

City of Coquitlam

Request for Proposals RFP No. 21-033

Supply, Delivery and Installation of One (1) Automated Brine System

Issue Date: February 10, 2021

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PROPOSAL SUBMISSION FORM

APPENDIX A - PREFERRED SPECIFICATIONS - AUTOMATED BRINE SYSTEM

SUMMARY OF KEY INFORMATION

	RFP No. 21-033			
RFP Reference	Supply, Delivery and Installation of One (1) Automated Brine System			
Overview of the Opportunity	The purpose of this RFP is to invite proposals from qualified firms for the Supply , Delivery and Installation of One (1) Automated Brine System as specified within this RFP document.			
Closing Date and Time	2:00 pm local time Wednesday March 3, 2021			
	Proposals are to be consolidated into one PDF file and uploaded electronically through Qfile, the City's file transfer service accessed at qfile.coquitlam.ca/bid			
Instructions for Proposal Submission	 In the "Subject Field" enter: RFP Number and Name Add files in .pdf format and Send (Ensure your web browser remains open until you receive 2 emails from Qfile to confirm receipt.) 			
	Phone 604-927-3037 should assistance be required. The City reserves the right to accept proposals received after the Closing Date and Time.			
Obtaining RFP	RFP Documents are available for download from the City of Coquitlam's website: http://www.coquitlam.ca/Bid-Opportunities			
Documents	Printing of RFP documents is the sole responsibility of the Proponents.			
Instructions to Proponents	The guidelines for participation that will apply to this RFP are posted on the City's website: Instructions to Proponents.			
Questions	Questions are to be submitted in writing quoting the RFP number and name up to 3 business days before the Closing Date sent to email: bid@coquitlam.ca			
Addenda	Proponents are required to check the City's website for any updated information and addenda issued, before the Closing Date at the following website: http://www.coquitlam.ca/Bid-Opportunities			
Withdrawal of Submission	Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: bid@coquitlam.ca prior to the Closing Date and Time.			
Terms and Conditions of Contract	Standard Terms and Conditions - Purchase of Goods and Services are posted on the City's website and will apply to the contract awarded as a result of this RFP.			

DEFINITIONS

"Contract" means the City Purchase Order or City Purchase Contract that will be issued to formalize the Contract with the successful Proponent through negotiation process with the City based on the Proposal submitted and will incorporate by reference the Request for Proposals, the Terms and Conditions of Contract included in this RFP, any additional subsequent information, any addenda issued, the Proponent's response and acceptance by the City.

"Contractor" means the successful Proponent awarded the Contract for the Services described in this RFP. The Contractor agrees to carry out all duties, obligations, work and Services outlined in this RFP, and include all associated documentation, addenda, and mutually agreed revisions subsequent to submission of a Proposal. "Contractor" and "Proponent" are complementary in terms of duties, obligations and responsibilities requested at the RFP stage through to provision of goods and Services.

"City" "Owner" means City of Coquitlam.

"**Price**" means the amount that will be paid by the City to the Contractor for delivery, installation and acceptance of goods and Services.

"Proponent" means responder to this Request for Proposals.

"Proposal" means the submission by the Proponent.

"Request for Proposals" "RFP" shall mean and include the complete set of documents, specifications and addenda incorporated herein, and included in this Request for Proposals.

"Services" means and includes the provision by the successful Proponent of all goods, services, duties, and expectations as further described in this RFP.

"Shall" "Must" "Will" "Mandatory" means a requirement that must be met.

"Supply" "Provide" means supply and pay for and provide and pay for.

1. INSTRUCTIONS TO PROPONENTS

1.1. Purpose

The purpose of this RFP is to invite Proposals from qualified, experienced companies for the **Supply, Delivery and Installation of One (1) Automated Brine System** consisting of brine producing system as well as a brine filling station, as stated within this RFP.

<u>Appendix A – Preferred Specifications – Automated Brine System</u> provides the preferred specifications the City is seeking.

The City is seeking to identify and select qualified Contractors that have the knowledge, resources, experience, reputation and capacity to provide the Goods and Services.

1.2. Proposal Submission

Proponents should complete and submit the information requested in this RFP document on the Proposal Submission Form or in a format that has been approved and is acceptable to the City.

1.3. Instructions to Proponents

Proponents are advised that the rules for participation that will apply to this RFP are posted on the City's website at: Instructions to Proponents.

