



**City of North Battleford
Request for Proposal
Don Ross Arena Ice Plant Replacement
September 6, 2023**

RFP # PRDRAIP20230905

Submission Deadline: 2:00 PM, October 5, 2023

1 INTRODUCTION

The City of North Battleford is a municipality located in Saskatchewan with a population of approximately 14,000. The City owns and operates multiple administration and recreation buildings throughout the community. Further information on the City of North Battleford can be found at www.cityofnb.ca

1.1 Purpose

The purpose of this Request for Proposals is to solicit proposals with pricing to award the removal of the existing ice plant, design and installation and commissioning of a new ice plant for the Don Ross Arena.

1.2 Definitions

In this request for proposal the following definitions shall apply

“City” – means the City of North Battleford

“Closing Time” as identified in Section 2.1;

“Contract” means a formal written contract between City of North Battleford and the preferred proponent to undertake the supply;

“Evaluation Committee” means the representatives of the City of North Battleford tasked with reviewing responses;

“Preferred Proponent” means the Proponent recommended by the Evaluation Committee to enter into negotiations for a contract;

“Proponent” means an entity that submits a Proposal;

“Service” means the supply and delivery of supplies and service to City of North Battleford;

“RFP” means this Request for Proposals;

“Contractor” means the preferred proponent who is awarded the contract to complete the work.

2 INSTRUCTIONS TO PROPONENTS

2.1 Closing Time and Address for Proposal Delivery

A proposal should be labelled with the Proponent’s name and RFP title. A completed version of the Proposal Bid Form is required to be attached to the proposal. Proponents are responsible to ensure submissions are sent with enough time to ensure they are received on or before the following closing time:

Thursday October 5, 2023, at 2:00 PM local time

Any submissions received after the stated closing time will not be accepted.

The Proponent may submit a Proposal either by email or in a hard copy, as follows:

(a) Email

If the Proponent chooses to submit by email, the Proponent must submit the proposal directly to the following authorized representative:

Stacey Hadley
City Clerk
(E) cityclerk@cityofnb.ca
(P) 306 – 445-1719

(b) Hard Copy

If the Proponent chooses to not submit by email, the Proponent should submit three official copies to the following:

Stacey Hadley
City Clerk
Box 460
1291 – 101st
North Battleford, SK S9A 2Y6

2.2 Proponent Inquiries

All proponent inquiries, questions or comments through the RFP process must be directed to:

Stacey Hadley
City Clerk
(E) cityclerk@cityofnb.ca
(P) 306 – 445-1719

All inquiries will be recorded and responses will be distributed to all proponents who acknowledge interest in responding by addendum. Any discrepancies or omissions in the RFP, or questions about the meaning or intent of sections within the RFP should be brought to the immediate attention of the contact in Section 2.2. If an amendment is deemed necessary by the City, an amendment will be issued accordingly. Only formally issued written addendums will affect or modify the terms of the RFP. No other communication may be relied upon.

2.3 Schedule of Events

The following timelines for this RFP are below, the City reserves the right at it's sole discretion to modify any of the dates below or steps noted below.

Task	Date
Release Date for RFP	September 6, 2023
Mandatory Site Visit	September 14, 2023
RFP Close Date	October 5, 2023
Site made available to Contractor for Construction	April 15, 2023
Expected Completion	July 31, 2024

The City reserves the right to modify the above schedule.

2.4 Mandatory Site Meeting

Interested proponents must attend a mandatory onsite pre-bid meeting. Notify the contacts in section 2.2 to register and receive details for the site visit.

2.5 Late Proposals

Proposals received after the Closing Time will not be accepted. No extensions will be granted.

2.6 Amendments

Proposals may be changed by written amendment within 48 hours before the Closing Time but not after. The amendment must be duly signed by the authorized signatory of the Proponent.

2.7 Addenda

If the City determines that an amendment is required to the RFP, the City will issue a written addendum to all suppliers who have acknowledged interest in responding. By delivery of a Proposal to the City, the Proponent is deemed to have received, accepted and understood the entire RFP, including any and all addendums. Proponents will need to acknowledge that they have read all addendums issued in their proposal.

2.8 Examination of Proposals

Proponents will be deemed to have carefully examined the RFP, including all attached Schedules and other attached documents prior to preparing and submitting a Proposal with respect to any and all facts.

Proponents may be interviewed prior to the final awarding of the contract. Proposals will not be considered from any proponent with previous negative business relations with the City of North Battleford.

2.9 Contract Term

The City intends to award a fixed-price Contract for the duration of the project.

2.10 Permits and Licenses

The successful Proponent will be required to obtain and pay for all necessary permits and licenses required for the supply of services to the City. This includes but is not limited to a City of North Battleford business licence and Workers Compensation premiums.

