



2018 RFP for Facility Lighting Service Suppliers: Process & Outcome

The Facility Lighting Service is an expansion of our popular Recreation Facility LED Lighting Service, aimed at assisting municipalities and broader public sector agencies in upgrading all lighting in public facilities including offices, libraries, town halls, long-term care, and community centres. The program also incorporates the previously procured high bay lighting for arenas, pools, garages, and industrial facilities.

The Facility Lighting Service is a complete turn-key solution combining top quality product, extended warranties, robust photometric design, full installation and project management, and commissioning services, plus finance options. Given that older technology lighting accounts for approx. 20-30% of energy costs in facilities, upgrading to LED would save significant operating and maintenance costs along with reducing energy and GHG emissions.

RFP Process for Product Supply:

LAS issued an RFP for a LED product supplier in April 2018. LAS was careful to ensure that the RFP met and surpassed municipal procurement standards supporting a transparent and competitive search for suppliers offering quality products at an affordable price while remaining unbiased and open in its wording. The RFP documents were reviewed by an eight (8) member Evaluation Committee comprised of municipal representatives from the Region of Waterloo and City of Brampton, experts from the lighting industry, a procurement specialist and two LAS staff members. Independent third-party analysis (Welch LLP) was conducted on the financial background of the proponents.

Throughout the process, AMO's legal firm was consulted to ensure compliance with procurement requirements under the Canadian Free Trade Agreement (CFTA) and the Canada-EU Comprehensive Economic and Trade Agreement (CETA).

A number of Specification Guides, protocols, standards, quotes, and tender documents were utilized to develop both RFPs including the following:

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| <ul style="list-style-type: none">• Design Lights Consortium's Product Qualified Products List (DLC QPL)• Energy Star• Canadian Standards Association (CSA)• American Society for Testing & Measurement (ASTM)• Electrical Safety Authority (ESA)• Illuminating Engineering Society of North America (IESNA) | <ul style="list-style-type: none">• LED Lighting Facts National Electrical Manufacturers Association (NEMA)• International Electrotechnical Commission (IEC)• Various technical specification sheets and subsequent photometric requirements and designs from major international manufacturers |
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The linear LED product requisition was divided into three categories and allowed for multiple awards to vendors demonstrating best value in each:

- Category A: This covers new “troffer style” fixtures that are typically found in suspended (or T-bar) ceilings. These are very common in offices and come in 2x4, 1x4, and 2x2 styles.
- Category B: This represents “retrofit kits” for existing troffer fixtures. These kits would involve removing the “guts” from a troffer, and installing new LED systems in the existing housing.
- Category C: This refers to lamps and ballasts. Sometimes it is possible to just replace the lamps or lamps/ballasts in a fixture during an upgrade.

RFP Results

The RFP was advertised on Merx and the LAS website from April 5 to May 7, 2018. Submissions were accepted through Bonfire – a digital platform for online submission and evaluation. As a result of the RFP process, 12 firms downloaded documents and we received three (3) high quality submissions of which all met the Mandatory Submission Requirements.

The committee evaluated those submissions in distinct phases. The first phase evaluated common elements of the company such as:

Company Experience & Qualifications	Ability of the company to produce fixtures and meet goals of the Facility Lighting program. Ability to support the program and our municipalities moving forward Experience and longevity of the company Manufacturing and Quality Control processes Sales information
References	Reference checks to verify experience, satisfaction with, and performance of the company on past similar projects
Delivery	Packaging and shipping processes Ability to deliver products within specified timelines
Warranty	Review of product warranty, claims processes, and extended warranty terms and conditions. After sales service procedures
Financial Background	Comparison of the company financial ratios to industry average over last 5 years Projections for the upcoming fiscal year
Technical Criteria	Review of technical criteria related to submitted products under each category (A, B, & C)



The technical submission was scored out of 100 points. At this point, the RFP was separated into a Multi-Category decision matrix to determine the best overall value of each vendor under each product category,. Those submissions which met the minimum 75% scoring under the above criteria were then evaluated based on the product price submissions for a potential additional score of 40 points. After a careful and thorough analysis of the submissions, the Evaluation Committee awarded the supply contract based on the highest score in each category as follows:

Category A

The successful vendor for the flat panel fixtures is [Philips Lighting Canada \(Signify\)](#).

Category B

The successful vendor for retrofit kits is [Acuity Brands Lighting Canada](#). This is the same company that supplies our program's high quality "high-bay fixtures" that were part of our original Recreational Facility Lighting program.

Category C

[Gerrie Electric](#) will be working with [Sylvania \(LEDvance\)](#) to provide lamps and ballasts for this category.