



**CITY OF ROUND ROCK
IFB NO. 17-025
DOWNTOWN CHRISTMAS LIGHTING PRODUCTS & SERVICES**

IFB No. 17-025

Addendum No. 1

Date: September 5, 2017

Addendum No. 1, dated September 5, 2017, is being issued to respond to all questions submitted by the deadline on Thursday, 08/31/17, @ 5:00 p.m. for IFB No. 17-025 – Downtown Christmas Lighting Products and Services as outlined below:

The following is an addition to the original specifications in reference bidder responses and payment for the Downtown Lighting Products and Services as follows:

Bidders shall submit their bid for the Downtown Christmas Lighting Products and Services as itemized on Attachment A: Bid Sheet. However, please be advised the City of Round Rock will "only" process payment for "actual" Downtown Christmas Lighting Products and Services installed during the 1st year of the contract based on the availability of the lighting products and services. This clarification is based on the concern expressed regarding availability and shipment times for the amount of products requested in the bid.

The following are answers to questions addressed by prospective bidders at the mandatory pre-bid meeting and site visit as follows:

Question No. 1: Is the City going to install the pole extension?

Answer: Yes. The City will provide all pole extensions with eyelets. Vendor is responsible for all anchors, cables, and any additional equipment required for installation.

Question No. 2: Is there a height restriction for overhead lighting?

Answer: Yes. The height restriction for overhead lighting is 16 feet.

Question No. 3: Are the main tree trunks and branches to be wrapped with 4 inch wraps up to 25 feet on the trees?

Answer: Yes, please refer to Part II Spec., 1.2 – Tree Trunks and branches.

Question No. 4: How far apart is the spacing of the sockets for the Festival lighting?

Answer: All festival lighting (Above Street Lighting) shall be inline (base) sockets spaced 24" o.c. with T50/S14 LED lights with Smooth Plastic Cover.

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Question No. 5: Can the City clarify the type of bulb lights (S14s if applicable) required?

Answer: All festival lighting (Above Street Lighting) shall be inline (base) sockets spaced 24" o.c. with T50/S14 LED lights with Smooth Plastic Cover.

Question No 6: Does the City want glass or plastic light covers?

Answer: The City requires plastic light covers.

Question No. 7: How many circuit panels are available for the lighting installation?

Answer: An electrical diagram for Downtown is in progress but will not be completed prior to Bid Opening. City will provide awarded Vendor with electrical diagram prior to installation.

Question No. 8: Is Line Item #9 for the Dekra-Lite Regal Illuminated walk through ornament with warm white LED lights for Option A: Lease Option the same as Line Item #25 for the Dekra-Lite Regal Illuminated walk through ornament with warm white LED lights for Option B: Purchase Option?

Answer: Yes

Question No. 9: What are the hours of installation?

Answer: Please refer to Part II, Specifications, Section 2. Installation, Maintenance, and Removal, 2.8. Week day and Sunday installation outlined in IFB 17-025 – Downtown Christmas Lighting Products and Services document, page 9 of 21.

Question No. 10: Are permits required?

Answer: Yes. If applicable, awarded Contractor is responsible for obtaining necessary federal and state permits. The City of Round Rock does not have permits required for the installation of lighting or lighting elements related to this project. Please refer to Part II, Specifications, Section 8. Permits, outlined in IFB 17-025 – Downtown Christmas Lighting Products and Services document, page 9 of 21.

Question No. 11: Will the City be responsible for coordinating street lane closures with the awarded Contractor?

Answer: Yes, 48-hour prior notice will be required. City will provide barricades for closures and will notifying affected business and property owner of street closure.

Question No. 12: Will the Contractor be responsible for the lighting of twelve (12) trees that are not currently planted in Area #2?

Answer: Yes. Contractor will be responsible for the lighting of a quantity of twelve (12) Small Trees if planted by the City prior to the holiday light Show.

Question No. 13: Can the City provide a previous bid tabulation sheet for the Downtown Christmas Lighting Products and Services project?

Answer: There is no previous bid tabulation sheet for this project as the Downtown Christmas Lighting Products and Services solicitation is for new products and services.

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Question No. 14: Can the awarded Contractor use booms on the City sidewalks during the installation of all lighting?

Answer: Yes. However, awarded Contractor “shall” lay down plywood on all City sidewalks during use of booms for installation of all City lighting.

Question No. 15: Will electrical power be available at the top of City lamp posts?

Answer: Yes

Question No. 16: Shall all lighting not use 10 amps per tree off of a 120-amp circuit?

