

REQUEST FOR PROPOSAL

Solicitation[# 2023-033]

PROPOSAL: [Boiler Replacement - Badlands Community Facility]

DATE: [January 11, 2023]

INITIATOR: [Reg Bennett, Facilities Manager]

DATE PROPOSAL REQUIRED:

YEAR: [2023] MONTH: [January] DAY: [24] TIME: 2:00 PM Local Time

Submit Proposal via email to: purchasing@drumheller.ca with the subject line:

“RFP - [Boiler Replacement - Badlands Community Facility #2023-033]

Note: All submissions must be in PDF format and not exceed 100MB in size. Zip files will not be accepted.

This Request for Proposal document is comprised of:

1. RFP General Instructions
2. Schedule A – Evaluation Criteria
3. Schedule B – Technical Specifications
4. Schedule C – Mandatory Site Tour Attendance Form

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

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's Badlands Community Facility currently has two (2) boilers on site : a Dietrich boiler which is on a hydronic system, and an RBI Torus boiler model #1250. The current Dietrich boiler is now obsolete and replacement parts are scarce. The Town invites Proposals for the supply and installation of one (1) new RBI Torus boiler model #1250 at the Badlands Community Facility. Please note that the boilers are connected to a Building Management System (BMS). Converjnt Technologies is the sole proprietor of this BMS system. Please refer to Schedule B – Technical Specifications for full specification information.

Key Project Dates	
RFP posting date	January 11, 2023
Mandatory Site Meeting date	January 17, 2023
Deadline for Inquiries	January 19, 2023 at 4:30 pm
RFP closing date	January 24, 2023
Evaluation period	January 24 - February 14, 2023
Award date	February 28, 2023

Site Meeting

A Mandatory Site Meeting is scheduled to take place on January 17, 2023, at 1:00 pm, local time, at the Badlands Community Facility located at 80 Veterans Way, Drumheller, AB.

Inquiries

All inquiries regarding this RFP must be sent by the deadline noted in the table above via email to purchasing@drumheller.ca. All responses will be provided via addenda.

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.

SECTION #2 - PROPOSAL AMOUNT

All Proposals must be in Canadian Funds and excluding GST.

PRICING		
Cost A	Cost B	Total Cost A + B = C
Boiler Supply & Installation	Convergent BMS Upgrade	
\$	\$	\$

Proposal submission price shall be in effect for _____ days from date of acceptance from the Town of Drumheller.

Timeline

Please specify timeline to begin the boiler replacement if you are awarded this project _____

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 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;
9. Mandatory Site Tour Attendance Form.

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 - 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

The Town of Drumheller must not be listed as a professional reference.

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 [2023] 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	40%
References	10%
Safety	15%
Qualifications	15%
Specifications	10%
Installation	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.

Installation Start Date:

Full scoring for the earliest installation start date. A score of zero (0) shall be given to the longest installation date. All other submissions shall be awarded a pro-rated value between these two amounts.

SCHEDULE B – TECHNICAL SPECIFICATIONS

Section 1 - Boiler

The Town of Drumheller would like to replace existing one (1) Dietrich boiler at the Badlands Community Facility with one (1) RBI Torus boiler model #1250.

The successful Proponent shall provide the following:

- a. Removal of the Dietrich boiler and related debris
- b. Supply, install, and secure one (1) RBI Torus boiler model #1250
- c. Connect all pipes and fittings
- d. Commission unit and make operational, including connection the Building Management System.

1. General

- a. All work will be coordinated with the Town of Drumheller Project Manager Reg Bennett 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. Successful Proponent shall provide the Town with Proof of task and scope of work 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 boiler accompanying tender drawings as follows:
 - e. Provide training of Town of Drumheller's staff on boilers and controls;
 - f. Provide warranty, maintenance manuals and documentation;
 - g. Construction management and overhead.

