

REQUEST FOR PROPOSAL (RFP)

Alberni Elementary Lighting Upgrade



**Pacific Rim School District
4690 Roger Street,
Port Alberni, BC
V9Y 3Z4**

Date: October 25, 2024

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1 Introduction

The Pacific Rim School District (the district) covers much of Central Vancouver Island's rugged, picturesque West Coast and serves a regional population of approximately 31,000 residing in the communities of Port Alberni, Tofino, Ucluelet, Bamfield and other remote communities.

The district is home to 4000 students, 36% of whom are of Indigenous Ancestry, in two neighborhood secondary schools, eight elementary schools, and one K-12 school. The district has a successful alternate learning center, a strong French Immersion program, a thriving international student program, and a busy continuing education program.

The district is committed to all student successes and has strong connections to early learning and community wellness and mental health support, as well as the region's two major post-secondary institutions. The school district employs close to 500 employees.

This Request for Proposal (RFP) is to invite prospective vendors to submit a proposal to provide a Lighting Upgrade for Alberni Elementary to Pacific Rim School District. The RFP provides vendors with the relevant operational, performance, application, and architectural requirements that the work must fulfill.

This document describes the Request for Proposal (RFP) from Pacific Rim School District. This document is a company confidential document. Vendors requested for proposal are engaged to respect the confidentiality of information contained in this document.

Rules for tendering this RFP are explained in Section 2.

1.1 Purpose of the RFP

Pacific Rim School District is selecting a service provider for a Lighting Upgrade at Alberni Elementary school. Our objective is to select the vendor who most fully meets the requirements identified in this Request for Proposal (RFP). Pacific Rim School District may elect to award a contract pursuant to the RFP. Your company is invited to take part in this process and provide a proposal that satisfies Pacific Rim School District requirements.

Within the RFP you will find all the information necessary to do a proper assessment of Pacific Rim School District requirements. Service providers are invited to respond to this RFP by describing how they can meet the requirements set out in this RFP and by providing other information requested. Responses to this RFP will be used to qualify service providers for the final evaluation and price negotiation phases of the selection process.

1.2 Scope of Work

- Unless noted otherwise, replace all existing light fixtures with new and connect new fixtures to existing circuits without the disruption of instructional activities of the school,
- Replace existing lighting controls with new ones in each room, remove existing lighting controls in all corridors.
- Program and commission lighting controls.
- The School District has first rights to all removed electrical devices but may request contractor to dispose of all old lighting equipment

1.3 Confidentiality

This Request for Proposal, including any other material and information provided by Pacific Rim School District, contains Pacific Rim School District proprietary and confidential information that is provided

to you for your exclusive use in evaluating and preparing your response. If at any time your company decides not to respond to the RFP, please destroy any copies of the document and confirm your non-participation either in writing or by email.

This document should not be duplicated except as necessary to prepare your response. This document should not be disclosed or distributed to any third party. All copies of this document except one file copy should be destroyed following submission of your response. The file copy should be held confidential and not used for any purpose other than bid evaluation, response preparation, and subsequent discussions with Pacific Rim School District, if any result. You should safeguard the confidentiality of this document and any copies with the same degree of care with which you safeguard your own confidential information. Vendors may not use the name, logo, or trademarks of Pacific Rim School District in connection with any advertising or publicity materials or activities without the prior written consent of the Pacific Rim School District. The obligation not to disclose any confidential information shall not be affected by bankruptcy, receivership, assignment, attachment or seizure procedures, whether initiated by or against the vendor, nor by the rejection of any agreement between the Pacific Rim School District and the vendor, by a trustee of the vendor in bankruptcy, or by the vendor as a debtor-in-possession or the equivalent of any of the foregoing under local law.

2 Vendor Instructions

2.1 Background

This RFP has been issued to organizations that will respond satisfactorily to the Request for Proposals (RFP) dated October 25, 2024. The RFP identifies Pacific Rim School District's requirements in sufficient detail to identify a preferred vendor.

2.2 General Instructions

Vendors are requested to consider the following instructions when preparing their responses:

- Only respondents who have been directly invited to respond to this RFP shall be considered.
- Vendor responses must be valid for 6 months from the date of submission.
- Vendors must be commercially bound to their response.
- Vendors must address all matters raised in this RFP.
- Any statements made about the performance and specifications of the proposed solution will be true and will be incorporated into the final purchase contract.
- Any functionality or features not included in the cost estimate must be clearly identified in the response to the RFP.
- Vendors must address all items specified in this RFP. Failure to adhere to the specified format may disqualify a vendor from further consideration.

