



## ***Town of Golden***

### **REQUEST FOR PROPOSAL RFP #2020-03**

**FOR**

### ***SELECT MUNICIPAL FACILITIES HVAC & PLUMBING SYSTEMS INSPECTION, MAINTENANCE, REPAIR & REPLACEMENT SERVICE***

#### **INSTRUCTIONS**

- **Closing Date for Submission:** Emailed proposals are to be delivered to the attention of the undersigned, Town of Golden, 810 9<sup>th</sup> Avenue South, no later than 2:00 p.m. MST, October 29<sup>th</sup>, 2020. Tenders will not be opened in public.
- **Pre-bid Inspection:** Prospective bidders are required to view the worksites prior to submitting a proposal.
- **Town of Golden Contact:** Chris Cochran, ASCT, Operations Manager

**Telephone:** 250-344-2271 ext 226

**Fax:** 250-344-6577

**Email:** [ops@golden.ca](mailto:ops@golden.ca)

**Address:** 810 9<sup>th</sup> Ave South

Box 350

Golden, B.C.

V0A 1H0

## 1. Background

Proposals are requested for the work described below, which generally includes scheduled HVAC and plumbing systems' inspections, maintenance, seasonal readiness verifications, repair and replacement service at select municipal facilities. Detailed reporting on items checked and work completed during inspections, maintenance and repairs will be required. Reporting on major components' remaining life expectancy will be required with recommendations for components' replacement timing and replacement estimates for budget planning purposes based on "best suited unit" recommendations.

## 2. Purpose of the RFP

The purpose of this RFP is to solicit proposals from qualified/ticketed HVAC and plumbing contractors for the works described herein. The Town intends to select and retain one General Contractor as a result of this RFP.

## 3. RFP Requirements

Proposals shall include:

- Evidence of technician(s) trade qualifications;
- Technician regular time and overtime hourly rates;
- Equipment rates as may be applicable;
- Emergency call-out rates;
- Anticipated emergency call-out response time;
- Materials price mark-up;
- Sample HVAC/plumbing inspection/maintenance/repair/replacement report forms to be submitted with invoicing<sup>1</sup>;
- COVID-19 employee safe work policies/procedures.

Note that the successful proponent shall assume the responsibilities of Prime Contractor and therefore be responsible for coordinating overall site safety and safety of any associated sub-contractors.

## 4. Final Date for Questions During Tender Period

The final date for submitting questions will be three regular business days prior to close of the tender (October 26<sup>th</sup>).

## 5. RFP Evaluations

Proposals will be evaluated by cost as well as contractor experience with similar scope projects.

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<sup>1</sup> Sample report forms are to be finalized with respect to required content between owner and successful bidder.

**Proposals are to include reference contact information for a minimum of three (3) similar scope service contracts, currently ongoing or completed within the last five (5) years.**

The lowest priced or any proposal may not necessarily be accepted.

After submissions have been reviewed, if a proposal is to be recommended, a report will be taken to Council prior to year-end for approval to award, after which the successful firm will be given a formal notice of award. The successful bidder will be required to provide the Town with the following documentation within ten (10) calendar days of receipt of Notice of Award:

- WCB clearance letters for the general contractor and any named sub-contractors<sup>2</sup>;
- Criminal record checks for technicians<sup>2</sup>;
- Certificate of insurance, minimum \$5,000,000 CGL, naming the Town of Golden, and relevant facility operators as additional insured<sup>2</sup>;
- Proof of valid Town business licenses for the general contractor and any named sub-contractors<sup>2</sup>;
- Company safety plan for the work being undertaken including COVID-19 safe work procedures.

The intent is to award a service contract that will commence within the first quarter of 2021.

## **6. General Conditions and Specifications**

Refer to the appended specifications.

## **7. Mandatory Pre-tender Site Inspections**

Bidders intending to submit a proposal for services are required to arrange a pre-tender site inspection with the undersigned. Bidders are required to satisfy themselves that the various equipment to be inspected/maintained/repared is sufficiently understood for bidding purposes.

## **8. General Notations**

During the term of the contract, any damage caused by the contractor, or subordinates, to the property including but not limited to buildings, property surrounding the buildings, surface fixtures which may include trees, shrubbery, fences or other outdoor appurtenances, or private vehicles will be the responsibility of the contractor. Every effort must be made to mitigate damage to areas surrounding the immediate work sites.

The contract shall be subject to cancellation with written notice should the owner deem the service unsatisfactory for any reason.

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<sup>2</sup> These documents will be required to be submitted annually one month prior to the anniversary of contract.

## 9. Proposals

### ***Regularly Scheduled Inspections (Monthly, Quarterly and Annual)<sup>3</sup>:***

Proposed pricing for all required work items is to be lump sum bid price per facility for the provision of all labour, materials and equipment required to carry-out **regularly scheduled inspections**. **Detailed inspections reporting** will be required to be **submitted with invoicing**.

