

DUTIES AND REQUESTS FOR SERVICES LIST

The Township is seeking bids for an energy reduction program to convert all interior and exterior municipal owned building lighting to higher-efficiency lighting product(s) (*HELP*), such as a LED, CFL, T5, induction, or similar newer product(s) developed to be more energy efficient. The Bid for this energy reduction program should include the following:

1. Bidder must pay all approved upfront and ongoing non-energy costs associated with lighting conversion to *HELP* and ongoing operation of the lighting system converted, including but not limited to the cost of assessments, studies, preparation of plans, products, shipping, labor, project management, annual measurement and verification of benefits, and maintenance cost (product, shipping, and labor) of any converted lighting products which fail under normal use prior to termination of the lighting conversion program.
2. The Township maintains full control of the lighting system, with the right, without advance notice, to change or eliminate the hours of use of any component of the lighting system.
3. The Township is responsible for rendering payment only for components of the system to the extent used, and only to the extent realized benefits exceed the agreed thresholds.
4. The Bid for the energy reduction program allows the Township to retain all benefits up to the minimum initial cost reduction rates as stated below, and final cost reduction rates at least triple the initial cost reduction rates. *Peak Hours* are from 1 PM to 7 PM, Monday through Friday, except holidays, unless defined otherwise by the Township's electricity provider.
 - a. If the non-converted lighting product is not a *HELP*, is installed less than 15 feet off the floor or ground, is operated for more than 1,000 hours per year and this operating period includes at least half of the *Peak Hours*, the minimum initial cost reduction rate is 20%.
 - b. If the non-converted lighting product is an LED product, or is a non-LED *HELP* and operated less than 5,000 hours per year, or is not a *HELP* and operated less than 1,000 hours per year, the minimum initial cost reduction rate = 0%.
 - c. If not included above, the minimum initial cost reduction rate is 10%.
5. The agreed thresholds increase with a compound annual growth to at least three times the minimum initial lighting cost reduction rates over a period of time not to exceed the kilowatt-weighted average rated life of the new products installed.

6. At any time, the Township may purchase the lighting system and terminate the agreement by paying to the Bidder all prior payments due and purchasing the lighting products from the Bidder for an amount equal to the capitalized conversion cost, less accumulated straight-line depreciation based on the hours of use already paid for and the rated life of the products.
7. Any time after a review period stipulated by the Township, the Township may return lighting products after a notice period stipulated by the Township, as full satisfaction of any future obligations, and have no payment obligation other than payment not yet rendered for prior use and prior benefit. The review period and notice period stipulated by the Township shall not exceed the kilowatt-weighted average rated life of the new products installed, and shall not be less than three months.
8. The Township retains the right to stipulate products and/or contractors to be used in the conversion process, in exchange for the potential reduction of the agreed thresholds.
9. Bidder must indicate the extent to which it is willing to commit in advance to increase the lighting cost reduction rates or annual growth rate from the minimum levels required above.
10. The Bidder must document experience on projects involving all the buildings of a municipality, including administrative offices, police stations, fire stations, libraries, courthouses, DPW garages, and recreational facilities and provide detailed data on at least two such projects, including the pre-conversion wattage, replacement cost, labor cost, disposal cost, useful or rated life, and hours of use for each and every lamp and ballast that was replaced, and the post-conversion wattage of all LED lamps, along with a calculation of pre- and post-conversion energy use of each lamp and the amount of cost reduction achieved for each lamp by the conversion.