Submission of proposals shall constitute evidence that the vendor has made all the above-mentioned examinations and is free of any uncertainty with respect to conditions that would affect the execution, and completion of this project.

2.3 RFP Changes, Binding Bid Process

Pacific Rim School District reserves the right to negotiate any or all RFP terms and conditions, and to cancel, amend or resubmit this RFP in part or entirety at any time. While one or more vendors may be selected as candidates, and Pacific Rim School District may negotiate a vendor contract with one or more respondents, Pacific Rim School District reserves the right to reject any or all of the responses received for any reason or no reason, and to decline negotiating and signing a vendor contract with any vendors responding to the RFP regardless of whether any vendor's response is partially or fully

accepted or rejected, or contains the highest or lowest mark-up or price, or the most timely services delivery commitment, or whether a vendor responds with a no-response notice or has an existing contract with Pacific Rim School District, and regardless of any other matter. Pacific Rim School District further reserves the right to negotiate with any vendor who does not receive this RFP. Accordingly, responses should be submitted in the terms most favorable to Pacific Rim School District. Pacific Rim School District will consider vendor responses as binding offers by vendors.

2.4 Disqualification

Statements known to be, or subsequently found to be, inaccurate or misleading may disqualify the vendor from further participation in the evaluation process.

2.5 Structure of the Response

All responses to this proposal must follow the structure given below:

1. Executive Summary
2. Company Profile
(Describe your organization’s core businesses, products, services, markets, awards, etc.)
3. Similar Experience & Customer References
4. Requirements Understanding / Scope of Work
(Please illustrate that you have understood our requirements.)
5. Vendor Eligibility Criteria (as per section 3 of RFP)
6. Compliance Matrix (as per section 4 of RFP)
7. Project Plan / Timelines
8. Project Management Approach
(Please illustrate your project management approach in terms of proposed team structure, communication plan, escalation management, quality plan and any other relevant information)
9. Pricing Details (as per format in section 5 of the RFP)

2.6 Schedule of Events

Event	Date
RFP Distribution to Vendors	October 25, 2024
Written Confirmation of Vendors with Bid Intention	November 22, 2024
Questions from Vendors about scope or approach due	November 22, 2024
Responses to Vendors about scope or approach due	November 29, 2024
Proposal Due Date	November 22, 2024
Target Date for Review of Proposals	November 29, 2024
Final Vendor Selection Discussion(s)—Week of	November 29, 2024
Anticipated decision and selection of Vendor(s)	November 29, 2024
Anticipated commencement date of work	December 23, 2024
Anticipated completion of work	March 31, 2025

2.7 Contacts

Any questions concerning technical specifications or Statement of Work (SOW) or contractual terms & conditions must be directed to:

Name:	Alex Taylor, Acting Director of Operations	
Address:	4930 Maebelle Road, Port Alberni BC V9Y 8R1	
Phone	250-723-8821 Ext 2217	
FAX		
Email	ATaylor@sd70.bc.ca	

Responses to the RFP are due by November 25, 2024. Please submit your response in hard copy/soft copy to:

Name	Alex Taylor, Acting Director of Operations	
Address	4930 Maebelle Road, Port Alberni BC V9Y 8R1	
Phone	250-723-8821 Ext 2217	
FAX		
Email	ATaylor@sd70.bc.ca	

2.8 Evaluation Criteria

Any award to be made pursuant to this RFP will be based upon the proposal with appropriate consideration given to operational, technical, cost, and management requirements. Evaluation of offers will be based upon the Vendor’s responsiveness to the RFP and the total price quoted for all items covered by the RFP.

Proposals must address all the items identified in the Request. All proposals will be evaluated based on the following criteria:

- Completeness of proposal
- Experience and past performance with similar customers
- Ability to meet requirements as specified in the *Compliance Matrix*
- Initial cost, including goods and service
- Financial stability of your company
- Demonstrated quality of service and training
- Ability to complete the service around instructional times

Pacific Rim School District does not represent that these are the sole criteria and reserves the right to adjust selection criteria at any time.

2.9 Awarding of Contract

Pacific Rim School District is not bound to accept the lowest proposal and is not obliged to give a reason for rejecting a proposal. Prospective suppliers are advised that nothing in this documentation, or in any communication between Pacific Rim School District and any other party, shall be taken as constituting a contract, agreement or representation between Pacific Rim School District and/or any other party, except for a formal award of contract made in writing by Pacific Rim School District. Neither shall it, or they, be taken as constituting a contract, agreement or representation that a contract shall be offered.

Please note that Pacific Rim School District reserves the right to vary the number of vendors invited to interviews and presentations, or dispense completely with this part of the process, at its sole discretion. Pacific Rim School District reserves the right at all points in the procurement process either not to select a candidate to go forward to the next stage, or following completion of the procurement process, not to make any award of contract.

