



REQUEST FOR PROPOSAL (RFP)

RFP NUMBER: 03-2019/05/C

Omniplex Ice Plant Servicing Agreement

TERMS OF REFERENCE

<DATE>

Section 1.0 - REQUEST

- 1.1 The Town of Drayton Valley (as may be referred to hereinafter as the “Town”) is requesting a detailed and comprehensive proposal from qualified individuals, individuals and/or businesses for the delivery of a three year contract for maintenance services on refrigeration plant at the Omniplex, located in Drayton Valley.
- 1.2 The Town is seeking proposals to meet the minimum requirements for service delivery as outlined in this Request for Proposals. **Proponents are invited to provide alternative options or solutions to address the service need.**
- 1.3 General information is available from the Omniplex Manager, or Annette Driessen, Director of Community Services, Town of Drayton Valley, 5102-52nd Street, Drayton Valley, AB. Phone 780 514 2200.
- 1.4 **Submissions will be accepted at the Town until 2:00pm local time, March 29, 2019.**
- 1.5 Responses can be mailed to the Town of Drayton Valley, Box 6837, Drayton Valley, AB, T7A 1A1 or hand delivered to the Town of Drayton Valley Civic Centre, 5102-52nd Street, Drayton Valley, AB. The submission must be in a sealed envelope and clearly marked as:

**Request for Proposal
Omniplex Ice Plant Servicing Agreement
Town of Drayton Valley Omniplex 5734-45 Ave.**

- 1.6 Submission inquiries are to be directed to:

Annette Driessen
Director of Community Services
Town of Drayton Valley
Phone: 780 514 2232
Email Address: community@draytonvalley.ca

Section 2.0 - REQUIREMENTS

2.1 PURPOSE

The purpose of the RFP is to obtain a three year maintenance agreement within the Town and the Contractor. Proposals are invited from qualified and experienced firms to provide preventative maintenance and maintenance services for the ice plant ammonia system at the Town's twin arena and six sheet curling rink.

2.2 LOCATION

Omniplex 5734 - 45 Avenue, Drayton Valley, Alberta.

2.3 Available Information:

The Town can supply the following information and materials:

- a. Omniplex Floor Plan; and
- b. Inventory List of Mechanical Components in Refrigeration Plant (see Section 3.1.b).

2.5 MINIMUM PROPOSAL REQUIREMENTS

Each proposal must contain the following information:

- a. a description of the Proponent's services, including experience, qualifications, and financial viability;
- b. unit and price quotations; and
- c. proof of liability, automobile insurance coverage, and appropriate certifications.

2.6 CONTRACTOR REQUIREMENTS

- a. The Contractor is responsible for the tools, equipment, and materials required.
- b. The Contractor must be knowledgeable in all areas of the scope of the work.
- c. The Contractor must have adequate staff and resources to respond to emergency calls and to provide coverage in the event of an illness or accident.
- d. The Contractor must have someone on call twenty four (24) hours per day, seven (7) days a week who can be contacted easily by phone. In emergencies, a response is required within three (3) hours of call. Emergency call out services not specified in the scope of work will be compensated separately, in addition to the annual contract fee.
- e. All contractor employees who work in the Town's facilities must successfully complete a security check which will include a criminal record check.
- f. The Contractor must have staff that is certified as per Alberta Boiler's Safety Association (ABSA) and Occupational Health and Safety (OH&S) guidelines to work on ammonia refrigeration plants.
- g. An Alberta Safety Authority Refrigeration Contractor License must be produced upon award.
- h. A copy of the Company's Health and Safety program must be filed with the Town upon award.
- i. Proof of a minimum \$5,000,000 Liability Insurance with the Town named as Additionally Insured to be provided upon award.

- j. All work performed must be logged in the Omniplex log book, and a copy of the Customer Service Report signed by the operator and left on site.
- k. The Contractor is responsible for its employees at Town facilities in which they will be working.
- l. The Contractor is expected to provide an adequate number of staff with appropriate and required qualification to perform the required task. Where applicable the Town will only pay for actual time worked and will not compensate the Contractor for any unnecessary workers assigned to projects. Further, it is understood that the materials mark-up will cover all administrative time including the sourcing of required materials.
- m. The Town shall not be responsible for paying overtime rates to the Contractor's employees.