Answer: Upon further review of electrical loads, all lighting with the exception of the Medium Trees and Large Trees shall use less than 10 amps on a 120V circuit. Medium and Large Trees shall be allowed to go above 10 amps on a single circuit or will be split between two (2) circuits. City will coordinate with awarded Vendor on details of electrical distribution.

Question No. 17: How old are all of the City’s trees?

Answer: All City trees are from 3 months old up to up 8 years old.

Question No. 18: Can bidders submit a bid based on an “Average” number of lights for the Small (3,000 warm white LED), Medium (24,000 warm white LED), and Large (30,000 warm white LED) trees vs. a “Minimum” number of lights?

Answer: Bidders are to submit their bid based on an “Average” number of lights for the Small (3,000 warm white LED), Medium (24,000 warm white LED), and Large (30,000 warm white LED) trees as specified in Part II, Specifications, 1. Scope/Service General Requirements, 1.3 – Small Tree Lighting, 1.4 – Medium Tree Lighting, and 1.5 – Large Tree Lighting. Bidders shall field verify all trees shown on “Attachment E – Downtown Christmas Lighting Map” to determine actual quantities of lights (greater than or less than average) per tree to light the trees as shown in revised “Attachment F – Lighting Exhibits.”

Question No. 19: Can the City provide a circuit map visual to bidders prior to the bid opening date?

Answer: No. An electrical diagram for Downtown is in progress but will not be completed prior to Bid Opening. City will provide awarded Vendor with electrical diagram prior to installation.

Question 20: How does the awarded Contractor install the City owned wreaths?

Answer: The City will provide a demo to the awarded Contractor showing how to install City owned wreaths.

Question 21: Will the City provide pruning and trimming of tree branches?

Answer: Please refer Part II, Specifications, Section 2. Installation, Maintenance and Removal, 2.2. Any trimming of branches must be coordinated with the City’s Forestry Manager. Vendor “shall” not prune any tree without prior approval from the City’s Forestry Manager. He may be contacted for additional information on allowable pruning or light installation methods. Emsud Horozovic, (512) 341-3350 or email at: ehorozovic@roundrocktexas.gov

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Question 22: On the bid sheet, it does not specify which Leblanc gift box the city is wanting.

Answer: Please see "Attachment F – Lighting Exhibits (Revised) for images of the specified Leblanc Walk Through 3-D Gift Box and Walk Through 3-D Ornament (Items 10,11,26,27 on Bid Sheet).

Question 23: Scope 1.2 Tree branches up to 25' and canopies wrapped. Then below in scope 1.3-5, it is stated you want the trees to look like Attachment F - Lighting Exhibits. When canopies are mentioned this means to us to go in circles around the full circumference of the trees greenery/leaves a lot higher than 25'. The pictures in attachment F do not show the canopies wrapped.

Answer: All tree lighting shall be installed per Part II – Specifications, Section 1 – Scope/Service General Requirements and as shown in "Attachment F – Lighting Exhibits".

Question 24: On Specifications 1.2 thru 1.5, can you provide which LED mini light strands you are specifying.

Answer: All LED mini lights shall be 70-lite LED M5 Mini Lights, warm white with 4" spacing and green wire.

Question 25: Did the city consult with any individual(s) or firm(s) on developing the scope of work for this project? If so, what individual(s) or firm(s)?

Answer: Yes, the City reached out to the City of Georgetown earlier this year to discuss their downtown Christmas lighting. This research led the City to consult with Décor iQ prior to scope of work development. The scope of work included in the IFB was developed by City staff in addition various sources of information was researched including a scope of work obtained from the City of Georgetown for a similar project, product catalogues (Dekra-Lite and Leblanc) and previous lighting quotes used for the City's Rock'N Lights Holiday Show.

Question 26: Please provide any bid tabulations from prior years for holiday lighting/decor.

Answer: The City has not done any previous bids for Christmas lighting services. The City's Rock'N Lights Holiday Show was done through an Interlocal Agreement with the City of Grand Prairie, Texas.

Question 27: Please provide the sign-in sheet for the pre-bid meeting.

Answer: Attached sign-in sheet has been posted to the City website at:
<https://www.roundrocktexas.gov/departments/purchasing/purchasing-active-solicitations/>

Question 28: How much has the city budgeted for this project annually?

Answer: This is a first-time event for the City and is not being funded by a line item budget.

Question 29: SECTION 1.2 states "canopies wrapped with LED mini lights", but section 1.3 and 1.4 refer the wrapping method as that shown in attachment F. In attachment F, the small trees are shown as full branch wraps, and the medium and large trees are shown as all trunks and limbs being wrapped up to the point of foliage. Neither photo in attachment F shows "canopies wrapped with LED mini lights". Please clarify the language and/or provide additional photo examples of what you'd like to see for each size tree. We can provide photo examples if further clarification is needed.