Pacific Rim School District has prepared this RFP in good faith. To the extent that Pacific Rim School District is permitted by law, Pacific Rim School District excludes any liability (whether in contract, negligence or otherwise) for any incorrect or misleading information contained in this RFP.

3 Vendor Eligibility Criteria

A vendor is defined as an independent company registered in 'country name' or a consortium of partnership between a local 'country name' registered company and local or global services partner. Please provide the following details:

- Legal Name:
- Parent Company if applicable:
- Corporate Headquarter Address:
- Website:
- In what business area is your company engaged?
- How many years has your company been in business under its present name?
- If you are a corporation or limited liability corporation, show the state and date of incorporation.
- Is there, or has there been in the last three years, any litigation or governmental or regulatory action pending or threatened against your organization that might affect your ability to provide stated products and services? State the status of any current or pending lawsuits.

The business enterprise must currently be incorporated, or registered as a company (corporation, limited, partnership).

We have a strong commitment and preference to the consideration and use of certified minority and women-owned businesses (M/WBE's) to the greatest extent possible. The bidder shall provide details, if applicable.

The eligibility will be seen based on the above criteria and Pacific Rim School District has the right to reject responses not meeting the qualification criteria.

4 Compliance Matrix

In the subsequent sections, we have detailed the specifications for the various components of the requirement. Vendors must highlight their compliance status against each requirement or specification in their response along with additional comments (if any) by using the following legend:

Solution Features	S = Standard N = Not Available C = Available with Customization T = Available through 3rd-party
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4.1 Specifications

Sr. No.	Requirements	S/N/C/T	Additional Remarks
	Reference Standards:		
1	Material shall carry CSA or CUL Approval and conform with EEMAC Standards.		
2	Equipment wiring and wiring devices shall meet the requirements of the current edition of the Canadian Electrical Code 22.1, Part 1		
	General Requirements:		
1	The electrical contractor shall supply all labor, materials, tools, equipment transportation required to complete installation, wiring and testing of the system shown on the drawings and described herein and is responsible to review architectural, mechanical, structural, civil drawings for discrepancies and report to the engineer.		
2	The electrical drawings indicate the general location and route, conduit and/or other wiring shall be installed to provide a complete operating system, and shall be installed physically to conserve headroom, furring spaces etc.		
3	The work to be done as described in the drawings.		
4	The drawings and specifications complement each other and what is called for by one is binding as if called for by both. If there is any doubt as to the meaning or true intent due to a discrepancy between the drawings and specifications, obtain ruling from engineer prior to tender closing. Failing this, all for the most expensive alternative.		
5	Electrical Drawings are diagrammatic and do not show all conduit, wire, cable, etc. The electrical contractor provides conduit, wire, cable, etc. For a complete operating job to meet or all respects the intent of the drawings and specifications. Electrical drawings do not show all architectural, structural and mechanical details.		
6	It is the responsibility of the contractor to determine as to which trade provides specific labor and materials. Extras will not be considered based on differences on interpretation as to which trade is to provide certain items.		
7	The work completed in this process must be conducted in a way that does not disrupt instructional time for students.		
8	All employees assigned to this job must prove to have a clean criminal record and are allowed to be in work environments near children and youth. These criminal records to be provided if requested by the School District		
	Shop Drawings:		

1	Prior to ordering any equipment, this contractor shall submit digital copies of shop drawings and detail drawings for review by the engineer. The engineer shall then return copies of the reviewed shop drawings to the contractor. Shop drawings shall be submitted on all major equipment.		
2	All shop drawings submitted to the engineer must bear the contractors approvals.		
3	All shop drawings shall bear the name of the manufacturer and/or manufacturer's representative.		
4	Submit shop drawings for at least the following items: .1 Lighting fixtures, dimensions, weights, etc. photometric data, lamp information and ballast information. .2 Lighting controls.		
	Maintenance and Operation Manual:		
1	Contractor to submit one copy of maintenance and operation manuals in three ring binder to engineer for approval at time of substantial completion.		
2	Manuals to include the following: .1 Project contract information. .2 Approved shop drawings. .3 Warranties and guarantees. .4 Test Results .5 As built drawings.		
3	On approval contractor to provide three copies of the maintenance and operation manuals in three ring binders c/w USB Flash drive of all documents in a PDF format.		
	Permits, Certificates and Fees:		
1	On completion of the work, submit certificate of acceptance from inspection authority to the engineer.		
2	Prior to commencement of work, submit the necessary drawings to the electrical inspection department and the electrical supply authority.		
3	Pay all associated fee and obtain documents posting as required.		
	Alternatives:		
1	All materials or equipment as called for in the drawings and in the specifications by trade names or by catalogue reference numbers, are the materials on which this tender is to be based. All equipment must be installed as shown on the drawings or in accordance with the manufacturer's recommendations. The request for approval shall be accompanied by complete specifications of proposed substitution, showing dimensions, ratings, photometrics data, etc. It shall be this sub-contractor's responsibility to make and allow for any changes in changes which will occur if he wishes to submit alternative equipment. No substitution by this contractor will be permitted after closing of the tenders.		
2	The engineer reserves the right to accept or reject any alternatives proposed.		
	Guarantee:		
1	After the work is completed but before final payment, furnish to the owner a written guarantee that for one year from the date of substantial completion, any defects in materials or workmanship will be corrected at no cost to the owner. Except where in the opinion of the engineer, such defects are due to misuse or neglect by the owner.		
	Minor Field Changes:		
1	The location, arrangement and connection of equipment and material as shown in the drawings represents a close approximation of the intent and requirements of the contract. The right is reserved by the engineers to make reasonable changes required to accommodate conditions arising during the progress of the work. Such changes shall be done at no extra		

