ATHENS REGIONAL LIBRARY SYSTEM
REQUEST FOR PROPOSALS

FOR

Oglethorpe County Library
LED Retrofitting

October 24, 2022

Proposals Due: December 5, 2022
1. **INTRODUCTION:**

The Oglethorpe County Library desires to engage a qualified electrical contractor for the following:
1. Retrofit of existing lighting with new LED lights at the interior and exterior of the library
2. Replace existing light fixtures over the circulation desk.

The library’s goal is to improve the energy efficiency performance of the interior and exterior lighting systems and to improve maintenance costs and energy consumption.

2. **SCOPE OF WORK**

**Project Implementation**

1. Purchase and install qualified luminaries
2. Provide all necessary equipment, hardware, adapters, and any other materials necessary for a quality installation. Ensure installation quality, compliance with project schedule and proper disposal and/or recycling of old luminaries.
3. Contractor shall warrant all labor and replace defective LED luminaires and parts thereof for a period of one year from the date of project completion. The warranty for the luminaries shall be no less than ten (10) years.
4. Manage deliveries and staging of material to site including any secured storage considerations.
5. Manage and facilitate proper disposal of waste material including old luminaries and fixtures.
6. Inspect final work and correct and “punch list” items.

**Responses to this RFP should conform to the following:**

1. A brief cover letter describing the firm and or individual submitting the RFP.
2. Executive summary of RFP to include highlights that convey the firm’s understanding of the purpose and expected outcomes of the project. Not to exceed one page in length.
3. A detailed work plan that includes a description of the methodologies, tasks, activities, timeline, etc. that you feel are necessary for completing the project.
4. Comments related to the RFP –including objections, omissions or changes to the Scope of Work that you might want to recommend based on your experience and expertise.
5. Resumes of key personnel working on this project.
7. A Schedule of Costs for providing services described, including supplies, equipment, etc.
8. Contact information/references for three similar lighting projects completed within the last five years.
9. Full contact information and signature of company officer empowered to bind the contract.
10. Signed State of Georgia Contractor’s Affidavit (included).
3. **SUBMITTAL & SELECTION PROCESS**

This RFP will be posted to ARLS’s website www.athenslibrary.org and will be sent to the Georgia Procurement Registry.

Questions concerning the RFP should be submitted in writing or email to:

Toby Mayfield, Assistant Director, Regional Services
Athens Regional Library System
2025 Baxter Street
Athens, GA 30606
Fax: 706.613.3660
tmayfield@athenslibrary.org *(must have RFP-LED Retrofitting Inquiry in Subject Line)*

Deadline for submission of questions is **5 p.m. EST, November 14, 2022.** Responses will be emailed no later than 5 p.m. EST, November 21, 2022. All questions and answers will be posted to www.athenslibrary.org

Deadline for submission of RFP is **December 5, 2022.** Responses may be submitted via email *(must have RFP-LED Retrofitting in Subject Line)* by 5:00 p.m. EST to vbell@athenslibrary.org or delivered to the library by 5:00 p.m., December 5, 2022.

Valerie Bell, Director
Athens Regional Library System
2025 Baxter Street
Athens, GA 30606
4. **SELECTION CRITERIA**

   ARLS will evaluate the proposals as follows:
   1. Demonstrated understanding and approach to the Scope of Work.
   2. Relevant and positive experience and success in LED Retrofitting.
   3. Responses from direct and indirect references.
   4. Qualifications of project staff.
   5. Cost to complete process.
   6. Ability to meet/adhere to proposed timetable.
   7. The highest ranked vendor(s) may be asked to make a formal presentation or submit to a telephone or Skype interview.

5. **SITE VISIT**

   There will be an optional site visit held on Monday, November 7, 2022 at 11:00 a.m. at Oglethorpe County Library, 585 Athens Road, Lexington, GA 30648.

**Miscellaneous**

1. ARLS reserves the right to select a vendor based directly on the proposal or to negotiate further with one or more respondents.
2. ARLS reserves the right to reject any and all proposals.
3. ARLS will not reimburse costs of preparing any proposals.
4. No library board member or staff member shall have a financial interest in any of the respondent firms.