### ***Required Maintenance:***

Technician hourly rates and equipment rates as may be applicable for any **required maintenance resulting from inspections** or owner requests will be based on hourly rates submitted as well as materials cost and price mark-up if applicable. **Detailed maintenance reporting** will be required to be submitted with invoicing.

### ***Seasonal Readiness Verifications:***

Required to ensure readiness of heating and cooling systems. Technician hourly rates and equipment rates as may be applicable for any **seasonal readiness verifications** will be based on hourly rates submitted as well as materials cost and price mark-up if applicable. **Detailed verification reporting** will be required to be submitted with invoicing.

### ***Required Repairs:***

Technician hourly rates and equipment rates as may be applicable for any **required repairs resulting from inspections**, emergency call-outs, or owner requests will be based on applicable hourly rates submitted as well as materials cost and price mark-up if applicable. **Detailed repair reporting** will be required to be submitted with invoicing.

### ***Detailed Large Component Condition Assessment Reporting:***

Principles of sound Asset Management practices apply here. Individual facility, **detailed condition assessment reports**, specific to large HVAC/plumbing components will be required to be submitted annually prior to September 1<sup>st</sup>. **The initial detailed condition assessment reports for each facility will be required within one month of contract award**. Assessment reports will provide specific information regarding component remaining useful life with a recommended schedule for component replacements, combined with a cost estimate with manufacturer details specific to components recommended for end of life replacement.

Technician hourly rates and equipment rates as may be applicable for annual large component condition assessment reporting or related owner requested reporting will be

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<sup>3</sup> Refer to appendix for base requirements.

based on hourly rates submitted in the proposal. **Annual detailed large component condition assessment reporting** will be required to be submitted with invoicing.

Upon completion of above noted work items, payment will be made by the Town within 30 days of invoicing.

Proposed pricing for this service shall include the following:

- all necessary “Prime Contractor” roles and responsibilities including general labour and specialized sub-trades labour scheduling, coordination, safety oversight and progress monitoring;
- all necessary site safety management of general workers, sub-trades workers, inspectors, facility operators and visitors;
- all necessary site safety equipment;
- Coordination of facility access with facility operators;
- Coordination of any required regulatory permitting and inspections;
- Coordination of any required sub-trades and hired specialized equipment;
- all work associated with the environmentally responsible removal and disposal of any demolition materials to complete a particular maintenance/repair/replacement project;
- supply and installation of all required materials, including materials cost mark-up if applicable;
- all tools and equipment necessary to complete the work;
- all necessary pre-testing, verification and commissioning of replaced HVAC/plumbing systems.

All workmanship will be subject to a one-year warranty period.

**Lump sum prices shall be submitted within the following section only. Hourly rates for general labour and specialized sub-trade labour shall also be submitted within the following section only. If equipment rates apply, append a separate rate sheet. The lump sum price and hourly labour rates shall be exclusive of applicable taxes. All proposed sub-trades intended to be used for the project are to be named in the proposal.**

## 10. Contract Term

The term of the contract is (3) years. The Town reserves the right, in its sole and unfettered discretion, to terminate the Contract for just cause.

*Attachments*

## APPENDIX

### ***Base Quarterly Maintenance Items (Including Monthly Checks):***

- HVAC maintenance as per manufacturers' specifications.
  - Includes monthly visual inspection/testing for correct operation of all mechanical equipment including:
    - lubrication;
    - filter replacements;
    - belts replacements/adjustments as necessary.
- Plumbing/hot water heating maintenance as per manufacturers' specifications.
  - Includes monthly visual inspection/testing for correct operation of all mechanical equipment including:
    - expansion tanks;
    - pumps;
    - leak checks;
    - boilers;
    - hot water tanks;
    - fixtures;
    - flush valves;
    - mixing valves;
    - service water softener;
    - scheduled replacement of in-line filters;
    - exercise sanitary lift station;
    - and, ensuring floor drain traps are filled with water.

### ***Base Annual Maintenance Items:***

- Includes Quarterly Maintenance Items Plus:
  - manufacturer recommended fire damper inspection/testing;
  - manufacturer recommended cleaning, inspection and maintenance of all propane fired burners & heat exchangers;
  - coordination of sub-contract duct cleaning as may be required on an annual or less frequent basis (direct billing from sub-contractor applies).

**TENDER FORM**

**SELECT MUNICIPAL FACILITIES  
HVAC & PLUMBING SYSTEMS  
INSPECTION, MAINTENANCE, REPAIR & REPLACEMENT SERVICE**

(Please complete and submit the following pages)

Tender of:

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(Hereinafter referred to as the "Tenderer")

To: Town of Golden  
810 9<sup>th</sup> Avenue South  
PO Box 350  
Golden, B.C., V0A 1H0

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(Hereinafter referred to as the "Town of Golden")

In response to the Request for Proposals for **Select Municipal Facilities HVAC and Plumbing Systems' Inspection, Maintenance, Repair and Replacement Service** and the associated Specifications, the Tenderer has carefully examined the scope of the proposed Service and Work Specifications, and, acting as Prime Contractor, will provide all necessary labour, material, equipment, safety coordination and oversight, supervision and all other factors as required to complete the Service as called for by these documents and in accordance with the Town of Golden requirements, for the pricing tendered.

