

REQUEST FOR PROPOSAL

PROPOSAL: **Wastewater Treatment Plant HVAC Maintenance Contract**

DATE: **April 7, 2021**

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

DATE PROPOSAL REQUIRED:

YEAR: **2021** MONTH: **April** DAY: **27** 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 - Wastewater Treatment Plant HVAC Maintenance Contract"

This Request for Proposal document is comprised of:

- RFP General Instructions
- Schedule A – Evaluation Criteria
- Schedule B – Mandatory Site Visit

If you do not have all of these components the RFP package is incomplete - please contact the Initiator. NOTE: A **Mandatory Site Visit** will be held on April 16, 2021 at 10:30 am local time at 2490 South Railway Avenue, Drumheller.

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:

1. The Town of Drumheller invites Proposals for the Wastewater Treatment Plant HVAC Maintenance Contract. This maintenance contract must include: travel labour, test and inspection labour, maintenance labour to clean coils, blower wheels, and heat exchangers. Also adjust, align, tighten and calibrate system components, as required. This program includes all disposable maintenance materials such as grease oils, lubricants, filters and belts.
 - a) Inspections should be made four (4) times a year, with fall and spring being the priority maintenance work for the appropriate season to follow.
 - b) Inspection of air handling equipment to determine its present condition and filtering requirements.
 - c) Scheduled Inspection of evaporator & condenser coils.
 - d) Annual chemical cleaning and pressure washing of condenser coils.
 - e) Reports on services provided and recommendation.
 - f) A quotation is required for all work over and above the maintenance agreement, unless an email is received by the Technical Services Manager or Director of Infrastructure Services.
2. Components, parts and refrigerant are EXCLUDED and billed extra, as needed.

Equipment List and Location for Servicing

Pump House

2 Sterling GG45 Gas Heater, Aluminized Heat Exchanger
2 Reznor UDAP-45 Power Vented Gas Fired Unit Heater, NG, Aluminized Heat Exchanger

Control Building

3 Sterling GG45 Gas Heater, Aluminized Heat Exchanger
3 Loren Cook SQN-B Centrifugal Square Inline, Belt Drive

Headworks Building

2 MUA Eng. Air HE70/0
2 Sterling GG45 Gas Heater, Aluminized Heat Exchanger
2 Reznor UDAP-45 Power Vented Gas Fired Unit Heater, NG, Aluminized Heat Exchanger
1 Loren Cook SQN-B Centrifugal Square Inline, Belt Drive
2 exhaust fans
1 (new) Greenheck DQ-70-VG Direct Drive Centrifugal
1 (new) Greenheck SQ-130-VG Direct Drive Centrifugal
1 (new) Greenheck Minivent-450-VG

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.

Note: A **Mandatory Site Visit** will be held on April 16, 2021 at 10:30 am local time at 2490 South Railway Avenue.

SECTION #2 - PROPOSAL AMOUNT:

All Proposals must be in Canadian Funds, excluding GST.

Annual total value of HVAC Maintenance services for the next three [3] years:

2021 \$ _____

2022 \$ _____

2023 \$ _____

Proposal submission prices 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 Addendums;
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; |

SECTION #4 - INELIGIBILITY:

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

- a) 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.
- b) Submissions that do not include the items listed in Section #3 Submission Requirements, and;
- c) 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.

Bid Bond

- a) Each submission must include a *Consent of Surety* and *Bid Bond* in the amount of 50% of the total project cost, or in a form containing equivalent obligations on the part of the surety company and the submitter, executed under seal by a surety company satisfactory to *The Town* and authorized by the laws of Alberta to issue bonds in Alberta. In lieu of a *Consent of Surety* or *Bid Bond*, *The Town* may, in its sole discretion, accept from a financial institution acceptable to *The Town*, one of the following:
 - i. a bank draft, certified cheque, irrevocable letter of credit, or guarantee, along with any additional documentation *The Town* may require; or
 - ii. a letter that a bank draft, certified cheque, irrevocable letter of credit, or guarantee, will be provided upon the request of *The Town*.

- b) Failure to include in the submission the required documentation will result in *The Town*, in its sole discretion, electing to discontinue consideration of the submission.

Performance Security

- a) No later than five *Days* following execution of the *Agreement*, the *Contractor* must deliver to *The Town* *Performance Security* as specified in the *Agreement*. The *Performance Security* must be in the form required by *The Town* or in a form that is acceptable to *The Town*, and must be enforceable in the Province of Alberta.
- b) If the *Agreement* is amended or a *Change Order* is issued that increases the *Project Price*, the *Contractor* must also increase the *Performance Security* provided under the *Agreement* to an amount not less than 50% of the increased *Project Price* by obtaining and providing additional *Performance Security*, or a satisfactory rider or extension to the existing *Performance Security*, from the surety company. If the surety company declines consent or coverage for any amendment to the *Agreement* or for a *Change Order*, the *Contractor* must obtain and provide *The Town* with valid *Performance Security*, satisfactory to *The Town*, covering the *Work* specified in the amendment to the *Agreement* or in the *Change Order*. The *Contractor* will be compensated for the additional cost of such *Performance Security*.
- c) If there is a *Labour and Material Payment Bond* required by *The Town*, the *Contractor* must ensure that all *Subcontractors* have notice of the *Labour and Material Payment Bond*. The *Contractor* must post and maintain in a conspicuous location or locations on the *Project Site*, a copy of the *Labour and Material Payment Bond*. The agenda for the meetings held by the *Contractor* will include notice of the *Labour and Material Payment Bond*.

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 [2021] 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:

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.

SCHEDULE B – MANDATORY SITE VISIT

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 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
Technical Services Manager
Town of Drumheller
224 Centre Street
Drumheller, Alberta
T0J 0Y4

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

RE:

**Wastewater Treatment Plant
Request for Proposal (RFP)
HVAC Maintenance Contract**

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 RFP, held on:

April 16, 2021

CONTRACTOR'S
REPRESENTATIVE:

SIGNATURE/STAMP OF
TOWN REPRESENTATIVE

(Signature)

(Please Print Name of person signing)