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**CORPORATION OF THAMES CENTRE**  
**REQUEST FOR TENDER**

**TC-012-20**

**Deliver, Supply and Install Fire Service Compressor, Storage  
System and Charge Station**

**Thorndale Station**

**June 1, 2020**

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## **1. Introduction**

- 1.1. Thames Centre is a modern thriving Municipality situated on the eastern boundary of the city of London, Ontario. Located in the progressive County of Middlesex. The Municipality is seeking proposals from qualified firms to supply, deliver and install one (1) fire service compressor, storage system and charge station for breathing air for the Thorndale Station located at 17198 Thorndale Rd., within the Municipality of Thames Centre.
- 1.2. The Municipality has a strict budget for the work within this contract and reserves the right to change the scope of work to bring the proposed price within the available budget limits. The Municipality reserves the right to wave the formalities and enter into negotiations with the successful bidders, to bring the project to within any given budget limit. Should it be determined that the changes in the scope of work are of sufficient magnitude, then the Municipality shall cancel the request for proposal process. Subsequently, at their discretion, commence a new process in order to complete the project within the available budget. Changes to the scope of work either by changes in scheduling, quantities, and/or deletion shall not entitle the Contractor to any extra compensation. The Municipality will not be held responsible for any cost incurred by any bidder associated with preparing or submitting a Tender should the Tender be rejected or the process is cancelled.
- 1.3. It is intended for this fire service compressor, storage system and charge station for breathing air to be completed at the earliest possible date in 2020.

## **2. Quotation Rules and Procedures**

- 2.1. This is a request for tender to identify a preferred proponent and to initiate negotiations, which if mutually satisfactory, would lead to a contract to supply, deliver and install one (1) fire service compressor, storage system and charge station for breathing air.
- 2.2. The Municipality will select the preferred proponent, which in the opinion of the Municipality, submits the most advantageous package. If an agreement cannot be reached with the preferred proponent, the Municipality will at its sole discretion, initiate negotiations with the proponent with the next most attractive proposal tender.
- 2.3. The proponent agrees that the submission of a proposal is acknowledgement of their understanding and acceptance of all information contained within this RFT.
- 2.4. Proposed tenders will be considered revocable.
- 2.5. The Municipality reserves the right to waive any irregularities in submitted proposals.
- 2.6. The Municipality reserves the right to request additional information or seek clarification from multiple parties.
- 2.7. The Municipality reserves the right to reject any or all proposals and to re-advertise or re-commence the RFT process if it so desires.
- 2.8. Submissions are made at the sole expense of the proponent and the Municipality takes no responsibility for any expense incurred by a proponent in preparing any submission.

### **3. Withdrawal or Qualifying of Proposal**

A bidder, who has already submitted a proposal quote, may submit a further proposal or amend a proposal at any time up to closing date and time, the last entry received shall supersede any previous submissions.

A bidder may withdrawal the Proposal at any time up to the closing date and time by submitting a letter with their signature and seal to the Municipality, addressed to the attention of The Municipality Thames Centre's contact in section 7.

### **4. Certificate of Insurance Required**

The Municipality will require a Certificate of Liability Insurance from the successful bidder. It must be issued by your insurer or in a standard CSIO form and signed by an authorized representative.

In this Certificate, the Municipality will require the following:

- Your full name and address with contact name and phone number
- Description of your business operation
- Commercial General Liability with a limit no less than \$5,000,000.00
- Tenants Legal Liability, Cross Liability, Notice of Cancellation (30 days)
- The municipality is to be added and shown as an Additional Insured under Liability
- If a licensed motorized vehicle is being used, The Municipality requires confirmation of Automobile Liability Insurance of Commercial Automobile Liability with a limit no less than \$5,000,000.00

### **5. Workplace Safety and Insurance**

It is the obligation of any successful bidder to comply with all requirements of the workplace safety and insurance board act. Bidder must certify that all employee, officers, agents are covered under the act and submit it when requested.

### **6. Terms and Conditions**

The proposal and Price Quotation must be good for a minimum of 60 days.

### **7. RFT Submission Process**

7.1. Tender packages can be obtained from The Corporation of the Municipality of Thames Centre, Town Hall, 4305 Hamilton Rd., Dorchester, Ontario N0L 1G3 during normal business hours (8:30 a.m. to 4:30 p.m.), or at [www.thamescentre.on.ca](http://www.thamescentre.on.ca) .

7.2. Proponents shall submit the proposed quotes sealed in a package marked:

*RFT: Fire Service Compressor  
Attn: Ken Armstrong, Fire Chief*

Each proposal shall be divided into the following 3 sections and be clearly marked as such:

- Section 1: Proposed Design and Features (Form A)
- Section 2: Warranty (Form B)
- Section 3: Financial and Timing (Form C).

