



**North
Battleford**

City of North Battleford

Request for Proposal

Beaver Lions Stadium Light Replacement

October 14 ,2021

Submission Deadline: 2:00 P.M. North Battleford Time October 28, 2021

1. INTRODUCTION

The City of North Battleford is a municipality located in Saskatchewan with a population of 14,315. The Beaver Lions Stadium is used as a stadium ball diamond as well as football field following the ball season. This stadium is the only ball diamond in the community with lights. Further information on the City of North Battleford can be found at www.cityofnb.ca

1.1 Purpose

The purpose of this Request for Proposal (RFP) is to solicit companies to remove the existing light and power poles from the stadium area.

1.2 Definitions

In this request for proposal the following definitions shall apply

“City” – means the City of North Battleford

“Closing Time” has 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 janitorial supplies and service to City of North Battleford ;

“RFP means this Request for Proposals;

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 Schedule C is required to be attached to the proposal. Proponents are responsible to ensure submissions are sent with enough time to ensure it is received on or before the following closing time: Any submissions received after the stated closing time will not be accepted.

Thursday October 28, 2021 at 2:00 PM local time

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

(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:

Seton Winterholt
Fleet and Maintenance Manager
(P) 306-445-1753
(E) swinterholt@cityofnb.ca

Mike Lepp
Building Maintenance Supervisor
(P) 306-445-1747
(E) mlepp@cityofnb.ca

All inquiries and responses will be recorded and may be distributed to all proponents who acknowledge interest in responding. Any discrepancies or omissions in the RFP, or having doubts as to the meaning or intent of sections within the RFP should immediately notify the contact in Section 2.2. If an amendment is deemed necessary by the City, an amendment will be issued accordingly. No oral conversations will affect or modify the terms of the RFP or may be relied upon by the Proponent.

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	October 14, 2021
RFP Close Date	October 28, 2021
Decision Date	November 1, 2021

The City reserves the right to modify the above schedule. All changes will be made by addendum.

Interested proponents must register to submit a proposal attend an onsite pre-bid meeting. Notify the contacts in section 2.2 to register and schedule a site visit. Site visits will be limited to participants as per covid19 restrictions.

2.4 Late Proposals

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

2.5 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.

2.6 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.

2.7 Examination of Contract Documents

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.

2.8 Contract Term

The City intends to award a fixed price Contract for the time required to complete the work with no option to extend the contract. Contractor cost increases for the duration of the contract will not be permitted except for a written change order provided by the City authorizing the repair of unforeseen damage.

The City reserves the right to terminate the Contract for cause at any point in time during the contract.

2.9 Permits and Licenses

The successful Proponent will be required to obtain and pay for all necessary permits and licenses required for supply of services to the City

2.10 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.

2.11 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 Proponents capacity and capability to provide the Services as outlined in this RFP.

2.12 Opening of Proposals

The City intends on opening 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 (/25)
1. Proposal Detail	Max Points 5 /25
2. Experience and References	Max Points 5/25
3. Methodology and Timelines	Max Points 7 / 25
4. Financial Considerations	Max Points 8 /25
Total	/ 25

The Evaluation Committee will not be limited to the criteria above and may consider other criteria that they deem as 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. In particular:

- a) if there is a discrepancy between the unit price and the extended total, then the unit price shall be deemed correct, and corresponding correction will be made to the extended total;
- b) if a unit price has been given but the corresponding extended total has been omitted, the extended total will be calculated from the unit price and estimated quantity;
- c) if the extended total has been given but the corresponding unit price has been omitted, then the unit price will be calculated using the extended total and the estimated quantity.

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 office or director of the Proponent submitting the Proposal, 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.
- (c) 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.

4.5 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.

4.6 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.

4.7 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.

4.8 COVID-19 PANDEMIC

In order to protect staff and facilities that have been deemed as priority services during the National COVID-19 Pandemic event, the following Civic Facilities will be inaccessible to the general public; water and wastewater treatment plants, reservoirs, the water tower, pumping stations and sewage lift stations. As such, if actual physical inspections and work is to be conducted at these sites, access to the sites can only be done by appointment only, and the Contractor(s)/Consultant(s) must use extreme care. Until Health Canada and Saskatchewan Health Departments have declared the COVID-19 Pandemic event over, all Consultants and Contractors must take special precautions while working at these facilities and have minimum interaction with the staff.

In addition, any Consultant or Contractor coming to the City of North Battleford facilities while the National COVID-19 Pandemic event is on going, must maintain a minimum of 2-metre distance from all City staff.

SCHEDULE A

SCOPE OF WORK

GENERAL

The City, in conjunction with a Sask Power electrical grid upgrade and Fedler Electric is working on a stadium light project and requires the Cedar light poles and 2 supplementary power poles.

OBJECTIVES

Objectives for this RFP are as follows:

- a. Removal of existing light and power poles
- b. Minimal damage to football and baseball playing areas
- c. Little to no budget impact on the overall project.

SCOPE OF SERVICES

The Proponent shall provide the following:

1. All Materials, equipment, and labor to complete the work.
2. Remove all light and power poles within the stadium.
3. Complete the work in a manner that does as little damage as possible to the playing areas and the stadium in general. Area must be cleaned and all materials removed to facilitate new pole installation in the spring of 2022.
4. Power will be disconnected, and existing lights removed by others.
5. Poles are to be cut and removed. It is expected that the pole will be cut flush with the ground with no ground disturbance required.
6. Ensure all work is completed safely by providing competent workers and supervision. The successful proponent shall be deemed the Prime Contractor for this work.
7. A clearly written work plan and schedule for completion.

8. Successful proponent shall be responsible for all on site work, sub-contractors, suppliers, deliveries, storage, supplies, removal and disposal of refuse and all or any costs associated.
9. All post material becomes property of the successful proponent.
10. Clear communication with the City during work as to progress, challenges and successes.

SCHEDULE B
FORM OF PROPOSAL

RFP Title: Beaver Lions Stadium Light Post Removal

1. Price

All prices quoted must be firm including delivery, freight prepaid FOB to the Beaver Lions Stadium in the City of North Battleford. Consideration will be given to firms willing to remove the posts for the salvage material with no further remuneration from the City.

2. 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.

3. Warranty

Provide a summary of how your firm intends to handle warranty on product and labor. Specifically outline how any damage to City property will be handled.

4. Value Added Benefits

Provide information on Value Added benefits available to the City.

5. Experience

Proponents shall be competent and capable of delivery and performing services requested. Proponents should outline their experience on comparable projects. Proposals need to include two comparable client contracts to the City and the appropriate contact person.

6. Key Contacts

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

7. Authorization

Legal Name of Proponent: _____

Contact Person and Title: _____

Business Address: _____

Telephone:

Email Address:

TO:

Stacey Hadley
City Clerk
Box 460
1291 – 101st
North Battleford, SK
S9A 2Y6
(E) cityclerk@cityofnb.ca

Dear Sir/Madam,

1. I/We, the undersigned duly authorized representative of the Proponent, having received and carefully reviewed all of the Proposal documents, include 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.
2. I/We confirm that our financial proposal, experience and reputation are included as part of this Proposal.
3. 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)