



DRUMHELLER

INFRASTRUCTURE SERVICES



REQUEST FOR QUOTATION

QUOTATION:

Recreation Scoping Audit

DATE:

July 17, 2019

FROM:

Reg Bennett, Technical Services Manager

Town of Drumheller Representative

DATE PROPOSAL REQUIRED:

YEAR: 2019 MONTH: August DAY: 15 TIME: 2:00 PM Local Time

Submit sealed proposal in a clearly marked envelope to the attention of:

Town of Drumheller
224 Centre Street
Drumheller, Alberta T0J 0Y4

Attn: Dave Brett, Director of Infrastructure
Proposal - Recreation Scoping Audit

Your firm is invited to submit a quote, pursuant to the general conditions for the scope of work as described. This quote shall not be considered authorization to proceed with work herein described.

SECTION #1

INITIATOR OF REQUEST: Reg Bennett, Technical Services Manager

DATE: YEAR: 2019 MONTH: July DAY: 17

1. SCOPE OF WORK:

The Town of Drumheller is making an application for a Recreation Energy Conservation Grant through the Municipal Climate Change Action Centre (MCCAC). The Application is for the following facilities:

- The Drumheller Aquaplex (indoor pool facility);
- Drumheller Memorial Arena (single ice surface arena)
- Badlands Community Facility (recreational and community facility).

As part of the application process the Town must submit a cost estimate for a scoping energy audit with a level of analysis that falls between an ASHRAE Level I or “Walk-Through Audit” and an ASHRAE Level II, or “Investment Grade Audit”. It must focus on identifying and estimating cost-saving and Green House Gas (GHG) reduction opportunities. These opportunities are to range from low or no cost opportunities up to large capital opportunities.

Part of the grant program requirement is that the audit must be completed by a pre-approved Program Ally Contractor.

Once the Town has approved this request for quotation, it then must be submitted for eligibility through the Municipal Climate Change Action Centre (MCCAC).

Deliverable:

The deliverables for this work are three reports, one (1) for each facility, which meet the minimum requirements of an ASHRAE Level 1 but do not exceed the requirements of an ASHRAE Level II audit.

2. SUBMISSION REQUIREMENTS:

Bidders must submit the following documentation as part of the proposal package:

- Proof of Pre-Approval as Program Ally Contractor from MCCAC;
- Three (3) References for similar work performed;
- Description of work tasks for each of the facilities;
- Submissions must include return of the complete Request For Proposal package

SECTION #2

Item	Description	Cost (excluding GST)
1.0	Report for Drumheller Aquaplex	
2.0	Report for Drumheller Memorial Arena	
3.0	Report for Badlands Community Facility	
Total		

Total cost of project (excluding GST) \$ _____

(THE TOWN OF DRUMHELLER WILL NOT PAY TRAVEL COSTS)

PROPOSAL SUBMISSION PRICE IN EFFECT FOR 30 DAYS FROM DATE OF ACCEPTANCE FROM THE TOWN OF DRUMHELLER.

NOTE:

ALL PROCUREMENT PROCESSES WILL BE IN COMPLIANCE WITH THE TOWN OF DRUMHELLER PURCHASING POLICY.

SECTION #3

PROPOSAL INELIGIBILITY

Proposals that are unsigned, incomplete, improperly signed or sealed, conditional, illegible, obscure, contain arithmetical errors, erasures, alterations or irregularities of any kind, may be considered invalid.

Proposal submittal must provide proof that contractor is an approved Program Ally Contractor of the Municipal Climate Change Action Centre (MCCAC).

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.

INTENT

The undersigned contractor hereby provides a proposal to perform the Project/Work as described within its entirety for the cost as described in section 2, item 1.

COMPANY: _____

Print name of authorized personnel: _____

Signature: _____

Email address: _____

TOWN OF DRUMHELLER:

Print name of authorized personnel: _____

Signature: _____

DATE: YEAR MONTH DAY

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

REFERENCES:

Company Name: _____

Primary Contact: _____

Phone Number: _____

Company Name: _____

Primary Contact: _____

Phone Number: _____

Company Name: _____

Primary Contact: _____

Phone Number: _____