Section 3.0 - SCOPE OF WORK

3.1 The following services will be required in the performance of this Agreement in order to achieve the Town's objectives. Modifications to this scope of work will be considered.

a. **PRIMARY FUNCTION**

To provide ammonia refrigeration plant, start up, mid-season and shut down tasks. To also provide emergency services as stated in the Contractor requirements.

b. EQUIPMENT IN THE CONTRACT SCOPE INCLUDES, BUT IS NOT LIMITED TO:

- Ammonia compressors and drivers
- Cooling brine pumps
- Heating brine pumps
- Condenser
- Condenser water pump
- Brine Chiller
- Heat recovery systems
- Refrigeration piping system
- Brine pumping and piping system
- Glycol pumping and piping system
- Condenser water piping system
- Compressor cooling system
- Control wiring

c. SERVICES TO BE PERFORMED ANNUALLY BY THE REFRIGERATION CONTRACTOR

GENERAL RESPONSIBILITIES

- Lubricate bearings on motors, pumps and fans where necessary
- Check electrical components for damage or signs of overheating
- Check fuse supply and recommend those needed for owner inventory
- Check gauges on all components
- Maintain an updated equipment list needed to identify replacement parts
- Instruct the operator(s) in plant operation and routine servicing to be performed between inspection calls
- Provide a service checklist, operating logs and recommendations for the equipment
- Start-up refrigeration system – detailed task list provided below
- Mid-season inspection of refrigeration system – detailed task list provided below
- Shut down refrigeration system – detailed task list provided below
- Identify solutions to improve operations
- Immediately notify the Town of all perceived omissions and discovered conflicts, errors and discrepancies

- Ensure, through training and close monitoring the Contractor's forces are made fully aware of all hazards and risks associated with the electrical materials and ammonia equipment
- Shall take all conceivable precautions where children, staff, or the general public may be in the vicinity including maintaining the site in a safe condition and employing only experienced, qualified, skilled, competent and sober workers

SAFETY DEVICES

SPECIFIC TASKS AND DUTIES TO BE COMPLETED BY CONTRACTOR

- Check operation and adjust controls as per settings specifications
- Replace pressure relief valves as required
- Provide certification and verification
- Change compressor oil – (twice annually)
- Clean compressor oil filters and suction strainers (twice annually)
- Perform compressor pump down capacity check (twice annually)
- Check and adjust pump couplings and/or alignment as necessary
- Ensure compressor crankcase heaters are working
- Record operating hours for each compressor hour meter on overhaul
- Drain chiller oil
- Check for any liquid/gas leakage on all systems
- Flush out condenser spray nozzle system
- Clean or replace condenser spray nozzles as necessary
- Check condenser bundle for scale
- Purge air when required
- Check brine PH and specific gravity
- Check brine operating levels
- Check glycol operating levels
- Check ammonia operating levels

START UP TASKS

- Tighten belts
- Fill compressors with oil and check crankcase heaters
- Check brine PH and freezing point
- Clean condenser nozzles and tank
- Grease bearings (where applicable)
- Drain oil from the chiller
- Fill water system and check operation
- Start brine pumps and check operation
- Start compressors and check operation
- Check all levels – brine/glycol/refrigerant
- Check safety controls
- Measure and record amperages on all motors
- Record recommendations and observations where relevant
- Conduct ammonia detector annual calibration

MID SEASON TASKS

- Check levels – brine/glycol/refrigerant
- Change oil (if required)
- Drain chiller oil
- Check belts
- Grease bearings (where applicable)
- Check controls
- Clean condenser spray nozzles
- Record recommendations and observations where relevant

SHUT DOWN TASKS

- Pump out chiller
- Block in compressor and de-pressurize
- Loosen compressor belts
- Isolate and drain water system
- Turn off main electrical to refrigeration room
- Drain chiller oil
- Record recommendations and observations where relevant

EXCLUDED FROM THIS CONTRACT

- Regular maintenance items not specifically listed on the Scope of Work
- Building water system prior to and including the back flow preventer
- Building light, heating and ventilation
- All insulation repairs
- Repairs, testing, etc made necessary by system corrosion
- System changes necessitated by revisions to any government codes and regulations
- Disposal of refrigeration oil, brine and refrigerant if necessary
- Emergency services (as, noted, emergency services will be compensated in addition to the contract price)
- Leak detection and repair
- All other items, repairs, maintenance, etc not specifically listed

Section 4.0 - GENERAL INFORMATION

4.1 BUDGET

Include a rate proposal, with a firm upset limit for each component of the service to be provided.

