



CITY OF MEMPHIS

REQUEST FOR PROPOSALS STREETLIGHT REPLACEMENT PROJECT

RFP #52172

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1. OVERVIEW

1.1 GENERAL CONDITIONS

The RFP should be read in its entirety before preparing the proposal. All materials submitted pursuant to this RFP shall become the property of the City of Memphis.

To the extent permitted by law, all documents pertaining to this Request for Proposals shall be kept confidential, to the extent necessary for review, until the proposal evaluation is complete. No information about any submission of proposals shall be released until the process is complete, except to the members of the Evaluation Committee established by the City and other appropriate designated City staff. All information provided shall be considered by the Evaluation Committee in making a recommendation to enter into an agreement with the selected consultant.

Any inquiries, suggestions or requests concerning interpretation, clarification or additional information pertaining to the RFP shall be made in accordance with the requirements listed in Section 4.5 Initial Questions Submission, Final Questions Submission. The City of Memphis is not responsible for oral interpretations given by any City employee, representative, or others. The issuance of written addenda is the only official method whereby interpretation, clarification, or additional information can be given. Any questions or concerns not submitted by the stated time and date will be deemed waived.

If any addenda are issued to this Request for Proposals, the Purchasing Division will post them to the City's website at <https://www.memphistn.gov/business/RFPs-RFPs/>. Submitting organizations are strongly encouraged to view this website often to see if addenda are posted. Failure of any proposer to receive such addendum or interpretation shall not relieve such Proposer from any obligation under his proposal as submitted. All addenda so issued shall become part of the Contract Documents.

The City of Memphis reserves the right to (a) accept or reject any and/or all submissions of proposals; (b) to waive irregularities, informalities, and technicalities; and (c) to accept any alternative submission of proposals presented which, in its opinion, would best serve the interests of the City. The City shall be the sole judge of the proposals, and the resulting negotiated agreement that is in its best interest, and its decision shall be final. The City also reserves the right to make such investigation as it deems necessary to determine the ability of any submitting entity to perform the work or service requested. Information the City deems necessary to make this determination shall be provided by the submitting entity. Such information may include, but is not limited to, current financial statements by an independent CPA, verification of availability of equipment and personnel, and past performance records.

1.2 PROJECT SUMMARY

The City of Memphis requests statements of qualifications and a detailed proposal from firms or teams to provide “turnkey” products and services resulting in the successful conversion of the City’s streetlights from existing luminaires of various wattages and styles to light emitting diode (LED) luminaires of equivalent wattages and styles. The successful firm will be expected to design and implement the conversion of all street lighting in the City, estimated at approximately 84,000 units, to equivalent LED street luminaires. The project is expected to be complete by October 2023.

The City desires a comprehensive conversion of all public lights but reserves the right to exclude specific areas of lighting from this project as the City deems appropriate. The successful firm will provide labor, materials, supplies, equipment, facilities, disposal, photometric analyses, detailed project cost and energy savings analyses, and processing for all utility rebates and timely rate schedules/billing revisions including reconciliation of any inventory differences.

1.3 PROJECT OBJECTIVES

The City's objectives for this overall project are as follows:

- Reducing energy use and annual costs associated with streetlights by converting approximately 84,000 existing streetlights to LED technology;
- Designing and implementing the project such that it produces a budget neutral project whereby the cumulative cost savings resulting from the project offset all upfront capital costs over the shortest possible term;
- Minimizing energy consumption and maximizing energy cost savings;
- Minimizing future costs to maintain and replace converted streetlights;
- Minimizing the City's costs and resources for streetlight maintenance;
- Achieving high levels of "post-retrofit" resident satisfaction;
- Optimizing the environmental benefits of the program (e.g., reductions in greenhousegases emitted and toxic materials disposal);
- Implementing a replacement plan that meets or exceeds the current lighting levels for all areas of the City, with a goal of achieving the most current ANSI/IES RP-8 standards, where practical;
- Receiving any and all available rebates from Tennessee Valley Authority (TVA), Memphis Light Gas and Water (MLGW), and other applicable parties;
- Obtaining accurate digital GIS data for all converted streetlights using GPS technology;
- Develop photometric analyses and product field test, demonstrating appropriate lumen delivery and uniformity of representative lighting configurations for the proposed replacement plan;
- Identifying incremental costs and benefits of value-added options (e.g. connected lighting or other "future proofing" features);
- Completing the project no later than October, 2023.

2. SCOPE OF SERVICES

2.1 PHASE 1: PROJECT DEVELOPMENT

1. Review and Update Streetlight Inventory - conduct detailed investigation of MLGW billing records, maps, and City records to finalize the list of streetlights for replacement. If necessary, conduct on-site physical inspection of streetlights and other attributes relevant to the project and sufficient to complete project scope of work.
 - 1.1. Notify the City of any issues that are identified during project development related to the street lighting system that require repair of poles, wiring, cables, or other system components beyond the luminaire, including tree limb interference and/or recommended clearing.
2. Photometric Analysis – Propose and conduct a photometric analysis process, that includes field testing of luminaire choices, in a sampling of locations that represent arterial, collector and residential streets to verify existing conditions and confirm that proposed luminaires will meet or exceed the current lighting levels for these areas, with a goal of achieving the most current ANSI/IES RP-8 standards, where practical.
 - 2.1. Representative locations shall be agreed upon by Contractor and the City Project Manager. Proposals shall indicate the number of locations and/or percentage of lights to be sampled during photometric analyses.
 - 2.2. The information shall be submitted to the City in both digital and hard copies as part of the requirements for the selected Contractor to obtain a Notice to Proceed with Project Implementation.
3. Rebate Eligibility - Determine project eligibility for utility and all other applicable rebates. Develop and submit required paperwork to confirm rebate eligibility.
4. Billing – Determine any rate schedule/billing revision data required for timely billing reductions, including reconciliation of any inventory differences.
5. Replacement Plan - Based on the replacements for lighting layout configurations, photometric analyses and system data, develop a replacement plan for targeted luminaires that will meet or exceed current lighting levels. The plan shall list each fixture, associated asset badge number, pole location, pole height, roadway type, physical fixture type, existing luminaire type, existing wattage, voltage, replacement luminaire model, replacement PE cell model, and replacement wattage. The plan should include applicable electrical diagrams and verification that all proposed luminaires meet LED Specifications (Exhibit 7 - Memphis LED Streetlight Specifications). Pole GIS data a requirement of project, collected during development or installation.
 - 5.1. Replacement Plan shall consider the existing shielding of lights where applicable. Plan shall be able to accommodate additional shielding as appropriate and/or requested by the City.
 - 5.2. Replacement Plan shall follow, as applicable, LED street lighting guidelines and best practices issued by the International Dark Skies Alliance (see <http://darksky.org/lighting/led-practical-guide/>), the American Medical Association and the Illuminating Engineering Society of North America (IESNA, see <http://www.ies.org/>).

- 5.3. Replacement Plan shall include pricing estimate(s) representing all project options under consideration.
- 5.4. Replacement Plan shall include detailed annual energy (kWh) usage, energy cost, greenhouse gas (GHG) emissions, and maintenance cost savings models accurately presenting results and cost-effectiveness of project options.
- 5.5. Initial energy costs shall be based on current rate (See Exhibit 4 - Memphis Street Lighting Cost Summary) and assume lights burn an average of 11.6 hours per day. No greater than a 1% annual increase should be assumed for electricity rates.
 - 5.5.1. GHG savings are to be based on the federal Emissions & Generation Resource Integrated Database (eGRID) most recent GHG Annual Output Emission Rates for the SERC Reliability Corporation.
6. Confirm Replacement Plan with the City to finalize project details and render final SCOPE OF SERVICES.
 - 6.1. Conduct final review of all energy savings and construction cost estimates with the City to ensure accuracy and compliance given the final project details.
 - 6.2. Collaboration with City on final approval of luminaire choices and associated photometric analysis verifying that the plan will meet or exceed existing lighting levels.
7. Confirm process to record, monitor, and inform the City of equipment installation dates and component failures for warranty replacements for all luminaire and photoelectric controllers and other system components.

2.2 PHASE 2: PROJECT IMPLEMENTATION

During the project implementation phase, the successful Proposer shall coordinate with the City of Memphis to schedule and attend regular progress meetings with City staff and other stakeholders as invited by the City. Before beginning installation of new luminaires, the Contractor and all sub-contractors shall meet with the City to review installation schedule, work safety, public safety, and waste material handling procedures and requirements. The winning proposer shall:

1. Purchase qualified luminaires and other required system components from manufacturer or a vendor authorized by the applicable manufacturer(s).
2. Participate in the development and implementation of community outreach and notification plan to ensure project awareness and minimize impacts to traffic, business, and residents.
3. Manage deliveries and staging of material to site including any secured storage considerations.
4. Provide Traffic Control plans as necessary to be reviewed and approved by the City's Traffic Engineering Division and obtain all required permits.
 - a. Contractor will be responsible for cost and management of any necessary traffic flaggers/police detail required in association with installation.
5. Installation – Install new energy-efficient LED roadway luminaires to replace the existing decorative luminaires. Provide all necessary equipment including City approved 20-year rated life photocell, hardware, adapters, and any other materials necessary for a quality installation. Ensure installation quality, compliance with project schedule, and proper disposal and/or recycling of old luminaires.

- a. During installation, comply with all requirements to ensure replacement luminaires receive utility rebates, if eligible, and LED electric rate schedule. Note that rebates should not be factored into any proposed pricing.
 - b. Ensure each newly installed luminaire has been tagged/recorded with the correct wattage sticker consistent with American National Standard for Roadway Lighting Equipment, ANSI C136.15.
 - c. Obtain and provide accurate digital GIS data for all retrofitted luminaires.
 - d. Contractor shall warrant all labor and replace defective light luminaires and parts thereof for a period of two years from the date of project acceptance or installation phase acceptance.
 - e. Notify the City of any issues that are identified during luminaire installation related to the street lighting system that require repair of poles, wiring, cables, or other system components beyond the luminaire.
6. Removal and Disposal – removal and disposal of existing luminaire heads and any other discarded materials including all necessary and appropriate temporary traffic control measures compliant with all federal, state, and local regulations including but not limited to the Tennessee Manual of Uniform Traffic Control Devices. Note that any and all equipment and supplies removed from the City’s current lighting system, during the execution of the replacement of the streetlights, are considered City owned surplus property. As such, the City desires that the winning submitter develop a way to properly dispose of said equipment in a way that ensures the City receives, if applicable, a portion of the revenue/proceeds from the sale of such property. Proposers should describe their plan for assisting the City in this endeavor.
 7. Inspect final work with City and correct/complete any punch list items.
 8. Test lights to ensure that they work and identify locations where repairs need City assistance.
 9. Recommend cleaning schedule to maintain lumen output.
 10. Work with the City to ensure that the data collection process is compatible with, and will interface correctly with, the existing processes.

2.3 PHASE 3: PROJECT COMPLETION

The Contractor must obtain a written Letter of Acceptance from the City before proceeding with this Phase. The Letter of Acceptance will affirm that Phase 2 has been completed as contracted and specified.

1. Following City acceptance, produce final project reporting to City of Memphis’ Office of Sustainability.
2. Provide administrative effort required to process and receive all available rebates from TVA, MLGW, and other applicable parties.
3. Submit any and all rate schedule/billing revision data required to accomplish timely billing reductions.
4. Record Documents – provide to the City record (“as-built”) documentation of installed LED luminaires (including wattages, pole numbers, locations, and other associated attributes), GIS

data, digital images of nameplates for each replaced fixture, and any applicable warranties, service, maintenance and operations manuals, and similar information.

- 4.1. This inventory shall include replaced LED luminaires, existing (non-replaced) LED luminaires, and any other streetlights that were inventoried through the project but not replaced to LED per City instruction.
- 4.2. Records shall document purchase dates, dates of installation, and failure rates for LED luminaires and system component failures/replacements and current records history of exchange items.
- 4.3. These records should be submitted in a format that allows data download and upload in an easily transferrable method (i.e., csv, txt delimited file) in order to interface efficiently with the City's and MLGW's existing asset management systems, Oracle and ESRI.

2.4 AS-NEEDED STREET LIGHTING REPAIRS (OPTIONAL)

During the project, the contractor may encounter issues related to the street lighting system that require repair or replacement of mast arms, poles, wiring, cables, or other system components beyond the luminaire. The contractor should notify the City of these issues as they arise or are identified. The City will determine whether to proceed with LED replacement in the affected areas under this project.

Submitting firms with the qualifications to perform potential as-needed street lighting system repairs are invited (but not required) to submit their proposed approach and pricing to perform this optional scope of services. Although all firms must be able to identify and notify the City of any issues encountered during project development and project implementation, submitting firms will not be penalized if they choose not to submit a proposal for this portion of the scope of services.

The City reserves the right to proceed with any necessary repairs under this contract at the proposed hourly prices; to not proceed with the repairs, potentially removing affected areas from the scope of this project; or to contract with a separate firm to make the repairs, potentially upgrading the affected areas to LED at a later date and potentially under a different contract. If you intend to propose for this section of the RFP, then **use the As-needed Repair tab of the Main Pricing Sheet (Exhibit 7). Follow the instructions in Section 3.7 for submittal of the Main Pricing Sheet (Financial Approach document).**

2.5 ON-GOING MAINTENANCE OF STREET LIGHTING SYSTEM (OPTIONAL)

The City is *considering* contracting with a private firm for the ongoing maintenance of the street lighting system once the LED conversion is complete, but has not yet confirmed its intent to do so. Submitting firms are invited to optionally submit a proposal (including pricing) to provide street lighting system maintenance after LED conversion is complete. However, the City reserves the right to exclude this maintenance component from this project, or to issue a separate procurement request at a later date for such services.

If the City pursues this option, it will desire comprehensive Operations and Maintenance services for the street lighting system. At a minimum, these services would include:

- System monitoring, including regular and proactive review of whether system components are functioning as expected. System components include LED luminaires, photocells, streetlight (non-utility) poles, mast arms, dedicated cables, and wires (including those that may be underground), and all other equipment and materials necessary for the safe and effective functioning of the street lighting system. The selected firm should provide the City with monthly outage/failure rate reports.
- Equipment repair & replacement, including both proactive and reactive maintenance of all system components necessary for safe and effective functioning of the street lighting system. Failed luminaires shall be replaced in three (3) days or less once identified. Services shall also include pursuit of warranty replacements and insurance damage claims where applicable in order to minimize out-of-pocket costs to the City.
- Asset management, including maintenance of up-to-date records and valuations for all system components, as well as web and 1-800# phone outage reporting available 24/7.
- Design services, including working with the City as well as private entities to appropriately specify and locate any new lights being added to the system, or redesign/reconfigure existing lights as required by roadway, streetscape, or other projects as approved by the City.
- Inventory maintenance, including locally stocking important system components to facilitate efficient repair and replacement as necessary.
- Submitting firms interested in providing on-going street lighting system maintenance are invited (but not required) to submit their proposed approach and associated pricing to perform this optional scope of services. Submitting firms will not be penalized if they choose not to submit a proposal for this portion of the scope of services. If you intend to propose for this section of the RFP, then **use the Annual Maintenance tab of the Main Pricing Sheet (Exhibit 7). Follow the instructions in Section 3.7 for submittal of the Main Pricing Sheet (Financial Approach document).**

2.6 TECHNOLOGY BASED ENHANCEMENTS

The City of Memphis is not specifying a particular brand or model of LED luminaire. Rather, submitters are to propose the specific luminaires listed on the Design Lights Consortium (DLC) Qualified Products List (see <http://www.designlights.org>), that are aligned with the MLGW specifications and which (in the proposer's view) best meet the City's objectives for this project. In addition, proposers are invited to submit optional pricing associated with technology options the City "may" be interested in. Any acceptance of or upgrade to these optional features is entirely at the discretion of the City.