By submission of a Proposal in response to this RFP, the Proponent agrees and accepts the rules by which the bid process will be conducted.

Proponents should complete and submit the information requested in this RFP document on the **Proposal Submission Form** and **Appendix A – Preferred Specifications – Automated Brine System** or in a format that has been approved and is acceptable to the City.

1.4. Term of Contract

The Term of the Contract is from the issuance of a City Purchase Order to successful receipt, install, commissioning and training of the Automated Brine System.

1.5. Specifications and Alternatives

Wherever the Specifications state a brand name, make, name or manufacturer, trade name, or Contractor catalogue number, it is for the purpose of establishing a grade or standard. It is not intended to rule out competition from equal brands or makes. If goods other than that specified is offered, it is the Proponent's responsibility to provide information in its Proposal that enables the City to confirm equivalency and acceptance.

If the Proponent cannot meet Specifications, the Proponent may identify and offer an alternative which it believes to be an equal or better alternative.

Proponents shall clearly indicate any variances from the City's Specifications or conditions and attach descriptive literature.

1.6. Evaluation Criteria

The criteria for evaluation of the Proposals may include, but is not limited to:

Experience, Reputation, and Resources - 25 points

- Business and technical reputation and capabilities; experience, branch locations and resources
- Past performance
- Industry references (on time delivery, support, performance, etc.)

Technical – 45 points

- Requested Departures
- Key Personnel
- Sub-contractors
- Methodology
- Preventative Maintenance
- Training
- Delivery Lead Time
- Parts availability/lead time
- Compliance with the preferred specifications
- Warranties

<u>Financial and Value Added - 30 points</u>

- Financial offer including, but not limited to, prices, warranty, and any life cycle considerations
- Social Responsibility, Sustainability and Value Added Services

These criteria will be used to determine best overall value to the City. Proposals will be compared to select one or more that are most advantageous.

And, upon selection of one or more lead Proponent(s):

- References may be contacted
- Interviews may be conducted

The criteria listed above will be used to determine best overall value to the City. Proposals will be compared to select one or more that are most advantageous.

The City reserves the right to check references even if they are not specifically listed. Information obtained from references will be confidential and will not be disclosed to any Proponents.

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

Proponents agree the City may disclose names of Proponents and total award amount, however, unevaluated results, unit prices, rates or scores will not be provided to any Proponents.

Incomplete Proposals or Proposals submitted on forms other than the Proposal Form may be rejected.

The City reserves the right to reject without further consideration any Proposal which in its opinion does not meet the criteria it considers essential for the work outlined in this RFP.

1.7. Prices

Prices shall be all-inclusive and stated in (Canadian Funds). Prices shall remain FIRM for the term of the Contract. Taxes are to be shown separately at time of invoicing. The lowest price of any Proposal will not necessarily be accepted but will be analyzed to determine best overall value.

2. GENERAL CONDITIONS OF CONTRACT

2.1. Terms and Conditions of Contract

Award will be confirmed by issue of a City Purchase Order or Purchase Contract incorporating the information contained in this RFP.

The City's <u>Standard Terms and Conditions - Purchase of Goods and Services</u> will apply to this Contract as a result of this RFP and are published on the City's website. The City's <u>Standard Terms and Conditions - Purchase of Goods and Services</u>, the accepted Proposal, addenda and any subsequent clarifications, correspondence, the totality of which will constitute the Contract.

2.2. One Year Guarantee

The Contractor shall guarantee to maintain the work and materials against any defects arising from adverse weather conditions, faulty installation, faulty materials supplied under the Contract, or faulty workmanship, which may appear within one (1) year from the date of acceptance of the work by the City. Faulty or damaged materials shall be replaced, and any defects discovered or failures which occur during the guarantee period, shall be rectified to the satisfaction of the City on-site within 2 weeks of notification. This shall be at no cost to the City

2.3. COVID 19

Contractor is responsible for following all COVID - 19 site safety requirements which are posted by WorkSafeBC and subject to change as the situation evolves:

- https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-industry-information/construction
- Contractor COVID-19 Info Sheet

2.4. On-Site Hazards and Utilities Present

- a) The Contractor is to make themselves aware of any and all on-site hazards including but not limited to underground and overhead utilities in or near to the work area and to take every precaution necessary to eliminate any risk that may exist. If an on-site hazard exists that is causing or may cause injury to any person(s), the Respondent is to take immediate action to mitigate risk and damage, and then to notify the City's contact person.
- b) The locations of all such hazards are to be investigated and verified in the field by the Contractor.