	cost to the owner, unless the location arrangement or connection is more than ten feet from that shown and the item in questions has been installed.		
	Outside Lighting Control:		
1	Provide lighting control systems as indicated.		
2	Exterior lights shall be controlled by photocell including contractor(s) and override switches.		
3	Photocell to be spec grade.		
	Lighting:		
1	Supply and install luminaries and lamps as per luminaire schedule.		
2	Provide the following spares and turn over to School District: .1 8 x Type L1 .2 1 x Type L2 .3 1 x Type L3 .4 1 x Type L4 .5 2 x Type L5 .6 2 x Type L7 .7 2 x Type L8		
	Interior Lighting Controls:		
1	New light switches to be wireless line powered smart wall switches with On/Off and dimming controls		
2	Manufacturer to confirm adequate coverage for wireless controls and motion sensors		
3	Offices, classrooms, and similar type rooms with new wireless line powered smart switches. .1 Program all lights in the room, or part of room, to associated switch .2 Program lights to energize by motion automatic on, with lighting level restored to same as previously set. .3 Lighting to turn off after 15 minutes of inactivity.		
4	Gymnasiums with new wireless line powered smart switches. .1 Program all lights in the room to associated switch. .2 Program lights to energize by motion automatic on, with lighting level restored to same as previously set. .3 Lighting to turn off after 15 minutes inactivity. .4 Provide wall protection for light switch – standard of acceptance is American Time Integrated Solutions Part No. G3021.		
5	Storage rooms with new wireless line powered smart switches. .1 Program all lights in the room to associated switch. .2 Program lights to energize by motion automatic on, with lighting level restored to same as previously set. .3 Lighting to turn off after 15 minutes of inactivity.		
6	Corridors: .1 Program lights to energize by motion automatic on, with lighting level restored to same as previously set. .2 Lighting level to reduce to 1% after 30 minutes of inactivity.		
7	Manufacturer to commission lighting controls and provide 4 hours of review & training with school district. Engineer to be notified 72 hours prior to commissioning, commissioning to allow minor adjustments from engineer and school district.		
8	Provide 4 spare wireless line powered smart wall switches and turn over to school district.		
	As Built Drawings:		