Proposers are invited to submit the proposed costs of these enhancements and identify the up-front and the ongoing (annual) costs and financial savings as well as the potential revenue for either a localized or system-wide installation. If proposers are interested in providing these options, clear examples of typical installations with total cost and benefits should be highlighted in proposals.

2.6.1 Connected Lighting Capabilities for Remote Monitoring

The City is interested in the inclusion of a lighting controls system that enables, at a minimum, remote monitoring of the streetlight system. This network lighting system is intended to facilitate asset management and work order initiation, as well as the use of “real-time” data to improve customer service by reducing outage response times. The network lighting system includes two components, the central management system (CMS) and outdoor lighting network (OLN). Data must be able to be encrypted while traversing the network in order to ensure security and privacy, as well as at rest in any software system.

For the purposes of this solicitation, please refer to the following definitions:

- **Outdoor Lighting Network (OLN):** A communication network of outdoor devices such as Light Points controllers, Gateways, Segment Controllers, Sensors, for purpose of saving energy and maintenance optimization.
- **Central Management System (CMS):** A device (whether hardware, software, or combination thereof) which communicates with the OLN's to remotely configure and operate the OLN's components. The CMS provides web or PC based user interface able to manage the lighting infrastructure (e.g. assets, schedules, manual overrides, alarm triggers), and monitor the operating conditions (e.g. burning hours, voltages, failures) and performance reports (maintenance, energy consumption).

The CMS must have the capability to download and upload data in an easily transferrable method (i.e., csv, txt delimited file) to interface efficiently with the City's and MLGW's existing asset management systems, Oracle and ESRI.

OLN and CMS options, features and costs will be investigated with the winning bidder during the Project Development Phase.

2.6.2 Future Proofing Capabilities

The City is interested in exploring luminaires that allow for modular upgrades at a later date to accommodate external “smart” lighting controls or features (i.e., Wi-Fi, cameras, traffic monitoring, etc.). The City is interest in investing in luminaires that could be easily upgraded at a later date should the City desire to add these features to the street lighting system.

Future proofing options and associated costs will be investigated with the winner bidder during the Project Development Phase.

2.7 PROJECT REQUIREMENTS

2.7.1 General Information

The work shall comply with the requirements of all the following without limitation, and these requirements shall apply to the RFP, this RFP, and any subsequent contract as though incorporated herein by reference:

- Federal, State, and Local Laws, including wage and labor, OSHA requirements, and appropriate safety measures

- Rules and regulations governing utility districts
- Rules and regulations of other authorities with jurisdiction over the procurement of products

The work to be done consists of designing and implementing a comprehensive upgrade of the City's streetlights from existing luminaires to LED luminaires as described in the Scope of services. No used, refurbished, reconditioned, or rebuilt parts or products shall be used, unless otherwise approved by the City in writing; all streetlights shall be fully operational each night unless due to a powerfault issue.

All of City of Memphis' existing streetlights are 120-240 volts. All existing luminaires are fed phase-to-ground (not phase-to-phase). MLGW currently installs 3 wires to each light: 1 wire is the hot leg, 1 wire is the neutral, and 1 wire is the ground.

2.7.2 LED Specifications

The City of Memphis is not specifying a particular brand or model of LED luminaire. Rather, submitters are to propose the specific luminaires listed on the Design Lights Consortium (DLC) Qualified Products List (see <http://www.designlights.org>) which comply with the parameters outlined in (Exhibit 7- Memphis LED Streetlight Specifications) and which (in the proposer's view) best meet the City's objectives for this project. Submitting firms should be aware that the LED replacements must meet or exceed the current lighting levels for all areas of the city, with a goal of achieving the most current ANSI/IES RP-8-14, where practical.

During Phase I of the contract, the winning firm will perform field inventories and photometric analyses to verify existing conditions and confirm that proposed luminaires will meet or exceed the current lighting levels and meet all other project requirements. The City understands that some aspects of the proposed design developed for this RFP may need to be modified during Phase I of the contract. Generally, the existing luminaires are mounted on the mast arm of free-standing light poles or utility-owned distribution and transmission poles. The scope of services of this project involves removal and disposal and/or recycle of the existing luminaires and replacement with equivalent LED luminaires to complete and provide the City with a functional turnkey operational lighting system. The project includes various luminaire styles such as cobra head, shoebox, under-bridge, and high mast luminaires located along commercial, industrial, and residential areas as well as along the interstate highway system within the boundaries of the city limits of Memphis. The project also includes various post top style as well as decorative lights in the downtown area and other select neighborhoods.

2.7.3 Photoelectric Control

All photoelectric controls shall be standard 20-year rated life fail-on or equivalent. A photoelectric (PE) unit shall be supplied for each luminaire feeding from a single source. Group operated luminaires feeding from a lighting control center shall be supplied with a shorting cap. All PE cells shall be connected to the same voltage as the luminaire source.

2.7.4 Minimum Warranty Requirements

Contractor shall provide a minimum ten (10) year warranty for all components of the luminaire, including drivers (power supplies) and a ten (10) year warranty on finish and materials.

Replacement material warranty shall include warranty against defective or non-starting LED source assemblies, and luminaires exhibiting inadequate lumen maintenance at end of warranty period. Finish warranty shall include warranty against failure or substantial deterioration such as blistering, cracking, peeling, chalking, or fading.

Contractor shall provide a minimum twelve (12) Year Hardware Warranty for 20-year rated life photo cell.

Contractor shall provide a labor warranty for two (2) years from the date of project acceptance or project phase acceptance, negotiated with City. During these two years, the selected Contractor shall be responsible for replacement of all failed products due to warranty or installation issues (including luminaires and parts thereof), to include the labor and materials, shipping of failed materials to supplier for replacement, and maintaining sufficient stock on hand to ensure prompt repairs to failed units for LED luminaires, a warranty failure will be considered a lumen output of less than 70% of original lumen output. If it drops below 70% in the warranty period, the replacement cost will be covered under the warranty. Warranties should include complete replacement of unit, not just defective components. All shipping charges returns and replacements for warranted equipment shall be paid by manufacturer.

2.7.5 Equipment Standardization

The City desires to standardize equipment as much as possible, but understands that different areas of the street lighting system may need different treatment. Unless otherwise permitted in writing by the City, all similar equipment installed shall be from the same manufacturer in order to standardize equipment as much as possible City-wide. The City reserves the right of final approval of any selected equipment or modifications proposed. Only prior reviewed and approved equipment and modifications will be permitted. Review and approval shall be conducted by the City of Memphis in a timely manner. The City shall: approve proposed equipment, materials, products, and installation plans; approve equipment specifications and installation plans for any proposed changes prior to the implementation of any modifications; have the right to make routine inspections and be present during any equipment and systems commissioning procedures.

2.7.6 Disposal/Recycle Requirements

The Contractor will propose a disposal and recycle plan associated with the removal and disposal of the City's existing streetlight assets which are replaced by the new LED light luminaires. This removal/disposal of the existing streetlights shall not be a separate pay item and shall be included in the proposed unit price for supply and installation of the LED luminaires. The plan should include a revenue sharing proposal for the funds of any material that is recycled or resold.

2.7.7 Licensing Requirements & Minimum Qualifications

The City prefers firms and teams that have demonstrated competence and familiarity complying with Illuminating Engineering Society (IES) standards. Project development and implementation should follow IES best practices and standards to deliver the highest quality lighting replacement possible.

All streetlights retrofit work (i.e., removing, installing, or maintaining street and area lighting) must be performed by personnel who are certified as Qualified Workers as described in OSHA 29 CFR 1910.269. Installation contractors, including sub-contractors, shall be licensed electrical contractors in the State of Tennessee and will have experience and qualification in installing streetlights on utility poles in compliance with the applicable requirements of OSHA, TOSHA (Tennessee Occupational Safety and Health Administration), the NESC, and/or NEC by Qualified Workers as described in OSHA 29 CFR 1910.269. Installation contractors shall submit documentation demonstrating their Qualified Worker training program prior to issuance of the City's Notice to Proceed with Project Implementation. By submitting a proposal, the proposer is certifying that all personnel who will perform under the contract are Qualified Workers as described above. Anyone working above the communication space on utility poles or within electric distribution enclosures shall be electrically qualified as defined by OSHA 1910.269.

2.7.8 Preferred Schedule

The City requests respondents to provide a detailed schedule that would gain efficiencies, cost savings or other advantages related to labor, materials sourcing and delivery, or other aspects of the project. **Proposals shall include a detailed timeline for commencement and completion of all project phases with the understanding that the City anticipates the project being fully complete by October 2023.**

2.8 INSURANCE REQUIREMENTS

The Company shall not commence any work under this contract until it has obtained and caused its subcontractors to procure and keep in force all insurance required. The Company shall require all subcontractors to carry insurance as outlined below, in case they are not protected by the policies carried by the Company. The Company is required to provide copies of the insurance policies upon request. The Company shall furnish the Risk Manager a Certificate of Insurance and/or policies attested by a duly authorized representative of the insurance carrier evidencing that the insurance required hereunder is in effect. All insurance companies must be acceptable to the City of Memphis and licensed in the state of Tennessee with a Best Insurance Rating of A and Class VII or better and authorized to do business in the state where the work is performed.

If any of the Insurance Requirements are non-renewed at the expiration dates, payment to the company may be withheld until those requirements have been met, or at the option of the City. The City may pay the renewal premiums and withhold such payments from any monies due the Company.

The Company shall indemnify, defend, save and hold harmless the City, its officers, employees, and agents, from and against any and all claims, demands, suits, actions, penalties, damages, settlements, costs, expenses, or other liabilities of any kind and character arising out of or in connection with the breach of this Agreement by Company, its employees, subcontractors, or agents, or any negligent act or omission of Company, its employees, subcontractors, or agents, which occurs pursuant to the performance of this Agreement, and this indemnification shall survive the expiration or earlier termination of this Agreement. The provisions of this paragraph shall not apply to any loss or damage caused solely by the acts, errors, or omissions of the City, its officers, employees and agents. Contracts for third party service providers should include indemnity provisions that protect the City from any liability arising out of the Company's loss of City's sensitive information.

Each certificate or policy shall require and state in writing the following clauses:

Company shall provide notice to the City within three (3) business days following receipt of any notice of cancellation or material change in Company’s insurance policy from Company’s insurer. Such notice shall be provided to City by registered mail, to the following addresses:

City of Memphis
Attn: Risk Management
170 N. Main St., 5th Floor
Memphis, TN 38103

City of Memphis
Attn: Purchasing Agent
125 North Main, Room 354
Memphis, TN 38103

The Certificate of Insurance shall state the following: “The City of Memphis, its officials, agents, employees and representatives shall be named as additional insured on all liability policies.” The additional insured endorsements shall be attached to the Certificate of Insurance and the Certificate of Insurance shall also state: “The additional insured endorsement is attached to the Certificate of Insurance.”

WORKERS COMPENSATION:

The Company shall maintain in force Workers’ Compensation coverage in accordance with the Statutory Requirements and Minimum Limits of the State of Tennessee and shall require all subcontractors to do likewise.

Employer’s Liability	\$100,000	Each Accident
	\$500,000	Disease-Policy Limit
	\$100,000	Disease-Each Employee

AUTOMOBILE LIABILITY:

Covering owned, non-owned, and hired vehicles with Minimum Limits of:

\$1,000,000 Each Occurrence – Combined Single Limits

COMMERCIAL GENERAL LIABILITY:

Commercial General Liability Insurance, including Premises and Operations, Contractual Liability, Independent Contractor’s Liability, and Broad Form Property Damage Liability Coverage with Minimum Limits of:

\$2,000,000	General Aggregate
\$2,000,000	Products-Completed Operations
\$1,000,000	Personal and Advertising Injury
\$1,000,000	Each Occurrence (Bodily Injury & Property Damage)
\$ 50,000	Fire Damage any One Fire
\$ 5,000	Medical Expense any One Person

ERRORS AND OMISSIONS LIABILITY:

The Company shall maintain such coverage for at least three (3) years from the termination or expiration of this agreement with Minimum Limits of:

\$2,000,000 Each Claim / \$2,000,000 Aggregate

UMBRELLA LIABILITY:

\$2,000,000 Each Occurrence / \$2,000,000 Aggregate

FIDELITY BOND / EMPLOYEE DISHONESTY:

\$2,000,000 Each Occurrence / \$2,000,000 Aggregate

PROPERTY INSURANCE:

The Company shall be responsible for maintaining any and all property insurance on their own equipment and shall require all subcontractors to do likewise. The Company shall require all sub-contractors to carry insurance as outlined above, in case they are not protected by the policies carried by the Company.

The Company is required to provide copies of the insurance policies upon request.

3. PROPOSAL RESPONSE

This Section describes the contents of Proposer’s Proposal and provides an outline of how the Proposer should organize it. Proposer’s Proposal will not be considered responsive unless it fully complies with the requirements in this Section, as well as the additional instructions provided in Section 4.6 regarding the required Proposal formats and submission process.

Specifically, Proposer’s Proposal shall include each of the sections referenced in the table below. The preferred method of submittal is in a three-ring binder with tabbed sections. The requirements for each of these Proposal sections are described in more detail in this Section.

PROPOSER'S PROPOSAL WILL BE DISQUALIFIED FROM THIS RFP PROCESS IF THE PROPOSER FAILS TO CONFORM TO THE PROPOSAL INSTRUCTIONS IN THIS SECTION.

Sections and Topics
Section 1 – EXECUTIVE SUMMARY
Section 2 – FIRM BACKGROUND INFORMATION
Section 3 – FIRM EXPERIENCE & CAPABILITIES
Section 4 – PROJECT APPROACH
Section 5 – STAFFING PLAN
Section 6 – TEAMING APPROACH
Section 7 – FINANCIAL APPROACH
Section 8 – ENHANCED TECHNOLOGY APPROACH & ADDED VALUE SERVICES
Section 9 – EQUAL BUSINESS OPPORTUNITY (EBO) PROGRAM

3.1 EXECUTIVE SUMMARY

Proposer’s Proposal shall contain an executive summary, not to exceed three (3) pages, explaining why your organization should be selected by the City of Memphis for this project. Provide contact information for primary project contact during the procurement process, as well as the company representative that has signing authority for contracts with the City of Memphis. Fill out and include in this section the Non-Collusion Affidavit, provided in Exhibit 2.

