

<b>Subject: LED Roadway Lighting Fixture Procurement</b>	
<b>Date:</b> March 28, 2017	<b>Author:</b> Steve Drew
<b>Bulletin Number:</b> TE-2017-01 <b>Bulletin Type:</b> Requirement	<b>Effective Date:</b> March 28, 2017
<b>Audience</b>	<b>Standards Affected</b>
Ministry Managers, Electrical Services; all holders of the Electrical and Traffic Engineering Manual; all Project Managers and Traffic Engineers; all Design Consultants; Development Approval Technicians.	Electrical & Traffic Engineering Manual, Electrical & Signing Materials Standards, Standard Specification for Highway Construction

**Background:**

There are a large number of commercially available LED roadway lighting fixtures with varying levels of performance, quality, warranty, and price. In order to ensure LED roadway lighting fixtures meet Ministry standards, the Ministry has entered into a Corporate Supply Arrangement (CSA) with the Province of British Columbia Procurement Services Branch. Terms of the CSA ensure the Ministry obtains quality fixtures, favourable pricing, and an extended warranty. This technical bulletin outlines the process for procurement of LED roadway lighting fixtures for Ministry Projects and Development Approvals.

The CSA lists five approved manufacturers of LED roadway lighting fixtures. Specific models may be used to replace existing High Pressure Sodium (HPS) fixtures and are listed on the Ministry Recognized Products List (RPL) under: *LED Roadway Luminaires - Direct Replacement*. Unless otherwise approved by the Ministry Electrical Engineering Section, only fixtures listed on the RPL may be used on Ministry roadways.

Access to the CSA is restricted to those who have entered into a legal agreement with the Procurement Branch. The Ministry and Ministry Electrical Maintenance Contractors (EMC's) have entered into this agreement and therefore may purchase LED luminaires through the CSA. Third party contractors hired for Development Approvals and Projects, typically, have not entered into such an agreement and therefore cannot purchase through the CSA. To obtain the benefits of the CSA, procurement of LED roadway lighting fixtures must be done by the Ministry Electrical Maintenance Contractor or a Ministry Representative.

In most circumstances, it is preferable to have the EMC perform procurement for the following reasons:

1. The EMC will receive all the receipts, packing slips, and other purchase documents that will be required for warranty claims.
2. The EMC will be able to update their inventory documentation with the make/model, installation date, and location.
3. The EMC will be able to arrange shipping to the contractor or, if practical, store the fixtures until such time as required by the project.

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**Policy:**

All LED roadway fixtures installed in Ministry of Transportation & Infrastructure jurisdictions shall be purchased through the Corporate Supply Arrangement by the Ministry Electrical Maintenance Contractor or by the Ministry. Only fixtures listed on the RPL shall be used on Ministry roadways, with the exception of large projects where fixtures both approved by Ministry Electrical Engineering Services and listed on the CSA may be used.

**Procedure:**

*Note: The delivery lead-time for LED fixtures can exceed 10 weeks. In order to eliminate potential delays, the Project Contractor must initiate procurement by providing Ministry Representative (Projects) or EMC (Development Approvals) with the make, model(s), and quantity of fixtures at the earliest possible stage of the project.*

**Procurement Steps - Projects:**

*For Major and Minor Works Projects, Schedule 3 of the Special Provisions must be completed to specify the name and contact information of the Ministry EMC.*

- 1) In the Major, Design Build, and Minor Works Contracts, the Contractor provides the Ministry Representative, in writing, the make, model(s), and quantity of fixtures (hereafter referred to as *procurement details*) from the Contract Specifications.
- 2) The Ministry Representative forwards the procurement details to the Ministry Project Manager who will perform the procurement or have it completed by the EMC, as described below.
- 3) Procurement Options:
  - a) Electrical Maintenance Contractor:
    - i) The Ministry Project Manager forwards the procurement details to the Ministry Manager, Electrical Services.
    - ii) The Manager, Electrical Services forwards the procurement details and Project Contractor contact information to the Ministry EMC.
    - iii) The EMC orders the fixtures and obtains lead time from the supplier. *Note: The appropriate CSA number must be included in the order, see note below.*
    - iv) The EMC contacts the Project Contractor to make arrangements for delivery the fixtures at a mutually agreed upon date and location.
  - b) Ministry Project Manager:
    - i) The Ministry Project Manager orders the fixtures and obtains lead time from the supplier. *Note: The appropriate CSA number must be included in the order, see note below.*
    - ii) The Ministry Project Manager contacts the Project Contractor to arrange shipping the fixtures to a specific location and date.
    - iii) When the fixtures are received, the Ministry Project Manager forwards the receipts and/or invoices to the Manager, Electrical Services who then forwards them to the EMC.

**Procurement Steps – Development Approvals:**

- 1) The Development Contractor forwards the make, model(s), and quantity of fixtures, in writing to the Ministry EMC.
- 2) The EMC orders the fixtures and obtains lead time from the supplier. *Note: The appropriate CSA number must be included in the order, see note below.*
- 3) The EMC contacts the Project Contractor to make arrangements for delivery the fixtures at a mutually agreed upon date and location.

*Note: The CSA number is used to reference suppliers that have entered into an agreement with the Procurement Branch to supply LED roadway lighting fixtures under the terms of the CSA. The number can be obtained by request from the supplier and is also listed on the Procurement Branch website with the list of vendors/suppliers. This number must appear on all invoices.*

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