

**INVITATION FOR BID  
ROANOKE REGIONAL AIRPORT COMMISSION**

<b>BID NUMBER:</b>	<b>19-002</b>
<b>DEADLINE FOR RECEIPT OF BID:</b>	<b>January 29, 2019 at 2:00 P.M. in person, or by mail/carrier</b>
<b>BID PROJECT:</b>	<b>Purchase of Canopy Light Fixtures and Parts</b>

**I. INSTRUCTIONS TO BIDDERS**

A. General

1. The Roanoke Regional Airport Commission is seeking bids for canopy lighting fixtures and parts. The specifics, including part numbers are detailed on the bid form.
2. Submit bid quotation on the blank Bid Form included herein, filling in all spaces and information; failure to answer all questions, provide all information, or return all pages of this Request for Bid may be cause for disqualification of the bidder (see Part II-Bid Form).
3. All bids must be signed by an authorized representative of the responding firm.
4. Bids which are mailed by US mail or private carrier, or which are hand delivered, must be presented in an envelope and must be sealed, marked and addressed as follows and must be received by 2:00 P.M. on January 29, 2019 at the following address: 5202 Aviation Drive, Roanoke, Virginia 24012 and addressed to the attention of: Erin Henderson, Contracts Administrator.

Roanoke Regional Airport Commission  
Administrative Offices  
Attention: Erin Henderson  
5202 Aviation Drive  
Roanoke, VA 24012

Place in lower left hand corner:

Purchase of Canopy Light Fixtures  
Bid No. 19-002

5. Only bids received in the Commission's Administrative Offices, Second Floor Terminal Building on January 29, 2019 at 2:00 PM or prior to the bid deadline shall be considered. Bids received after the bid deadline will not be considered.

6. Evaluation of Bids:

Subject to the terms and conditions herein, the Contract will be awarded to the responsive and responsible bidder offering the lowest total price for the fixtures and parts.

7. Any questions concerning this Request for Bids shall be provided in writing to Erin Henderson, Contracts Administrator by the close of business on January 23, 2019 at the address above or by email to [erinh@flyroa.com](mailto:erinh@flyroa.com)

**B. Additional Requirements for Completion of Bids**

1. The scope of work, including the detailed specifications and other requirements, terms and conditions which will be imposed on the Successful Bidder are included in the Proposed Contract (Section III of this Request for Bids), including the Technical Specifications and Plans attached thereto and incorporated therein.

2. The Bidder must submit its Bid on the Bid Forms contained herein; no other form is acceptable. All blank spaces in the Bid Forms must be correctly and completely filled in, where indicated, in ink or type written, except that all signatures shall be signed in ink by an official of the firm who is authorized to submit the bid.

3. Every Bidder (or Offeror) shall include in its bid the identification number issued to it by the State Corporation Commission confirming that it is organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50. If the Bidder is not required to be authorized under Title 13.1 or Title 50 or as otherwise required by law, the Bidder shall include in its bid a statement describing why the Bidder is not required to be so authorized. Any Bidder that fails to provide the required information shall not receive an award unless a waiver of this requirement is granted by the Executive Director.

4. All proposals or bids and any accompanying or related information submitted to the Commission will become the property of the Commission and will not be returned. Trade secrets or proprietary information submitted by a proposer or bidder may not be subject to the Virginia Freedom of Information Act (Section 2.2-3700 et seq.), provided that the proposer or bidder: (i) properly invokes the protections of the applicable sections of the Virginia Code, as amended, including, without limitation, Virginia Public Procurement Code

Section 2.2-4342 for trade secrets or proprietary information prior to or upon submission of the data or other materials to be protected; (ii) clearly identifies the data or other materials in the proposal to be protected; and, (iii) states in writing the reasons why protection is necessary.

By submitting a bid, the submitting entity consents and agrees that, notwithstanding any express or implied claim of copyright, any and all documents submitted to the Commission are not subject to copyright and, as such, may be copied; however, the release of such documents shall be governed by applicable law, including, without limitation, the Virginia Freedom of Information Act.

C. Additional Information to Assist Bidders:

1. The successful bidder shall be required to deliver the fixtures and parts within twenty-one (21) days after issued a Notice to Proceed.

2. **ACH Vendor Payments**

The Roanoke Regional Airport Commission pays its vendors electronically rather than by paper check. Your payments will be deposited into the checking account of your choice. In addition to having the money deposited electronically, you will also be notified of the deposit by email. The email will provide you with all the information that would normally be on your check stub. To receive payments electronically you must print, and complete the ACH form, include a voided check and return both with your signed Contract to [finance@flyroa.com](mailto:finance@flyroa.com)

By signing the form, you authorize the Roanoke Regional Airport Commission to initiate credit entries and if necessary, debit entries and adjustments for any credit entries in error to your checking account. Form to be returned by the winning bidder along with a voided check.