3.2 FIRM BACKGROUND INFORMATION

3.2.1 Business History

Provide a brief history of your business including the date established, the type of ownership or legal structure of the business (sole proprietor, partnership, corporation, etc.), the length of time that the firm has been operating as the legal entity and the length of time the firm has been providing the requested services.

3.2.2 Financial Strength

Provide information demonstrating the fiscal strength of your organization as it relates to the ability to complete this project. As an attachment, include the three most recently available financial statements for your organization.

3.2.3 Legal

State whether your organization has ongoing or past litigation within the State of Tennessee or other legal constraints that could impact your ability to perform the required scope of services or otherwise meet the City's objective. Acknowledge understanding of the RFP process and requirements set forth in this RFP, including its commitment to its Proposal.

Please limit this Firm Background section to three (3) pages, not including financial statements in attachment section.

3.3 FIRM EXPERIENCE & CAPABILITIES

3.3.1 Project Experience

Describe your organization's experience in municipal infrastructure projects over the past five years. Highlight those projects of similar size and complexity.

3.3.2 Project Examples

Provide 3-5 examples of LED street lighting projects, including: client name, start date, completion date, services provided and a brief narrative describing the project. If available, please include primary customer name and contact information.

3.3.3 Project References

Provide (3) customer references and contact information. These can be connected to your LED conversion project examples or from other projects. It would be helpful if there was a project description associated with the reference.

3.3.4 Additional Market Experience

Provide any additional information that emphasizes your organization's experience and expertise relevant to this project.

3.4 PROJECT APPROACH

3.4.1 Describe your organizations project approach that reflects the goals as described in the scope of services for the Development Phase, Implementation Phase and Completion Phase of this project. Refer to detailed Scope of Services for inputs to approach. Submittal should include but not be limited to the following details:

- Conversion of existing street lighting system to LED, with completion of project by October 2023. Provide detailed timeline and schedule.
- Total cost of the project offset with calculated energy savings, operational savings, and other cost avoidance.
- Plans to meet or exceed M/WBE participation goals.
- Product selection and sample field testing during development phase.
- Work plan collaboration with project stakeholders
- Safety practices and procedures
- Development approach that demonstrates quality assurance, project transparency, customer satisfactions and best overall value

3.4.2 Optional Scope of Work

Describe approach to Optional Scope of Work for As-Needed Lighting System Repairs and On-Going Maintenance of Street Lighting System.

3.4.3 Other Relevant Information

Describe additional strategies or alternative methods that your firm believes would be valuable information as part of the evaluation process.

3.5 STAFFING PLAN

Provide an organizational chart outlining general project team structure and responsibilities.

Identify each individual or subcontractor who will have primary responsibility for the following tasks: technical analyses, engineering design, construction management, construction, client communications and other services.

Include a table to identify and describe the individual(s) who will have primary responsibility for each task. Also include any added expertise and capability of staff available through other branch offices, subcontracts, etc., that you can provide.

- i. Column 1: Name and title. Indicate whether firm staff or subcontractor. If a subcontractor, indicate name of subcontractor firm. Indicate base office location, on assignment from other state or out-of-state support.
- ii. Column 2: Specify intended role and responsibilities for this contract and for possible implementation work, such as technical analysis, engineering design, construction management, construction, communications, or other services (specify).
- iii. Column 3: Identify the estimated percentage of the individual's time that will be spent on this project.
- iv. Column 4: Level of expertise, indicated by: number of years of relevant experience, and relevant supervisory responsibilities.

	Name, Title, Staff or Contractor Base Location	Intended Role	Percentage of Time on Project	Level of Expertise
1				
2				
3				
4				

Include project related resumes for each member of the proposed project team. Include a list of their most relevant projects including role, type of project, year of project, project cost, and any other information to support their skills and knowledge.

3.6 TEAMING APPROACH

Describe what work will be completed by teaming partners for key components of the scope of work, including but not limited to development, implementation, equipment procurement, engineering, construction management, and warranty or repair work.

Describe how subcontractors are selected and your organization's ability to competitively select subcontractors. Identify any subcontractors already selected and describe the experience of these subcontractors in projects of similar size and scope.

3.7 FINANCIAL APPROACH

Following the selection of contractor to perform required services, the City intends on negotiating final contract terms, including cost, using an open book pricing model. Project cost categories will include, but are not limited to: design, engineering, pre-construction services, material, labor, construction management, permitting, commissioning, training, overhead, profit and customer-controlled contingency.

Use this section to provide information on your firm's history with open book pricing and describe the best value financial approach the firm recommends for the success of this project.

Finally, include your proposed price for the Project Development Phase and your firm's Overhead and Profit rates that will apply to the installation phases of the project.

As part of the separately submitted "3.7 Financial Approach" section, respondents are **required to complete Exhibit 7: Memphis Main Pricing Sheet** as part of the selection criteria.

Do not include the Financial Approach document in the main bid package.

Include two copies of the Financial Approach document and two USB Flash Drives with softcopies of the Financial Approach document in a separate sealed envelope.

3.8 ENHANCED TECHNOLOGY & ADDED VALUE SERVICES

The City of Memphis is seeking a contractor partner that can most effectively achieve the primary project objectives and improve the quality of life with smart city technology.

Use this section to describe your approach to section 2.6 in this RFP (Technology Based Enhancements). Include the inclusion of smart city technologies such as street lighting controls, smart sensors, sensor- ready luminaires and other applications your firm views as valuable to share.

Use this section to describe any added value services such as; alternative project delivery models, design-build strategies, innovative financial models, or other information that would be beneficial to understand as part of the evaluation.

3.9 EQUAL BUSINESS OPPORTUNITY (EBO) PROGRAM

Proposer shall provide a complete participation plan or well documented good faith efforts. See the following pages for descriptions and forms.

Equal Business Opportunity Program

This contract will be subject to the requirements of the City of Memphis Ordinance #5384 which establishes the Equal Business Opportunity (“EBO”) Program. It is up to the Respondent to ensure that all requirements of this ordinance are met. The Ordinance may be accessed on the City’s website at www.memphistn.gov under “Doing Business”. The intent of the EBO Program is to increase the participation of locally owned minority and women owned business enterprises (“M/WBE”) in the City’s purchasing activities. Toward achieving this objective, the M/WBE participation goal for this solicitation is 30%. The percentage of M/WBE participation is defined as the dollar value of subcontracts awarded to certified minority and/or women business enterprises divided by the total proposed base bid amount.

Participation Plan

The Participation Plan must include: (1) level of participation your firm anticipates to achieve in the performance of contract resulting from this RFP; (2) the type of work to be performed by the M/WBE participation; and (3) the names of any the M/WBEs the Respondent already plans to utilize in the performance of the contract resulting from this RFP.

Good Faith Efforts Documentation

If a Respondent proposes an M/WBE percentage less than the established goal, the Respondent must, at the time of the response, submit a Good Faith Efforts statement accompanied by the appropriate documentation justifying its submitted M/WBE percentage. The ability of the Respondent to perform the work with its own work force will not in itself excuse the Respondent from making good faith efforts to meet participation goals. The determination of whether a Respondent has made a good faith effort will be made by the City’s Contract Compliance Officer, Director of Finance, and the Purchasing Agent, prior to the award of the project.

Eligible M/WBE Firms

To qualify as an M/WBE firm, per the requirements of the City of Memphis Ordinance #5384, a firm must be included on the City's list of certified M/WBE firms. One or a combination of several M/WBEs may be utilized to meet the established goal of 30%.

Requests for verification must be submitted to the City's Contract Compliance Office listed below:

Joann Massey; City of Memphis; Phone 901-636-6210; Fax 901-636-6560
Director, Business Diversity & Compliance
joann.massey@memphistn.gov
125 North Main Street, Suite 546
Memphis, TN 38103

CITY OF MEMPHIS

EQUAL BUSINESS OPPORTUNITY PROGRAM COMPLIANCE FORM

PROJECT TITLE: XXXXXXXXXXXXXXXXXXXX

Project M/WBE GOAL: XX%

The following sections must be completed by bidder. A certified subcontractor or supplier is defined as a firm from the list of certified firms provided with this specification.

Bidder's Name

Section A - If the bidder is a certified firm, so indicate here with a check mark.

_____ MBE _____ WBE

Section B - Identify below those certified firms that will be employed as subcontractors or suppliers on this project. By submitting this bid, the bidder commits to the use of the firms listed below.

\$ = Show the dollar value of the subcontract to be awarded to this firm

% = Show the percentage this subcontract is of your base bid

M/WBE = Show by inserting an M or W whether the subcontractor is an MBE or WBE

\$ / %	M/WBE	SERVICE	CERTIFIED SUBCONTR. NAME, ADDRESS, TEL. #

Total	\$	%
MBE		
WBE		

THIS FORM and SUPPORTING DOCUMENTATION MUST BE SUBMITTED WITH THE BID OR THE BID WILL BE CONSIDERED NON-CONFORMING.

**CITY OF MEMPHIS
GOOD FAITH EFFORT DOCUMENTATION FORM**

To The Honorable Mayor City of Memphis, Tennessee
From:

PROPOSER NAME _____

PROJECT TITLE: XXXXXXXXXXXXXXXXXXXXXXXX

Enclosed please find the required documents:

Said Bidder ____ did / or ____ did not attend the project pre-bid meeting.

***Copies of all written notification to City of Memphis M/WBE listed firms. (Please attach list of all firms notified, detail how they were notified and when).**

Said Bidder _____ did / or ____ did not select economically feasible portions of the work to be performed by M/WBE firms.

***List all M/WBE firms with which negotiations took place. (Attach list. If no negotiations were held, please state so.) Provide names, addresses, and dates of negotiations.**

***Statement of efforts to assist M/WBE firms, with bonding, insurance, financing, or with document review. (Attach list. If no assistance was provided, please state so.)**

The Bidder ____ did / or ____ did not use all M/WBE quotations received. If the Bidder did not use all M/WBE quotations received, list on attached sheets, as required as to the reasons those quotes were not used.

***List (on attached sheets as required) all M/WBE firms contacted that the bidder considered not to be qualified, and a statement of the reasons for the bidder's conclusions. If no firms were found to be non-qualified, please state so.**

THIS SIGNED FORM AND REQUESTED DOCUMENTATION (noted by an asterisk ‘*’) MUST BE SUBMITTED WITH THE BID IF THE BIDDER DOES NOT MEET THE REQUIRED M/WBE PROJECT GOAL. IF REQUESTED DOCUMENTATION IS NOT SUBMITTED THE BID WILL BE CONSIDERED NON-CONFORMING.

Contractor's Name

Signature

Printed or Typed Name and Title

4 INSTRUCTIONS ON RFP PROCESS

4.1 USE OF INFORMATION

All correspondence about this RFP and the Initiative should be limited to the Principal Contact listed in Section 4.2 or other designated City personnel or agents.

4.2 PRINCIPAL CONTACT AND INFORMATION REQUESTS

Tim Boyles is the single point of contact (the “Principal Contact”) for all matters relating to this RFP. Proposer should direct all inquiries to the Principal Contact at: **tim.boyles@memphistn.gov**

Proposer should not, under any circumstances, contact any City personnel (including senior City management or City employees with whom Proposer has an existing business or personal relationship) to discuss this RFP without the Principal Contact’s prior written consent. Utmost discretion is expected of Proposer and all other RFP recipients. Any recipient attempting to circumvent this process will risk elimination from further participation in the bidding process.

4.3 SCHEDULE OF ACTIVITIES

- The City has developed an estimated timeline for this Initiative. The City will move as quickly and efficiently as possible to determine the feasibility of each Proposer’s Proposal and to move forward with term sheet discussions and ultimately conclude an agreement accordingly.
- As a result, the City requests that Proposer make a dedicated team available to participate in the proposal development and evaluation processes as necessary to participate in the activities and meet the deadlines provided in the table below.
- It is the City’s option to conduct interviews with finalists. However, in no way is the City obligated to interview finalists.
- The City reserves the right to modify or update this schedule at any point in time.

In no event shall the deadline for submission of the proposal be changed except by written modification by the City of Memphis Purchasing Department.

Activity	Date
Publish RFP	March 23, 2021
Mandatory Pre-Proposal Conference	March 31, 2021 (12pm-2pm CDT)
Proposer Questions Deadline	April 7, 2021 (5:00pm CDT)
City Response to Questions	April 14, 2021
Proposal Submission Deadline	May 5, 2021 (12:00pm CDT)

4.4 PRE-SUBMITTAL CONFERENCE

The mandatory pre-submittal conference for this RFP will be held on Wednesday, March 31, 2021 at 12pm CDT.

Join Zoom Meeting

<https://zoom.us/j/96401682237?pwd=TnY2Mnp2bW95Z0d6ZWhra0ZTTW95UT09>

Meeting ID: 964 0168 2237

Passcode: 810816

One tap mobile

+13017158592,,96401682237#,,,,*810816# US (Washington DC)

+13126266799,,96401682237#,,,,*810816# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 964 0168 2237

Passcode: 810816

Find your local number: <https://zoom.us/u/aeuW5QI099>

4.5 INITIAL QUESTIONS SUBMISSION, FINAL QUESTIONS SUBMISSION

Proposer may submit an initial set of questions based on its review of this RFP, by adhering to the format template provided in Exhibit 1 and submitted as an attached WORD document or as part of the body of the email (no pdf documents) and **sending it via email by 5:00 pm (CDT) on April 7, 2021.**

Tim Boyles is the single point of contact (the “Principal Contact”) for all matters relating to this RFP. Proposer should direct all inquiries to the Principal Contact at: **tim.boyles@memphistn.gov**

Questions received after this time and date will not be answered. This email should be sent to the individual(s) listed in Section 4.2 Principal Contacts and Information Requests, with the subject heading: “Your company’s name – RFP #52172 - RFP Name – Questions”. The City will post the responses to the questions on the City’s web site on or before the date listed in Section 4.3 Schedule of Activities. To ensure the fair and consistent distribution of information, no individual answers will be given. The only official answer or position of the City will be the one posted via the City's website. Any questions or concerns not submitted by the stated time and date will be deemed waived.

4.6 PROPOSAL SUBMISSIONS

PROPOSAL SUBMISSION AND DUE DATE

Proposer shall submit, in a **sealed packet clearly marked “MAIN PROPOSAL”**, one (1) original (clearly marked on the outside of the binder as “ORIGINAL”), one (1) complete printed copies, and two (2) CDs or USB

flash drives containing softcopies of its entire Proposal (including the signed Cover Letters, but excluding the Financial Approach document) on or before the date specified in Section 4.3 Schedule of Activities, to the addressee provided below.