4.2 AGREEMENT REQUIREMENTS

- a. The successful Proponent will enter into a contractual agreement (in the form of a Services Agreement) with the Town within fifteen (15) days after delivery of the Agreement to the successful Proponent by the Town.
- b. If the successful Proponent fails to execute and return the Agreement to the Town within fifteen (15) days, the Town may cease all discussions and have no obligation to the Proponent, and may, if it chooses to do so, award the Agreement to another Proponent, all without affecting any claim which the Town may have against the Proponent as a result thereof.
- c. The Request for Proposals and the completed Proposal Form(s) including the Price Quotation and proposed Service Schedule of the successful Proponent will become Schedules of the Services Agreement.
- d. The Services Agreement will be for a negotiated term with the Town, and, at the Town's discretion, for an additional term.
- e. The Services Agreement will include, but may not be limited to, the following:
 - i. the start-up date identified by the Proponent in the proposal, and accepted by the Town;
 - ii. the Proponent will be expected to perform the ice plant maintenance, subject to the provision that the Town will have the ability to amend the operation of the service for the following purposes:
 - to revise schedules; and
 - to provide additional services.
- f. The successful Proponent must provide the Town with a certificate from Workers Compensation acknowledging Workers Compensation coverage for himself/herself and his/her employees and a copy of his/her liability insurance with respect to his/her vehicle(s).
- g. The successful Proponent is required to have a valid Town of Drayton Valley Business License, prior to Agreement execution.

4.3 SUBMISSION OF PROPOSAL

- a. The Proponent shall submit two (2) copies of its Proposal with all accompanying schedules, appendices or addenda in a sealed envelope or package marked with the Proponent's name and the RFP title up to the Closing Time set out on the date and at the location shown on the title page of this RFP.

- b. Proposals received after the Closing Time or in locations other than the address indicated will not be accepted and will be returned. The Town may elect to extend the Closing Time.
- c. Amendments to a Proposal may be submitted if delivered in writing prior to the Closing Time in a sealed envelope or package, marked with the Proponent's name and the RFP title.
- d. Proposals may be withdrawn by written notice only, provided such notice is received at the administration office of the Town prior to Closing Time.
- e. All costs associated with the preparation and submission of the Proposal, including any costs incurred by the Proponent after the Closing Time, will be borne solely by the Proponent.

4.4 CONFLICT OF INTEREST

By submitting a Proposal, the Proponent warrants that neither it nor any of its officers or directors, or any employee with authority to bind the Proponent, has any financial or personal relationship or affiliation with any elected official or employee of the Town or their immediate families which might in any way be seen by the municipalities to create a conflict.

4.5 EVALUATION OF PROPOSALS

- a. Proposals will be evaluated on the basis of the overall best value to the Town based on quality, service, price, and any other criteria set out herein including, but not limited to:
 - i. the Proponent's ability to meet the requirements, qualifications, and competencies set out herein;
 - ii. the Proponent's ability to deliver the services when and where required;
 - iii. financial offer;
 - iv. the Proponent's business and technical reputation and capabilities, experience and where applicable, the experience of its personnel, financial stability, track record, and references of current and former customers;
 - v. quality of Proposal; and
 - vi. any other criteria set out in the RFP or otherwise reasonably considered relevant.
- b. The Town may elect to short list some of the Proponents and may require short listed Proponents to provide additional information or details, including making a presentation, supplying samples, demonstrations, and/or additional technical literature.

- c. The Town may elect to enter into negotiations with the Proponent or with any other Proponents concurrently. In no event will the Town be required to offer any modified terms to any Proponent prior to entering into an Agreement, and the Town will not be liable to any Proponent as a result of such negotiations.
- d. All sub-contractors of the Proponent will be subject to the same evaluation process. It is the responsibility of the Proponent to guarantee that all its sub-contractors will comply with all the requirements and terms and conditions set out herein.