The library director will notify vendors chosen for further consideration within 23 days of proposal deadline and will notify respondents in writing or by phone of the outcome of their proposal within 30 days of the final selection.
CONTRACTOR AFFIDAVIT & AGREEMENT UNDER O.C.G.A. § 13-10-91(b)(l)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, as amended, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of Athens Regional Library System, has registered with, is authorized to use, and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the provisions and deadlines established in O.C.G.A. § 13-10-91, as amended.

Furthermore, the undersigned will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

<table>
<thead>
<tr>
<th>Federal Work Authorization User Identification Number</th>
<th>Date of Authorization</th>
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Name of Contractor: ________________________________________________________________

Name of Project: __________________________________________________________________

Name of Public Employer: ____________________________________________________________

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on ___, ___________.202___ in _____________________, ________________________.

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE
DAY OF ____________, 202___

Notary Public
My Commission Expires:
What Your Business Needs to Know about Georgia’s E-Verify Requirements

(Effective July 1, 2013)

E-Verify Contractor Requirements
Georgia law, O.C.G.A. § 13-10-91, requires all businesses that contract with a public employer for labor or services by bid or by contract in which the labor or services exceed $2499.99 to sign an affidavit attesting that they are registered for and use E-Verify unless 1) the contractor has no employees (in which case they must present an approved state issued identification card/drivers' license from an approved state as provided on the Attorney General’s website ) or, 2) the contract is with an individual licensed under Title 26, Title 43, or the State Bar of Georgia who is in good standing and that individual is performing that service. Anyone your business subcontracts with for labor and services, as well as the subcontractors of your subcontractors, in furtherance of that contract is also subject to this requirement. E-Verify Contractor, Subcontractor, and Sub-Subcontractor affidavits can be found here.

E-Verify Private Employer Requirements
Georgia law, O.C.G.A. § 36-60-6, requires all businesses, with more than 10 employees that are seeking an occupation tax certificate/business license or other document required to operate a business with a county or city to sign an affidavit attesting that they are registered for and use E-Verify. Businesses with 10 or fewer employees are required to sign an affidavit attesting that they are exempt from this requirement. Once a business has provided this affidavit to the county, all subsequent renewals can be provided with the submission of the E-Verify number, as long as it is the same number as provided on the affidavit, or assertion that your business is exempt. The county will provide the format in which renewal information is collected. E-Verify Private Employer and Exemption Affidavits can be found here.

What Is E-Verify?
E-Verify is a federal Web-based system that electronically verifies the employment eligibility of newly hired employees. It works by allowing participating employers to electronically compare employee information taken from the 1-9 Form (the paper-based employee eligibility verification form used for all new hires) against records in the Social Security Administration’s database and the records in the Department of Homeland Security immigration databases.

Where Do I Find My E-Verify Number?
The Human Resources Department for your business should have that information, if you have registered. The E-Verify number, which consists of four to six numerical characters, is located directly below the E-Verify logo on the first page of the memorandum of understanding (MOU) entered into between your business and the Department of Homeland Security (DHS) to use E-Verify.

What if I cannot locate or do not have access to my MOU?
If the HR director/program administrator for E-Verify from your business has taken the E-Verify tutorial, you may obtain your company ID number by: 1) Logging in to E-Verify with your assigned user ID and password; 2) From ‘My Company,’ select ‘Edit Company Profile;’ 3) The Company Information page will display the company ID number. If your HR director/program administrator has not completed the tutorial, you must contact E-Verify Customer Support at 888-464-4218 or at E-Verify@dhs.gov for assistance.

Is the Federal Tax Identification Number/Employer Identification Number (EIN) the same as the E-Verify Number?
No. While you will be required to provide the Federal Tax Identification Number/EIN for your business to DHS in order to register for E-Verify, a separate number, which consists of four to six numerical characters, will be provided as the E-Verify number for your business by DHS, which will be located on the MOU.

How Do I Register for E-Verify?
To register for E-Verify, please visit the DHS website. If you need assistance in completing the registration process or need additional information relating to E-Verify, call their customer service number at 1-888-464-4218, email them at E-Verify@dhs.gov or visit their website at http://www.dhs.gov/e-verify.