTING SUPPLIER

In February the School District issued a Request for Proposal (RFP) for the purchase of new LED light fixtures for the District Warehouse. The District placed advertisements in two different newspapers, provided the RFP documentation on the district's website and directly contacted multiple light fixture suppliers to encourage participation in the bid process. Three suppliers expressed interest in the RFP:

- *Innovative Facilities Solutions
- *Butler Supply
- *Frost Electric

During the bid process, questions regarding lighting specifications were answered through an addendum submittal. The addendum was placed on the district's website. Notification for the posted addendum was conveyed to all three interested companies by email and by phone. The RFP deadline was March 3, 2015 at 2:00 p.m. with a public bid opening. Of the three suppliers expressing interest, two suppliers submitted proposals. A summary of the bids are as follows:

- *Innovative Facilities Solutions met all bidding requirements;
- *Butler Supply did not submit a bid;
- *Frost Electric submitted a bid but did not submit a bid in full and did not meet all of the bidding requirements. An explanation is as follows:

1. Acknowledgement of Addendums #1 and #2 as required were not submitted as part of Frost Electric's bid proposal. Addendum #1, item 2 clarified that the District is a tax exempt entity and no taxes should be included in the proposal.
2. Information on a delivery schedule was not included as part of bid proposal as required.
3. Light fixture #2 did not meet performance specifications. Specifications called for a fixture with a 173,000 hour (minimum) life expectancy, the fixture provided by Frost Electric only had a 60,000 hour life expectancy.

4. Light fixture #2. Frost technical submittal did not indicate the lumens per watt which was part of the information required by the performance specification.

Additional information beyond the RFP requirements was submitted by Innovative Facilities Solution (a local business located in Webster Groves). The additional information included:

- ❖ An energy usage/cost analysis comparing the old fixtures and new fixtures (watt usage);
- ❖ Information regarding an Ameren rebate program for this package (potential rebate from Ameren totaling \$3,600);
- ❖ 10 year cost projection comparing initial investment/return on investment. (potential energy cost savings using the district specified lights is estimated to be \$32,500 over a ten year period);
- ❖ The dedication of an Orion Environmental Stewardship Award for this project;

While Frost Electric supplied the low bid at \$20,786, the bid failed to meet the specifications outlined by the school district. The light fixture pricing was based upon a lower quality fixture and failed to meet the expected lumens per watt and life expectancy requirements. Innovative Facilities Solution submitted the only complete and accurate bid. The bid proposal submitted by Innovative Facilities Solution is under the amount budgeted for lighting by \$32,779 (the bid proposal does not include installation of lighting fixtures). We are recommending the “Light Fixture Package” be awarded to **Innovative Facilities Solution**. Please feel free to contact either of us with any questions.

Project: Light Fixture Package
Due Date: 03/03/2015 2:00 p.m.

BID TABULATION SHEET

CONTRACTOR	Technical Specifications	Addenda #1 and #2	Time Bid Received	Base Bid Amount	Remarks
Innov. Facilities Solution	Y	Y	2/26/2015 10:35 a.m.	\$37,221.00	Met all requirements
Frost Electric	Y	N	3/3/2015 10:39 a.m.	\$20,786.00	Submitted incomplete bid
Butler Supply	N	N		N	No bid submitted