

## REQUEST FOR PROPOSAL

PROPOSAL: **Badlands Community Facility Boiler Replacement**

DATE: **May 24, 2022**

INITIATOR: **Reg Bennett, Facilities Manager**

### DATE PROPOSAL REQUIRED:

YEAR: **2022** MONTH: **June** DAY: **14** TIME: **2:00 PM Local Time**

**Submit Proposal via email to:** [purchasing@drumheller.ca](mailto:purchasing@drumheller.ca)

With the subject line: "RFP - Badlands Community Facility Boiler Replacement"

This Request for Proposal document is comprised of:

1. RFP General Instructions
2. Schedule A – Evaluation Criteria

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 invites Proposals for the replacement of the one of the two boilers at the Badlands Community Facility, located at 80 Veterans Way, Drumheller, Alberta. The facility has two Dietrich boilers on a hydronic system. These boiler units are obsolete and parts for them are becoming very difficult to source. These units are connected to a building management system (BMS). Converjint Technologies is the sole proprietor for this BMS.

### **Mandatory Site Visit:**

A mandatory site visit will take place at 1:00 pm local time on June 2, 2022, at the Badlands Community Facility, 80 Veterans Way, Drumheller, Alberta.

### **Enquiries:**

All enquiries are to be sent via email to [purchasing@drumheller.ca](mailto:purchasing@drumheller.ca) prior to 4:30 pm local time on June 8, 2022.

### **Scope of Work:**

#### **Section 1 – Boiler**

In 2022 the Town of Drumheller would like to replace one Dietrich boiler with an RBI Torus boiler model #1250. The successful proponent would provide the following:

- a. Removal of the Dietrich boiler;
- b. Replace, install and secure an RBI Torus boiler model #1250;
- c. Connect all pipes and fittings;
- d. Commission unit and make operational, including the Building Management System (BMS).

#### **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. 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 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. Remove one Dietrich boiler in the Mechanical room, 2<sup>nd</sup> floor;

## **3. Mechanical**

- a. Provide one 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 (BMS).

## **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 June 2, 2022, at 1:00pm. This will take place at the Badlands Community Facility, 80 Veterans Way, Drumheller. Before submission, 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 documents does not contain sufficient information for submission, notify Town of Drumheller during the proposal 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 limited to the following:
- b. Contractors appointed responsible supervisor;
- c. 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. All submissions 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 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 successful proponent 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. The Town of Drumheller will be keeping the unit and parts.
- b. Disposal of 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 subcontract Convergent Technologies to add and connect this boiler to the existing Building Management System. |

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.

Cost of boiler and installation: \$ \_\_\_\_\_

Cost of Convergent BMS: \$ \_\_\_\_\_

Total Cost \$ \_\_\_\_\_

Proposal submission price in effect for \_\_\_\_\_ days from date of acceptance from the Town of Drumheller.

Your timeline for starting the boiler replacement if you are awarded this proposal:

\_\_\_\_\_

**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;

**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 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	40%
References	10%
Safety	15%
Qualifications	15%
Specification	10%
Installation	10%

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

#### **Cost: 40%**

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) 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: 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.

**Installation Start Date: 10%**

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.