- 7.3. On the Closing Date, commencing at 2:00 p.m., the quotation envelopes will be opened and the names of the Contractors that have submitted Proposals will be recorded by the Opening Committee in the Council Chambers. The Proposals will be assessed to determine adherence to the terms of this document prior to a recommendation to Council for award.
- 7.4. Sealed proposals will be received by the Municipality at the main reception of at 4305 Hamilton Rd., Dorchester Ontario until the submission deadline as outlined in **Section 11 - Schedule**. Proposals received after this deadline will be sent back unopened.
- 7.5. Questions will be received until the date outlined in **Section 11 - Schedule**. Responses will be provided by the date outlined in **Section 11 - Schedule**. All inquiries shall be directed to:

Ken Armstrong, Fire Chief from Monday to Friday, 8:30 a.m. to 4:30 p.m., by e-mail [KArmstrong@thamescentre.on.ca](mailto:KArmstrong@thamescentre.on.ca) or by telephone: 519-719-8142.

- 7.6. Addenda, if required, shall hereby form part of the proposal. All addenda shall be posted on the Municipality's website not less than forty-eight (48) hours before the closing date and time. It is the responsibility of the Proponent to have received all addenda that have been issued. No oral explanation or interpretations will modify any of the requirements or provisions of the documents. The Proponent is to acknowledge receipt of addenda, if any, by signing and submitting the form issued with the addenda as part of the RFT submission.
- 7.7. All submitted proposals shall become the property of the Municipality and will not be returned to Proponents.
- 7.8. A bid security will not be required.
- 7.9. **Due to COVID-19 there will not be a public opening of submitted proposals.**

## **8. RFT Evaluation Process**

- 8.1. The evaluation process will be carried out by an evaluation committee who will establish and rank all of the submissions. Proponents may be invited to make a brief presentation to the committee. Should a preferred Proponent be selected, contract negotiations will begin shortly thereafter.
- 8.2. Evaluation results of submitted proposals and the ranking of proposals will not be disclosed by the Municipality after the evaluation process.
- 8.3. After the evaluation process, all Proponents will be notified as to the status of their proposal.
- 8.4. The Municipality will not necessarily accept the lowest quotation. Any implication that the lowest price on any proposal will be accepted is hereby expressly negated.

Bidders may be requested to:

- Provide additional information
- Clarify their submission(s)
- Address specific requirements not adequately covered in their initial submission

The Municipality reserves the right to seek clarification of any one or more proposals without

## **9. RFT Evaluation Criteria**

- 9.1.** Proponents should demonstrate through supporting documentation, how they have met the requirements as outlined in this RFT, and should further expand on their organizations qualities and any other relevant information to the extent the Proponent deems beneficial to support their quotation.
- 9.2.** Proponents should demonstrate why their proposed renovation should be the preferred choice, in respect to the Municipality's financial considerations.
- 9.3.** Proponents should demonstrate how their organization will bring added value to the warranty supporting future maintenance of the facility.

The Municipality will evaluate and score proposals based on the following criteria:

1. Proposed Design and Features
2. Financial and Timing – Cost Proposal
3. Warranty

## **10. Scope of Work and Design Criteria:**

- 10.1.** The Proponent, using a team of qualified professionals all licensed to practice in Ontario, will provide services in the following general categories;
- Client Consultation;
  - Sub-Contract Documentation;
  - Site Preparation
- 10.2.** The proposal quotation shall be for supply, deliver and install one (1) fire service compressor, storage system and charge station for breathing air for the Thorndale Station located at 17198 Thorndale Rd., within the Municipality of Thames Centre.
- 10.3.** All design and construction work must meet or exceed all applicable codes, regulations and standards including, but not limited to the National and Ontario Building Codes, Occupational Health and Safety Act, NFPA, ULC, CSA, ASHRAE, Municipal by- laws, accessibility standards and any other jurisdiction having authority.

The site is serviced with electricity, hydro and water.

## **11. Schedule**

11.1. The following chart indicates the anticipated RFT schedule:

<b>Task</b>	<b>Date</b>
Release of RFT	June 1, 2020
Non-Mandatory Site Visit (this will be the only visit time allotted)	June 8, 2020 10:00am
Final date for addenda/clarifications from the Municipality	Wednesday June 10, 2020
RFT submission deadline	June 15, 2020 at 2:00pm
Evaluation process	June 16, 2020
Award of contract	June 16, 2020

## **12. Confidentiality**

12.1. All correspondence, documentation and information provided by the Municipality to Proponents in connection with this proposal:

- (a) Are and shall remain the property of the Municipality
- (b) Shall be treated by the Proponents as confidential, and
- (c) Shall not be used for any purpose other than for replying to this RFT.

