



# DRUMHELLER

## INFRASTRUCTURE SERVICES



### REQUEST FOR PROPOSAL

**PROPOSAL:**

CALIBRATION AND MAINTENANCE OF GAS DETECTION EQUIPMENT

**DATE:**

July 12, 2019

**FROM:**

DAVE BRETT, DIRECTOR OF INFRASTRUCTURE SERVICES

**TOWN OF DRUMHELLER REPRESENTATIVE**

**DATE PROPOSAL REQUIRED:**

YEAR: **2019** MONTH: **AUGUST** DAY: **1** TIME: **2:00 PM** Local Time

**- SUBMIT SEALED PROPOSAL IN A CLEARLY MARKED ENVELOPE -**

**SEND TO MAILING ADDRESS:**

TOWN OF DRUMHELLER,  
224 Centre Street  
Drumheller, Alberta T0J 0Y4  
Attention: Dave Brett, P.Eng., PMP  
Director of Infrastructure Services

YOUR FIRM IS INVITED TO SUBMIT A PROPOSAL, PURSUANT TO THE GENERAL CONDITIONS FOR THE SCOPE OF WORK AS DESCRIBED THE PROPOSAL MUST INCLUDE LABOUR, MATERIALS, EQUIPMENT AND OVERHEAD. THIS REQUEST SHALL NOT BE CONSIDERED AUTHORIZATION TO PROCEED WITH THE WORK HEREIN DESCRIBED.

**SECTION #1 (TO BE COMPLETED BY TOWN OF DRUMHELLER)**

INITIATOR OF REQUEST: Dave Brett, Director of Infrastructure Services

YEAR: 2019    MONTH: July    DAY: 12

**1. SCOPE OF WORK: (INCLUDE LIST OF ATTACHEMENTS)**

- a. The Town of Drumheller is looking for a contractor to carry out calibration and maintenance of various on-line and hand held instruments. The devices are located at:
  - i. Drumheller Water Treatment Plan
  - ii. Drumheller Wastewater Treatment Plant
  - iii. Town of Drumheller Public Works shop
  - iv. Drumheller Memorial Arena
  
- b. The work will entail the following:
  - i. Manufacturer recommended maintenance and calibration for the devices for the 2019, 2020 and 2021 calendar years, including annual and quarterly work as required;
  - ii. Work to be conducted at site;
  - iii. If work cannot be performed at site then an equivalent, calibrated, device must be provided during the period the device is off site.
  
- c. The devices are:
  - i. Gastech Model SAFETNET-210 Controller with Airwave Model 4023-NH3-0/100 Transmitter – 1 piece
  - ii. Honeywell SARH CO/NO2 Detection – 1 piece
  - iii. Honeywell SAR CO Detection – 1 piece
  - iv. US Filter Model Acutech 35 Cl2 Detection – 2 pieces
  - v. Det-Tronics Model U9500 Infiniti H2S – 4 piece
  - vi. Det-Tronics Model U9500 Infiniti CH4 Detection – 4 pieces
  
- d. Type of work:
  - i. Field Service – Onsite visit for Process instrumentation including cleaning, repair, factory maintenance, verification, calibration
  - ii. Bench Service – factory repairs, one PM/Calibration or one start-up (if replaced due to failure of calibration) on-site per year software updates as necessary
  - iii. Inspection – Confirm power supply, test warning and alarm relay activation, confirm reset/calibration alarm test panel functionality, check for loose, broken, bent or worn hardware.
  - iv. Verification – verify proper output and system indication/relay activation at the control panel
  - v. Calibration – calibrate from appropriate gases, verify alarms and adjust until acceptable
  
- e. Submittal requirements:
  - i. Proof of training from applicable device manufacturer;

**2. SITE TOUR:**

Not Applicable

**3. CONTRACT TERMS:**

- a. The term of this contract will be for a period of three (3) years.
- b. The Town of Drumheller reserves the right to terminate the contract with thirty (30) days written notice to the successful Bidder.
- c. The Town of Drumheller reserves the right to terminate the contract with thirty (30) days written notice to the successful Bidder.
- d. Before the contract can be awarded, the contractor must produce the following:
  - i. Town of Drumheller Business License
  - ii. WCB
  - iii. Liability Insurance in the amount of 2 million

**4. EVALUATION CRITERIA:**

- Each proposal received will be evaluated on the basis listed below. The Town of Drumheller will have the sole and unfettered discretion to award up to the maximum number of points for each criterion listed below.
- By submitting a proposal, each contractor acknowledges and agrees to waive any right to contest through legal proceedings. The decision to award points in respect to the criteria noted below will be at the sole discretion of the Town of Drumheller.