Proposer shall submit, in a **separate sealed packet clearly marked “FINANCIAL APPROACH”**, one (1) original (clearly marked on the outside of the binder as “ORIGINAL”), one (1) complete printed copies, and two (2) CDs or USB flash drives containing softcopies of its Financial Approach document on or before the date specified in Section 4.3 Schedule of Activities, to the addressee provided below.

Do not include the Financial Approach document in the main bid package.

USPS (or other common carrier)
City of Memphis
Purchasing Department, Room 354
125 N. Main Street
Memphis, TN 38103

Hand Delivery
City of Memphis
Main Lobby – Bid Drop Box
125 N. Main Street
Memphis, TN 38103

The label should identify the contents as:

Your company name & address.
RFP Title, RFP #52172.

PROPOSALS SUBMITTED AFTER THE DEADLINE OR WHICH STATE THAT INFORMATION WILL BE PROVIDED ‘AT A LATER DATE’, OR WHICH ARE OTHERWISE INCOMPLETE OR FAIL TO COMPLY WITH THE REQUIREMENTS SET FORTH IN THIS RFP WILL BE DISQUALIFIED FROM PARTICIPATION IN THIS RFP PROCESS.

Proposals may not be amended after the submission deadline.

Notwithstanding any legends on the proposal or any other statements to the contrary, all materials submitted in connection with proposer’s response to this RFP will become the property of the City and may be returned only at the City’s option.

PROPOSAL FORMAT

The City expects the Proposal to be a compilation of various documents, because Proposer’s Proposal must utilize the RFP response templates, if provided, set forth in the Exhibits in this RFP.

Proposer shall use Microsoft Office file formats in preparing its Proposal to the maximum extent possible. All pages should be formatted to print on 8 ½” x 11” paper, unless another format is provided by the response template. Proposer responses should be specific, factual, brief and to the point.

PROPOSAL EXPIRATION DATE

Proposals in response to this RFP shall remain valid for six (6) months from the Proposal due date. The City may request an extension of time if needed.

PROPOSER DATA

The confidentiality of information and data contained in the firm of contractor's Proposal shall be subject to and governed by the Open Records Act and any other Public Records laws with which the City is legally obligated to comply (including a Freedom of Information Act Request under "FOIA").

Deadline Extension

The City reserves the right to extend the submission deadline if such action is considered necessary by the City.

Ambiguity, Conflict, or other Errors in the RFP

If a Proposer discovers any ambiguity, conflict, discrepancy, omission, or other error in the RFP, it shall immediately notify, in writing e-mail, the City of such error and request modification or clarification of the document. The Proposer shall include the RFP number, page number and the applicable paragraph title. The City will issue/post any revisions to the RFP on the City's website (www.memphistn.gov). The Proposer is responsible for clarifying any ambiguity, conflict, discrepancy, omission, or other error in the Request for Proposals prior to submitting the proposal or any ambiguity, conflict, discrepancy, etc. shall be waived.

Withdrawing or Amending a Proposal

At any time prior to the scheduled deadline for receipt of proposals, the Proposer may withdraw or amend its proposal by submitting a written request from the authorized representative whose name and signature appears on the proposal. A written request to withdraw or amend the proposal must be submitted to the individual and address to whom/which the proposal was submitted in accordance with the section above titled "PROPOSAL SUBMISSION AND DUE DATE."

Acceptance/Rejection of Proposals

The City reserves the right to accept or reject, in whole or in part, any or all proposals submitted. The City shall reject the proposal of any Proposer that is determined to be non-responsive.

Informalities/Minor Irregularities

The City reserves the right to waive minor irregularities or informalities in a Proposer's proposal when the City determines that it will be in City's best interest to do so. Any such waiver shall not modify any remaining RFP specifications or excuse the Proposer from full compliance with the RFP specifications and other contract requirements if the Proposer is awarded the contract.

Proposer indebted to the City

No contract will be knowingly awarded to any organization which, in the City's sole discretion, is in arrears to the City of Memphis upon any debt or contract, or which is a defaulter as surety or otherwise under any obligations to the City of Memphis, or which has failed to perform faithfully on any previous contract with the City of Memphis.

Tax Payments

The City of Memphis is exempt from federal excise, state and local taxes on all purchases and will issue tax exemption certificates, upon request.

4.7 FINALIST SELECTIONS (OPTIONAL)

The City may select several the RFP respondents who will be asked to give an oral presentation of its proposal to the City. However, the City is not obligated to interview any finalist. If interviews are conducted, these providers will be selected based on an evaluation of their Proposals against the criteria described in Section 5 of this RFP. RFP recipients that are not selected to progress to the oral presentations likely will be excluded from further consideration.

For this reason, Proposer is strongly encouraged to make as complete and compelling a Proposal as possible. The RFP recipient who fails to comply risks being dropped from further consideration without having an opportunity to improve its offer.

4.8 CONTRACT AWARD

The award of contract will be made based on the best proposal, as solely determined by the City, which meets the requirements and criteria set forth in the solicitation. The City will only accept proposals for the services requested. The proposal submitted in response to this solicitation is not a legally binding document; however, the contract, which will be based on information provided in the proposal, becomes legally binding once all parties have signed it. Any contract resulting from this RFP shall be subject to the City of Memphis General Terms and Conditions set forth in this solicitation and any additional terms imposed by City. The successful Contractor shall be required to execute the contract originated by the City of Memphis and satisfy all contract requirements as specified by the City. One or more contracts may be awarded under this RFP, and any contract awards and amounts are subject to the availability and appropriation of funds.

4.9 PROTESTS

Any protest of award must be filed in writing with the Purchasing Agent within five (5) calendar days of the award announcement at the following address, or via email (Tim Boyles – Tim.Boyles@memphistn.gov):

City of Memphis Purchasing Agent:
125 North Main, Room 354, Memphis, Tennessee 38103.

4.10 MODIFICATION OR TERMINATION OF RFP PROCESS

Subject to the rules and regulations of the City's Procurement Office, including with respect to providing notification and, where applicable, providing the opportunity to revise proposals, the City reserves the right to, in its sole discretion, discontinue, amend, supplement, or otherwise change this RFP, the initiative, the process used for evaluation, and the expected timeline at any time and for any reason, and makes no commitments, implied or otherwise, that this process will result in a business transaction with any provider.

4.11 SUPPLEMENTAL INFORMATION

If, subsequent to issuance of this RFP, additional relevant material is produced by or becomes available to the City, such material will (where appropriate) be transmitted to all RFP participants for their consideration. The City will make modifications by issuing a written addendum, which will be posted on the City's website. Any revisions to the solicitation will be made only by an addendum issued by the City. It is the responsibility of the Proposer to check the website for possible addenda and should consider such information in its Proposal. The City will assume that all changes or additional requirements transmitted have been taken into account in Proposer's Proposal (including with respect to pricing), unless otherwise specified.

4.12 NO REPRESENTATIONS OR WARRANTIES

The City makes no representations or warranties regarding the accuracy or completeness of the information contained in this RFP or otherwise provided by the City through the RFP process. Proposer is responsible for making its own evaluation of information and data contained in this RFP or otherwise provided by the City, and for preparing and submitting responses to the RFP. The City has attempted to validate the information provided in this RFP, but it is possible that Proposer may detect inconsistencies or potential errors. While Proposer should identify these potential issues in its questions or in an attachment to its Proposal, Proposer should use the information provided on an "as-is" basis for its initial Proposal. Information regarding the City and the Initiative may be revised or updated and republished for inclusion in a final response.

4.13 PROPOSAL PREPARATION COSTS

Proposer will be responsible for all costs it incurs in connection with this RFP process (including but not limited to Proposal preparation, personnel time, travel-related costs, and other expenses) and any subsequent agreement negotiations.

5 EVALUATION MODEL

5.1 QUALIFYING PROPOSALS

The City of Memphis will review each submitted Proposal to determine whether it is a Qualifying Proposal.

A Qualifying Proposal is one that:

- Was submitted (in the form and format required) by the due date as specified and conforms to the requirements of the RFP (as outlined in Section 3), **AND**
- That scored Top 5 under “Criteria a. (Experience and Qualifications of Respondent)” among all the respondents to this RFP.

All Proposals that ARE NOT a Qualifying Proposal will be disqualified from this RFP process.

All Qualifying Proposals will be evaluated by the full criteria set forth below.

5.2 EVALUATION OF QUALIFYING PROPOSALS

An evaluation team composed of representatives of the City will evaluate proposals on a variety of quantitative and qualitative criteria. Upon receipt of proposals, the City will review to determine whether the proposal is acceptable or non-acceptable based on the criteria outlined below.

The criteria, and their associated weights, upon which the evaluation of the proposals will be based on the following:

a.	Experience and Qualifications of Respondent	(35%)
a.i.	Business History	(0% to 5%)
a.ii.	Financial Strength	(0% to 5%)
a.iii.	Project Experience	(0% to 10%)
a.iv.	Project Examples	(0% to 10%)
a.v.	Additional Market Experience	(0% to 5%)
	TOTAL (0% to 35%)	
b.	Technical Approach to Scope of Services	(35%)
b.i.	Project Approach	(0% to 15%)
b.ii.	Staffing Plan	(0% to 10%)
b.iii.	Teaming Approach	(0% to 10%)
	TOTAL (0% to 35%)	

- c. Financial Approach to Scope of Services (15%)**
 - c.i. Proposed Pricing (0% to 10%)
 - c.ii. Best Value (0% to 5%)

TOTAL (0% to 15%)

- d. Project Schedule to Complete Scope of Services (15%)**
 - d.i. Detailed Timeline (0% to 10%)
 - d.ii. Completion by October 2023 (0% to 5%)

TOTAL (0% to 15%)

6 RFP TERMS AND CONDITIONS

The City of Memphis seeks proposals from firms who have the expertise to provide to provide the products and/or services as is in accordance with this RFP document. This is a Request for Proposal that may be modified by the City in the selection process.

THE CITY OF MEMPHIS ENCOURAGES THE PARTICIPATION OF SMALL, MINORITY AND WOMEN-OWNED BUSINESSES IN THE PURCHASING PROCESS.

The City of Memphis is an Equal Opportunity Employer and does not discriminate based on race, color, national origin, sex, religion, age, or handicap status in employment or in the provision of services.

This procurement may be subject to the requirements of Ordinance No. 5114 which establishes a local preference for local businesses located within the City of Memphis. A copy of your current Memphis and Shelby County Tennessee Business Tax Receipt must accompany the proposal for consideration of this ordinance.

Any protest of award must be filed in with the Purchasing Agent pursuant to Section 4.10 Protests. Notice of Intent to Award will be emailed to all vendors that submit a valid proposal. The intent to award notification shall be deemed publicly announced on the date specified on the notice.

Only proposals submitted on the provided form(s) with no changes, additions or deletions to the terms and conditions will be considered. Proposals containing terms and conditions other than those contained herein may be considered nonconforming.

No objections with regard to the application, meaning, or interpretation of the specifications will be considered after the opening of the subject proposals. If there are questions or concerns regarding any part of plans, terms, specifications or other proposed documents, a written request for interpretation thereof may be submitted to the City Purchasing Agent prior to the deadline date, pursuant to Section 4.5 Initial Questions Submission, Final Questions Submission. The organization submitting the request shall be responsible for the prompt delivery of the request. Any interpretation in response to the written request will be made only by addendum duly issued, and a copy of such addendum will be mailed or delivered to each organization receiving a set of such documents and/or posted on the City's website. The City of Memphis will not be responsible for any other explanation or interpretation of the proposed documents. By submission of its proposal, a proposer shall be deemed to have understood fully the contents and meaning of the RFP.

All proposals must be signed by an authorized representative of your organization. Unsigned proposals will be considered nonconforming.

Any contract resulting from the proposals received in response to this solicitation shall be construed in accordance with and governed by the laws of the State of Tennessee. All actions, whether sounding in contract or in tort, relating to the validity, construction, interpretation, and enforcement of this Agreement shall be instituted and litigated in the courts of the State of Tennessee, located in Shelby County, Tennessee without regard to conflicts of laws principles.

By order of the Mayor of the City of Memphis, Tennessee.

JIM STRICKLAND, MAYOR

Tim Boyles, City Purchasing Agent

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INSTRUCTIONS TO PROPOSERS

Proposers shall submit their signed proposal in a sealed envelope INDICATING ON THE OUTSIDE: THE COMPANY NAME and THE REQUEST FOR PROPOSAL NUMBER.

Proposers must comply with all applicable licensing requirements. Pursuant to the City of Memphis Charter, Article 71, Section 777 et seq., it is unlawful to operate a business within the limits of the city of Memphis without possessing a Memphis and Shelby County business license, excepting non-profit organizations that qualify as tax exempt under Sec. 501(c)(3) of the Internal Revenue Code. Upon award notification and prior to the City issuing a properly executed purchase order or entering into a contract with the proposer, the successful proposer, whose principal business address is located within the limits of the city of Memphis, will be required to submit, along with the required insurance and other required documentation, a copy of (1) the tax-exempt ruling or determination letter from the Internal Revenue Services; or (2) its current Memphis and Shelby County Business Tax Receipt/License.

Issuance of this RFP does not obligate the City to contract, in whole or in part, for services specified herein. The City of Memphis reserves the right to cancel this solicitation, in whole or in part, or to reject, in whole or in part, any and all proposals. Bidders will be notified of any cancellation, and cancellation of this RFP or any subsequent award will be posted on the City's website.

To request additional information concerning this solicitation, please see Section 4.5 Initial Questions Submission, Final Questions Submission.

This solicitation shall be in accordance with the City of Memphis Ordinances and Purchasing Policies and Procedures, which may be amended from time to time.

All materials submitted pursuant to this RFP shall become the property of the City of Memphis.

To the extent permitted by law, all proposals submitted in response to this RFP shall be kept confidential until the proposals have been evaluated and the intent to award is announced. Until the intent to award is announced, no information regarding any proposal will be released to anyone, except members of the Evaluation Committee who are responsible for evaluating the proposals and other appropriate City staff. All information provided by the Proposer in response to this RFP will be considered by the Evaluation Committee in evaluating the proposal and making an award recommendation to the City.

The Mayor of the City of Memphis is the only individual who can legally sign contracts on behalf of the City. Costs chargeable to the proposed contract shall not be incurred before receipt of a fully executed contract.

EXHIBIT 2 – NON-COLLUSION AFFIDAVIT

The Proposer, by its officers and its agents or representatives present at the time of filing this Proposal, being duly sworn on their oaths say, that neither they nor any of them have in any way, directly or indirectly, entered into any arrangement or agreement with any other Proposer, or with any officer of the Owner or Owner’s representative whereby such affiant or affiants or either of them has paid or is to pay such other Proposer or officer any sum of money, or has given or is to give to such other Proposer or officer anything of value whatever, or such affiant or affiants or either of them has not directly or indirectly, entered into any arrangement or agreement with any other free competition into the letting of the contract sought for by the attached prices that no inducement of any form or character other than that which appears on the face of the Proposal will be suggested, offered, paid or delivered to any person whomsoever to influence the acceptance of the Proposal or awarding of the Contract, nor has this Proposer any agreement or understanding of any kind whatsoever, with any person whomsoever to pay, deliver to, or share with any other person in any way or manner, any of the proceeds of the Contractor sought by this Proposal.

