

## **Request for Proposals (RFP): 25-002**

### **Lighting Upgrade – Alma Activity Center**

Issued: March 31, 2025

Proposal Due: April 21, 2025

Project Budget: \$25,000

## **1 Overview**

The Village of Fundy Albert is seeking proposals from licensed electrical contractors to upgrade the interior lighting at the Alma Activity Center (8584 Main Street, Alma, NB). The objective is to install energy-efficient LED lighting that is adjustable to meet the varying needs of activities held in the facility.

## **2 Project Objectives**

- Replace existing lighting with energy-efficient LED fixtures.
- Provide adjustable lighting suitable for multiple activities (e.g., music events, , meetings, celebrations).
- Enhance overall energy efficiency and lighting quality of the facility.

## **3 Scope of Work**

- Attend a site visit to evaluate existing infrastructure and discuss project requirements.
- Design and propose a lighting solution tailored to the facility's needs.
- Apply for and provide necessary permits.
- Supply and install all lighting equipment and related materials.
- Ensure compliance with applicable electrical codes and safety regulations.
- Provide a warranty on installed equipment and workmanship.

## **4 Site Visit**

A mandatory site visit will take place on:

Wednesday, April 9, 2025

10:00 AM

Alma Activity Center, 8584 Main Street, Alma, NB

This visit will allow all interested contractors to inspect the facility and ask questions.

## 5 Proposal Requirements

Proposals must include:

- Company profile and proof of being a licensed electrical contractor.
- adequate workers' compensation insurance to cover its employees in case of workplace injuries
- Proposed lighting solution, including layout or conceptual approach (based on site visit).
- Itemized cost estimate, including materials, labor, and any additional costs.
- Estimated timeline for completion, ensuring the project is finished by May 16, 2025.
- Warranty terms for equipment and workmanship.
- Experience with similar projects (at least two references preferred).

## 6 Evaluation Criteria

Proposals will be assessed on the following basis:

Functionality of proposed solution – 30%

Overall value (cost vs. quality) – 30%

Contractor qualifications and experience – 20%

Timeline and ability to meet deadline – 10%

Warranty and post-installation support – 10%

## 7 Submission Instructions

Submit proposals by 4:00 PM on April 21, 2025, by email to:

[operations@fundyalbert.ca](mailto:operations@fundyalbert.ca)

Questions may be directed to:

Ian Barrett, Director of Operations

1-506-734-3733 or 1-506-232-3846