



**Request for Quotation
Supply, Installation and
Commissioning of One (1) 230KW
Standby Generator
RFQ 001-21**

Closing:

Response must be received before 2:00PM Pacific Time,
on Wednesday, February 3, 2021

Closing Location:

City of Parksville - Operations Department
PO Box 1390,
1116 Herring Gull Way
Parksville, BC V9P 2H3

Contact Person:

Guy Martin
Manager of Parks and Facilities
gmartin@parksville.ca
250-248-5412

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1. BACKGROUND

The City of Parksville invites Quotations on the supply, delivery, installation and commissioning of One (1) 230KW Standby Generator from qualified professionals.

Currently the City has an older generator providing backup power to the Parksville Civic and Technology Center (PCTC) also known as City Hall. The existing back up generator is a very outdated model and has several operational issues that are giving concern as to the reliability.

The City will have the current existing generator removed and will have a portable generator in place due to the City's requirement for a constant power source for the Emergency Operations Center (EOC) located within the PCTC.

This project is subject to available funding.

2. SCOPE OF WORK

The Owner is seeking Quotations from qualified professionals, for the supply, installation and commissioning of new replacement generator with a 230KW rating, complete with sound attenuation weatherproof enclosure and subbase fuel tank. Prices quoted must include all labour, materials, delivery, crane services, electrical permit and testing.

The generator will require the following at a minimum, but may not be limited to:

- 10A UL Battery Charger
- Main Line Circuit Breaker
- Level 2 Sound Attenuation/Steel Enclosure
- Block Heaters
- Fuel Overfill Protection Valve
- Three-Phase 120/208 VAC @0.8pf 230KW Amps 798
- 22 Hour Run Time 1407L/372G Double walled Fuel Tank @100% Load
- All equipment to be CSA certified
- Maintenance manuals

ADDITIONAL INFORMATION

Current hydro supply capacity: 1200 amps at rated voltage of 120/208 three phase.

Current transfer switch capability: 600 amps at 120/208 volt.

Current generator capacity: 600 amps at 120/208 volt.

It is desired to have a unit that is capable of the 600-amp supply in order to utilize the existing feeder cables, the existing transfer switch, and would be offering the capability of upgrading the building loads to accommodate future additional emergency or back up circuits including but not limited to outbuildings, more HVAC and additional IT capabilities

LOCATION

The replacement unit will be delivered FOB to 100 Jensen Avenue East, Parksville, BC.

The installation location will be utilizing a pre-existing slab that is: 144" (3658mm) length X: 66" (1676mm) width

NON-MANDATORY SITE VISIT

Contractors wanting to view the site further can do so on Thursday, January 21, 2020 @11:00am. Please check in at the main security at PCTC, 100 Jensen Avenue East, Parksville, BC.

WORK PLAN

The City will decommission and remove existing generator from the site and have a portable generator in place on standby. This portable generator will be removed when the new generator is installed and commissioned with load testing.

The City will utilize timeframes for this work as provided by the successful proponent.

The Scope-of-Work detailed is intended to provide the Proponent with information pertaining to general extent of the work. The Proponent will use innovation when developing its proposal and will propose revisions or alternatives which may be considered beneficial to the City. All proposed revisions or alternates must be clearly identified.

3. SCHEDULE

The following dates, other than the RFQ closing and award date, are guidelines only and may be adjusted based on the schedule proposed by the successful proponent.

RFQ Closing Date: February 3, 2021

Award Date: February 5, 2021

Generator Installation: March 30, 2021

4. PROPOSAL FORMAT

This section describes the expectations for proposal formatting. Any proposal submitted should be in general alignment with these expectations to facilitate comparative evaluation.

COVER LETTER

Provide a single-page cover letter that succinctly demonstrates the proponent's understanding of key project issues and associated risk(s), experience, and strategies to make the project successful. The letter must include the name, address, telephone number, title and signature of the proponent's contact person for this proposal.

PROJECT TEAM AND CORPORATE COMMITMENT

Establish that the proponent's organizational structure and proposed team, including sub-consultants and specialists, has the necessary technical and managerial knowledge to successfully carry out the requirements of this project. As well, confirm the proponent's corporate commitment to the adhering to the terms and conditions of this RFQ.