Submitted By:

Firm Name _____

Authorized Signature _____

Date _____

SIGNATURES

If PROPOSER is:

A. An Individual

By _____ (SEAL)

(Individual's Name)

Doing business as _____

Business Address:

Phone Number: _____

B. A Partnership

By _____ (SEAL)
(Firm Name)

(General Partner)

Business Address:

Phone Number: _____

C. A Corporation

By _____ (SEAL)
(Corporation Name)

(State of Incorporation)

By _____
(Name of Person Authorized to Sign)

Title _____

Attest _____
(Secretary)

Business Address:

Phone Number: _____

D. A Joint Venture

By _____ (Name)

Business Address:

By _____ (Name)

Business Address:

Each joint venture member must sign. The manner of signing for each individual partnership and corporation that is party to joint venture should be in manner indicated above.

CITY OF MEMPHIS STANDARD CONTRACT FOR GOODS AND / OR SERVICES

PARTIES TO THE AGREEMENT. This Agreement is made and entered into this ____ day of _____, 20__, by and between **[@CONTRACTOR NAME@]**, ("Contractor") and the City of Memphis, a municipal corporation of the State of Tennessee, ("City").

WITNESSETH

WHEREAS, the City, by and through its Division of **[@DIVISION NAME@]** has the need for **[@SERVICES / GOODS TO BE PROVIDED@]**; and

WHEREAS, Contractor has the knowledge and expertise to provide such goods/services; and

WHEREAS, the parties desire to enter into an agreement setting forth the terms and conditions under which Contractor shall provide said goods/services;

NOW THEREFORE, for and in consideration of the mutual promises and covenants contained herein and for other good and valuable consideration, the parties hereby agree as follows:

PAYMENT TERMS AND CONDITIONS

DESCRIPTION OF GOODS / SCOPE OF SERVICES. The goods / services to be provided in connection with this Agreement will include, but not be limited to, those items listed, if applicable, in the Request for Proposal (RFP) and Contractor's response thereto, which are incorporated herein by reference and, if applicable, Exhibit **[@EXHIBIT IDENTIFICATION@]**, attached hereto and incorporated herein as if stated verbatim. Said goods / services shall be provided in accordance with the applicable terms and conditions set forth, if applicable, in the City solicitation, and it is understood and agreed among the parties that in the event of a variance between the terms and conditions of this Agreement and any amendment hereto and the terms and conditions contained, if applicable either in the solicitation document or the response thereto, the order of precedence shall be as follows: (1) This Agreement; (2) Contractor's response, if applicable; (3) City's solicitation, if applicable.

TERM. This Agreement shall not be binding upon the parties until it has been signed first by Contractor and then by the authorized representatives of the City in accordance with applicable ordinances, laws, and regulations.

The Initial Term of this Agreement shall commence beginning **[@CONTRACT BEGIN DATE@]** and shall end on the earlier of **[@CONTRACT END DATE@]** or until all goods/services herein have been provided to the City ("Initial Term"), subject to the availability and appropriation of funds to finance the same and the successful operation of the program.

The City shall have the option to extend the Initial Term for **[@NO. OF OPTION PERIODS@]** additional **[@LENGTH OF OPTION PERIOD@]** period(s) (the "Option Periods"), subject to the appropriation of funds by the Memphis City Council and mutual agreement of the parties, evidenced in writing. The Initial Term and the exercised Option Periods are collectively referred to hereinafter as the "Term."

Eligible costs authorized by the City and incurred after the Initial Term begins, but prior to the execution of this Agreement, shall be paid under this Agreement.

INVOICES. Contractor shall submit original invoices, or copies of original invoices certified as such by Contractor, on Contractor's letterhead and in form and substance acceptable by the City and with all necessary supporting documentation, to the City. Contractor shall invoice in duplicate, if requested. The invoice shall describe the goods (the items sold), or services provided, list the price per unit, reflect any applicable terms of payment, and show the contract number to which it relates. Unless the contract number is shown on the invoice, it may be returned to Contractor. Invoices shall be submitted to: **[@DIVISION NAME@]**, **[@INVOICE ADDRESS@]**; Memphis, Tennessee **[@ZIP CODE - INVOICE@]**; Attn: **[@CITY CONTACT/REPRESENTATIVE@]**.

COMPENSATION. Unless City has good faith and reasonable objections to Contractor's invoice(s), the City shall compensate Contractor, based on invoices submitted by Contractor in accordance with the terms of this Agreement, the sum **[@CHOOSE NOT TO EXCEED OR ESTIMATED TO BE@]** **[\$@CONTRACT AMOUNT@]** (the "Fee") during the Initial Term of the Agreement, which shall include all reimbursable expenses/cost. The City shall use its best efforts to remit payment based on Contractor's invoice within thirty (30) days after receipt of accurate invoice and approval by the City. The City is not obligated to pay, and may withhold from payment, any amounts the City has in dispute with Contractor based on Contractor's non-performance/delivery, unsatisfactory performance/delivery or negligent performance/delivery of any services or goods hereunder.

City reserves the right to review all Charges billed and incurred monthly.

COMPENSATION FOR CORRECTIONS. No compensation shall be due or payable to Contractor pursuant to this Agreement for any of the goods delivered or services performed by Contractor to correct goods delivered or services performed when such corrections are required as a direct result of negligence by Contractor to properly fulfill any of its obligations herein.

TRAVEL EXPENSES. Where travel expenses are otherwise allowed and payable herein, such travel expenses shall be in accordance with the City's Travel Policy and Procedures, as may be amended from time to time. This includes advance written travel authorization, submission of travel claims, documentation requirements, and reimbursement rates. No travel advances will be made by the City.

TAX PAYMENTS. The City of Memphis is exempt from federal excise, state, and local taxes on all purchases and upon request will issue tax exemption certificates to Contractor. Contractor shall be solely responsible and liable for any taxes and business license fees assessed or imposed by any government having jurisdiction over the services and/or goods to be provided herein.

PAYMENT DOES NOT IMPLY ACCEPTANCE OF GOOD/SERVICE. The payment of an invoice shall not prejudice the City's right to object to or question any invoice or matter in relation thereto. Such payment by the City shall neither be construed as acceptance of the good/service nor as final approval of any of the costs invoiced therein, and the City's payment shall not relieve Contractor from its obligation to replace or correct any good/service that do not conform to this Agreement, even if the unsatisfactory character of such good/service may have been apparent or detected at the time such payment was made. Good/service, data or components that do not conform to the requirements of this Agreement shall be rejected by the City and replaced by Contractor, without delay or additional cost to the City.

If Contractor receives payment from the City for good/service or reimbursement(s) that is later disallowed or rejected by the City (or another governmental entity on the basis of audit or monitoring), Contractor shall promptly refund the disallowed amount to the City upon the City's request. At its option, the City may offset the amount disallowed from any payment due to Contractor under this Agreement or any other agreement.

FINAL CONTRACT INVOICE. Contractor shall submit to the City a final contract invoice within 45 calendar days from the termination date of the Agreement, for any goods/services provided pursuant to this Agreement. Contractor further acknowledges and agrees the City will not be responsible for any Contractor invoices, pertaining to this Agreement, submitted to the City after the final contract invoice. Contractor shall close out its accounting records at the end of the Agreement period in such a manner that reimbursable expenditures and revenue collections, related to this Agreement, are NOT carried forward.

GENERAL TERMS AND CONDITIONS

AMENDMENT. This Agreement may be modified or amended only by a written amendment executed by all parties hereto and approved by the appropriate City officials in accordance with applicable laws and regulations.

ASSIGNMENT, SUBCONTRACTING, or TRANSFER. Contractor shall not subcontract, assign, delegate, or transfer all or part of its rights, responsibilities, or interest under this Agreement without the prior written consent of the City. Any purported assignment, transfer, or delegation in violation of this Section shall be voidable by the City. No subcontracting, assignment, delegation, or transfer shall relieve Contractor from performance of its duties hereunder; neither shall the City be responsible for the fulfillment of Contractor's obligations to its transferors or subcontractors. Upon request of the City, the subcontracting, assigning, delegating, or transferring party shall provide all documents evidencing the transfer. At any time, City may, in its sole discretion, revoke its prior approval of a subcontractor and direct Contractor to replace such subcontractor or perform the services that were being performed by such Contractor itself if the City finds in its reasonable judgment that (i) such subcontractor's performance is materially deficient or otherwise unacceptable to City; (ii) good faith doubts exist concerning the subcontractor's ability to render future performance because of changes in the subcontractor's ownership, management, financial condition, or otherwise; or (iii) there have been one (1) or more material misrepresentations by or concerning the subcontractor. The City reserves the right to terminate the Agreement if Contractor, in whole or in part, is acquired by another entity during the term of this Agreement. In the event Contractor is allowed to sublet any part of the Agreement, Contractor shall be as fully responsible to the City for the acts and omissions of the subcontractor and the subcontractor's employees, as Contractor is responsible for the acts and omissions of Contractor's own employees.

ASSIGNS. See **SUCCESSORS.**

AUDITS. See **RECORDS.**

CITY FACILITIES. Except to the extent otherwise approved by the City in its sole discretion, Contractor shall use any and all items provided by the City for the sole and exclusive purpose of providing the services or for delivery of goods described in this Agreement. Use of City facilities by Contractor does not constitute a leasehold interest in favor of Contractor or Contractor's customers.

Contractor shall use any and all items provided by the City in an efficient manner. To the extent that Contractor utilizes such items provided by the City in any manner that unnecessarily increases facility costs or other costs incurred by the City, City reserves the right to set-off the excess costs of such practices. Contractor shall be responsible for any damage to any and all item(s) provided by the City resulting from

the abuse, misuse, or neglect of Contractor, its employees and subcontractors or other failure to comply with its obligations respecting such items provided by the City.

Contractor, its employees, and agents shall keep any and all items provided by the City in good order, not commit or permit waste or damage to such items, and not use such items for any unlawful purpose. Contractor shall act and comply with City's standard policies and procedures as made available to Contractor regarding access to and use of such City-provided items, including procedures for the physical security of the City facilities.

Contractor shall permit City and its agents and representatives to enter those portions of the City facilities occupied by Contractor staff at any time to perform facilities-related services.

Contractor shall not make any improvements or changes involving structural, mechanical, or electrical alterations to the City facilities without the City's prior written approval. Any improvements to the City facilities will become the property of the City.

When the City facilities are no longer required for performance of the services described in Exhibit “[@EXHIBIT IDENTIFICATION@]”, Contractor shall return such facilities to the City in substantially the same condition as when Contractor began use of such facilities, subject to reasonable wear and tear.

CITY LIABILITY. The City shall have no liability except as specifically provided in this Agreement. The City, by execution of this Agreement, assumes no liability for damages caused to persons or property by reason of Contractor providing goods or services herein or for injury to any employee, agent or subcontractor of the Contractor performing under this Agreement.

CITY'S RIGHT TO WITHHOLD CERTAIN AMOUNTS AND MAKE APPLICATION THEREOF. If evidence is produced before the final settlement of all or any balances that Contractor has failed to pay subcontractors, laborers employed on its work, or failed to pay for materials used therein, or if the City has reason to suspect the same, the City may withhold such balances and upon evidence satisfactory to the City as to the amount due for such goods, labor, and materials, the City, acting as the agent of Contractor, may settle and pay for the same and charge the amounts to Contractor and deduct the same from the said balance or balances.

COMPANY'S/CONTRACTOR'S PERSONNEL. (This paragraph/section is applicable only to purchase of services contracts). Contractor certifies that it presently has adequate qualified personnel to perform all services required under this Agreement and that all services performed under this Agreement shall be supervised by Contractor. Contractor will make its personnel aware of and cause them to comply

with the City's policies that have been made known to Contractor while performing pursuant to this Agreement. Contractor further certifies that all its employees assigned to perform any services hereunder shall have such knowledge and experience as required to perform the duties assigned to them. Any employee of Contractor who, in the opinion of the City, is incompetent, whose conduct becomes detrimental to the services, or whom the City deems to be unsatisfactory for any reason, shall immediately be removed from association with the services hereunder per the City's request. Upon such request, Contractor shall use all reasonable efforts to promptly replace such employee(s) with substitute employee(s) having appropriate skills and training. Contractor is responsible for the acts or omissions of its personnel under or relating to this Agreement.

Contractor shall be solely liable and responsible for providing all employee compensation and benefits to, or on behalf of, all persons performing services pursuant to this Agreement. The City shall have no liability or responsibility for the payment of any salaries, wages, unemployment benefits, health, welfare and disability benefits, federal and local taxes, or other compensation, benefits or taxes for any personnel provided on behalf of Contractor. In addition, Contractor shall be solely liable and responsible for any and all workers' compensation benefits to any person as a result of injuries arising from or connected with any services performed by or on behalf of Contractor pursuant to this Agreement.

CONFIDENTIALITY. Subject to the open records laws of the State of Tennessee, while performing under this Agreement, the parties may gain access to proprietary and/or confidential information that, if disclosed to third parties, may be damaging to each other. The parties agree not to disclose such information to third parties and shall take all reasonable steps to prevent unauthorized access to any of each other's confidential and proprietary information. Such information shall include, but shall not be limited to, materials considered to be confidential information as a matter of law (*e.g.*, personnel records), and shall also include (i) all materials in any form developed or created by each party related to funding and financial and business information; (ii) all information owned, possessed or used by a party, which is communicated to, learned, developed or otherwise acquired by that party in the performance of this Agreement; (iii) the terms, conditions and pricing contained herein; and (iv) any other information that has been advised by a party is confidential, privileged or proprietary. Confidential information, as used in this Agreement, shall not include (i) information in a party's possession prior to disclosure; (ii) information generally available to the public or that becomes available to the public through a source other than a party under this agreement, or (iii) information that was rightfully obtained by a party from a third party who is under no obligation of confidentiality to either party to this Agreement with respect to such information. Each party agrees that it will accept and hold confidential information always obtained from each other in confidence during and after termination of this Agreement. A party shall neither use nor disclose such information, except as provided in this Agreement or as required by law, without the prior written permission of affected party.

Subject to the open record laws of the State of Tennessee, each party acknowledges and agrees that a breach of this section may cause the affected party irreparable injury and damage; therefore, each party expressly agrees that the affected party shall be entitled to seek injunctive or other equitable relief in any court of competent jurisdiction to prevent or otherwise restrain a breach of this Agreement. Each party agrees that it will disclose confidential information only to those employees who have a right and need to

know, and shall require its employees, agents, and subcontractors to comply with the requirements of this provision and the requirements of the provisions herein titled "Public Statements" and "Rights in Data."