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Answer: Please strike the word "canopies" from Specification 1.2. All tree lighting shall be installed as specified in Specifications 1.2 thru 1.6 and as shown in "Attachment F – Lighting Exhibits".

Question 30: SECTION 1.4 states "minimum of 24,000 warm white LED lights", however SECTION 1.6 states "shall not use more than 10amps per tree". 24,000 commercial grade LED mini lights will have a load of 14.28amps. Please clarify these two conflicting sections.

Answer: Upon further review of electrical loads, all lighting with the exception of the Medium Trees and Large Trees shall use less than 10 amps on a 120V circuit. Medium and Large Trees shall be allowed to go above 10 amps on a single circuit or will be split between two (2) circuits. City will coordinate with awarded Vendor on details of electrical distribution.

Question 31: SECTION 1.5 states "minimum of 30,000 warm white LED lights", however SECTION 1.6 states "shall not use more than 10amps per tree". 30,000 commercial grade LED mini lights will have a load of 17.86amps. Please clarify these two conflicting sections.

Answer: Upon further review of electrical loads, all lighting with the exception of the Medium Trees and Large Trees shall use less than 10 amps on a 120V circuit. Medium and Large Trees shall be allowed to go above 10 amps on a single circuit or will be split between two (2) circuits. City will coordinate with awarded Vendor on details of electrical distribution.

Question 32: We have concerns about the stability of the pole extensions for the "Above Street Lighting". Some of the light runs will be lengthy and significant pull will be placed on the pole extensions with cabling and turnbuckles. Has an engineering study been completed to verify that this is a viable mounting option for the "Above Street Lighting"?

Answer: The pole extension design was approved by the lighting manufacture. An engineering review by the lighting manufacturer is currently under review. The City will not move forward with Above Street Lighting unless it has been determined that the light poles, extensions and footings can support the lateral tension of the Above Street Lighting.

Question 33: What height above ground level will the top of the pole extensions be for the "Above Street Lighting"?

Answer: The height restriction for Above Street Lighting is 16 feet.

Question 34: Is the "Above Street Lighting" intended to be for permanent or seasonal use?

Answer: At this time, the Above Street Lighting is intended to be just for the duration of the Show outlined in the IFB.

Question 35: Trees will need significant trimming in certain areas in order to suspend "Above Street Lighting" in certain areas. Can you confirm that all tree trimming necessary will be completed by city staff prior to installation of the "Above Street Lighting"?

Answer: Tree trimming for Above Street Lighting will not be completed by City staff prior to installation of Above Street Lighting. Please refer Part II, Specifications, Section 2. Installation, Maintenance and Removal, 2.2. Any trimming of branches must be coordinated with the City's Forestry Manager. Vendor "shall" not prune any tree without prior approval from the City's Forestry Manager. He may be contacted for additional information on allowable pruning or light installation methods. Emsud Horozovic, (512) 341-3350 or email at: ehorozovic@roundrocktexas.gov

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Question 36: If available, please provide a picture of the city owned wreaths and their mounting mechanisms. If a photo is not available, please provide a description of the mounting method for the wreaths.

Answer: Not photo of the wreath is available at this time. The wreathes are mounted over the light globe using wire and clamps. The City will provide the Vendor with mounting hardware/accessories and provide a demonstration of how the wreaths are typically mounted in Downtown.

Question 37: Will the pole banners be removed by city staff prior to the installation of garlands and wreaths?

Answer: Yes

Question 38: Can installation begin prior to the 3rd week in October for just the portion that is tree lighting and/or "Above Street Lighting"?

Answer: No. However, the awarded Vendor may submit a request for an earlier start date with justification to the City. The City will review and approve or deny the request. For the purposes of this IFB, Bidders shall base their bid on a start date of the 3rd week in October.

Question 39: It is our understanding that if there are any time-clocks or photocells that are non-working that we are to replace - however if the receptacle itself is non-working or any other electrical issues are discovered, are to make repairs or coordinate with city staff to make electrical repairs?

Answer: Any electrical issues discovered with the permanent receptacles in the tree wells or light poles will be repaired by the City.

Question 40: Will we have to opportunity to test all power sources with city staff and address issues prior to the installation time frame?

Answer: Yes, the awarded Vendor and the City will walk the entire Show prior to beginning installation.

Question 41: Will there be a designated staging/parking area for equipment through the duration of the installation and removal?