2.5. Site Control and Organization

The Contractor shall at all times be responsible for maintaining safety zones around the worksite with safety barricades and signage to protect workers, City Staff and Public.

The Contractor shall at all times keep the site secure, safe, clean and orderly as the Work allows, with the removal of trash and debris daily.

Operations and Coordination of the Services

The Contractor shall agree to coordinate the execution of the Services with the City such that disruption of the work of all involved is minimized.

2.6. Hours of Work

The Contractor shall carry out the work during regular business hours, and in compliance with the City's Noise Bylaw. Permits will be required for work outside of normal working hours. The Contractor shall be responsible for obtaining any such permits.

3. SCOPE OF SERVICES

3.1. General Requirements

The Contractor is to supply, deliver and install One (1) Brine System to be used in a municipal environment as specified in <u>Appendix A – Preferred Specifications – Automated Brine System</u>. A complete Automated Brine System is to include

- Brine Producing System
- Brine Truck Filling System
- Components and parts necessary to make a complete operating system.

The Automated Brine System is to be the current production model, including, where requested, all manuals, instructions, training and requested spare parts.

The Services include, but are not limited to:

- Supply and delivery of the equipment proposed;
- Installation and provisioning of the complete Automated Brine System
- Training of City staff to operate and maintain the Automated Brine System
- Provide local (Metro Vancouver) dealer warranty service; and
- Provide post-delivery services and parts availability at a local dealer area.

3.2. Existing Infrastructure

The City has two existing storage tanks: 1 (one) x 10,000 gallon and 1 (one) 5000 gallon, constructed of polyethylene. Storage tanks are not included in the Scope of Services of this RFP.

3.3. Quality and Workmanship

The quality and workmanship of the completed delivered product must meet or exceed that of any sample or any other representation made by the Contractor prior to delivery.

3.4. Equipment, Materials and Workmanship

The Contractor shall ensure that they are qualified and experienced and have the necessary resources for the successful completion of the work including any amendments as they may occur during the execution of the Work.

All Work shall be performed by skilled, qualified, and experienced trades personnel.

All workmanship and materials will be subject at any time to the inspection and approval of the City.

Equipment must be in good mechanical repair and not require excessive maintenance or create excessive down time that jeopardizes the Contractors ability to provide the services agreed to.

All equipment, materials and labour utilized and all workmanship shall comply with all current codes, standards, regulations and statutes pertaining to the services including, but not exclusively:

- Canadian Standards Association (CSA)
- Canadian Electrical Code (CE)
- Worker's Compensation Act

3.5. Environmental Considerations

Equipment offered is to be environmentally friendly, including but not limited to the manufacturing process, materials, oils, lubricants, paints and other fluid materials, wherever possible.

3.6. <u>Inspection and Services</u>

A general operation inspection must be performed upon completion of installation. The equipment shall be delivered clean and shall be complete with all equipment required for the equipment to be operable. The installed equipment will be inspected for compliance with the approved Purchase Order and current standards.

3.7. Delivery and Installation

Delivery and Installation is to be scheduled with **minimum 1 weeks' notice**, at a scheduled time that is mutually acceptable to the City, freight prepaid F.O.B to:

City of Coquitlam – Works Yard West 500 Mariner Way Coquitlam, BC, V3K 7B6

An authorized representative of the Contractor shall supervise delivery and installation to the City.

3.8. Warranties

The Contractor agrees to repair or replace any faulty equipment and that any defects discovered and failures which occur during the guarantee period will be rectified to the satisfaction of the City within a reasonable amount of time at no cost to the City.

3.9. Documentation at Time of Delivery

The Contractor is to provide the following documentation upon delivery with each piece of equipment:

Quantity	Description			
1	Warranty document and certifications			
1 set	One complete Service Manual to cover, but not limited to:			
	brine production system			
	brine truck filling system			
	• components			
	electrical equipment			
	 pumps, valves, lcd, ect. 			
1 set	One Parts Manual covering the entire pieces of equipment proposed			
1 set	One set of As-built Electrical Wiring Schematics to cover any and all wiring. This diagram to include part numbers and brand names of parts used			
1 list	All Capacities in litres.			

3.10. <u>Clean Up</u>

At the end of each day the Contractor shall ensure the site is safe and secure and, at the conclusion of work, the Contractor shall clean up and leave the site of the Work in a clean and tidy condition.