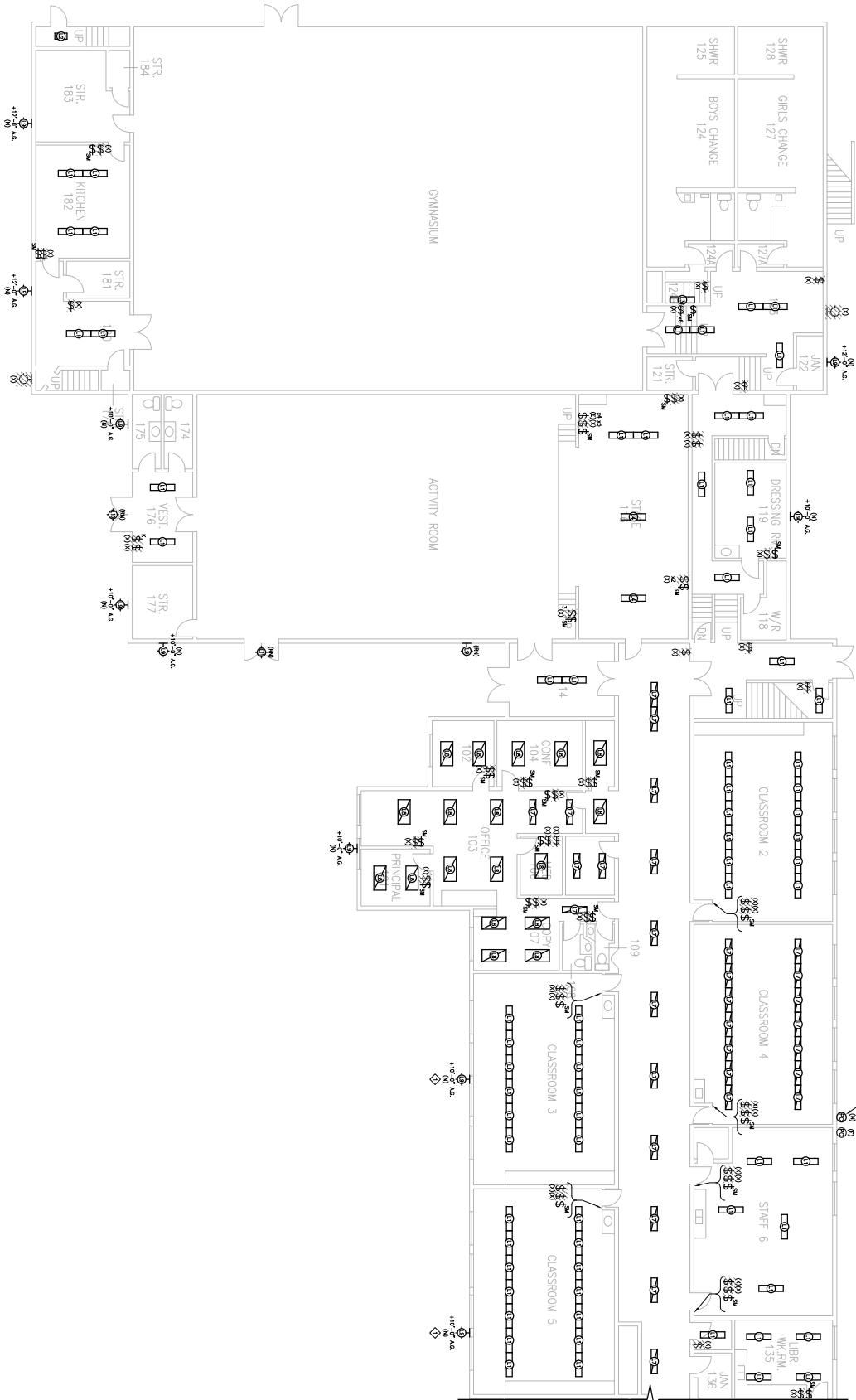
1	Provide a clean set of drawings at the job site, for as built modifications only.		
2	Mark all modifications in Red, in a neat, legible manner.		
3	Submit as built to engineer for approval.		
	Seismic:		
	All electric equipment is to be secured to the building structure to meet the seismic requirements of the building code.		
1	Equipment Removals:		
	Remove conduit and wire for associated electrical equipment, power wiring to be removed back to nearest junction box or breaker. Comm. Wiring to be removed back to termination point. Limit the foregoing so as not to demolish wall or ceilings that would otherwise remain.		
1	Dispose of removed items off site in accordance with applicable recycling and disposal guidelines.		
2	Repair affected areas to match surroundings finishes.		
3	Project Close Out Procedures:		
	Provide 24 hour notice to the engineer for final field review for electrical discipline electrical contractor to ensure all life safety devices are installed and operational. Electrical contractor to ensure all electrical works not installed are made safe.		
1	The following documents to be forwarded to the engineer prior to final field review. .1 Maintenance Manuals .2 Field safety representative (FSR) Declaration. .3 Turn over spare lighting controls and light fixtures to school district.		
2	Turn over spare lighting controls and light fixtures to school district.		

5 Pricing Details

All prices quoted by the vendor must be fully itemized, in Canadian currency and inclusive of all taxes and all expenses. Pacific Rim School District expects to contract with the vendor on a Fixed Price basis for all components of the supply. We expect the vendor to quote a fixed price for:

- Product
- Implementation services
- Customizations

Please clearly identify all assumptions made when producing these prices.

