



REQUEST FOR QUOTATION

QUOTATION: **Arena Replacement for Two Mycom Compressors and Motors**

DATE: **June 9, 2022**

INITIATOR: **Reg Bennett, Facilities Manager**

DATE QUOTATION REQUIRED:

YEAR: **2022** MONTH: **June** DAY: **28** TIME: **2:00 PM Local Time**

Submit Quotation via email to: purchasing@drumheller.ca

with the subject line:

“RFQ - Arena Replacement for Two Mycom Compressors and Motors”

This Request for Quotation document is comprised of:

1. RFQ General Instructions
2. Schedule A – Evaluation Criteria
3. Schedule B – Technical Specifications
4. Schedule C – Mandatory Site Attendance Information

If you do not have all of these components the RFQ package is incomplete - please contact the Initiator.

Your firm is invited to submit a Quotation, pursuant to the general conditions for the scope of work as described. This Quotation 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 Quotations for the **Replacement of Two Mycom N4MII Compressors and Motors at the Drumheller Memorial Arena**. We plan to replace the two Mycom N8A compressors and two 60hp 3 phase induction motors. These will be replaced with two Mycom N4MII reciprocating compressors and two new 60hp 3 phase induction motors, VFD compatible.

Our hockey season starts in August and wraps up mid-April. With the supply and demand the global industry is facing, we are estimating this job will start in April of 2023.

The successful Contractor would provide the following:

- a. Removal of two Mycom N8A compressors and motors.
- b. Replace, install and secure two Mycom N4MII Reciprocating Compressors and two new VFD compatible, 60hp motors.
- c. Connect all pipes and fittings, making the proper adjustments and connections
- d. Commission units and make operational

Please refer to Schedule B – Technical Specifications, for complete information.

There is a **mandatory site visit on June 16th, 2022, at 1:00pm**. This will take place at the Drumheller Memorial Arena, #20 Riverside Drive West Drumheller, AB

The supplier is required to complete all necessary sections of this Request for Quotation. Alternative methodologies or equipment will only be evaluated if submitted by the successful Proponent, no other work alternatives will be reviewed.

SECTION #2 - QUOTATION AMOUNT:

All Quotations must be in Canadian Funds, excluding GST.

Total Cost of replacement, installation and commissioning:

\$ _____

Delivery Timeline: Supply, replace, and install will take place **April 2023**.

SECTION #3 - SUBMISSION REQUIREMENTS:

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

1. All pages of this Request for Quotation;
2. All issued Addenda;
3. Certificate of Recognition (COR), Small Employer Certificate of Recognition (SECOR), **or** Temporary Letter of Certification (TLC);
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;

Note:

The Certificate of Recognition (COR) or Small Employer Certificate of Recognition (SECOR) must remain current during the time of the contract. The Temporary Letter of Certification (TLC), upon the expiration date, must be replaced with a Certificate of Recognition (COR) or Small Employer Certificate of Recognition (SECOR). Failure to do any of the above will result in termination of the contract.

SECTION #4 - INELIGIBILITY:

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

1. 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.
2. Submissions that do not include the items listed in Section #3 Submission Requirements, and;
3. 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 - EVALUATION CRITERIA:

The lowest, or any evaluated Quotation, may not necessarily be accepted. The Town of Drumheller reserves the right to reject any or all Quotations or to accept the Quotation 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 Quotation, 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 Quotation, you acknowledge that you have reviewed the Ineligibility Criteria contained herein and you confirm that your Quotation meets all requirements of *the Town*.

SECTION #6 – 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 #7 - INTENT:

The undersigned contractor hereby provides a Quotation to supply the goods or 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 2022 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: 50%

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: 10%

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: 15%

Submissions including Certificate of Recognition (COR), Small Employer Certificate of Recognition (SECOR) or **The Temporary Letter of Certification (TLC)** issued by Alberta Government shall receive the 50% of the score. Submissions that do not include either a COR, SECOR **or TLC** 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: 15%

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: 10%

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 – TECHNICAL SPECIFICATIONS

Section B.1 – Technical Specifications Breakdown:

The successful Contractor would provide the following:

- a. Removal of two Mycom N8A compressors and motors.
- b. Replace, install and secure two Mycom N4MII Reciprocating Compressors and two new VFD compatible, 60hp motors.
- c. Connect all pipes and fittings, making the proper adjustments and connections
- d. Commission units and make operational

Please refer to Schedule B – Technical Specifications, for complete information.

1. General

- a. All work will be coordinated with the Town of Drumheller Project Manager or his designate.
- b. All workers on the jobsite are required to have completed the TOWN OF DRUMHELLER Contractor Orientation prior to the start of the project.
- c. Provide the Town with Proof of task, scope of work and appropriate worker qualifications (tradespersons tickets, proof of certification from manufacturer, etc.)
- d. The mechanical contractor shall be the prime contractor for the project and shall provide project management and all labour and materials required to replace the Compressors, motors, installation and commissioning.
- e. Provide training of Town of Drumheller's staff on Compressors and controls;
- f. Provide warranty, maintenance manuals and documentation;
- g. Provide 12 month post construction review of operation and trends;
- h. Obtain Provincial certification, if required, for the upgrading to the refrigeration plant.

