

## REQUEST FOR PROPOSAL

PROPOSAL: [ Public Works HVAC Maintenance Contract ]

DATE: [ May 13, 2021 ]

INITIATOR: [ Reg Bennett, Technical Services Manager ]

### DATE PROPOSAL REQUIRED:

YEAR: [ 2021 ] MONTH: [ May ] DAY: [ 25 ] TIME: [ 2:00 PM Local Time ]

### Submit Proposal in a clearly marked and sealed envelope to the attention of:

Procurement Department:  
Town of Drumheller  
224 Centre Street  
Drumheller, Alberta T0J0Y4

“RFP - [ Public Works HVAC Maintenance Contract ]”

This Request for Proposal document is comprised of:

- RFP General Instructions
- Schedule A – Evaluation Criteria
- Schedule B – Mandatory Site Visit Form

If you do not have all of these components the RFP package is incomplete - please contact the Initiator. **The Town of Drumheller will NOT accept electronic submissions.**

A **Mandatory Site Visit** will take place at 10:00 am local time on May 18, 2021 at the Public Works building located at 702 Premier Way, Drumheller.

Your firm is invited to submit a Proposal, pursuant to the general conditions for the scope of work as described. This Proposal shall not be considered authorization to proceed with work herein described. All Procurement processes must comply with Town of Drumheller Purchasing Policy C-09-20.

## **SECTION #1 - SCOPE OF WORK:**

The Town of Drumheller invites Proposals for a three-year HVAC maintenance contract for the Public Works building.

### **Schedule and Requirements**

1. This maintenance contract must include:

- travel labour
- test and inspection labour
- cost of lift (if necessary)
- maintenance labour to clean coils
- blower wheels
- heat exchangers
- adjust, align, tighten and calibrate system components, as required.

This contract includes all disposable maintenance materials such as grease oils, lubricants, filters and belts.

- a) Inspections should be made four (4) times per year, with fall and spring being the priority maintenance work for the appropriate season to follow.
  - b) Inspection of air handling equipment to determine its present condition and filtering requirements.
  - c) Scheduled Inspection of Evaporator and Condenser coils.
  - d) Annual chemical cleaning and pressure washing of condenser coils.
  - e) Legible Worksite Hazard Assessments, service checklist and recommendations for the equipment must be provided to the Technical Services Manager.
2. Components, parts and refrigerant are EXCLUDED and billed extra, as needed.
3. All quotes are required for work over and above the maintenance agreement, unless an email is received and acknowledged by the Technical Services Manager or Director of Infrastructure Services.
4. The Town has the option to source out the complete unit and/or replacement at competitive prices.

### Equipment List and Location for Servicing

Unit ID	#	Make	Size	Location
Air Compressor	1	DEVAIR	None	Bay 1
Air Compressor	1	Eagle	None	Wood Shop
Boiler 1	1	Super-Hot	To 20 hp	Wood Shop
Circ Pump 1	1	Grundfoss	Frac. to 1	Mech Room
Circ Pump 2	1	Grundfoss	Frac. to 1	Wood Shop
Ex Fan 1	1	Delhi	Frac. to 1	Rooftop
HWT 1	1	AO Smith	Water Heater	Mech Room
HWT 2	1	AO Smith	Water Heater	Wood Shop
Infrared (Tube) Htr 1	1	Superior	None	Bay 1
Infrared(Tube) Htr 2	1	Superior	None	Bay 1
Infrared (Tube) Htr 3	1	Superior	None	Bay 1
Infrared (Tube) Htr 4	1	Superior	None	Bay 1
Infrared (Tube) Htr 5	1	Superior		
Infrared (Tube) Htr 6	1	Superior	None	Bay 2
Infrared (Tube) Htr 7	1		None	Bay 3
Infrared (Tube) Htr 8	1	Superior	None	Bay 3
MUA 1	1	ICE	1601K-22	Rooftop
MUA 2	1	ICE	1601K-22	Rooftop
MUA 3	1	ICE	401K-800I	Wood Shop
Ref Air Drier 1	1	DEVAIR	None	Bay 1
RTU 1	1	LENNOX	7.5 tons	Rooftop
RTU 2	1	LENNOX	7.5 tons	Rooftop
RTU 3	1	LENNOX	7.5 tons	Rooftop
RTU 4	1	LENNOX	7.5 tons	Rooftop
Wall Ex Fan 1	1	AO Smith	Frac. to 1	Bay 1 Wall
Wall Ex Fan 2	1	AO Smith	Frac. to 1	Bay 1 Wall
Wall Ex Fan 3	1	AO Smith	Frac. to 1	Bay 1 Wall
Wall Ex Fan 4	1	AO Smith	Frac. to 1	Bay 1 Wall
Wall Ex Fan 5	1	AO Smith	Frac. to 1	Bay 2 Wall
Wall Ex Fan 6	1	AO Smith	Frac. to 1	Bay 2 Wall

