



## City of Cottonwood Request for Quotation

The City of Cottonwood (City) is soliciting quotations for lighting retrofit in the Cottonwood Public Library. This solicitation is for quotations only and is not a sealed bid process. The City will select a vendor based on the lowest, responsible quotation for the following services:

### **PROCUREMENT CRITERIA**

The City of Cottonwood's Utilities Department is soliciting quotations for a retrofit of the existing HID/HPS pendants and fluorescent strip lighting to LED lighting in the adult section of the Public Library located at: 100 S. 6<sup>th</sup> Street, Cottonwood AZ 86326. The City would like quotes based on the general criteria and specifications as described below and attached:

#### General Criteria:

Existing pendant fixtures that currently contain both HID and HPS bulbs shall be retrofitted with 4 new LED retrofit kits. Fluorescent strip fixtures in the perimeter coves shall be removed and replaced by the LED retrofit kits. See attached specifications for exact fixture counts.

#### Specifications:

Please see the attached "Retrofit Specifications" for complete requirements. Quotes should include costs for: fixture purchase and retrofit; freight charges for delivery to site, sales tax, and a two year warranty.

### **IMPORTANT INFORMATION**

The Quotation deadline from the original request has been extended. Quotations will be accepted until 3:00 p.m. (local Arizona time) on Friday March 6<sup>th</sup>, 2015 at the following address listed below or via email or fax.

Jeff Cook  
Administrative Services Department  
Purchasing Division  
816 N. Main Street  
Cottonwood, AZ 86326  
[jcook@cottonwoodaz.gov](mailto:jcook@cottonwoodaz.gov)  
(928) 340-2714 Voice  
(928) 634-3727 Fax

## QUOTE SECTION

1. Vendor Information:

Firm Name: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

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

Type of Organization: \_\_\_\_\_

Tax ID #: \_\_\_\_\_ License #: \_\_\_\_\_

2. Prices: Provide overall project cost as well as a breakdown as shown below

- a. Supplying, wiring and installing (40) Enlux DL-2 120V 3500K LED retrofit kits to replace HID and HPS lighting in (10) existing Pendants in center section of library. Remove existing ballasts for HPS and HID lamps located in adjacent soffits. Dispose of ballasts and lamps in approved manner. \$ \_\_\_\_\_
  
- b. Supplying, wiring and installing (20) Enlux DL-2 120V 3500K LED retrofit kits to replace fluorescent lighting in (10) sections of recessed cove in center section of library. Remove existing T12 fixtures and lamps. Dispose of ballasts and lamps in approved manner. \$ \_\_\_\_\_
  
- c. Supplying, wiring and installing (32) Enlux DL-2 120V 3500K LED retrofit kits to replace HID and HPS lighting in (8) existing Pendants in east section of library. Remove existing ballasts for HPS and HID lamps located in adjacent soffits. Dispose of ballasts and lamps in approved manner. \$ \_\_\_\_\_
  
- d. Supplying, wiring and installing (16) Enlux DL-2 120V 3500K LED retrofit kits to replace fluorescent lighting in (8) sections of recessed cove in east section of library. Remove existing T12 fixtures and lamps. Dispose of ballasts and lamps in approved manner. \$ \_\_\_\_\_
  
- e. Supplying, wiring and installing (24) Enlux DL-2 120V 3500K LED retrofit kits to replace HID and HPS lighting in (6) existing Pendants in west section of library. (2) Pendants were already retrofitted during the testing phase. Remove existing ballasts for HPS and HID lamps located in adjacent soffits. Dispose of ballasts and lamps in approved manner. \$ \_\_\_\_\_

f. Supplying, wiring and installing (12) Enlux DL-2 120V 3500K LED retrofit kits to replace fluorescent lighting in (6) sections of recessed cove in west section of library. (2) Sections were already retrofitted during the testing phase. Remove existing T12 fixtures and lamps. Dispose of ballasts and lamps in approved manner. \$ \_\_\_\_\_

**Project Total (including sales tax, shipping and all misc charges)** \$ \_\_\_\_\_

4. Intent to be bound by Quote: \_\_\_\_\_  
(Signature of Individual Authorized to Sign Quote)  
\_\_\_\_\_  
(Printed Name of Individual Authorized to Sign Quote)

**Below please find the specification for the lighting retrofit for the pendants and cove lighting in the east, center and west section of the City of Cottonwood Library as tested and designed.**

1. Supplying, wiring and installing (40) Enlux DL-2 120V 3500K LED retrofit kits to replace HID and HPS lighting in (10) existing pendants in center section of library. Remove existing ballasts for HPS and HID lamps located in adjacent soffits. Dispose of ballasts and lamps in approved manner.
2. Supplying, wiring and installing (20) Enlux DL-2 120V 3500K LED retrofit kits to replace fluorescent lighting in (10) sections of recessed cove in center section of library. Remove existing T12 fixtures and lamps. Dispose of ballasts and lamps in approved manner.
3. Supplying, wiring and installing (32) Enlux DL-2 120V 3500K LED retrofit kits to replace HID and HPS lighting in (8) existing pendants in East section of library. Remove existing ballasts for HPS and HID lamps located in adjacent soffits. Dispose of ballasts and lamps in approved manner.
4. Supplying, wiring and installing (16) Enlux DL-2 120V 3500K LED retrofit kits to replace fluorescent lighting in (8) sections of recessed cove in East section of library. Remove existing T12 fixtures and lamps. Dispose of ballasts and lamps in approved manner.
5. Supplying, wiring and installing (24) Enlux DL-2 120V 3500K LED retrofit kits to replace HID and HPS lighting in (6) existing pendants in west section of library. (2) Pendants were already retrofitted during the testing phase. Remove existing ballasts for HPS and HID lamps located in adjacent soffits. Dispose of ballasts and lamps in approved manner.
6. Supplying, wiring and installing (12) Enlux DL-2 120V 3500K LED retrofit kits to replace fluorescent lighting in (6) sections of recessed cove in west section of library. (2) Sections were already retrofitted during the testing phase. Remove existing T12 fixtures and lamps. Dispose of ballasts and lamps in approved manner.

### **Procedure to retrofit existing Pendant in City of Cottonwood Library**

1. Remove existing lamps in fixtures
2. Remove screws holding outer fixture shade in place
3. Remove fixture shade
4. Locate 120V power supply (three sets of wires – two are power supplies from respective transformers (HPS or HID) and third is direct 120V power
5. Disconnect wiring from existing sockets
6. LED kits previously connected with MC Cable with a whip to be connected to 120V lead inside fixture
7. Guide MC Cable whip through opening in reflector to 120v connection
8. Connect MC Cable whip to 120V connection
9. Reinstall lamp shade
10. Set LED units inside reflector facing up

11. Install LED tapered trims
12. Remove covers of j-boxes supplying power to transformers in soffit
13. Disconnect transformers from switched power source
14. Remove transformers
15. Cap off unused switched power source
16. Replace cover on j-boxes

**Installation example for pendant:**



**Installation example for Cove:**



**Please provide proposal for complete and turnkey installation. Hourly rate should be based on after hour and weekend work.**