2. Mechanical

- a. Replace with two Mycom N4MII Reciprocating Compressor and two new VFD compatible, 60hp motors.
- b. Supply and install all gauges, upper and lower limits, water coolers and water jacket hoses for each compressor.
- c. Modify the supply/piping if necessary to the compressors;
- d. Securely restrain the new compressor, motors and existing piping/lines;

3. Intent

- a. Work shall be in accordance with the specifications and their intent, complete with all designate.
- b. The new installation shall meet the existing building standards in all aspects.

4. Governing Regulations

- a. The work under this Contract shall conform, but not be limited to, the requirements for all codes, regulations and standards:
- b. Adhere to all Alberta Environment legislation in respects to Ammonia.
- c. Comply with the Town of Drumheller's requirements for construction activities in the building.

5. Codes, Standards And Permits

- a. Obtain all required permits and pay all fees therefore, and comply with all provincial, municipal and other legal regulations, codes and by-laws applicable to the work.
- b. Provide certificates for inclusion in O&M documentation, as evidence that the work conforms to the laws and regulations of the authorities having jurisdiction.

6. Examination Of Site

- a. There is **mandatory site visit on June 16, at 1:00pm**. This will take place at the Drumheller Memorial Arena, 20 Riverside Drive in Drumheller.
- b. Before quoting, examine all local and existing conditions on which the work is dependent. Ask questions at that time.
- c. If this documents does not contain sufficient information for quoting, notify the Town of Drumheller during the quoting period. If clarification is not obtained, allow for the most expensive arrangement. Failure to do this shall not relieve the contractor of responsibility to supply the intended equipment.
- d. Check and survey the site to verify space for the transporting and installation. Co-ordinate the work with all trades and make changes to facilitate a satisfactory installation.
- e. The Contractor must take actual measurements of the base, equipment and piping, before ordering materials. Failure to comply with this requirement will make the Contractor fully responsible for replacing such material or equipment at no extra cost to the contract.

7. Insurance

- a. The Contractor must provide a letter of liability insurance for a minimum of \$5,000,000.00.
- b. The Contractor shall carry full employee's liability insurance for the whole of the work in accordance with the Workers' Compensation Act. Before the start of the project.
- c. The Contractor shall submit a letter to the Town of Drumheller that he is in good standing with WCB.

8. Liability

- a. Assume responsibility for laying out work and for damage caused by improper execution of work.
- b. Protect finished and unfinished work and occupant's equipment from damage.
- c. Take responsibility for condition of materials and equipment supplied and protect until work it is completed and accepted.

- d. The Town of Drumheller shall have recourse in tort for any negligent action by the contractor or his representatives.
- e. Contractor to make good all damage.

9. Award

Upon written contract award the successful contractor shall provide but not limited to the following:

- a. Contractors appointed responsible supervisor;
- b. Schedule shall also include testing, commissioning and operational demonstration of the works as specified.

10. Existing Services

- a. Arrange work to avoid shutdowns of existing services. Shutdowns of systems are to be co-ordinated with the Town of Drumheller.
- b. The Arena plant will be out of service during this time.
- c. Protect all existing services and make good any damage occasioned by the work in this contract.

11. Alternate Prices

The Quotation shall be based on the specified compressors. Alternative or substitute Compressors will not be allowed.

12. Cleanup

Make good and clean all areas disrupted by this work.

13. Maintenance Manuals

- a. The Contractor shall furnish and submit two (2) complete sets of operating and maintenance manuals for the installation.
- b. Secure and assemble all necessary literature describing the operation and maintenance of all equipment provided.

14. Salvage

- a. Disassemble and remove old compressors from the plant room.
- b. The Town of Drumheller will be taking advantage of the rebate offered by Mycom, for their exchange program.

15. Temporary Fire Protection

- a. Provide and maintain temporary fire protection and fire extinguishers wherever welding, soldering or other open flame equipment is used.
- b. Provisions for temporary fire protection shall be coordinated with the Contractor and with the Town of Drumheller.

16. Warranty

- a. Provide a written and signed warranty in the name of the Client.
- b. The warranty is to include the necessary materials and labour to cover repair or replacement of specified work, as a result of faulty materials or workmanship.

SCHEDULE C – MANDATORY SITE ATTENDANCE INFORMATION

MANDATORY SITE TOUR ATTENDANCE

- .1 A site tour will be held at the time and place specified on the cover of this RFQ.
- .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
Facilities Manager
Town of Drumheller
224 Centre Street
Drumheller, Alberta
T0J 0Y4

Telephone: 1-403-823-1348
e-mail: rbennett@drumheller.ca

**RE: Memorial Arena Replacement for
Two Compressors and Motors**

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 RFQ, held on:

June 16, 2022 @1:00pm

CONTRACTOR'S
REPRESENTATIVE:

SIGNATURE/STAMP OF
TOWN REPRESENTATIVE

(Signature)

(Please print name of person signing)