D. Bid Award

1. The Commission reserves the right to award the Contract to a Bidder other than the apparent low Bidder. Should a contract be awarded to a Bidder other than the apparent low Bidder, it will be awarded to the lowest responsive and responsible Bidder meeting all specifications and having positive commercial references.

2. The Commission reserves the right to cancel the request for bids, to waive any informality in any bid and to reject any or all bids should said action be deemed to be in the best interest of the Commission.

4. Bids shall be valid for 30 days. Within thirty (30) consecutive calendar days after the Bid Opening date, the Commission may give written "Notice of Bid Acceptance". The successful Bidder shall be required, within fifteen (15)

consecutive calendar days after the receipt of the "Notice of Bid Acceptance" to execute the Contract and furnish the Roanoke Regional Airport Commission.

5. Should the successful Bidder fail or refuse to execute and return the Contract, supply the required insurance and proposed schedule within the time allowed, the Commission may proceed to contract with the next lowest bidder meeting all specifications and reference requirements, and may debar the first successful Bidder from future bidding opportunities.
6. The bid shall not be final and effective, nor the Commission legally bound, until the fully executed contract is returned to the successful bidder.
7. This procurement is subject to and governed by the small purchase provisions of the Virginia Public Procurement Act, as amended, as modified by the Roanoke Regional Airport Commission Procurement Regulations, as amended, which are incorporated by reference herein.

**PART II - BID FORM**

**Purchase of Canopy Light Fixtures and Parts**

**Bid No. 19-002**

**THE BIDDER SHALL COMPLETE ALL ITEMS AND FILL IN ALL BLANKS IN THESE BID FORM PAGES**

**SECTION I      **BID PRICE****

The undersigned hereby proposes and agrees, if this Bid is accepted, it will contract with the Roanoke Regional Airport Commission to furnish the following Peerless canopy light fixtures and parts or equivalent in accordance with this Bid Form.

Canopy light fixtures and parts:

**Item 1:**

**Sixteen (16) each of 16 foot fixtures (Peerless Lighting)**

**#RD4M4 LLP 16 FT MSL8 80 CRI 40K I400LMF 800LMF DARK ZT 277 SCT FE/O6  
C110 RFD 293332**

**Total for 16: \_\_\_\_\_**

**Item 2:**

**Eight (8) each of 4 foot fixtures (Peerless Lighting)**

**# RD4M4 LLP 4FT MSL4 80CRI 40K I400LMF 800LMF DARK ZT 277 SCT FE/O6  
C110 RFD 293332**

**Total for 8: \_\_\_\_\_**

**Item 3:**

**Eight (8) each of Roadway w/photo receptacle and shorting cap Lithonia Lighting  
# RSX2 LED P3 50K R4 MVOLT IS DWHXD PCR**

**Total for 8: \_\_\_\_\_**

**Item 4:**

**Eight (8) each of POST TOP RAB LIGHTING #ALED5T78W**

**Total for 8:** \_\_\_\_\_

**GRAND TOTAL OF FOUR LINE ITEMS:** \_\_\_\_\_

The salient characteristics used above should be used to compare brands and to determine the award.

These factors are not the total consideration.

The brand identified is used merely as a specification and not as a statement of a preference for the specific product identified.

Items equal to the identified brand name will be acceptable, considering quality, workmanship, economy of operation, and suitability for the purpose intended.

The brand, make of material, manufacturer, device or equipment specified is not intended to exclude other goods because of a particular patented feature.

For a different brand to be accepted, the Commission must first in its sole discretion determine such to be the equal of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended,

**All bid quotes shall be valid for thirty (30) calendar days.**

The price quoted by the successful bidder shall remain in effect during the entire term of the Contract, and the successful bidder shall be paid upon the satisfactory delivery of all the equipment and parts as determined by Commission.

**COMPLIANCE WITH STATE LAW; FOREIGN AND DOMESTIC  
BUSINESSES AUTHORIZED TO TRANSACT  
BUSINESS IN THE COMMONWEALTH**

Pursuant to Virginia Code Section 2.2-4311.2 (effective July 1, 2010), each bidder or offeror organized or authorized to transact business in the Commonwealth of Virginia pursuant to Title 13.1 or Title 50 of the Code of Virginia, (1950), as amended, or as otherwise required by law, is required to include in its bid or proposal its Virginia State Corporation Commission (SCC) Identification Number. Any bidder or offeror that is not required to be authorized to transact business in the Commonwealth of Virginia as a domestic or foreign business entity under Title 13.1 or Title 50 or as otherwise required by law is required to include in its bid or proposal a statement describing why the bidder or offeror is not required to be so authorized.