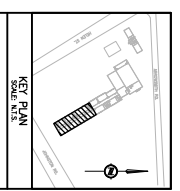
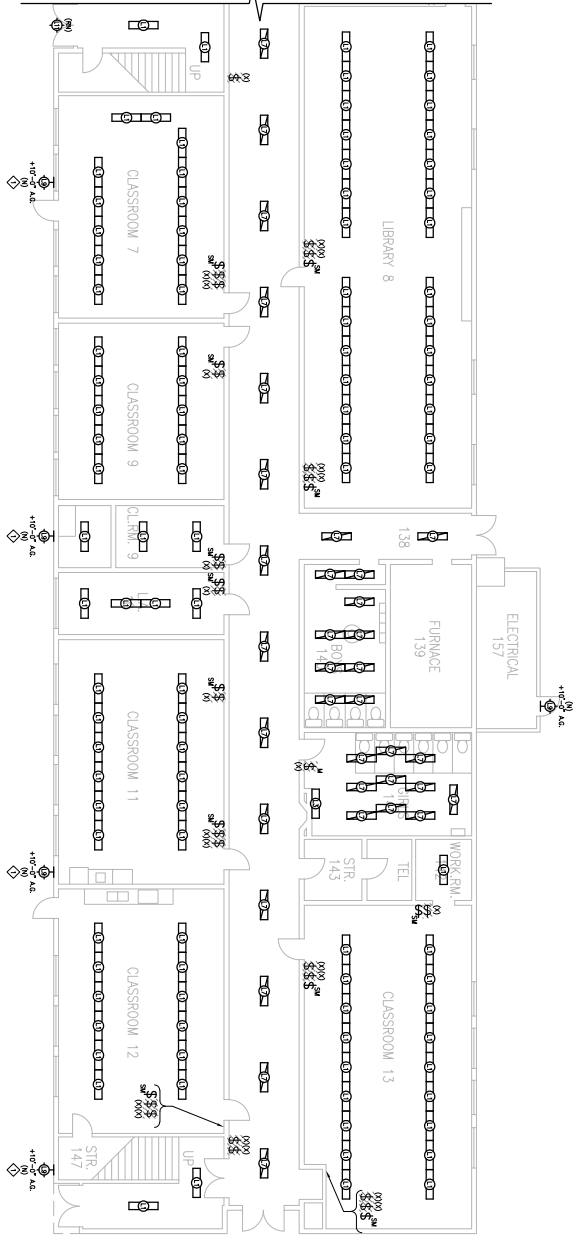


SEE E1.02 FOR CONTINUATION

	<p>KEY PLAN SCALE: 1/8" = 1'-0"</p>	<p>KEY NOTES: 1. REFER TO THE ELECTRICAL DRAWING FOR DETAILS. 2. REFER TO THE ELECTRICAL DRAWING FOR DETAILS.</p>	<p>CLIENT: SPTD PACIFIC RIM</p>	<p>PROJECT: ALBERNI ELEMENTARY LIGHTING ASSESSMENT</p>	<p>TITLE: MAIN FLOOR ELECTRICAL LAYOUT SHEET 1 OF 2</p>	<p>PROJECT NO.: 504 DATE: 24-4-2024 SCALE: 1/8" = 1'-0"</p>	<p>REVISIONS:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>NO.</th> <th>DATE</th> <th>REVISION</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2024</td> <td>ISSUED FOR TENDER</td> </tr> <tr> <td>2</td> <td>2024</td> <td>RE-ISSUED FOR TENDER</td> </tr> </tbody> </table>	NO.	DATE	REVISION	1	2024	ISSUED FOR TENDER	2	2024	RE-ISSUED FOR TENDER	<p>ENGINEERING LTD REGISTERED PROFESSIONAL ENGINEER REGISTERED PROFESSIONAL ELECTRICIAN REGISTERED PROFESSIONAL LIGHTING DESIGNER REGISTERED PROFESSIONAL MECHANICAL ENGINEER REGISTERED PROFESSIONAL CIVIL ENGINEER REGISTERED PROFESSIONAL CHEMICAL ENGINEER REGISTERED PROFESSIONAL INDUSTRIAL ENGINEER REGISTERED PROFESSIONAL AGRICULTURAL ENGINEER REGISTERED PROFESSIONAL METALLURGICAL ENGINEER REGISTERED PROFESSIONAL MINING ENGINEER REGISTERED PROFESSIONAL PETROLEUM ENGINEER REGISTERED PROFESSIONAL SURVEYING ENGINEER REGISTERED PROFESSIONAL TRANSPORT ENGINEER REGISTERED PROFESSIONAL ENVIRONMENTAL ENGINEER REGISTERED PROFESSIONAL AERONAUTICAL ENGINEER REGISTERED PROFESSIONAL AGRICULTURAL ENGINEER REGISTERED PROFESSIONAL CHEMICAL ENGINEER REGISTERED PROFESSIONAL CIVIL ENGINEER REGISTERED PROFESSIONAL ELECTRICAL ENGINEER REGISTERED PROFESSIONAL INDUSTRIAL ENGINEER REGISTERED PROFESSIONAL MECHANICAL ENGINEER REGISTERED PROFESSIONAL METALLURGICAL ENGINEER REGISTERED PROFESSIONAL MINING ENGINEER REGISTERED PROFESSIONAL PETROLEUM ENGINEER REGISTERED PROFESSIONAL SURVEYING ENGINEER REGISTERED PROFESSIONAL TRANSPORT ENGINEER REGISTERED PROFESSIONAL ENVIRONMENTAL ENGINEER REGISTERED PROFESSIONAL AERONAUTICAL ENGINEER</p>
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2	2024	RE-ISSUED FOR TENDER															