2. Demolition

- a. Removal of one (1) Dietrich boiler in the Mechanical Room, second floor

3. Mechanical

- a. Provide one (1) RBI Torus boiler model #1250;
- b. Modify the supply and return piping to the new boilers;
- c. Securely restrain all the new boiler and existing piping in the boiler room;
- d. Replace and add an 8-inch Stainless steel flue.

4. Controls

- a. The Mechanical Contractor will coordinate with Convergent Technologies to connect the new boiler to the existing Building Management system.

5. 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.

6. GOVERNING REGULATIONS

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

7. 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 bylaws 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

8. EXAMINATION OF SITE

- a. There is mandatory site visit on January 17, 2023, at 1:00 pm. This will take place at the Badlands Community Facility, 80 Veterans Way,

Drumheller, before the RFP submission deadline to allow Proponents to examine all local and existing conditions on which the work is dependent. Ask questions at that time.

- b. No consideration will be granted for any misunderstanding of work to be done resulting from failure to visit the site
- c. If this document does not contain sufficient information for bidding, notify Town of Drumheller during the tendering 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 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. Make no deviations to the design intent without written approval
- e. The dimensions of existing work shown on the drawings are approximate and the Contractor must take actual measurements before ordering materials, equipment and the like. 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

9. LIABILITY

- a. Assume responsibility for laying out work and for damages caused by improper execution of work
- b. Protect finished and unfinished work and occupant's furniture and equipment from damage
- c. Take responsibility for condition of materials and equipment supplied and protect until work 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, painting, flooring, concrete anchors, etc.

10. INSURANCE

- a. 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
- c. Before the start of the project, the Contractor shall submit a letter to the Town of Drumheller that he is in good standing with WCB

11. AWARD

- a. Upon written contract award the successful Contractor shall provide but not be limited to the following:
 - i. Contractor's appointed responsible supervisor;
 - ii. Construction schedule including after-hours work. The construction schedule shall also include testing, commissioning and operational demonstration of the works as specified.

12. 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 boilers are presently in service
- c. Protect all existing services and make good any damage occasioned by the work in this contract

13. ALTERNATE PRICES

- a. The Proposals shall be based on the specified boiler
- b. Alternate boilers will not be accepted by the Town of Drumheller

14. CLEANUP

Make good and clean all areas disrupted by this work.

15. MATERIAL

Where two (2) or more items of material of the same type are required, they shall be the products of a single manufacturer.

16. MAINTENANCE MANUALS

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

17. SALVAGE

- a. Disposal of Dietrich boiler unit and all debris is the responsibility of the contractor.

18. TEMPORARY FIRE PROTECTION

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

19. WARRANTY

- a. Provide a written and signed warranty in the name of the Town of Drumheller. 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.

SECTION 2 - BUILDING MANAGEMENT SYSTEM

The successful Proponent is required to subcontract Converjint Technologies to add and connect this boiler to the existing Building Management System.]

SCHEDULE C – 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 Proponents an opportunity to familiarize themselves with the required services under the Contract and with existing conditions. Town representative(s) will be present.
- .3 Attendance at the time and place specified is a mandatory prequalification requirement.
- .4 Each Proponent 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 at the site tour, will attest to the attendance of the Proponent'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 Proponent's attendance at the site visit, that Proponent will not be prequalified.

FROM:

(Name of Proponent)

(Address)

TO: Reg Bennett
Facilities Manager
Town of Drumheller
224 Centre Street
Drumheller, Alberta T0J 0Y4
Telephone: 1-403-823-1348
Email: rbennett@drumheller.ca



RE: RFP #2023-033

Boiler Replacement - Badlands Community Facility

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

January 17, 2023, at 1:00 pm
Badlands Community Facility
80 Veterans Way, Drumheller, Alberta

Please remember to bring this page filled out and ready to be signed.

PROPONENT'S
REPRESENTATIVE:

SIGNATURE/STAMP OF
TOWN REPRESENTATIVE

(Signature)

(Please print name of person signing)

(Company name)