2.11 Proposed Pricing

All prices proposed must be in Canadian Currency. If not stated otherwise, it will be assumed prices quoted are in Canadian funds and shall include all applicable taxes, duties and costs of packing, transportation and other charges, unless otherwise expressly stipulated. All prices shall be firm for the duration of the contract.

2.12 References

The City reserves the right to check the references of any and all Proponents at any time during the evaluation process at the City's discretion. References may be contacted by phone and/or in

writing and any information received will be used to assist the evaluation committee in assessing a Proponent's capacity and capability to provide the Services as outlined in this RFP.

2.13 Opening of Proposals

The City will open Proposals in private.

3 EVALUATION AND SELECTION

3.1 Evaluation Committee

The evaluation of Proposals will be undertaken by the Evaluation Committee.

3.2 Evaluation Criteria

The Evaluation Committee will compare and evaluate all Proposals to determine which Proponent is the most advantageous for the City to use according to the following criteria.

Description	Score (%)
Design Team and Experience	15
Contractor Team and Experience	15
Proposed work plan	10
Schedule	10
Warranty	10
References	10
Financial Considerations	30
Total	100%

The Evaluation Committee will not be limited to the criteria above and may consider other criteria that is deemed relevant during the evaluation process. The City reserves the right to utilize a comparative basis when evaluating the Proposals received.

3.3 Discrepancies in Proponent's Financial Proposal

If any discrepancies, errors or omissions in pricing submitted are found in the Proposal, the City shall be entitled to make obvious corrections, but only if, and to the extent, the corrections are apparent from the Proposal as submitted.

3.4 Litigation

In addition to any other provision of this RFP, the City may, at its absolute discretion, reject a Proposal of a Proponent, or any officer or director of the Proponent submitting the Proposal, if it is or has been engaged directly or indirectly in a legal action against the City, its elected or appointed officers, representatives, employees in relation to any matter, or if the City has initiated legal action against any officers or directors of the Proponent.

3.5 Additional Information

The Evaluation Committee may, at its discretion, request clarifications or additional information from a Proponent with respect to any Proposal, and the Evaluation Committee may make requests to only selected Proponents. The Evaluation Committee may consider such clarifications or additional information in evaluating a Proposal.

3.6 Negotiation of Contract and Award

If the City selects a Preferred Proponent, it may

- (a) enter into a Contract with the Preferred Proponent,
- (b) enter into discussions with the Preferred Proponent to attempt to finalize the Contract, including applicable financial terms, and such discussions may include:
 1. clarification of any outstanding issues arising from the Preferred Proponent Proposal;
 2. negotiation of amendments to the departures to the drafted Contract, if any, proposed by the Preferred Proponent.

If at any time prior to or after the RFP process closes, the City forms the opinion that a mutually acceptable agreement is not likely to be reached with a reasonable time, the City shall terminate this RFP.

4 GENERAL CONDITIONS

4.1 RFP Termination

The City reserves the complete right to reject all Proposals received at any time and terminate this RFP process.

4.2 Proponent's Expenses

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. The City and its representatives will not be liable to any Proponent for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the Proponent in preparing and submitting a Proposal, or participating in negotiations for a Contract, or other activity related to or arising out of this RFP.

4.3 Conflict of Interest

A Proponent shall disclose in its Proposal any actual or potential conflicts of interest and existing business relationships it may have with the City, its elected, employees, agents and consultants.

4.4 Solicitation of City Staff

Proponents and their agents will not contact any employee or elected official of the City, other than the contact identified in section 2.2, at any time prior to the award of a contract or the cancellation of this RFP.

4.5 Confidentiality

All submissions become the property of the City and will not be returned to the Proponent. All submissions will be held in confidence by the City unless otherwise required by the laws applicable to the Province of Saskatchewan. Proponents should be aware the City is subject to The Local Authority Freedom of Information and Protection of Privacy Act.