- Provide a brief introduction of the proponent's company any required sub-consultants.
- Identify the primary contact for the project. Should this primary contact not have the signing authority required to execute an agreement with the City, identify the individual who will fulfill this role in addition to the primary contact.
- Summarize the past relevant experience and performance of the proposed team's key personnel.
- State the corporate acceptance of the terms and conditions of this RFQ and attached Professional Services Agreement. Confirm that the proponent carries adequate insurance meeting or exceeding the levels specified within the Professional Services Agreement, and that proof of the required insurances will be submitted upon request.
- Declare that the proponent, if successful, will purchase a City of Parkville or Inter-Community business license prior to beginning the project.

PAST PERFORMANCE AND REFERENCES

Present recent similar projects completed by the proponent, demonstrating a documented history of success at completing works similar to those described within this RFQ.

- Provide an overview of a minimum of three and maximum of six recent similar projects. Include details of what aspects of these projects were undertaken by key personnel of proposed project team and/or any proposed sub-consultants.
- List the name, position, and telephone number of a contact person from each project to serve as a reference. References may be contacted to confirm the proponent’s ability to meet budget, schedule, and quality targets.

PROJECT UNDERSTANDING, METHODOLOGY, TASK LIST, AND DELIVERABLES

Communicate in detail your understanding of the project, its requirements, and important issues. Describe both the project management and technical methodologies proposed to be used. Clearly indicate all services which are to be included, excluded, optional, or to be provided by others.

- Describe the proposed methodology and approach to manage the project, as well as identification and management of risks to the project and how those risks will be managed.
- Provide a time frame from award date to installation, commissioning and completion of project.

PRICING

QTY	MAKE/MODEL	PRICE
1		
APPLICABLE TAXES	PST GST	
GRAND TOTAL		

Delivery to: City of Parksville, PCTC/City Hall 100 Jensen Avenue East, Parkville, BC V9P 2H3

5. PROPOSAL EVALUATION CRITERIA

The City will evaluate each proposal submitted on the basis of how well the proponents respond to the requirements of the RFQ. Each submission will be assessed using a matrix scoring system as set out below.

PROJECT TEAM AND CORPORATE COMMITMENT - 15%

- Relevant experience
- Years of experience
- Professional accreditation

PAST PERFORMANCE AND REFERENCES - 15%

- Recent similar projects successfully completed by the project team
- Established history of utilizing creative design solutions in constrained, older developed areas to preserve and enhance historical elements
- Demonstrated ability to plan and lead engaging and inclusive public engagement initiatives utilizing a variety of modern presentation mediums and methods
- Proven ability to collect, organize, and summarize feedback from the public to provide actionable directions
- Established history of construction contract administration and inspection for projects located in historic/older developed areas

PROJECT UNDERSTANDING, METHODOLOGY, TASK LIST, AND DELIVERABLES - 20%

- Ideas for innovation and methods to deliver maximum value to the City
- Demonstrated understanding of project risks, opportunities, and requirements
- Clearly articulated, well detailed plans for each project phase. Breaking down each phase of work into the tasks to be undertaken and deliverables to be issued

PRICE - 50%

6. EXTRA WORK

The proponent/contractor must receive written approval prior to commencing any additional works which will affect the project cost or schedule. The proponent/contractor is to submit a Change Order indicating the impact these extra or additional works will have on the project for written approval from the City. An invoice encompassing additional works that has not been approved in writing will not be accepted by the City.

7. PROPOSAL SUBMISSION

7.1. General

Before submitting Quotations, proponents must satisfy themselves about the nature and location of the work, local conditions, the professional services, equipment, technology and facilities needed for the execution of the work, and all other factors that might have a bearing on their quote. Proponents are fully responsible for obtaining all information required for the preparation of Quotations and the execution of the work.

Proponents are solely responsible for their own expenses in preparing and submitting proposals, and for any meetings, negotiations, or discussions with the City or its representatives and consultants, relating to or arising from this RFQ. Proponents agree that by participating in the RFQ process, and/or submitting a proposal, they have no claim for compensation.

7.2. Inquiries

All inquiries regarding this request for quotation must be directed to:

Guy Martin (or his designate)
Manager of Parks and Facilities
City of Parksville
Telephone: 250 951-4122
Email: gmartin@parksville.ca

All requests for information (RFI) related to this RFQ are to be submitted in writing by email at least five (5) calendar days prior to the Closing Date.