4.6 EVALUATION CRITERIA

- a. Proposals will be evaluated for their adherence to, interpretation of and response to the issues as set out in this document. The following established criteria will be used:
 - i. Proponent organization and strength;
 - ii. expertise and experience related to similar or related services;
 - iii. presentation of proposed methodologies and processes to achieve goals;
 - iv. clear identification of services included;
 - v. identification of major issues, challenges and risks associated with the deliverables;
 - vi. demonstrated budget breakdowns for time and effort for each deliverable;
 - vii. consultant's innovation in its approach to the service, including any recommended alternatives, efficiencies and originality;
 - viii. proposal conveys the Proponent's intent in a clear and concise manner; and
 - ix. co-ordination of work with the Town.

4.7 ACCEPTANCE AND REJECTION OF PROPOSALS

- a. Notwithstanding any other provision in the Proposal documents, the Town has in its sole discretion, the unfettered right to:
 - i. accept any Proposal;
 - ii. reject any Proposal;
 - iii. reject all Proposals;
 - iv. accept a Proposal which is not the lowest priced Proposal;
 - v. accept a Proposal that deviates from the Requirements, Specifications or the conditions specified in this RFP;
 - vi. reject a Proposal even if it is the only Proposal received by the Town;
 - vii. accept all or any part of a Proposal; and
 - viii. split the Services between one or more Proponents.
- b. All Proposals shall be irrevocable and remain open for acceptance for at least one hundred and twenty (120) days after the Closing Time, whether or not another Proposal has been accepted.
- c. The Town is not under any obligation to award a Contract and may elect to terminate this RFP at any time.

4.8 PROPOSAL TIMELINE

The Timeline for the RFP process is as follows:

- a. RFP issued to vendors - February 25, 2019;
- b. RFP closes - 2:00pm, March 29, 2019;
- c. Presentations (if applicable) - from April 8 to April 19, 2019;
- d. Completion of evaluation process and award - April 26, 2019; and
- e. Signing of Services Agreement - May 1, 2019.

Section 5.0 - PROPOSAL FORM



**REQUEST FOR PROPOSAL SUBMISSION
Omniplex Ice Plant Servicing Agreement
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Proponent's Name: _____

Address _____

Mailing Address (if different from above) _____

Telephone: _____ Fax: _____

Key Contact Person: _____

Telephone (if different from above) _____

Email: _____

The undersigned Proponent, having carefully read and examined the RFP, including all sections, and having full knowledge of the requirements described herein, does offer to provide the goods and/or services in accordance with the requirements, terms and conditions set out in the RFP and in accordance with the pricing as described within.

Signature of Authorized Signatory

Date

Print Name and Title

REQUEST FOR PROPOSAL SUBMISSION

Omniplex Ice Plant Servicing Agreement

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REQUIRED PROPOSAL DOCUMENTS

By initialing each item, the Proponent confirms it has completed and enclosed the following documentation in its Proposal, and has identified any deviations or items of non-compliance providing an explanation of where it does not comply.

Initial

- _____ 1. The Proponent's Alberta WCB registration number is _____. The Proponent warrants that it is in good standing as to all WCB assessments and requirements.

- _____ 2. The Proponent confirms that it will comply with all occupational health and safety requirements, policies and procedures of the Town and all statutory occupational health and safety requirements under, or in connection with the *Worker's Compensation Act*.

- _____ 3. Brief description of Proponent's company, purpose, and history of successes.

- _____ 4. Information on size of organization, number of service providers, and staff employed.

- _____ 5. Information on relevant experience performed during the last five (5) years.

- _____ 6. Indication of the number and size of other municipalities where like services have or are currently being provided.

- _____ 7. Identification of key personnel to be assigned to this Agreement, setting out their names, responsibilities, qualifications, and relevant experience.

- _____ 8. Submission of a detailed budget breaking down the fees for all the services, identifying the total all-inclusive fee which shall include any out of the pocket expenses for the provision of services for the agreement/contract period.

- _____ 9. Submission of a detailed list of any deviations and/or variations from the terms and conditions set out in this RFP and, if applicable, detailed proposed amendments.