

# WHITMAN COUNTY PUBLIC WORKS SMALL WORKS WORKSHEET

**PROJECT NAME: Light Emitting Diode (LED) Retrofit/Upgrade at Multiple  
Road Department Shop Locations throughout Whitman County**

**DESCRIPTION:**

This is a project to upgrade and/or retrofit existing interior and exterior lighting to new DLC approved or Energy Star rated LED lighting at Whitman County Road Department Shop Locations (7) throughout Whitman County, Washington.

- For a site tour, contact Brandon Kruger (see contact info. below).

**(See attached description and Specifications)**

QUOTES MUST BE RETURNED BY: **Friday, Sept. 3<sup>rd</sup>, 2021 by 5:00 p.m.**

Work Must Be Completed By: **Thursday, March 31st, 2022** \_\_\_\_\_  
INITIAL

TOTAL COST of PROJECT (before tax) \$ \_\_\_\_\_

Washington State Sales Tax: \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Email

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2021

**Contact: Brandon Kruger – 509-397-5203**

**brandon.kruger@whitmancounty.net**

**Whitman County Public Works: (509) 397-4622 FAX (509) 397-6210**

## **Light Emitting Diode (LED) Retrofit/Upgrade at Multiple Road Department Shop Locations throughout Whitman County**

Whitman County is asking for quotes to retrofit/upgrade the interior and exterior lighting at multiple Road Department Shop locations with high efficiency Light Emitting Diode (LED) fixtures. All materials used must be new and of good quality. All LED fixtures ***must*** be Design Lights Consortium (DLC) or Energy Star rated lighting products to qualify for grants and rebates offered by Avista Utilities and Inland Power and Light. A list of approved fixtures can be found by visiting [www.designlights.org](http://www.designlights.org) or [www.energystar.gov/productfinder](http://www.energystar.gov/productfinder). All fixtures and necessary conduit, hardware, etc. shall be installed according to local building codes and to the highest standards.

Contractor will provide proof of Washington State contractor's License and insurance. This project will be considered a public works project which will require prevailing wages to be paid. A prevailing wage statement must be provided to Whitman County at project completion. Bid bond will not be required for this project.

All electrical permits will be taken out with L&I by the contractor and a copy supplied to Whitman County when project is complete.

Bidders must be willing to work with utility companies' rebate and grant programs including: filling out and submitting required paperwork and submitting photos of installed fixtures as needed. The successful bidder's proposal, with quantities and fixture types, must be approved by utility companies for rebate and grant qualification/eligibility before work can begin.

Whitman County is looking for in place fixture replacements or retrofits. Bidder's suggestions for relocating new fixtures for better lighting will be accepted, as long as the work and fixtures still conform to utility company grant and rebate programs.

The entire project must be completed by **March 31<sup>st</sup>, 2022** at all locations. Once work begins at an individual location, work must continue until that location is finished. Breaks between locations are acceptable, as long as, all locations are complete by **March 31, 2022**. Upon completion of the project, submit invoice to Whitman County and allow up to 30 days for payment.

Please reference the following list for shop addresses and utility providers for each location.

- 201 Duncan Springs Road, Colfax, WA, 99111 – Avista Utilities
- 2041 Country Club Road, Pullman, WA, 99163 – Inland Power and Light
- 230 E Union St., Palouse, WA, 99161 – Avista Utilities
- 708 Broadway St., Colton, WA, 99113 – Avista Utilities

- 7 S Main St., St. John, WA, 99171 – Avista Utilities
- 801 W Steptoe St., Oakesdale, WA 99158 – Avista Utilities
- 320 Clark Ave., Lacrosse, WA, 99143 – Avista Utilities

Bidders can tour shop locations on Thursday, August 26th. Please make arrangements with Brandon Kruger at 509-397-5203 or by email at [brandon.kruger@whitmancounty.net](mailto:brandon.kruger@whitmancounty.net). If that date does not work, contact Brandon for alternatives.