CONFLICT OF INTEREST. Neither party shall engage in any conduct or activity in the performance of this Agreement that constitutes a conflict of interest under applicable federal, state, or local laws, rules, and regulations. Contractor covenants that it has no public or private interest, and shall not acquire any interest, directly or indirectly, which would conflict in any manner with the performance required under this Agreement, and Contractor covenants that no gratuities, in the form of entertainment, gifts, or otherwise, were offered or given by Contractor or any agent or representative of Contractor, to any officer, official, agent or employee of the City, in an effort to secure the Agreement or favorable treatment with respect to any determinations concerning the performance of the Agreement. Contractor warrants that no part of the total contract amount provided herein shall be paid directly or indirectly to any officer or employee of the City as wages, compensation, or gifts in exchange for acting as officer, agent, employee, subcontractor, or consultant to Contractor in connection with anything contemplated or performed relative to this Agreement. For breach or violation of this provision, the City shall have the right to recover or withhold the full amount of such gratuities.

COUNTERPARTS. This Agreement may be signed in multiple counterparts and/or counterpart signature pages, each of which shall be deemed an original, and all of which when taken together shall constitute one and the same instrument.

COVENANT AGAINST CONTINGENT FEES. Contractor warrants that it has not employed or retained any company or person other than a *bona fide* employee working solely for Contractor, to solicit or secure this Agreement, and that it has not paid or agreed to pay any company or person, other than a *bona fide* employee working solely for Contractor any fee, commission, percentage, brokerage fee, gift, or any other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this provision/warranty, the City shall have the right to recover the full amount of such fee, commission, percentage, brokerage fee, gift, or other consideration.

DEBARRED OR SUSPENDED ENTITIES. By signing this Agreement, Contractor certifies that it is not presently listed by any federal agency as debarred, suspended, or proposed for debarment from any federal contract activity. If during the term of this Agreement this information changes, Contractor shall notify City without delay. Such notice shall contain all relevant particulars of any debarment, suspension, or proposed debarment.

DESCRIPTION OF GOODS / SCOPE OF SERVICES. See **SCOPE OF SERVICES.**

DISPUTE RESOLUTION. In the event of any dispute, controversy, or claim arising out of or relating

to this Agreement or the breach thereof, the parties agree that they shall first use their best efforts to settle the dispute through negotiations involving themselves or their representatives as they each deem appropriate. Any dispute concerning a question of fact in connection with this Agreement between Contractor and the City shall be referred in successive order for resolution, first to the City's Chief Procurement Officer/Purchasing Agent, second to the City's Chief Legal Officer/City Attorney, and thirdly to the Mayor of the City of Memphis, whose decision regarding the City's position as to the same shall be final.

DRAFTER. This Agreement is the result of arm's-length negotiations between the parties and shall be construed to have been drafted by all parties such that any ambiguities in this Agreement shall not be construed against either party.

DUE DILIGENCE AND NON-RELIANCE. Contractor represents, warrants, and covenants that it has had opportunity to conduct, and has conducted, due diligence with respect to this Agreement, and all other items and conditions it deems necessary to conclude this Agreement, and Contractor represents, warrants, and covenants that it has not relied upon any written or oral statement of City or its employees, directors, officers, consultants, attorneys or any elected or appointed officials in executing this Agreement.

EMPLOYMENT OF CITY WORKERS. Contractor shall not engage on a full-time, part-time or any other basis during the term of this Agreement, any professional or technical personnel who are or have been at any time during the term of this Agreement in the employment of the City.

EMPLOYMENT OF ILLEGAL IMMIGRANTS. Contractor hereby certifies to comply with all applicable federal and state laws prohibiting the employment of individuals not legally authorized to work in the United States. Contractor shall not knowingly (i) utilize the services of illegal immigrants; or (ii) utilize the services of any subcontractor who will utilize the services of illegal immigrants in the performance of the contract. In the event Contractor fails to comply with any and all local, state and federal laws prohibiting the employment of individuals not legally authorized to work in the United States, this Agreement may be canceled, terminated or suspended in whole or in part by the City, and Contractor may be prohibited from contracting to supply goods and/or services to the City for a period of one (1) year from the date of discovery of the usage of illegal immigrant services in the performance of a contract with the City.

ENTIRE AGREEMENT. This Agreement, together with all exhibits, attachments, and addendums hereto (if applicable), constitutes the full and final understanding of the parties with respect to the subject matter hereof and supersedes and replaces any and all prior or contemporaneous agreements or understandings, whether written or oral, express, or implied, between the parties with respect to the subject matter of the Agreement.

FORCE MAJEURE. Neither the City nor Contractor shall be deemed in default hereunder, nor shall either be responsible for any delay, interruption, or cessation in the performance of its obligations under this Agreement where such failure of performance is the result of any *force majeure* event, including, but not limited to, acts of God, riots, wars, strikes, epidemics, acts, governmental authorities or acts of nature or other similar cause beyond its control. Both shall put forward its best efforts to mitigate any delay, interruption, or cessation in the performance of its obligations under this Agreement related to said *force majeure* event.

GENERAL COMPLIANCE WITH LAWS. If required, Contractor certifies that it is qualified or will take steps necessary to qualify to do business in the State of Tennessee and that it will take such action as, from time to time, may be necessary to remain so qualified and shall obtain, at its own expense, all licenses, permits, insurance, and governmental approvals, if any, necessary to the performance of its obligations under this Agreement. Such permits and licenses will be made available to City upon request.

Contractor is assumed to be familiar with and always agrees that it will observe and comply with all applicable federal, state, and local laws, ordinances, and regulations in any manner affecting this Agreement. The preceding shall include, but is not limited to, compliance with all Equal Employment Opportunity laws, the Fair Labor Standards Act, Occupational Safety and Health Administration (OSHA) requirements, and the Americans with Disabilities Act (ADA). Contractor shall promptly notify City of any conflict discovered between the Agreement and any applicable laws, rules, regulations, and/or permits and licenses, and await resolution of the conflict.

GOVERNING LAW. The terms and conditions of this Agreement shall be construed in accordance with and governed by the laws of the State of Tennessee. All actions, whether sounding in contract or in tort, relating to the validity, construction, interpretation, and enforcement of this Agreement shall be instituted and litigated in the courts of the State of Tennessee, located in Shelby County, Tennessee, without regard to conflicts of laws principles. In accordance herewith, the parties to this Agreement submit to the jurisdiction of the courts of the State of Tennessee located in Shelby County, Tennessee.

HEADINGS. Titles, articles, and/or section headings to the provisions herein are for reference purposes only and will be disregarded completely in the interpretation and validity of this Agreement or any of its terms.

HOLD HARMLESS. See **INDEMNIFICATION.**

INCORPORATION OF “WHEREAS” CLAUSES. The foregoing “WHEREAS” clauses are hereby incorporated into this Agreement and made a part hereof.

INDEMNIFICATION. Contractor shall indemnify, defend, save and hold harmless the City and its officers, agents and employees from and against any and all claims, losses, demands, suits, actions, penalties, damages (consequential or otherwise), settlements, costs, expenses, or other liabilities of any kind and character, including without limitation attorney fees and litigation expenses, arising out of or in connection with the performance of this Agreement by Contractor, its employees, subcontractors, or agents or the breach of this Agreement by Contractor, its employees, subcontractors or agents. This obligation shall survive the expiration or termination of this Agreement. Neither Contractor nor any employees of Contractor shall be liable under this section for damages arising out of injury or damage to persons or property directly caused by the negligence of the City or any of its officers, agents, or employees.

Contractor expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by Contractor shall in no way limit Contractor's responsibility to indemnify, defend, save, and hold harmless the City or its elected or appointed officials, officers, employees, agents, assigns, and instrumentalities as herein required.

The City reserves the right to appoint its own counsel regarding any matter defended hereunder. Contractor acknowledges that the City has no obligation to provide legal counsel or defense to Contractor, its employees, or subcontractors in the event that a suit, claim or action of any character is brought by any person not a party to this Agreement against Contractor as a result of or relating to obligations under this Agreement. The City shall have no obligation for the payment of any judgments, or the settlement of any claims asserted against Contractor or its subcontractors or employees as a result of or relating to Contractor's obligations hereunder.

Contractor shall immediately notify the City c/o Chief Legal Officer/City Attorney; 125 North Main Street, Room 336; Memphis, TN 38103, of any claim or suit made or filed against Contractor or its subcontractors regarding any matter resulting from or relating to Contractor's obligations under this Agreement and agrees to cooperate, assist, and consult with the City in the defense or investigation thereof.

INDEPENDENT CONTRACTORS. Nothing in this Agreement shall be deemed or construed to represent that Contractor, or any of Contractor's employees or agents, are the agents, representatives, or employees of the City. Contractor acknowledges that it is an independent contractor over the details and means for performing this Agreement. Anything in this Agreement which may appear to give the City the right to direct Contractor as to the details of the performance of its obligations hereunder or to exercise a measure of control over Contractor is solely for purposes of compliance with local, state, and federal regulations and means Contractor will follow the desires of the City only as to the intended results of the scope of this Agreement.

It is further expressly agreed and understood by Contractor that neither it nor its employees or agents shall

hold themselves out contrary to the terms of this paragraph, and the City shall not be liable for any representation, act, or omission of Contractor contrary to the provisions hereof.

INSURANCE. See insurance requirements attached hereto as Exhibit **[@EXHIBIT IDENTIFICATION FOR INSURANCE@]** and incorporated herein as if stated verbatim within the Agreement.

JURISDICTION AND VENUE. See **GOVERNING LAW.**

MINORITY, WOMEN, AND/OR SMALL BUSINESS ENTERPRISE(S) CONTRACTING. Contractor shall take affirmative action to ensure that small, minority-owned, and women-owned businesses which have been certified by the City are utilized when possible as sources of supplies, equipment, construction, and services.

MODIFICATION. See **AMENDMENT.**

MONITORING RIGHTS. See **RECORDS.**

NONDISCRIMINATION. Contractor hereby agrees to abide by, to take affirmative action to ensure that, and to comply with Title VI and Title VII of the Civil Rights Act of 1964 and all other federal, state or local laws prohibiting discrimination, which provide in whole or in part, that no person shall be excluded from participation in, or be denied benefits of, or be otherwise subjected to discrimination in the performance of this Agreement or in Contractor's employment practices on the grounds of handicap and/or disability, age, race, color, religion, sex, national origin, or any other classification protected by federal, state or statutory law. Contractor shall, upon request, show proof of such nondiscrimination, and shall post in conspicuous places available to all employees and applicants notices of nondiscrimination. In the event Contractor fails to comply with the City's nondiscrimination policy and any and all other laws prohibiting discrimination, this Agreement may be canceled, terminated, or suspended in whole or in part by the City.

The City reserves the right to investigate any claims of illegal discrimination by Contractor and in the event a finding of discrimination is made and upon written notification thereof, Contractor shall take all necessary steps to cure and rectify such action to the reasonable satisfaction of the City. Contractor's failure or refusal to do so shall be cause for termination of this Agreement in accordance with the terms of this Agreement.

Any other agreement which relates to this Agreement to which Contractor is a party, including without

limitation, Contractor's agreements with its subcontractors, shall specifically contain a provision to this effect.

NOTICES. All notices, approvals, and other communications required or permitted to be given hereunder shall be written and hand-delivered with signed receipt; delivered by facsimile; delivered by a nationally recognized overnight courier; or mailed *via* certified U.S. mail, postage prepaid and return receipt requested. All notices shall be deemed received and effectively given as follows: (i) if by hand-delivery, on the date of delivery; (ii) if by fax, on the date the fax transmission is received at the receiving location and receipt is telephonically confirmed by the sender; (iii) if by delivery *via* U.S. mail, on the date of receipt appearing on a return receipt card; or (iv) if by overnight courier, on the date receipt is confirmed by such courier service. All notices must be addressed to the respective party at the following addresses or to such other person or address as either party may designate in writing and deliver as provided herein:

To the CITY:

City of Memphis **[@DIVISION NAME@]**

[@ADDRESS - NOTICES@]

Memphis, TN **[@ZIP CODE - NOTICES@]**

Attn: **[@CITY CONTACT/REPRESENTATIVE@]**

Fax: **[@FAX NUMBER - CITY CONTACT/REPRESENTATIVE@]**

With copy, if requested,

to:

Chief Legal Officer/City Attorney

125 N. Main Street, Room 336

Memphis, TN 38103

To CONTRACTOR:

[@CONTRACTOR NAME@]

[@CONTRACTOR ADDRESS@]

[@CONTRACTOR CITY@], [@CONTRACTOR STATE@] [@CONTRACTOR ZIP CODE@]

Attn: **[@CONTRACTOR REPRESENTATIVE@]**

Fax: [@FAX NUMBER - CONTRACTOR REPRESENTATIVE@]

NUMBER AND GENDER. Unless the context requires otherwise, (i) use of a specific gender imports the other gender(s); and (ii) use of the singular imports the plural and *vice versa*.

OBLIGATIONS EXTENDED BEYOND PERIOD OF PERFORMANCE. See **SURVIVAL**.

ORGANIZATION STATUS AND AUTHORITY. Contractor represents and warrants that it is a corporation, limited liability company, partnership, or other entity duly organized, validly existing and in good standing under the laws of the State of Tennessee; it has the power and authority to own its properties and assets and is duly qualified to carry on its business in every jurisdiction wherein such qualification is necessary.

The execution, delivery and performance of this Agreement by Contractor has been duly authorized by all requisite action and will not violate any provision of law, any order of any court or other agency of government, the organizational documents of Contractor, any provision of any indenture, agreement or other instrument to which Contractor is a party, or by which Contractor's respective properties or assets are bound, in conflict with, result in a breach of, or constitute (with due notice or lapse of time or both) a default under any such indenture, agreement or other instrument, or result in the creation or imposition of any lien, charge or encumbrance of any nature whatsoever upon any of the properties or assets.

Each person executing this Agreement represents that he/she is lawfully authorized to sign the Agreement on behalf of the party he/she represents, and execution of the Agreement was duly and regularly authorized by the party's governing body.

PARTIES IN INTEREST. See **SUCCESSORS**.

PATENT INDEMNIFICATION. Contractor warrants that any goods/services furnished hereunder do not infringe or violate any patent, trademark, copyright, trade secret, or any other proprietary right of any third party; that it shall defend all suits that may arise with respect thereto; and that it shall indemnify, defend, save and hold harmless the City, its officials, employees, agents, successors and assigns, from and against all liabilities, suits, claims, damages, costs or expenses, including without limitation attorney and expert witness fees, for or by reason of any actual or alleged claim the goods/services purchased by City hereunder infringe any patent, copyright, or are a violation of trade secret disclosure laws, whether by reason of Contractor's purchase or otherwise. This indemnification obligation shall survive the expiration or termination of this Agreement.