12.2. The Municipality will not disclose a Proponent's submission to a third party, save and except the legal compulsion to do so.

## **13. Governing Law**

13.1. The successful Proponent will be expected to comply with all existing Federal, Provincial, and Municipal Regulations, guidelines and standards, and other authorities having jurisdiction.

13.2. Any subsequent contract resulting from this RFT will be governed by the laws of the Province of Ontario.

## **14. Multiple Proposals**

Proponents are not permitted to submit more than one proposal.

### **15. Owner Responsibilities**

The Owner (Municipality of Thames Centre) is responsible for the following items regarding this project:

- Electrical power supplied by Municipality of Thames Centre, **230-volt single phase**

### **16. Execution Of Contract**

If, in the opinion of the Owner, the contractor refuses or neglects to perform the work required under the contract in an orderly manner and without delay, the Owner may cancel the contract by twenty-four (24) hours written notice. The Owner shall have full right and power in its discretion, without process of action at law, to take possession of the entire work remaining at the time of notice. The contractor shall be liable for all damages, expenditures, and extra expenditure, for all the additional costs of the work which may be incurred by reasons thereof, together with the penalties from the date fixed for the completion of the work.

### **FORM A – Design and Features**

Proponents are to provide supporting documentation as requested below. In addition, Proponents are encouraged to provide additional supporting documentation, to the extent the Proponent deems necessary, to demonstrate how their organization will bring added value to the renovation of the facility.

#### **Required Information:**

- 1) A description of the Proponent's corporation including;
  - a. Legal name
  - b. Corporate structure
  - c. Number of years in business
  - d. Name and contact information for Project Manager
- 2) Information on key groups (sub-contractors) and personnel to be assigned to the renovation of the proposed facility.
- 3) Information on two (2) projects completed similar to the one being proposed.
- 4) The proposed process and timeline for completing the supply, deliver and install one (1) fire service compressor, storage system and charge station for breathing air.

### **PROPOSED SCOPE AND RENOVATION FEATURES**

The following list is a guideline indicating what elements within this RFT are to be included in your proposal and assist in the submitter by providing specific details to each element to be included in the project.

In addition to this, proponents are encouraged to provide additional technical specifications,



drawings and information to the extent the Proponent deems beneficial to promote the qualities of their work.

### **General Requirements**

- 1) Supply, deliver and install one (1) fire service compressor, storage system and charge station for breathing air for the Thorndale Station located at 17198 Thorndale Rd., within the Municipality of Thames Centre.

### **Storage System**

- 1) Cylinder type TC 6000 psi
- 2) Rack, 4 bottle vertical rack
- 3) Plumbing for 4 bulk

### **Compressor System**

- 1) Air/6000 psi
- 2) Electrical power supplied by Municipality of Thames Centre, **230-volt single phase**
- 3) HP 10
- 4) Controller-co

### **Charge Station**

- 1) Should allow for 3 cylinder fill capacity

### **Purification System**

- 1) Delivers air that exceeds all recognized respiratory standards, as set forth by OSHA, CGA, CSA and NFPA.

### **Additional Requirements**

- 1) Price must include installation and training.

### **Additional Design Elements and Information**

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### **Form B - Warranty**

The Municipality requires a sound and low-maintenance design for the facility, quality materials to be used and excellent workmanship during construction. To ensure this, Proponents are to indicate below the terms of their warranty for the complete project.

A warranty with better terms for the Municipality is likely to receive a higher score in this section during the evaluation process.

The warranty period of \_\_\_\_\_ months will commence on the date the

project is deemed substantially complete and ready for operation. The Municipality will establish this completion date.

**List below any specific terms and/or exclusions of the warranty:**

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### **FORM C – Financial & Timing**

Proponents are to indicate the overall price associated with their proposal, as well as an anticipated timeline from the award of contract indicated in Section 7 of the RFT.

Task	Start Date	Completion Date	Price
Supply, Deliver and Install			\$
<b>Total:</b>			\$

## **APPENDIX A**

### **RFT SUBMISSION CHECKLIST**

Please use the checklist below to ensure you have included the minimum necessary information in your Proposal.

	Completed RFT Introduction Letter
	Reviewed and/or further Completed Form A – Proposed Design and Features and accompanying information
	Completed Form B - Warranty
	Completed Form C – Financial and Timing – Cost Proposal (separated envelope)