<b>CRITERIA</b>	<b>WEIGHTING</b>
Cost	50
Warranty	25
References	25

**SECTION #2 (TO BE COMPLETED BY CONTRACTOR)**

**Table A: Unit Rate For Each Year**

Item	Device	Quantity	Unit	2019 Unit Rate (cost per device)	2020 Unit Rate (cost per device)	2021 Unit Rate (cost per device)
<b>1.0</b>	<b>Treatment Plants</b>					
1.01	US Filter Model Acutech 35 Cl2 Detection	2	Each			
1.02	Det-Tronics Model U9500 Infiniti – H2S -	4	Each			
1.03	Det-Tronics Model U9500 Infiniti – CH4	4	Each			
<b>2.0</b>	<b>Drumheller Memorial Arena</b>					
2.01	Gastech Model SAFETNET-210 Controller with Airwave Model 4023-NH3-0/100 Transmitter – Requires Inspection, Calibration and Verification including labour, parts and expendables	1	Each			
<b>3.0</b>	<b>Public Works</b>					
3.01	Honeywell SARH CO/NO2 – Requires Inspection, Calibration and Verification including labour, parts and expendables	1	Each			
3.02	Honeywell SAR CO – Requires Inspection, Calibration and Verification including	1	Each			

Item	Device	Quantity	Unit	2019 Unit Rate (cost per device)	2020 Unit Rate (cost per device)	2021 Unit Rate (cost per device)
	labour, parts and expendables					

**Table B: Extended Cost for each type of device for each year**

Item	Device	Quantity	Unit	2019 Device Cost	2020 Device Cost	2021 Device Cost
<b>1.0</b>	<b>Treatment Plants</b>					
1.01	US Filter Model Acutech 35 Cl2 Detection	2	Each			
1.02	Det-Tronics Model U9500 Infiniti – H2S -	4	Each			
1.03	Det-Tronics Model U9500 Infiniti – CH4	4	Each			
<b>Subtotal Section 1:</b>						
<b>2.0</b>	<b>Drumheller Memorial Arena</b>					
2.01	Gastech Model SAFETNET-210 Controller with Airwave Model 4023-NH3-0/100 Transmitter – Requires Inspection, Calibration and Verification including labour, parts and expendables	1	Each			
<b>Subtotal Section 2:</b>						
<b>3.0</b>	<b>Public Works</b>					
3.01	Honeywell SARH	1	Each			

Item	Device	Quantity	Unit	2019 Device Cost	2020 Device Cost	2021 Device Cost
	CO/NO2 – Requires Inspection, Calibration and Verification including labour, parts and expendables					
3.02	Honeywell SAR CO – Requires Inspection, Calibration and Verification including labour, parts and expendables	1	Each			
<b>Subtotal Section 3:</b>						
<b>Yearly Totals:</b>						

*(THE TOWN OF DRUMHELLER WILL NOT PAY TRAVEL COSTS)*

**QUOTATION SUBMISSION PRICE IN EFFECT FOR 30 DAYS FROM DATE OF ACCEPTANCE FROM THE TOWN OF DRUMHELLER.**

**1) QUOTATION INELIGIBILITY:**

- a) Quotations that are unsigned, incomplete, improperly signed or sealed, conditional, illegible, obscure, contain mathematical errors, erasures, alterations or irregularities of any kind, may be considered invalid.
- b) The lowest, or any evaluated quotation, may not necessarily be accepted. The Town of Drumheller services the right to reject any or all quotations or to accept the proposal evaluated to be in the best interest of the Town of Drumheller.

**2) PARTIAL AWARD**

- a) The Town of Drumheller can award all or part of the contract to a single or multiple vendors as it deems fit.

**NOTE: ALL PROCUREMENT PROCESSES WILL BE IN COMPLIANCE WITH THE TOWN OF DRUMHELLER PURCHASING POLICY.**

**SECTION #3 (TO BE COMPLETED BY TOWN OF DRUMHELLER)**

**EXPECTED PROJECT COMPLETION: 1095 CALENDAR DAYS FROM AWARD DATE OF PROJECT.**

**SECTION #4 (TO BE COMPLETED BY CONTRACTOR)**

**5. REFERENCES:**

**Company Name:** \_\_\_\_\_

**Primary Contact:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Primary Contact:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Primary Contact:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**6. PROPOSAL INELIGIBILITY**

PROPOSALS THAT ARE UNSIGNED, INCOMPLETE, IMPROPERLY SIGNED OR SEALED, CONDITIONAL, ILLEGIBLE, OBSCURE, CONTAIN ARITHMETCAL ERRORS, ERASURES, ALTERATIONS OR IRREGULARITIES OF ANY KIND, MAY BE CONSIDERED INVALID.

THE LOWEST, OR ANY EVALUATED PROPOSAL, MAY NOT NECESSARILY BE ACCEPTED. THE TOWN OF DRUMHELLER RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS, OR TO ACCEPT THE PROPOSAL EVALUATED TO BE IN THE BEST INTEREST OF THE TOWN OF DRUMHELLER.

**7. INTENT**

THE UNDERSIGNED CONTRACTOR HEREBY PROVIDES A PROPOSAL TO PERFORM THE PROJECT/WORK AS DESCRIBED WITHIN ITS ENTIRETY FOR THE COST AS DESCRIBED IN SECTION #2, ITEM #1.

**CONTRACTOR:** \_\_\_\_\_

PRINT NAME OF AUTHORIZED PERSONNEL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

**TOWN OF DRUMHELLER:**

PRINT NAME OF AUTHORIZED PERSONNEL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: YEAR                      MONTH                      DAY

UPON COMPLETION OF SIGNATURES ABOVE, THIS DOCUMENT WILL REPRESENT A CONTRACT AGREEMENT BETWEEN THE CONTRACTOR AND TOWN OF DRUMHELLER.