SCOPE OF WORK

- 1) The proposal is to provide costing and details for the labour and materials to complete the items listed below. Work will need to be completed between April 15 and July 31, 2024.
 - a) Provide mechanical and structural engineer-approved drawings and specifications for the removal of the existing ice plant and installation of a new ice plant design with the components identified in this scope of work for the approval of the City.
 - b) Removal and disposal of the existing freon ice plant.
 - c) Complete any facility renovations to accommodate the new ice plant to current code and regulations.
 - d) Supply and install one refrigeration ice plant including all chilling components, pumps and controls. Our research indicates that this will be an ammonia refrigeration ice plant.
- 2) The contractor will be responsible to ensure all work is done by qualified journeyman or their designate and meets or exceeds all necessary codes.
- 3) The successful proponent will be deemed the prime contractor for this project
- 4) The City has identified the following components / specifications that must be a part of the new ice plant:
 - a) The plant room will need to be class T-certified.
 - b) The condenser is to be adiabatic type sized accordingly for plant operation in all weather conditions. Dry operation to be a minimum 45 degrees Fahrenheit
 - c) VFD on condenser
 - d) The location of the condenser is to be on the roof of the ice plant room. Provide option of locating on a stand pending the structural report on the roof.
 - e) The plant compressors to be Mycom 4m reciprocating belt drive (minimum of 2), to match existing City equipment.
 - f) The chiller to be a Chilcom shell and tube flooded, to match existing City equipment.
 - g) According to our research, to meet our operating objectives we will require the following:
 - i) R717 Ammonia.
 - ii) 2 compressors x 75 horsepower each (150 HP),
 - iii) 100 ton at 8 degrees F evaporation and
 - iv) 90 degrees F condensing temperature.
 - v) 78 wet bulb, 72 dry bulb
 - vi) Plant compressors to be able to run independently

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- h) Extra valving included for future heat reclaim.
 - i) Brine pump and controls to be included for calcium chloride brine system. Current existing system operates at 1.2 specific gravity and is not being totally replaced. All in floor components to remain.
 - j) All components to be double valved
 - k) A spare brine pump to be provided. Supplied but not piped in.
 - l) Self-diagnosing control panel with mobile communication capability
- 5) Contractor to provide a Sask. Quality Control manual and weld procedure.
- 6) Material storage will be the responsibility of the contractor. It is expected all components will be onsite for timely installation. Onsite removals and installation work can begin at the end of the 2023 / 2024 ice rink season and must be completed for the start of the 2024 / 2025 season.
- 7) Contractor must comply with the City's Safety program and adhere to City, OH&S safe work practices and ensure all necessary PPE is worn at all times.
- 8) The City reserves the right to bring in third party qualified inspectors, at their cost, during anytime of the construction.

FORM OF PROPOSAL

RFP Title: Don Ross Arena Ice Plant Replacement

1. Bid Form

All proposals must be accompanied with a completed proposal bid form (enclosed).

2. Key Contacts

Proponents shall provide contact information for key representatives on-site and off-site that would be assigned to the City.

3. Project Team

Provide a list of consultants, engineers, and subtrades who will be involved with the project along with those individuals qualifications. Project Team shall be competent and capable of delivery and performing services requested.

4. Experience

Proponents should outline their experience on comparable projects and provide a list of the staff and subtrades who will be working on the project. Experience outlined need not be limited to the contractor, consultants, engineers, and subtrades corporate experience. Where a team member has applicable individual experience that is of value to the proposed work, this experience should be listed.

5. Proposal Detail

Provide specific detail on work methodology, timelines, and expected work completion. Information should also be detailed regarding how the proponent will help the City meet the objectives as outlined in this RFP.

6. References

Provide a minimum of three references with contact information for similar projects

7. Value Added Benefits

Provide information on Value Added benefits available to the City. Ongoing support following start up of the plant at no cost to the City would be an example of a value added benefit.

8. Warranty

Proponents shall provide detailed information of the warranty that will be provided to the City for labour and all components of the new ice plant and any building modifications.

9. Price

Proposal amounts are to be submitted without applicable taxes. Proponents shall indicate tax amounts as per the proposal bid form.

10. Insurance

The contractor will be required to:

- maintain Commercial General Liability insurance of not less than \$5,000,000 which names the City as an additional insured.

DON ROSS ARENA ICE PLANT REPLACEMENT PROPOSAL BID FORMLegal Name of Proponent:
_____Business Address: _____

_____Contact Person and Title:
_____Contact Person Telephone Number and Email:

Bid Amount Engineering Services: \$ _____

GST for Above: \$ _____

Bid Amount Quality Control: \$ _____

PST for Above: \$ _____

GST for Above: \$ _____

Bid Amount labor and materials, remove and install ice plant: \$ _____

PST: \$ _____

GST: \$ _____

Total Project Bid Amount: \$ _____

Total PST: \$ _____

Total GST: \$ _____

Grand Total Project Cost \$ _____

I/We, the undersigned duly authorized representative of the Proponent, having received and carefully reviewed all of the Proposal documents, including the RFP and any issued addenda and having fully informed ourselves as to the intent, difficulties, facilities and local conditions attendant to performing the Services, submit this Proposal in response to the RFP.

I/We confirm that our financial proposal, experience and reputation are included as part of this Proposal.

I/We confirm that this proposal is accurate and true to best of my/our knowledge.

This Proposal is submitted this ____ day of _____ month, _____ year.

I/We have the authority to bind this Proponent.

(Legal Name of Proponent)

(Signature of Authorized Signatory)

(Print Name and Position of Authorized Signatory)