The Tenderer further agrees that pricing tendered is all-inclusive (excluding applicable Federal and Provincial taxes) and allows for any escalation of the Tenderer's costs following the Tender Period. The Successful Tenderer will not be entitled to extra payment for any such escalation, with respect to the executed Agreement.

The Tenderer acknowledges receipt of the following addendum(s) covering revisions to the Tender Documents.

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

This Tender is irrevocable until November 31<sup>st</sup>, 2020.

**TENDER FORM**

***SELECT MUNICIPAL FACILITIES  
HVAC AND PLUMBING SYSTEMS  
INSPECTION, MAINTENANCE, REPAIR & REPLACEMENT SERVICE***

Please specify experience and relevant training of personnel:

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Please specify similar projects completed:

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References:

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1.

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2.

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3.

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**SCHEDULE OF FACILITIES**

**Transfer Total Pricing from Detailed Schedule as Annual Totals (attached).  
 Submit completed Detailed Schedule with proposals.**

Item	Facility	Annual Total 2021	Annual Total 2022	Annual Total 2023
1.0	Town Hall	\$	\$	\$
2.0	Public Works	\$	\$	\$
3.0	Fire Department	\$	\$	\$
4.0	SE Admin Building	\$	\$	\$
5.0	Civic Centre	\$	\$	\$
6.0	Mount 7 RecPlex	\$	\$	\$
7.0	Airport Terminal	\$	\$	\$
8.0	Visitor Information Centre	\$	\$	\$
<b>Grand Total</b>		\$	\$	\$

**Hourly Rates:      General Contractor – Company Name: \_\_\_\_\_**

Position \_\_\_\_\_      Rate \_\_\_\_\_

Position \_\_\_\_\_      Rate \_\_\_\_\_

Position \_\_\_\_\_      Rate \_\_\_\_\_

Position \_\_\_\_\_      Rate \_\_\_\_\_

**Sub-trade – Company Name: \_\_\_\_\_**

Position \_\_\_\_\_      Rate \_\_\_\_\_

Position \_\_\_\_\_      Rate \_\_\_\_\_

Position \_\_\_\_\_      Rate \_\_\_\_\_

**Bidder's Address and Contact Information**

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_  
Cell \_\_\_\_\_  
Email \_\_\_\_\_  
Fax \_\_\_\_\_  
Attention \_\_\_\_\_

Contractor:

\_\_\_\_\_  
(FULL LEGAL NAME OF CORPORATION, PARTNERSHIP OR INDIVIDUAL)

\_\_\_\_\_  
(AUTHORIZED SIGNATORY)

\_\_\_\_\_  
(AUTHORIZED SIGNATORY)

In Witness Whereof this Agreement has been executed by the parties hereto:

<b>SIGNED AND DELIVERED</b> on behalf of the Town by an authorized representative	<b>SIGNED AND DELIVERED</b> by or on behalf of the Contractor (or by an authorized signatory of the Contractor if a corporation)
_____ (Authorized Authority)	_____ (Contractor or Authorized Signatory)
Chris Cochran	
_____ (PRINTED NAME of Authority)	_____ (PRINTED NAME of Contractor)

**SELECT MUNICIPAL FACILITIES  
HVAC & PLUMBING SYSTEMS  
INSPECTION, MAINTENANCE, REPAIR & REPLACEMENT SERVICE**

Facility	Task	Frequency	Annual Unit Price 2021	Annual Unit Price 2022	Annual Unit Price 2023
	<b>Routine HVAC/plumbing systems inspections/maintenance</b>	<b>Quarterly</b>			
Town Hall					
Public Works					
Fire Department					
SE Admin Building					
Civic Centre					
Mount 7 RecPlex					
Airport Terminal					
Visitor Information Centre					

Facility	Task	Frequency	Annual Unit Price 2021	Annual Unit Price 2022	Annual Unit Price 2023
	<b>Routine HVAC/plumbing systems inspections/maintenance</b>	<b>Annually</b>			
Town Hall					
Public Works					
Fire Department					
SE Admin Building					
Civic Centre					
Mount 7 RecPlex					
Airport Terminal					
Visitor Information Centre					

Facility	Task	Frequency	Annual Unit Price 2021	Annual Unit Price 2022	Annual Unit Price 2023
	<b>Seasonal Furnace and AC Inspection, testing</b>	<b>Twice Annually</b>			
Town Hall					
Public Works					
Fire Department					
SE Admin Building					
Civic Centre					
Mount 7 RecPlex					
Airport Terminal					
Visitor Information Centre					

Facility	Task	Frequency	Annual Unit Price 2021	Annual Unit Price 2022	Annual Unit Price 2023
	<b>Detailed Large Component Condition Assessment Reporting</b>	<b>Annually</b>			
Town Hall					
Public Works					
Fire Department					
SE Admin Building					
Civic Centre					
Mount 7 RecPlex					
Airport Terminal					
Visitor Information Centre					