Bidders shall submit the attached worksheet complete with company information and total project cost. **Additionally, bidders are required to submit individual proposals of each location complete with costs of fixtures, fixture types, and quantities to be installed.** The costs provided should include ALL applicable costs for each location, such as; material, labor, lift rentals, travel expenses, permits, taxes, etc. The individual site proposals will then be shared with the utility companies to confirm grant and rebate eligibility. Utility company worksheets have also been included and can be utilized to streamline the review process.

The basis of award for this project will factor the overall cost of the project and the bidder's ability to demonstrate that they can work seamlessly with utility company grant and rebate programs as needed for the successful completion of the entire project.



## Instructions

This lighting worksheet should be used for commercial lighting projects that are not included in the standard prescriptive commercial lighting incentive agreements. Prior to any installation, please completely fill out the worksheet and submit it to your Avista Account Executive. For a listing of Avista Account Executives, go to: [myavista.com/bizhelp](http://myavista.com/bizhelp).

### SECTION 1 – CUSTOMER AND VENDOR INFORMATION

**Important Notice:** It is required to fill out a separate worksheet for each meter number. Please refer to your Avista bill for your meter number.

Please do not use master account numbers as they represent more than one account number.

Please provide and complete all customer and vendor information requested. Enter the names, addresses and phone numbers.

Check the lighting project type: New Construction, Remodel/Redesign or a Retrofit.

**Note:** New Construction includes new building construction, major remodel or when a lighting project redesign has more than a 20% fixture reduction.

### SECTION 2 – EXISTING LIGHTING INFORMATION

**Note:** Please leave a blank line between each retrofit description.

Please complete all required existing fixture information. For new construction projects use current energy code lighting as your baseline.

The following information is required:

- 2.1 Please provide existing fixture quantity.
- 2.2 Enter total lamp & fixture wattage (total fixture input wattage).
- 2.3 Describe the existing fixtures or new construction baseline fixtures.
- 2.4 Enter the number of lamps per fixture (list "LED" for LEDs).
- 2.5 Lighting location: Is this space heated? Yes (Y) or No (N)
- 2.6 Is the lighting area air conditioned? Yes (Y) or No (N)
- 2.7 Is there an existing occupancy or daylight sensor in this lighting area? Yes (Y) or No (N)
- 2.8 Estimate hours per week this lighting is operating/on.
- 2.9 Choose lighting location: Interior (I) or Exterior (E).

### SECTION 3 – PROPOSED LIGHTING INFORMATION

Please provide the proposed lighting (lamps and fixture) information. The following information is required:

LED fixtures and TLED Lamps are required to be on the Design Lights Consortium Qualified Product List. To locate, go to [www.designlights.org/search](http://www.designlights.org/search). LED lamps are required to be Energy Star Rated.

It is a requirement to provide a screen shot of the proposed LED lighting from the qualified list and a manufacturer product cut sheet. Use a recent screen shot that is less than one week old as lists change frequently.

- 3.1 Enter proposed fixture quantity.
- 3.2 Enter the total lamp & fixture input wattage (lamps and ballasts or driver wattage).
- 3.3 Describe the proposed lighting fixture. It is required to provide the lighting manufacturer name and complete model number.
- 3.4 Enter lamps per fixture (list "LED" for LEDs).
- 3.5 Describe lamp/ballast type such as fluorescent, High Output (HO/HBF), Low Output (LBF), Pulse Start (PS), LED, Digital HID (DHID).
- 3.6 Are any new occupancy or daylight sensors being installed with the new proposed lighting upgrades? If you are adding new sensors, please include new hours of operation.

### SECTION 4 – COSTS OF THE PROPOSED LIGHTING

**Note:** It is required to separate out labor and materials costs per unit and provide total costs.

- 4.1 Enter unit cost.
- 4.2 Enter labor costs per unit. Labor costs are required for the project evaluation. If labor is performed "in-house" a statement of such is required listing man-hours and cost per hour.
- 4.3 Enter total project costs: materials, labor, disposal, lift rental, permit and taxes.