PENALTIES AND LIQUIDATED DAMAGES. Contractor recognizes that various losses, penalties (including service level penalties), and/or liquidated damages may be assessed against City for certain failures to perform. In any such case where City's failure to perform is due to some negligent act, omission, or failure to perform on Contractor's part, Contractor agrees to pay or reimburse City for such assessments and City may deduct same from any Contractor's invoices as applicable. In any such case where Contractor is assessed penalties, such penalties will not exceed the corresponding amount for which the City is penalized due to Contractor's negligent act, omission, or failure to perform.

PRECEDENCE. In the event of any inconsistency between the terms or provisions expressed in this Agreement, and any term or provision in any of the other contract documents, the order of precedence shall be as follows: (1) this Agreement, including all Exhibits, except that all general terms and conditions contained in the main body of this Agreement shall control over any conflicting general terms and conditions contained in any Exhibit hereto; (2) Contractor's response, if applicable; (3) City's solicitation, if applicable.

PUBLIC RECORDS. Notwithstanding anything to the contrary contained herein or within any other document supplied to the City by Contractor, Contractor understands and acknowledges that the City is a governmental entity subject to the State of Tennessee Public Records Act, and any reports, data or other information supplied to the City regarding goods supplied or services performed hereunder may be subject to disclosure as a public record in accordance with the laws of the State of Tennessee.

PUBLIC STATEMENTS. Contractor shall not make any announcement, release any information, or authorize or participate in any interview concerning this Agreement and the goods and/or services required herein, without obtaining prior written consent from the City. Contractor shall require its employees, agents, and subcontractors to comply with the requirements of this provision. This provision shall survive the expiration or termination of this Agreement.

RECORDS. Contractor shall make and keep as the same legally enforceable, full, and complete books, documents, accounting records and other evidence, that specifically relate to this Agreement, in accordance with generally accepted accounting principles. Contractor shall retain such records, and shall make same available to the City, upon reasonable request, during the term of this Agreement, and for a minimum period of seven (7) full years after completion of the contract obligations or from the date of final payment under this Agreement, whichever is later. In the event any litigation, claim or audit is instituted prior to the expiration of the required five-year retention period, such records shall be retained until such litigation, claim or audit finding has been resolved.

Contractor's activities conducted pursuant to this Agreement shall be subject to monitoring and evaluation by the City, the state, the federal government or their duly appointed agents or employees. Upon reasonable notice, Contractor shall permit the City, any other governmental entity, any agency

participating in the funding of this Agreement, or any of their duly authorized representatives, to enter Contractor's offices, during regular business hours, to interview employees and to inspect and/or copy said records and books of accounts together with any and all documents pertaining hereto that may be kept, maintained, or possessed by Contractor. Reviews may also be accomplished at meetings that are arranged at mutually agreeable times and places.

RELATIONSHIP OF PARTIES. This Agreement does not and shall not be construed to create a partnership or joint venture between the parties hereto. Contractor is performing its obligations hereunder as an independent contractor and not as City's agent or employee. Contractor will not hold itself out contrary to the terms of this paragraph and City will not become liable for any representation, act, or omission of Contractor contrary to the provisions hereof.

REMEDIES CUMULATIVE. All remedies available to the City herein are cumulative and shall be in addition to all other rights and remedies provided by law. The termination, expiration, or suspension of this Agreement shall not limit the City from pursuing other remedies available at law or in equity.

REPORTS. Upon request, Contractor shall prepare and submit reports of its activities, funded under this Agreement, to the originating department of the City. The reports shall include an itemization of the use of the City's funds, inclusive of specific services delivered by Contractor. Any such reports provided to the City shall be prepared with the understanding that the City may make such reports available to the public.

In addition, Contractor shall submit and, as necessary, update subcontractor information (including but not limited to payments thereto), for **any and all subcontractors** used on City project(s) via the purchase of goods or services, in the City's compliance tracking software, B2GNow. The City shall have the right to withhold future disbursement of funds under this Agreement and any future agreements until the requirements of this provision have been met.

RIGHTS IN DATA / SOFTWARE. Contractor agrees that all reports, studies, plans, models, drawings, specifications, and any other information or data of any type relating to its activities under this Agreement, whether or not the same is accepted or rejected by City, shall remain the property of City and shall not be used or published by Contractor or any other party without the express prior consent of City. Software development, if any, specifically developed as part of this Agreement shall be the intellectual property of City. Contractor recognizes that said data including software development, if any, specifically developed as part of this Agreement shall be the intellectual property of City and is the exclusive property of the City and that the City reserves the right to use, market, license, or sell it to others.

Contractor shall obtain assurances like those contained in this subsection from persons, contractors and

subcontractors retained by Contractor. Contractor acknowledges and agrees that a breach by Contractor of the provisions of this section will cause the City irreparable injury and damage. Contractor, therefore, expressly agrees that the City shall be entitled to injunctive or other equitable relief in any court of competent jurisdiction to prevent or otherwise restrain a breach of this Agreement.

SERVICE MARKS. Contractor agrees that it shall not, without City's prior written consent, use the name, service mark or trademarks of the City.

SEVERABILITY. If any terms or provisions of this Agreement are held to be unlawful, invalid, or unenforceable under any present or future laws, such provision shall be fully severable; and this Agreement shall then be construed and enforced as if such unlawful, invalid, or unenforceable provision had not been a part hereof. The remaining provisions of this Agreement shall remain in full force and effect and shall not be affected by such unlawful, invalid, or unenforceable provision or by its severance here from. Furthermore, in lieu of such unlawful, invalid, or unenforceable provision, there shall be added as a part of this Agreement, upon good-faith negotiation by the parties, a provision as similar in terms to such unlawful, invalid, or unenforceable provision as may be possible, and still be legal, valid, and enforceable. Parties acknowledge that some Agreement provisions may be inapplicable to the scope of services or goods that are germane to this Agreement. Parties waive no rights or remedies where the provisions are applicable.

SHIPMENTS. (This paragraph/section is applicable only to purchase of goods contracts). Substitutions will not be accepted, unless otherwise specified herein. Partial shipments may be allowed unless otherwise stated in writing by City, however, full shipment of all items ordered hereunder must be completed by the date specified in this Agreement or this Agreement will be subject to cancellation by the City. Contractor shall not ship excess quantities without the City's prior written approval.

STANDARD OF PERFORMANCE. All services by Contractor shall be performed in compliance with the specified requirements, in a manner satisfactory to the City, and in accordance with the generally accepted business practices and procedures of the City and pursuant to the governing rules, practices and regulations of the industry for the type of work performed under this Agreement.

SUBCONTRACTING. See **ASSIGNMENT.**

SUBJECT TO FUNDING. This Agreement is subject to availability and annual appropriation of funds by the Memphis City Council. In the event sufficient funds for this Agreement are not available or appropriated by the Memphis City Council for any of its fiscal period during the term hereof, then the City shall immediately terminate this Agreement upon written notice to Contractor. In the event of such termination, Contractor shall be entitled to receive just and equitable compensation for any satisfactory work performed up to the termination date. Such termination by the City shall not be deemed a breach of contract by the City, and Contractor shall have no right to any actual, general, specific, incidental, consequential, or any other damages whatsoever of any description or amount that have not been earned as of the date of termination.

SUCCESSORS. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, legal representatives, successors and assigns.

SURVIVAL. The parties hereto acknowledge that provisions that require or contemplate performance or observance after expiration or termination of this Agreement shall survive the expiration or termination of this Agreement and continue in full force and effect.

TERMINATION: Termination of this Agreement with or without cause.

1. It shall be cause for the immediate termination of this Agreement if, after its execution, the City determines that either:
 - a. Contractor or any of its principals, partners or corporate officers, if a corporation, including the corporation itself, has pleaded *nolo contendere*, or has pleaded or been found guilty of a criminal violation, whether state or federal, involving, but not limited to, governmental sales or purchases, including but not limited to the rigging of bids, price fixing, misappropriation of government funds, or any other collusive and illegal activity pertaining to bidding and governmental contracting; or
 - b. Contractor subcontracted, assigned, delegated, or transferred its rights, obligations, or interests, voluntarily or involuntarily, under this Agreement without the City's consent or approval; or
 - c. Contractor has filed for bankruptcy, has been adjudicated bankrupt, become insolvent or made an assignment for the benefit of creditors, or a receiver or similar officer is appointed to take charge of all or part of Contractor's assets.
2. The City may cancel/terminate this Agreement, in whole or in part, upon providing written notice to Contractor of the City's intention to terminate the Agreement as a result of Contractor's failure to provide the goods and/or services specified under this Agreement or in violation(s) of any of the terms herein, and Contractor has failed to cure such breach within ten (10) calendar days of such notice. The City may reject the goods and/or services and cancel this Agreement for any goods/services rendered or to be rendered hereunder. At its option, City may return the rejected portion of such goods to Contractor at its expense or hold the same for such disposal as Contractor shall indicate. In the event of any such rejection/termination, the City shall, at the City's option, have the right to obtain like goods and/or services elsewhere or to take over the work and prosecute the same to completion, both at Contractor's expense; and in such event, the City may take possession of and utilize in completing the work, such materials, appliances, etc. as may be on the site of the work and necessary, therefore. Contractor shall be liable to the City for any loss, damage, or additional cost incurred thereby, including but not limited to any difference between the cost for procuring such like services and the price specified herein, attorneys' fees and court costs.

3. Notwithstanding the foregoing or any section herein to the contrary, Contractor shall not be relieved of liability to the City for damages sustained by the City by virtue of any breach of the Agreement by Contractor, and the City may withhold any payments to Contractor, for the purpose of setoff, until such time as the exact amount of damages due the City from Contractor is determined.
4. The City may, in its sole discretion, suspend and/or terminate this Agreement for convenience upon giving thirty (30) calendar days' prior written notice to Contractor. In the event a purported termination for cause by the City is in error, then such termination may, at the City's sole discretion, be deemed to be a termination for convenience under this section. In the event of such termination, Contractor shall be entitled to receive just and equitable compensation, as determined by the City, for any satisfactory authorized work performed in accordance with the Agreement up to the termination date; but in no event shall the City be liable to Contractor for expenses incurred after the termination date.
5. Contractor shall deliver to the City all hard copy and electronic files maintained on behalf of the City within thirty (30) calendar days of termination of this Agreement. Upon reasonable request, the City reserves the right to obtain such information prior to the termination of this Agreement.
6. All goods accepted by City or services completed by Contractor prior to the termination date shall be documented and all tangible work documents shall be transferred to the City prior to payment for services rendered and shall become the sole property of the City. Such termination by the City shall not be deemed a breach of contract by the City, and Contractor shall not be compensated for any anticipatory profits, or other damages of any description, that have not been earned as of the date of termination.

TERMINATION OF PRIOR AGREEMENTS. See ENTIRE AGREEMENT.

THIRD PARTY BENEFICIARY: This Agreement is entered into solely between, and may be enforced only by, City and Contractor. Unless otherwise specified herein, this Agreement shall not be deemed to create any rights in third parties, including suppliers or customers of either party.

TITLE & RISK. (This paragraph/section is applicable only to purchase of goods contracts). The title and risk of loss of any goods hereunder shall not pass to the City until the City receives and takes possession of the goods at the point or points of delivery. Contractor shall assume all liability and responsibility for delivery of such goods in good condition to the City.

TRANSFER. See ASSIGNMENT.

TRANSPORTATION CHARGES/F.O.B. DELIVERY. (This paragraph/section is applicable only to purchase of goods contracts). All pricing is F.O.B. destination, in which Contractor shall be responsible for freight, transportation costs, and all incidental charges, unless delivery terms are specified otherwise in the bid and agreed to by the City. In the event shipping other than F.O.B destination is allowed by the City, the City agrees to reimburse Contractor for transportation costs in the amount specified in Contractor's bid, or actual costs, whichever is lower, provided the City shall have the right to designate what method of transportation shall be used to ship the goods.

WAIVER OF CONTRACTUAL RIGHT. No term or provision of this Agreement, or of any document executed pursuant hereto, shall be held to be waived, modified, or deleted unless in writing and executed by the parties hereto; provided that any such waiver shall not be identified as a waiver of any succeeding breach hereto or of any other provision herein contained. No delay or failure of either to enforce any right or provision of this Agreement or in any document executed pursuant hereto shall operate as a waiver, limitation, or relinquishment of that party(s) right to subsequently enforce and compel strict compliance with such provision and/or any other provision herein or in any document related hereto. Parties acknowledge that some Agreement provisions may be inapplicable to the scope of services or goods that are germane to this Agreement. Parties waive no rights or remedies where the provisions are applicable.

No consent or waiver, express or implied, by either party to or of any breach or default by the other in the performance of any of its obligations shall be deemed or construed to be a consent or waiver to or of any other breach or default by such party. Failure on the part of either party to complain of any act or failure to act of the other party or to declare the other party in default, irrespective of how long such failure continues, shall not constitute a waiver of the rights of such party.

The enforcement by any party of any right or remedy it may have under this Agreement or applicable law shall not be deemed an election of remedies or otherwise prevent such party from enforcement of one or more other remedies at any time.

WARRANTY. Contractor warrants to the City that all goods/services shall be free from defects in design and faulty or improper materials and/or workmanship, shall be in strict compliance with the terms of this Agreement and shall be fit and sufficient for the purpose intended or shall have met the specification of the solicitation or the accepted Contractor response relating to this Agreement. This warranty shall be effective for a period of not less than one year from the date of acceptance by the City of such goods and/or services as satisfactorily complete, and shall be in addition to all other warranties, express, implied, or statutory. The warranty shall survive the termination or expiration of this Agreement.

END OF DOCUMENT - SIGNATURE PAGE NEXT

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IN WITNESS WHEREOF, the parties, by and through their duly authorized representatives, have executed this Agreement.

CITY OF MEMPHIS

[@CONTRACTOR NAME@]

By: _____

Jim Strickland, Mayor

Date: _____

Approved as to Form:

By: _____

Name: _____

Title: _____

Date: _____

By: _____

Jennifer Sink, Chief Legal Officer/

City Attorney

Attest:

By: _____

Comptroller

ADDENDUM

ADDENDUM. The following Addendum to the Agreement is by and between the City and Contractor. If not otherwise defined herein, defined terms shall have the meaning as set forth in the Agreement, which is specifically referenced and incorporated herein. In the event of any discrepancy between other provisions of the Agreement and this Addendum, the terms of this Addendum shall govern.