Please complete the following:

A. \_\_\_\_\_ Bidder/Offeror is a Virginia business entity organized and authorized to transact business in Virginia and such bidder's/offeror's SCC Identification Number is:

\_\_\_\_\_.

B. \_\_\_\_\_ Bidder/Offeror is an out-of-state (foreign) business entity authorized to transact business in Virginia and such bidder's/offeror's SCC Identification Number is:

\_\_\_\_\_.

C. \_\_\_\_\_ Bidder/Offeror does not have an Identification Number issued to it by the SCC and such bidder/offeror is not required to be authorized to transact business in Virginia by the SCC for the following reason(s):

\_\_\_\_\_

Please attach additional sheets of paper if more space is needed to explain why such bidder/offeror is not required to be authorized to transact business in Virginia)

Roanoke Regional Airport Commission  
ATTN: Accounts Payable  
5202 Aviation Drive NW  
Roanoke VA 24012  
540/362-1999  
[finance@flyroa.com](mailto:finance@flyroa.com)



**Roanoke Regional Airport Commission** pays its vendors electronically rather than by paper check. Your payments will be deposited into the checking account of your choice. In addition to having the money deposited electronically, you will also be notified of the deposit by e-mail. The e-mail will provide you with all the information that would normally be on your check stub. To receive payments electronically, you must print, complete this form, include a voided check and return both to the **address or e-mail** above. By signing below, you authorize Roanoke Regional Airport Commission to initiate credit entries, and if necessary, debit entries and adjustments for any credit entries in error to your checking account.

Payee Information			
Payee Name:		SSN or Federal ID #:	
Remit Address(es) for applicable accounts:			
Email Address:			

**The E-MAIL ADDRESS is for payment notification.**

Bank Information	
Bank Name:	
Name on Account:	
Account #:	
Routing #:	

Name(s):  
*Please print* \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Date**

**PLEASE INCLUDE VOIDED CHECK**



**SECTION VII      **BIDDER INFORMATION AND SIGNATURE****

The undersigned hereby acknowledges the receipt of the following Addenda to the Contract Documents:

Addendum Number \_\_\_\_\_ Dated \_\_\_\_\_

Addendum Number \_\_\_\_\_ Dated \_\_\_\_\_

Addendum Number \_\_\_\_\_ Dated \_\_\_\_\_

**EACH BIDDER MUST COMPLETE AND SIGN THE INFORMATION BLOCK BELOW  
OR ITS BID SHALL BE DETERMINED TO BE NON-RESPONSIVE**

\_\_\_\_\_  
**Complete Firm Name of Bidder**

\_\_\_\_\_  
**Signature of Authorized Official**

\_\_\_\_\_  
**Name & Title of Signing Official**

**Business Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Telephone:** (    ) \_\_\_\_\_

**Area Code**

**Email:** \_\_\_\_\_

**PART III- PROPOSED CONTRACT**  
**Purchase of Peerless Canopy Light Fixtures and Parts**

THIS CONTRACT, is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2019 between the Roanoke Regional Airport Commission, a body corporate, (hereinafter referred to as "Commission" or "Purchaser") and \_\_\_\_\_ (hereinafter referred to as "Seller" or "Contractor") for goods and valuable consideration, including the promises set forth herein, the parties agree as follows:

**1. GOODS AND SERVICES**

**A. General:**

The Seller hereby agrees to furnish and deliver the following Peerless Canopy light fixtures and parts:

16 each Canopy 16' Fixtures Peerless Lighting # RD4M4 LLP 16FT MSL8 80CRI 40K I400LMF 800LMF DARK ZT 277 SCT F3/06 C110 RFD293881

8 each Canopy 4' Fixtures Peerless Lighting # RD4M4 LLP 4FT MSL4 80CRI 40K I400LMF 800LMF DARK ZT 277 SCT F3/06 C110 RFD293332

8 each Roadway W/Photo Receptacle & Shorting Cap Lithonia Lighting # RSX2 LED P3 50K R4 MVOLT IS DWHXD PCR

8 each Post Top Rab Lighting # ALED5T78W

to the Roanoke Regional Airport Commission.