E1.01

SEE E1.01 FOR CONTINUATION



KEY NOTES:
 1. REFER TO THE ELECTRICAL CODE AND THE NATIONAL ELECTRICAL CODE FOR THE LATEST REQUIREMENTS.

NO.	DATE	REVISION	TITLE
1	2024	ISSUED FOR TENDER	
2	2024	REVISED FOR TENDER	

KB ENGINEERING LTD.
 1000 KAMLOUSAN BLVD. SUITE 100
 KAMLOUSAN, B.C. V2C 2G4
 TEL: 250-863-8888
 WWW.KBENGINEERING.COM

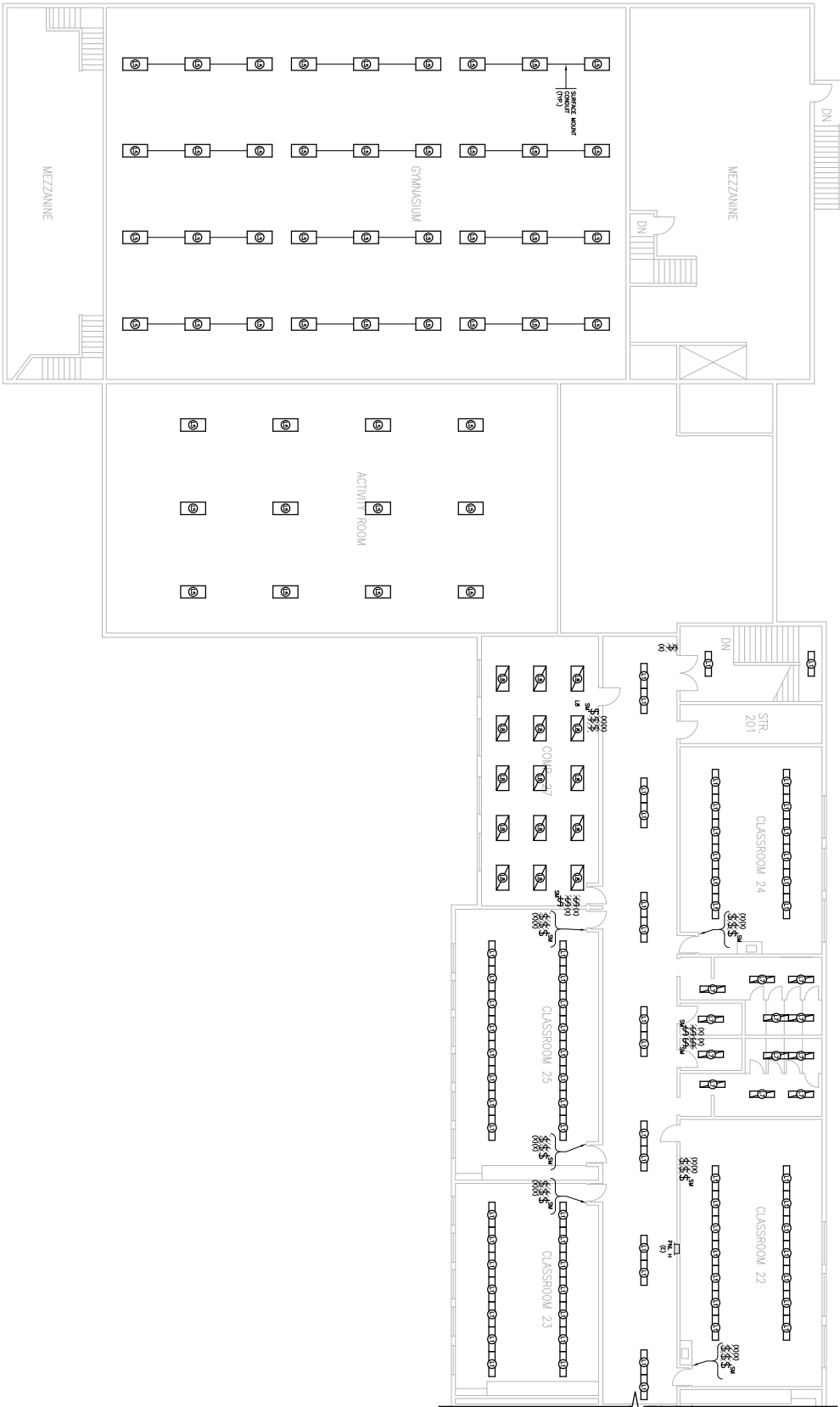


PROJECT:
 ALBERNI ELEMENTARY
 LIGHTING
 ASSESSMENT

TITLE:
 MAIN FLOOR
 ELECTRICAL LAYOUT
 SHEET 2 OF 2

PROJECT NO.: 504
DATE: 24-4-2024
SCALE: 1/8" = 1'-0"

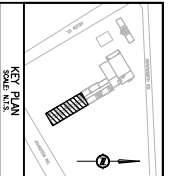
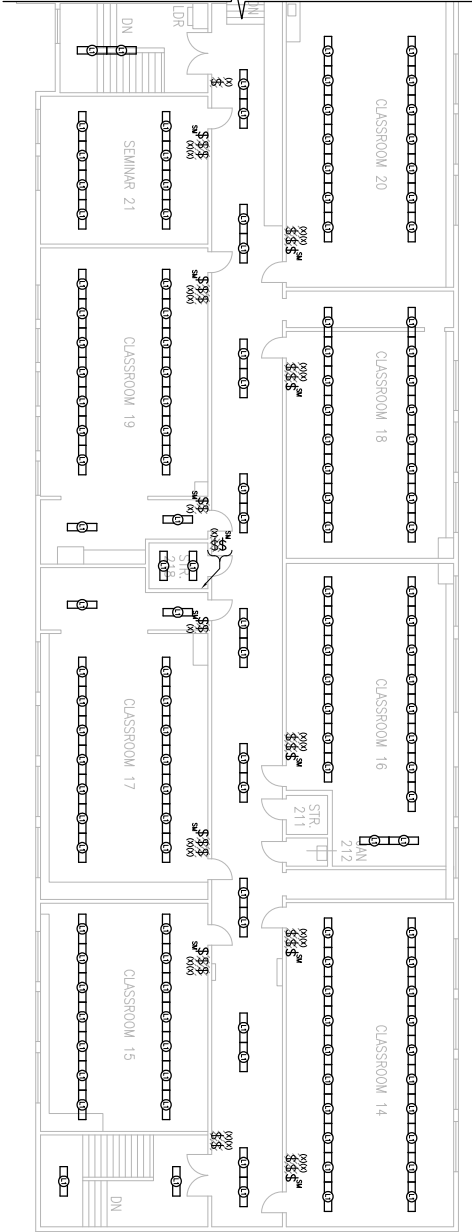
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E1.02



SEE E1.04 FOR CONTINUATION

 KEY PLAN SCALE: N/A		PROJECT ALBERNI ELEMENTARY LIGHTING ASSESSMENT	 SPM PACIFIC RIM	CLIENT SPM PACIFIC RIM	ENGINEER K&B ENGINEERING LTD. 