# REBATES FOR BUSINESS

Thank you for your commitment to energy efficiency



## Commercial Lighting

Irrigation

### step 1 Basic Project & Building Information

PROJECT NAME

STREET ADDRESS CITY STATE ZIP CODE

SECTOR

BUILDING TYPE

PROJECT TYPE (NEW CONST/RETROFIT)

### step 2 Member Information

(name, address and home information)

COMPANY NAME

MAILING ADDRESS CITY STATE ZIP CODE

CONTACT NAME

CONTACT PHONE

EMAIL

INLAND POWER ACCOUNT NUMBER

### step 3 Contractor/Trade Ally

COMPANY

CONTACT NAME CONTRACTOR PHONE CONTRACTOR EMAIL

### step 4 Additional Lighting Analysts, Electricians, Etc.

COMPANY	CONTACT NAME	PHONE NUMBER	EMAIL

### step 5 Space Specific Lighting Schedule & Other Details

**SPACE ID** \_\_\_\_\_ **DAILY HOURS OF LIGHTING USAGE**

USE WHOLE BLDG INFO  YES  NO

S	M	T	W	Th	F	S
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**SPACE CONDITIONING** HEATED OR COOLED? \_\_\_\_\_

USE WHOLE BLDG INFO  YES  NO HEATING SYSTEM TYPE: \_\_\_\_\_

EXISTING LIGHTING	EXISTING FIXTURES	EXISTING BALLAST	EXISTING LAMPS	EXISTING FIXTURE QUANTITY	NEW LIGHTING	NEW FIXTURES	NEW BALLAST	FIXTURE QUANTITY:
	<input type="checkbox"/> T12 <input type="checkbox"/> T8 <input type="checkbox"/> HPS <input type="checkbox"/> T5 <input type="checkbox"/> MH <input type="checkbox"/> MV <input type="checkbox"/> INCANDESCENT	<input type="checkbox"/> MAGNETIC <input type="checkbox"/> ELECTRONIC <input type="checkbox"/> HO <input type="checkbox"/> PULSE	<input type="checkbox"/> STANDARD <input type="checkbox"/> HO <input type="checkbox"/> VHO <input type="checkbox"/> SLIMLINE <input type="checkbox"/> OTHER*	FIXTURE LENGTH # OF LAMPS <input type="checkbox"/> 48" <input type="checkbox"/> 1 <input type="checkbox"/> 72" <input type="checkbox"/> 2 <input type="checkbox"/> 96" <input type="checkbox"/> 3 <input type="checkbox"/> OTHER* <input type="checkbox"/> 4		<input type="checkbox"/> LED <input type="checkbox"/> OTHER*	<input type="checkbox"/> ELECTRONIC <input type="checkbox"/> PGM-START <input type="checkbox"/> DIMMABLE <input type="checkbox"/> LO OUTPUT <input type="checkbox"/> OTHER*	FIXTURE LENGTH # OF LAMPS <input type="checkbox"/> 48" <input type="checkbox"/> 1 <input type="checkbox"/> 72" <input type="checkbox"/> 2 <input type="checkbox"/> 96" <input type="checkbox"/> 3 <input type="checkbox"/> OTHER* <input type="checkbox"/> 4
	EXISTING CONTROLS: _____		LAMP WATTAGE: _____			NEW CONTROLS: _____		LAMP WATTAGE: _____

NOTES:

<b>SPACE ID</b>	<b>DAILY HOURS OF LIGHTING USAGE</b>							<b>SPACE CONDITIONING</b>		HEATED OR COOLED? _____									
USE WHOLE BLDG INFO <input type="checkbox"/> YES <input type="checkbox"/> NO	S	M	T	W	Th	F	S	USE WHOLE BLDG INFO <input type="checkbox"/> YES <input type="checkbox"/> NO		HEATING SYSTEM TYPE: _____									
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<b>SPACE ID</b>	<b>DAILY HOURS OF LIGHTING USAGE</b>							<b>SPACE CONDITIONING</b>		HEATED OR COOLED? _____									
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<b>SPACE ID</b>	<b>DAILY HOURS OF LIGHTING USAGE</b>							<b>SPACE CONDITIONING</b>		HEATED OR COOLED? _____									
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<b>SPACE ID</b>	<b>DAILY HOURS OF LIGHTING USAGE</b>							<b>SPACE CONDITIONING</b>		HEATED OR COOLED? _____									
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