**B. Delivery:**

1. All items shall be delivered to the Roanoke Regional Airport Commission Airfield Facility Building at: 5075 Peters Creek Road, Roanoke, VA 24017 unless some other building or location is designated by the Commission.
2. All items must conform in every way to the specifications listed in Attachment "A" hereof. Substitution of materials or non-conformance with the specifications will be cause for rejection of the items and possible default and cancellation of the contract for cause.
3. Unless other arrangement have been specifically made, the items shall be delivered during the hours of 8am – 2 pm Monday through Friday. Twenty-four hour advance notification of the delivery shall be made to the Director of

Facilities and Grounds at: 540-362-1999, extension 277.

4. The Seller shall deliver the items within 21 days after the Commission's issuance of a Notice to Proceed.

C. Specifications:

It is the intent of the specifications to purchase:

16 each Canopy 16' Fixtures Peerless Lighting # RD4M4 LLP 16FT MSL8 80CRI 40K  
I400LMF 800LMF DARK ZT 277 SCT F3/06 C110 RFD293881

8 each Canopy 4' Fixtures Peerless Lighting # RD4M4 LLP 4FT MSL4 80CRI 40K  
I400LMF 800LMF DARK ZT 277 SCT F3/06 C110 RFD293332

8 each Roadway W/Photo Receptacle & Shorting Cap Lithonia Lighting # RSX2 LED P3  
50K R4 MVOLT IS DWHXD PCR

8 each Post Top Rab Lighting # ALED5T78W

D. Warranty:

Seller shall provide to the Owner any factory warranty paperwork with the delivery of the canopy light fixtures and parts.

**2. CONTRACT DOCUMENTS**

The Contract document shall consist of this Contract, the Request for Bids and Instructions to Bidders, and the Seller's completed bid form, and Commission's Terms and Conditions-Attachment B which are attached hereto and incorporated herein by reference. In the event of any conflict or inconsistency between (i) this Contract and (ii) any other Contract document, the terms and conditions of this Contract shall prevail.

**3. TIME FOR PERFORMANCE**

The Seller shall deliver the items no later than 21 days after the receipt of the executed Contract

**4. PAYMENT**

The Owner hereby agrees to pay the Seller for the delivery of the canopy lighting fixtures and parts.

The Owner hereby agrees to pay the Seller  
\$ \_\_\_\_\_

- A. Payment will be made in accordance with Seller's bid within thirty (30) days after the satisfactory delivery and final acceptance by Commission of each item, and the submittal by the Seller of a proper invoice. A detailed invoice shall be sent to Jay Ball, Director of Facilities and Grounds at [jayb@flyroa.com](mailto:jayb@flyroa.com) or delivered with the lighting fixtures and parts.

Seller agrees that Commission may withhold payment on any items which does not conform to the specifications, or which is unacceptable due to Seller's unsatisfactory performance under this Contract.

- B. See the **General Conditions** for payment and claims procedures.

C. **ACH Vendor Payments**

Roanoke Regional Airport Commission pays its vendors electronically rather than by paper check. Your payments will be deposited into the checking account of your choice. In addition to having the money deposited electronically, you will also be notified of the deposit by email. The email will provide you with all the information that would normally be on your check stub. To receive payments electronically you must print, and complete the ACH form, include a voided check and return both with your signed Contract to [finance@flyroa.com](mailto:finance@flyroa.com)

By signing the form, you authorize the Roanoke Regional Airport Commission to initiate credit entries and if necessary, debit entries and adjustments for any credit entries in error to your checking account.

WITNESS the following signatures:

Seller: \_\_\_\_\_ Attest: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Roanoke Regional Airport Commission

By: \_\_\_\_\_ Attest: \_\_\_\_\_  
Executive Director Commission Secretary

Date: \_\_\_\_\_

Certification of Funding:

Approved for Legal Form:

By: \_\_\_\_\_  
General Counsel  
Roanoke Regional Airport Commission

By: \_\_\_\_\_  
Treasurer  
\_\_\_\_\_ Account Number

**Attachment "A"**  
**Specifications**

16 each

Canopy 16' Fixtures Peerless Lighting # RD4M4 LLP  
16FT MSL8 80CRI 40K I400LMF 800LMF DARK ZT  
277 SCT F3/06 C110 RFD293881

8 each

Canopy 4' Fixtures Peerless Lighting # RD4M4 LLP  
4FT MSL4 80CRI 40K I400LMF 800LMF DARK ZT  
277 SCT F3/06 C110 RFD293332

8 each

Roadway W/Photo Receptacle & Shorting Cap Lithonia  
Lighting # RSX2 LED P3 50K R4 MVOLT IS DWHXD  
PCR

8 each

Post Top Rab Lighting # ALED5T78W