1000 KENNEDY ROAD, SUITE 100 VICTORIA, BC V8W 2E8 TEL: 250-383-8888 WWW.K&BENGINEERING.COM	DATE 2024 NO. 1 TITLE REVISION	DATE 2024 NO. 1 TITLE ISSUED FOR TENDER	DATE 2024 NO. 2 TITLE RE-ISSUED FOR TENDER	DATE 2024 NO. 1 TITLE ISSUED FOR TENDER	DATE 2024 NO. 2 TITLE RE-ISSUED FOR TENDER	
PROJECT NO. 504		DATE 24-4-2024		SCALE 1/8" = 1'-0"		PROJECT NO. 24-4-497		DATE 2024		SCALE 1/8" = 1'-0"	
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SEE E1.03 FOR CONTINUATION



NO.	DATE	REVISION	TITLE
1	2024	ISSUED FOR TENDER	
2	2024	REVISED FOR TENDER	

KB ENGINEERING LTD
 1000 KENNEDY ROAD, SUITE 100, MARKHAM, ONTARIO L3R 9W7
 TEL: (905) 477-8888
 WWW.KBENGINEERING.COM



PROJECT
 ALBERNI ELEMENTARY
 LIGHTING
 ASSESSMENT

TITLE
 SECOND FLOOR
 ELECTRICAL LAYOUT
 SHEET 2 OF 2

PROJECT NO. 504
DATE 24-4-2024
SCALE 1/4" = 1'-0"

DRAWING NO.
E1.04