The parties agree that the following provisions shall be added to or amend the Agreement as follows:

(IF NO ADDENDUM THIS PAGE SHOULD BE DELETED/REMOVED)

EXHIBIT 4 – MEMPHIS STREET LIGHTING COST SUMMARY

The following table summarizes the latest Memphis street lighting costs:

Estimated Current Annual Memphis Street Lighting Costs		
Item	Cost	Notes
Energy	\$4,687,297	71,456,544 kWh @ \$0.0656/kWh
Operations & Maintenance	\$4,145,488	Year 2020 charge
Capital	\$722,000	Year 2020 charge
Total	\$9,554,785	

Additional Background and detail on street lighting costs:

A Memphis city ordinance (Ordinance 5515) passed in June 2013 changed the way streetlight billing worked in the City of Memphis, effective January 1, 2014. Prior to this ordinance, Memphis Light Gas and Water’s (MLGW) billed the City of Memphis directly for energy and other costs related to street lighting inside the City. The City passed these fees onto the City of Memphis residents through property taxes. Starting in January 2014, MLG W began billing streetlight fees to utility customers within the city limits. MLGW will collect the nearly \$13 million it costs to operate Memphis' 84,499 streetlights on utility bills according to the fee schedule. Some of that money is used to pay for electricity usage of the streetlights and the remainder to maintain them. The streetlight fees are evaluated annually to determine if sufficient funds are available to cover all streetlight expenses within the City of Memphis limits. The current fees are \$1.08 per month for apartment residents; \$4.32 per month for other residential customers; \$6.48 per month for small commercial customers; and \$19.07 per month for large commercial customers.

The City of Memphis’s monthly streetlight bill includes an energy charge, an operations and maintenance (O&M) charge, and a capital charge. The energy charge, at a minimum, should recover MLGW’s FCA cost. Streetlights are not metered. The usage per light is based on type of fixture and estimated daily burn time and is determined by Memphis Light Gas and Water’s (MLGW) Street Lighting Department.

The O&M charge should recover MLGW’s cost for the streetlight facilities and is determined by MLGW’s Street Lighting Department. It includes the operations and maintenance of luminaires, arms, wiring, poles, and cables.

The Capital Costs should recover MLGW’s cost for street lighting plant improvements and is determined by MLGW’s Street lighting Department. It includes the cost of replacing luminaires, arms, wiring, poles, and cables.

**MEMPHIS LIGHT, GAS & WATER DIVISION
SPECIFICATION NO. 43-60XX
GENERAL SPECIFICATION FOR ENCLOSED HORIZONTAL LED
LUMINAIRES TO REPLACE HPS EQUIVALENTS**

FEBRUARY 25, 2019

1. SCOPE AND GENERAL

1.1. Scope. This specification covers general requirements for enclosed horizontally mounted, light emitting diode (LED) luminaires for use by the Memphis Light, Gas and Water Division (MLGW).

1.2. General. The luminaires supplied in accordance with this specification are to be in compliance with applicable ANSI C136 standards and shall be made of high-quality materials providing the general characteristics stipulated herein. The luminaire shall provide 70% of the initial lumens for a period no less than 50,000 hours in accordance with LM-80 test procedures and data for the LED light engine as well as luminaire. IES LM-80 data and report from a certified independent testing laboratory is required. The luminaire is considered at failure if the stated lumens are not maintained for 10 years after installation, if 10% of total LEDs fail to operate or if the luminaire does not function. Single LED failures shall not affect the other LEDs functionality or cause the others not to function. A certified photometric report from an independent certified lab shall be provided according to LM-79 standards. The photometric report shall have both the IES type and Cutoff Classification for the recommended luminaire. All wire terminations shall be made in an approved manner. Wire shall be terminated where at all possible in a terminal block which provides all connections to be made in a tinned plated terminal or MLGW approved equal. In the event which a termination or connection is required in a location not deemed suitable for the use of a terminal block, terminations and splices are to be made utilizing a permanent type of connector (crimp style) or quick connects/disconnects which has been approved by MLGW. In no event will temporarily type connectors (such as wire/wing nuts) be approved for use. All standard references indicated shall be considered part of this specification.

2. PHYSICAL AND ELECTRICAL REQUIREMENTS

2.1. Performance. The Correlated Color Temperature (CCT) shall be less than 4,000K +/- 300K and the Color Rendering Index (CRI) shall have a minimum of 70 with delta (uv) values within +/- 0.006 per ANSI C78.377. The luminaire shall have a minimum efficacy of 80 lumens per watt. If the luminaire has built in smart technology for remote monitoring, the maximum consumption while off shall not exceed 3 watts. The smart technology is not a requirement. The luminaire shall operate in temperatures from -20 to 50 degree centigrade. The luminaire shall expel heat from the LEDs with heat sink(s) and debris buildup shall not negatively affect the performance. The luminaire shall not have any fans, pumps, or liquids to assist with heat dissipation. The luminaire shall be full cutoff and dark sky compliant. The luminaire shall have 600 volt rating electrical insulation for current-carrying components. The luminaire shall have a 10kv surge protector, as defined for Category C in ANSI C62.41, independent of the power supply/driver. The surge protector shall be easily accessible to

replace. The luminaire shall meet vibration requirements per ANSI C163.31 Level 2 (bridge/overpass) or equivalent 3G vibration testing.

2.2. Power Supply/Driver. The power supply/driver shall be capable of proper operation on supply voltages from 120V to 277V. The power factor shall be a minimum of 0.9 and total harmonic distortion shall be less than 20%. The power supply/driver shall provide a minimum basic impulse level (BIL) of 10 kV. The output frequency shall be greater than 120 Hz and operating frequency shall be 60 Hz. The power supply/driver shall meet FCC 47 CFR Part 15/18.

2.3. Housing. The LED luminaire housing shall be cast aluminum with an electro-statically applied, thermally set polyester finish or MLGW approved equal. The color shall be Munsell gray #5BG-ASA #70 or equivalent. The housing shall have a leveling bubble and enclose all the electrical components except for the photoelectric control receptacle which shall be mounted on the top of the housing. The slip-fitter mounting bracket shall accommodate 1-1/4", 1-1/2" and 2" mounting arms, with a minimum leveling adjustment of 5 degrees with 2.5 degree increments from the axis of the attachment with respect to the horizontal. A factory installed metallic, (or other material approved by MLGW), bird guard that fits tightly around 1-1/4", 1-1/2" and 2" mounting arm shall be designed to prevent insects, birds, and squirrels from entering the luminaire. The lower housing shall be hinged to the upper housing and held securely with an MLGW approved tool-less latch. The lower housing shall be easily removable when luminaire is properly mounted. The external housing shall have an IEC standard IP54 minimum rating and optical assembly shall have an IEC standard IP66 minimum rating. The power supply/driver shall be integrally mounted in the housing and pre-wired to the terminal block defined in 2.4. Terminal Block. The power supply/driver shall be easily accessible to replace or change the current settings, if applicable.

2.4. Terminal Block. The terminal block shall be tin plated or MLGW approved equal for use with either aluminum or copper wire. The first position of the terminal block shall be properly connected to the line lead (black insulated wire) of the photoelectric control (PEC) receptacle. The second position of the terminal block shall be properly connected to the common lead (white insulated wire) of the PEC receptacle. The third position of the terminal block shall be properly connected to the ground lead attached to the luminaire housing. The load lead (red insulated wire) of the PEC receptacle shall be terminated in the fourth position of a 4-position terminal block or have a quick connect/disconnect connector in-line. The load lead wire connector shall have an open or unused connection point for a #10 AWG wire. A 4-position terminal block is preferred. The power supply/driver shall be properly connected to the load, common and ground terminals and/or connector.

2.5. Photoelectric Control Receptacle. The photo electric control (PEC) receptacle shall be ANSI standard C136.41 latest revision seven-terminal, twist-lock and shall have a minimum of 350° rotation adjustment. The electrical contacts within the PEC receptacle shall be tin plated phosphor bronze or MLGW approved equal.

2.6. Labeling. Each box shall be labeled with the appropriate information showing description of this item. Each fixture is to be identifiably marked with the luminaire wattage in such a manner as to be visible from the ground per **ANSI C136.15**.

1. GENERAL REQUIREMENTS

3.1. Right to Reject. The Memphis Light, Gas and Water Division reserves the right to reject any and all luminaires which do not conform to this specification when tested at the point of delivery. Waiving of inspection does not relieve the manufacturer from the obligation to furnish material in accordance with this specification.

3.2. Guarantees. The manufacturer guarantees that the luminaires furnished under this specification is of first-class material and workmanship throughout, and agrees to replace any luminaires found defective in material or workmanship. Each manufacturer shall include in his proposal all warrants and/or guarantees with respect to materials, parts, workmanship and performance of his product. A minimum warranty of 10 years shall be provided for the entire luminaire except for the surge protector. The warranty includes but is not limited to the LEDs, power supply/driver, connectors, housing, etc. If a luminaire fails under warranty, MLGW reserves the right to ask for replacement and reimbursement for labor.

3.3. Patents. In case any equipment sold under this specification shall be protected by any patent or copyright, the manufacturer must indemnify and save harmless the Memphis Light, Gas and Water Division from any and all suits, claims, judgments, and cost instituted and recovered against him by any person or persons whatsoever, on account of the use or sale of such equipment by the Memphis Light, Gas and Water Division in violation of rights under such patent or copyright, provided the Memphis Light, Gas and Water Division gives the manufacturer reasonably prompt notice, in writing, of the institution of the suit or proceedings, and permits the manufacturer, through his counsel, to defend the same, and gives all reasonable information, assistance, and authority to enable the manufacturer to do so.

MEMPHIS LIGHT, GAS & WATER DIVISION
SPECIFICATION NO. 43-6XXX
GENERAL SPECIFICATION FOR LED LUMINAIRES OR FIXTURES
OCTOBER 31, 2018

1. SCOPE AND GENERAL

1.1. Scope. This specification covers general requirements for light emitting diode (LED) luminaires for use by the Memphis Light, Gas and Water Division (MLGW).

1.2. General. The luminaires supplied in accordance with this specification are to be in compliance with applicable ANSI C136 standards and shall be made of high quality materials providing the general characteristics stipulated herein. The luminaire shall provide 70% of the initial lumens for a period no less than 50,000 hours in accordance with LM-80 test procedures and data for the LED light engine as well as luminaire. IES LM-80 data and report from a certified independent testing laboratory is required. The luminaire is considered at failure if the stated lumens are not maintained for 10 years after installation, if 10% of total LEDs fail to operate or if the luminaire does not function. Single LED failures shall not affect the other LEDs functionality or cause the others not to function. A certified photometric report from an independent certified lab shall be provided according to LM-79 standards. The photometric report shall have both the IES type and Cutoff Classification for the recommended luminaire. All wire terminations shall be made in an approved manner. Wire shall be terminated where at all possible in a terminal block which provides all connections to be made in a tinned plated terminal or MLGW approved equal. In the event which a termination or connection is required in a location not deemed suitable for the use of a terminal block, terminations and splices are to be made utilizing a permanent type of connector (crimp style) or quick connects/disconnects which has been approved by MLGW. In no event will temporarily type connectors (such as wire/wing nuts) be approved for use. All standard references indicated shall be considered part of this specification.

2. PHYSICAL AND ELECTRICAL REQUIREMENTS

2.1. Performance. The Correlated Color Temperature (CCT) shall be 4,000K +/- 300K and the Color Rendering Index (CRI) shall have a minimum of 70 with delta (uv) values within +/- 0.006 per ANSI C78.377. The luminaire shall have a minimum efficacy of 80 lumens per watt. If the luminaire has built in smart technology for remote monitoring, the maximum consumption while off shall not exceed 3 watts. The smart technology is not a requirement. The luminaire shall operate in temperatures from -20 to 50 degree centigrade. The luminaire shall expel heat from the LEDs with heat sink(s) and debris buildup shall not negatively affect the performance. The luminaire shall not have any fans, pumps or liquids to assist with heat dissipation. The luminaire shall have 600 volt rating electrical insulation for current-carrying components. The luminaire shall have a minimum 10kv surge protector, as defined for Category C in ANSI C62.41, independent of the power supply/driver. The surge protector shall be easily accessible to replace. The luminaire shall meet vibration requirements per ANSI C163.31 Level 2 (bridge/overpass) or equivalent 3G vibration testing.

2.2. Power Supply/Driver. The power supply/driver shall be capable of proper operation on supply voltages from 120V to 277V. The power factor shall be a minimum of 0.9 and total harmonic distortion shall be less than 20%. The power supply/driver shall provide a minimum basic impulse level

(BIL) of 10 kV. The output frequency shall be greater than 120 Hz and operating frequency shall be 60 Hz. The power supply/driver shall meet FCC 47 CFR Part 15/18.

2.3. Terminal Block. The terminal block shall be tin plated or MLGW approved equal for use with either aluminum or copper wire. The first position of the terminal block shall be properly connected to the line lead (black insulated wire) of the photoelectric control (PEC) receptacle. The second position of the terminal block shall be properly connected to the common lead (white insulated wire) of the PEC receptacle. The third position of the terminal block shall be properly connected to the ground lead attached to the luminaire housing. The load lead (red insulated wire) of the PEC receptacle may be terminated in the fourth position of a 4-position terminal block or have a quick connect/disconnect connector in-line. The load lead wire connector shall have an open or unused connection point for a #10 AWG wire. A 4-position terminal block is preferred. The power supply/driver shall be properly connected to the load, common and ground terminals and/or connector.

2.4. Photoelectric Control Receptacle. The photo electric control (PEC) receptacle shall be ANSI standard C136.41 latest revision seven-terminal, twist-lock and shall have a minimum of 350° rotation adjustment. The electrical contacts within the PEC receptacle shall be tin plated phosphor bronze or MLGW approved equal.

2.5. Labeling. Each box shall be labeled with the appropriate information showing description of this item. Each fixture is to be identifiably marked with the luminaire wattage in such a manner as to be visible from the ground per ANSI C136.15.

3. GENERAL REQUIREMENTS

3.1. Right to Reject. The Memphis Light, Gas and Water Division reserves the right to reject any and all luminaires which do not conform to this specification when tested at the point of delivery. Waiving of inspection does not relieve the manufacturer from the obligation to furnish material in accordance with this specification.

3.2. Guarantees. The manufacturer guarantees that the luminaires furnished under this specification is of first-class material and workmanship throughout, and agrees to replace any luminaires found defective in material or workmanship. Each manufacturer shall include in his proposal all warrants and/or guarantees with respect to materials, parts, workmanship and performance of his product. A minimum warranty of 10 years shall be provided for the entire luminaire except for the surge protector. The warranty includes but is not limited to the LEDs, power supply/driver, connectors, housing, etc. If a luminaire fails under warranty, MLGW reserves the right to ask for replacement and reimbursement for labor.

3.3. Patents. In case any equipment sold under this specification shall be protected by any patent or copyright, the manufacturer must indemnify and save harmless the Memphis Light, Gas and Water Division from all suits, claims, judgments, and cost instituted and recovered against him by any person or persons whosoever, on account of the use or sale of such equipment by the Memphis Light, Gas and Water Division in violation of rights under such patent or copyright, provided the Memphis Light, Gas and Water Division gives the manufacturer reasonably prompt notice, in writing, of the institution of the

suit or proceedings, and permits the manufacturer, through his counsel, to defend the same, and gives all reasonable information, assistance, and authority to enable the manufacturer to do so.