Answer: Yes. While a specific location has not been identified in this IFB, a designated staging/parking area will be determined by the City and communicated to the awarded Vendor.

Question 42: SECTION 2.10 states "lighting shall be removed in the 3rd week of January". Please clarify if this is the starting date for removal or deadline for completion? Can the removal of tree lighting only be extended past the 3rd week in January if it is all unplugged?

Answer: Completion of Removal. However, the awarded Vendor may submit a request for an extended removal deadline with justification to the City. The City will review and approve or deny the request. For the purposes of this IFB, Bidders shall base their bid on a complete removal of all lighting and displays by the 3rd week of January.

Question 43: Can it be stated in the contract that the vendor is not solely financially responsible for maintenance and/or product replacement incurred as a result of theft, malice, rodents, or a weather event?

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Answer: Under the Option A: Lease Option, the awarded Contractor shall be responsible for the maintenance and/or product replacement. Under the Option B: Purchase Option, the City shall be responsible product replacement with the Contractor being responsible for providing labor, installation, maintenance and removal.

Question 44: Are there any restrictions on size/type of aerial equipment that can be used for installation?

Answer: No. However, as stated in Specification 2.4 "Installation and deinstallation must be performed by individuals with adequate training in exterior electrical installations in a commercial district to ensure safe installation and performance." Specification 2.6 also states "All safety rules, laws, regulations, guidelines and practices must be followed at all times." Furthermore, Specification 2.7 states that "The installation area is active in daytime and at night, a local commercial district with limited parking and much pedestrian activity. Local business access cannot be blocked for long periods of time, and the operations of the City Hall located at 221 East Main Street may not be impeded, during business hours."

Question 45: PERMITS: Is the city aware of any permits that would be required for this installation?

Answer: Yes. If applicable, awarded Contractor is responsible for obtaining necessary federal and state permits. The City of Round Rock does not have permits required for the installation of lighting or lighting elements related to this project. Please refer to Part II, Specifications, Section 8. Permits, outlined in IFB 17-025 – Downtown Christmas Lighting Products and Services document, page 9 of 21.

Question 46: If we do decide to utilize a subcontractor(s), please list all documentation/information that we need to submit for the prospective subcontractor(s).

Answer: If subcontracting, please complete the "Subcontracting Information Form" posted to the City website at: <https://www.roundrocktexas.gov/departments/purchasing/purchasing-active-solicitations/>

Question 47: For the lease options, will it be acceptable to invoice for a 50% deposit prior to the installation, 25% after the installation is completed, and 25% after the removal is completed?

Answer: Yes

Question 48: For the purchase option, will it be acceptable to invoice for the purchase price of all product prior to the installation, 25% of the installation price prior to the installation, 50% after the installation is completed, and 25% after the removal is completed?

Answer: The vendor may invoice the City when the product is shipped, the payment for the product will be processed upon confirmation of receipt of the product by the City. The installment plan for the payment of services is acceptable.

Question 49: If there are inventory issues with any of the specified decor options or we have a better/more cost effective equivalent, what is the process to get approval for an equivalent product?

Answer: In the event of inventory issues, the awarded Contractor shall be required to provide product literature, information, and lighting samples to the City of Round Rock – Parks and Recreation Department for proposed alternate lighting products. All alternate lighting products shall be evaluated by the Parks and Recreation staff to determine if propose alternate lighting products are equivalent.

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Question 50: For clarification, the total price listed on the bid sheet will be the annual price paid out each year, correct?

Answer: The bid sheet represents "estimated" annual quantities, the bid total will establish an annual contract authority however the City reserves the right to purchase or lease more or less annually based on the needs of the project.

Question 51: LINE 42 ON BID SHEET states "cost to provide, install and program remote light timer for lights. What is meant by "remote"? Are timers to be "in-line" timers used at the source of the receptacles or will they be tied to the circuits at the breaker panels?

Answer: The light timers, if needed, will be "in-line" timers used at the receptacles prior to plug/cords for lighting and/or displays.

Approved by: Michael Schurwon

Date: 09/05/17

Michael Schurwon, CPPB, CTPM
Purchaser

By the signatures affixed below this addendum is hereby incorporated into and made a part of the above referenced solicitation.

ACKNOWLEDGED

Vendor

Authorized Signature

Date

RETURN ONE COPY SIGNED COPY OF THIS ADDENDUM TO THE PURCHASING OFFICE WITH YOUR SEALED PROPOSAL. FAILURE TO DO SO MAY AUTOMATICALLY DISQUALIFY YOUR RESPONSE FROM CONSIDERATION FOR AWARD.