Wall Ex Fan 7	1	AO Smith	Frac. to 1	Bay 3 Wall
Wall Ex Fan 8	1	AO Smith	Frac. to 1	Bay 3 Wall
Wall Ex Fan 9	1	AO Smith	Frac. to 1	Wood Shop
Wall Ex Fan 10	1	AO Smith	Frac. to 1	Wood Shop

The supplier is required to complete all necessary sections of this Request for Proposal.

Alternative methodologies or equipment will only be evaluated if submitted by the successful Proposer, no other work alternatives will be reviewed.

A **Mandatory Site Visit** will take place at 10:00 am local time on May 18, 2021 at the Public Works building located at 702 Premier Way, Drumheller.

**SECTION #2 - PROPOSAL AMOUNT:**

All Proposals must be in Canadian Funds, excluding GST.

Annual value of HVAC Maintenance services for the next three [3] years:

2021 \$ \_\_\_\_\_

2022 \$ \_\_\_\_\_

2023 \$ \_\_\_\_\_

Proposal submission price in effect for [ ] days from date of acceptance from the Town of Drumheller.

**SECTION #3 - SUBMISSION REQUIREMENTS:**

The Town of Drumheller requires that all submissions shall include the following:

1. All pages of this Request for Proposal;
2. All issued Addendums;
3. Certificate of Recognition (COR) or Small Employer Certificate of Recognition (SECOR);

4. List of applicable Safe Work Procedures (SWP),
5. Table of Contents of the Corporate Safety Manual;
6. Workers Compensation Board (WCB) Coverage Letter;
7. Proof of Commercial Liability Insurance;
8. Town of Drumheller Business License – to be obtained within three (3) business days upon award of project;

#### **SECTION #4 - INELIGIBILITY:**

The Town of Drumheller shall deem a submission to be ineligible under the following situations:

- a) Submissions that are unsigned, incomplete, improperly signed or sealed, conditional, illegible, obscure, contain arithmetical errors, erasures, alterations or irregularities of any kind shall be considered ineligible.
- b) Submissions that do not include the items listed in Section #3 Submission Requirements, and;
- c) Submissions that are not received prior to the closing date and time, as determined by the time keeping of the Town of Drumheller computer system.

#### **SECTION #5 - INSURANCE AND BONDING:**

##### Insurance

The Town of Drumheller requires that all Proposals include proof of \$5,000,000.00 Commercial Liability Insurance.

#### **SECTION #6 - EVALUATION CRITERIA:**

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.

The Town's evaluator shall score each submission on the basis stated in Schedule A: Evaluation Criteria. The Town of Drumheller will have the sole and unfettered discretion to award up to the maximum number of points for each criterion listed in Schedule A: Evaluation Criteria.

By submitting a Proposal, you acknowledge and agree 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.

**By submitting a Proposal, you acknowledge that you have reviewed the Ineligibility Criteria contained herein and you confirm that your Proposal meets all requirements of *the Town*.**

**SECTION #7 – REFERENCES:**

Reference #1

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

Contact Name: \_\_\_\_\_

Contact Title: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Reference #2

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

Contact Name: \_\_\_\_\_

Contact Title: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Reference #3

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

Contact Name: \_\_\_\_\_

Contact Title: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact Email: \_\_\_\_\_

**SECTION #8 - INTENT:**

The undersigned contractor hereby provides a Proposal to supply the services as described herein in its entirety for the cost as described in Section 2.

