

REQUEST FOR PROPOSAL

PROPOSAL: **Calibration and Maintenance of Gas Detection Equipment**

DATE: **February 10, 2022**

INITIATOR: **Reg Bennett, Technical Services Manager**

DATE PROPOSAL REQUIRED:

YEAR: **2022** MONTH: **February** DAY: **22** 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 – Calibration & Maintenance of Gas Detection Equipment”

This Request for Proposal document is comprised of:

1. RFP General Instructions
2. Schedule A – Evaluation Criteria
3. Schedule B – Gas Table

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.

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 the Calibration and Maintenance of Gas Detection Equipment. The Town is seeking proposals from qualified vendors to carry out calibration and maintenance of various online/fixed and handheld gas detection equipment for 2022, 2023 and 2024. A contract extension may be negotiated per the proposal information listed below.

- a. The devices are located at:
 - i. Drumheller Water Treatment Plant
 - ii. Drumheller 19 Street Lift Station
 - iii. Town of Drumheller Public Works Shops
 - iv. Drumheller Memorial Arena
 - v. Drumheller Aquaplex

- b. The work will entail the following:
 - i. Manufacturer recommended maintenance and calibration for the devices for the 2022, 2023 and 2024 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 offsite.

- c. Extension of Agreement:
 - i. The term of this Agreement may be extended for a period of two (2) years should the parties mutually agree before October 31, 2024. Upon a mutual Agreement to extend the Contract, the unit prices for 2025 and 2026 to January 31, 2026 shall be based on the 2024 rates with adjustments made according to the Alberta Consumer Price Index (annual calendar method from previous year).

- d. The devices are:
 - i. Honeywell SARH CO/NO2 Detection – 1 piece
 - ii. Honeywell SAR CO Detection – 1 piece
 - iii. US Filter Model Acutech 35 Cl2 Detection – 2 pieces
 - iv. Det-Tronics U9500 B2002 – H2S Detection – 3 pieces

- v. Det-Tronics Model U9500 H6002 – CH4 Detection – 4 pieces
- vi. Evoqua Acutec 35 - CL2 Detection – 2 pieces
- vii. Bacharach MGS-450 - NH3 – Detection – 2 pieces
- viii. QEL Q5 – CO Detection 1 pieces
- ix. MSA Altair 4X Detection – 8 pieces
- x. Honeywell BWS1-C-Y Detection – 2 pieces
- xi. BWT GasAlert Extreme NH3 Detection – 2 pieces

e. 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) onsite 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.
- vi. Reporting:
Provide written reports and certificate of calibration within seven (7) days of each inspection. Provide written semi-annual reports that identify an overview of the status of all devices and a detailed report on the program deliverables for the period. Reports are to be delivered electronically to rbennett@drumheller.ca.

f. Submittal requirements:

- i. Proof of training from applicable device manufacturer.
- ii. Full submission details are provided under Section 3.

- g. Equipment required for implementation of and the ongoing program:
 - i. Testing kits, meters, gas.
 - ii. All travel, lodging, meals, vehicles, mileage, traveling expenses and all freight charges are to be included as well.

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, excluding GST.

Total Cost \$_____

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 Addenda;
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;
9. Proof of training from applicable device manufacturer.

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 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 [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	20%
Qualifications	10%
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: 20%

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: 10%

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 – GAS TABLE

Table A

Item	Device	Quantity	Unit	2022 Unit Rate (cost per device)	2023 Unit Rate (cost per device)	2024 Unit Rate (cost per device)
1	Water Treatment Plants					
1.01	Evaqua Acutec 35 CL2 Detection – Requires quarterly Inspection, Calibration and Verification including labour, parts and expendables.	2	Each			
1.02	Det-tronics U9500 B2002 – H2S - Requires quarterly Inspection, Calibration and Verification including labour, parts and expendables.	3	Each			
1.03	Det-Tronics Model U9500 H6002 – CH4 Requires quarterly Inspection, Calibration and Verification including labour, parts and expendables.	3	Each			
1.04	MSA Altair 4X – Requires quarterly Inspection, Calibration and Verification including labour, parts and expendables.	4	Each			
1.05	Honeywell BWS1-C-Y Requires quarterly Inspection, Calibration and Verification including labour, parts and expendables	2	Each			
2	19 Street Lift Station					
2.01	Det-Tronics Model U9500 H6002 – CH4 Requires quarterly Inspection, Calibration and Verification including labour, parts and expendables.	1	Each			
2.02	Model: 005434-002 H2S – Requires quarterly Inspection, Calibration and Verification including labour, parts and expendables.	1	Each			

Item	Device	Quantity	Unit	2022 Unit Rate (cost per device)	2023 Unit Rate (cost per device)	2024 Unit Rate (cost per device)
3	Drumheller Memorial Arena					
3.01	Bacharach MGS-450-NH3 – Requires Semi-Annual Inspection, Calibration and Verification including labour, parts and expendables	2	Each			
3.02	MSA Altair 4X – Requires quarterly Inspection, Calibration and Verification including labour, parts and expendables.	2	Each			
3.03	BWT GasAlert Extreme NH3 - Requires quarterly Inspection, Calibration and Verification including labour, parts and expendables.	1	Each			
4	Aquaplex					
4.01	QEL Q5 CO Requires quarterly Inspection, Calibration and Verification including labour, parts and expendables.	1	Each			
5	Public Works					
5.01	Honeywell E3SAH CO/NO2 – Requires quarterly Inspection, Calibration and Verification including labour, parts and expendables	1	Each			
5.02	Honeywell E3SARH CO/NO2 – Requires quarterly Inspection, Calibration and Verification including labour, parts and expendables	1	Each			
5.03	MSA Altair 4X – Requires quarterly Inspection, Calibration and Verification including labour, parts and expendables.	2	Each			
Yearly Totals:						