RFIs and answers will be recorded and distributed via addendum posted to BC Bid (www.bcbid.gov.bc.ca). It is the responsibility of the proponent to download and obtain any addenda posted. Information obtained from any other source is not official and should not be relied upon.

7.3. Instructions, Terms, and Conditions

The following terms and conditions will apply to this Request for Quotations. Submission of a proposal indicates acceptance of all the terms that follow and that are included in any addenda issued by the City.

- Quotations clearly marked “RFQ 001-21 – City of Parksville, PCTC Standby Generator” must be received by the **Closing Date: before 2:00 PM Pacific Time on Wednesday February 3rd, 2021.**
- Proposals should be delivered to the attention of Guy Martin, Manager of Parks and Facilities, at the City of Parksville Operations Department as follows:

By hand delivery, courier or mail:

City of Parksville
Operations Department
PO Box 1390
1116 Herring Gull Way
Parksville, BC V9P 2H3

- Proponents are cautioned to carefully read and follow the instructions, terms and conditions required by this Request for Quotations as any deviation, omission, as well as any inaccuracies or misstatements may be cause for rejection. However, the City reserves the right, at its sole discretion, to waive minor irregularities and defects in a proposal and proceed with that respondent.
- In the event only one Quotations is received, the City reserves the right to return that proposal unopened. Quotations received after the closing time will be returned unopened.
- Quotations must be executed by an authorized signatory of the proponent utilizing the Proponent Commitment section of this Request for Quotations.
- All Quotations and subsequent information or material received shall become the property of the City and will not be returned. The Quotations will be held in confidence by the City subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.
- Quotations may be withdrawn by written request only to Guy Martin, Manager of Parks and Facilities, or his designate, at any time prior to the scheduled closing time. Proposals remain valid and may not be withdrawn, for a period of sixty (60) days following the deadline date for submission of Quotations.
- Prior to the deadline date for submission of Quotations, proponents must not contact any other representative of the City regarding this Request for Quotations, other than Guy Martin, Manager of Parks and Facilities or designate. Unauthorized contact with any City representatives, including members of City Council, may be cause for the rejection of the proponent’s Quotations.
- The City is under no obligation to award a contract as a result of this Request for Quotations and reserves the right to terminate this Request for Quotations process for any reason, at any time. The City may then do nothing, re-tender, sole-source or complete the work with the City’s own forces.

- No proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in this Request for Quotations process, and by submitting a quote each proponent shall be deemed to have agreed that it has no claim.
- This Request for Quotation and the successful proponent's response may form part of any contract or professional services agreement entered into with the City of Parksville.
- Any information acquired about the City by a proponent during this process must not be disclosed unless authorized by the City, and this obligation will survive the termination of the Request for Quotation process.
- The proponent, including all consultants, sub-consultants, corporation or individual members of a proponent, will promptly disclose to the City any potential conflict of interest and existing business relationships they may have with the City or evaluation committee. The City reserves the right to disqualify any proponent who in its opinion has a conflict of interest, whether such conflict exists now or is likely to arise in the future.
- Pricing will be firm for the contract period unless this Request for Quotation states otherwise. All prices quoted are to be in Canadian funds including fees, charges, contingencies and applicable taxes.
- Any dispute arising from this Request for Quotations, or subsequent agreement, will be resolved according to the laws of the Province of British Columbia.
- Using a subcontractor (who must be clearly identified in the quotations) is acceptable. This includes a joint submission by two proponents having no formal corporate links.

8. PROPOSAL COMMITMENT

The Request for Quotation response must be received at the City of Parksville:

To the attention of Guy Martin, Manager of Parks and Facilities, no later than the closing date of February 3, 2021 at 2:00 pm (local time).

This section must be completed by proponent:

Provided that this quotation is accepted within sixty (60) calendar days from the closing date, the undersigned agrees on behalf of the company named below, to supply the goods and services listed at the prices quoted, under the terms and conditions set forth in this RFQ document, the proponent's quotation, any and all addendum, which shall together form the agreement. This quotation is valid and enforceable for a period of not less than sixty (60) days following the closing date. In accordance with the terms, conditions, instructions and specifications the undersigned agrees to supply products and services at the prices quoted.

Company Name: _____

Company Address: _____

Postal Code: _____ Phone Number: _____

Email Contact: _____

Signature of Signing Officer: _____

Printed Name of Signing Officer: _____

Title of Signing Officer: _____

Date: _____