**COMPANY:** \_\_\_\_\_

Print name of authorized personnel: \_\_\_\_\_

Signature: \_\_\_\_\_ Corporate Seal: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

**TOWN OF DRUMHELLER:**

Print name of authorized personnel: \_\_\_\_\_

Signature: \_\_\_\_\_

DATE: YEAR [2021] MONTH [ ] DAY [ ]

Upon completion of signatures above, this document will represent a contract agreement between the contractor and the Town of Drumheller.

## SCHEDULE A – EVALUATION CRITERIA

### Section A.1 – Evaluation Criteria Breakdown:

EVALUATION BASED ON:	100%
Cost	50%
References	10%
Safety	15%
Qualifications	15%
Specification	10%

### Section A.2 – Evaluation Criteria Definitions:

#### **Cost:**

Full scoring for cost shall be given to the lowest Total Project Cost value submission. A score of zero (0) shall be given to the highest Total Project Cost value submission. All other submissions shall be awarded a pro-rated value between these two amounts.

#### **References:**

The scoring for references shall be based on number of references and quality of references. Scoring shall be assigned as follows:

- 0 references – 0% of score;
- 1 reference – 15% of the score;
- 2 references – 20% of the score, and;
- 3 or more references – 50% of the score.

The remaining 50% of the score shall be based on the quality of the reference as determined by the evaluator(s).



**Safety:**

Submissions including Certificate of Recognition (COR) or Small Employer Certificate of Recognition (SECOR) issued by Alberta Government shall receive the 50% of the score. Submissions that do not include either a COR or SECOR will be deemed ineligible as per Section #5 – Ineligibility. The evaluator shall award the remaining 50% of the score for this category based on review of the supplied list of applicable Safe Work Procedures, and Table of Contents of the Corporate Safety Manual.

**Qualifications:**

The Town of Drumheller will evaluate submissions on the basis of proof to provide the work to expected industry standard levels of performance. The Town evaluator(s) shall review all submissions for qualification on the basis of:

1. Past work performance with the Town;
2. Proof of task and scope of work appropriate worker qualifications (tradespersons tickets, proof of certification from manufacturer, etc.), and;
3. Proof of work procedures and quality control and assurance programs.

**Specifications:**

The Town of Drumheller shall evaluate the submission to confirm that the Proposal represents a clear understanding of the performance and technical requirements.



## SCHEDULE B – MANDATORY SITE VISIT

### MANDATORY SITE TOUR ATTENDANCE

- .1 A site tour will be held at the time and place specified on the cover of this RFP.
- .2 Purpose is to provide Contractor's an opportunity to familiarize themselves with the required services under the Contract and with existing conditions. Town Representative's representative(s) will be present.
- .3 Attendance at the time and place specified is a mandatory prequalification requirement.
- .4 Each Contractor shall submit, with its prequalification submission, a copy of the attached Confirmation of Mandatory Site Tour Attendance. This form, when signed by the Town Representative's representative at the site tour, will attest to the attendance of the Contractor's representative. If this form is not submitted with the prequalification documents or is submitted improperly signed, and the Town Representative cannot otherwise verify a Contractor's attendance at the site visit, that Contractor will not be prequalified.

**FROM:**

\_\_\_\_\_  
(Name of Contractor)

\_\_\_\_\_  
(Address)

**TO:** Reg Bennett  
Technical Services Manager  
Town of Drumheller  
224 Centre Street  
Drumheller, Alberta  
T0J 0Y4  
Telephone: 1-403-823-1348  
e-mail: rbennett@drumheller.ca



**RE:                            Public Works  
Request for Proposal (RFP)  
HVAC Maintenance Contract**

It is understood that attendance at the site tour is a mandatory prequalification requirement. The undersigned hereby confirm that a representative of the above-named Contractor attended the site tour for the above name RFP, held on:

**May 18, 2021 at 10:00am: Public Works Shop – 702 Premier Way  
Drumheller**

CONTRACTOR'S  
REPRESENTATIVE:

SIGNATURE/STAMP OF  
TOWN REPRESENTATIVE

\_\_\_\_\_  
(Signature)

\_\_\_\_\_

\_\_\_\_\_  
(Please Print Name of person signing)