City of Coquitlam REQUEST FOR PROPOSALS RFP No. 21-033

Supply, Delivery and Installation of

One (1) Automated Brine System

Proposals will be received on or before 2:00 pm local time on

Wednesday, March 3, 2021

(Closing Date and Time)

INSTRUCTIONS FOR PROPOSAL SUBMISSION

Proposal submissions are to be consolidated into one PDF file and uploaded through QFile, the City's file transfer service accessed at website: qfile.coquitlam.ca/bid

- 1. In the "Subject Field" enter: RFP Number and Name
- 2. Add files in .pdf format and "Send" (Ensure your web browser remains open until you receive 2 emails from Qfile to confirm upload is complete.)

Proponents are responsible to allow ample time to complete the Proposal Submission process. If assistance is required phone 604-927-3037.

Proposal Submission Form				
	Complete and return this section with:			
<u> Appendix A –</u>	Preferred Specifications – Automated Brine System			
Submitted by:	(company name)			

1 PRICE

1.1 Supply and Delivery of One (1) Brine System

The Contractor is to supply, deliver and install One (1) Automated Brine System to be used in a municipal environment as specified in <u>Appendix A – Preferred Specifications – Automated Brine System.</u>

The preferred specifications consist of the Brine producing system as well as the Brine truck filling station, including all necessary components, parts, labour, etc., for a fully functional complete Automated Brine System.

The Automated Brine System is to be the current production model with all the latest updates including, where requested, all manuals, instructions, training and requested spare parts.

The Services include, but are not limited to:

- Supply and Delivery of the equipment proposed;
- Installation and provisioning of the complete Automated Brine System
- Training of City staff to operate and maintain the Automated Brine System
- Provide local (Metro Vancouver) dealer warranty service; and
- Provide post-delivery services and parts availability at a local dealer area.

	AUTOMATED BRINE SYSTEM – MANUFACTURER AND MODEL				
	ITEM	UNIT OF MEASURE	UNIT PRICE		
a)	1 X Brine Producing System				
	Make:	Lump Sum			
	Model:				
b)	1 x Brine Truck Filling Station				
	Make:	Lump Sum			
	Model:				
c)	Delivery:	Lump Sum			
d)	Installation:	Lump Sum			
e)	Other: (State)				
	•	Each			
	•				
	Sub-Total				
	PST				
		GST			
	TOTAL PRICE				

2

3

4

5

1.2 Hourly Rates

Proponent is to provide an hourly labour rate for on-site service work:

	Labour Category	Hourly Rate
REÇ	QUESTED DEPARTURES – CONTRACT	
of C	•	ntract and the <u>Standard Terms and Conditions - Purch</u> pared to enter into that Contract, amended by the
NO	N-COMPLIANCE	
	ly describe any deviations to the City's ur company is unable to comply with.	specifications and requirements outlined in this RFP t
/ou		specifications and requirements outlined in this RFP to
so(Des	CIAL RESPONSIBILITY AND SUSTAINABI scribe all initiatives, policies, programs vards sustainable practises and social r	
Jou Des	CIAL RESPONSIBILITY AND SUSTAINABI scribe all initiatives, policies, programs wards sustainable practises and social refit the City. These may include hiring	LITY and product choices that illustrate your firm's efforts responsibility in providing the services that would
SOCO Descow Descow Descow	CIAL RESPONSIBILITY AND SUSTAINABI scribe all initiatives, policies, programs wards sustainable practises and social refit the City. These may include hiring	LITY and product choices that illustrate your firm's efforts responsibility in providing the services that would

7

6 PROPONENTS EXPERIENCE, REPUTATION AND RESOURCES

a) Proponents to provide information on the following (use the spaces provided and/or attach additional pages, if necessary):				
i. Structure of the Pr	roponent, background, stability and location of branches:			
ii. Proponent is to sta the RFP:	ate relevant experience and qualifications as to the Services requested			
iii. Proponent is to proponent is to proposed in the R	ovide a narrative as to their demonstrated ability to provide the Servico FP:			
REFERENCES				
	Provide current references that the City may contact to verify successful performance of the Services of equipment of a similar manufacturer and model within the last three (3) years:			
Manufacturer and Model				
Company				
Reference Contact				
Telephone and Email				
Year Installed				
Manufacturer and Model				
Company				
Reference Contact				
Telephone and Email				
Year Installed				

8 KEY PERSONNEL & QUALIFICATIONS

The following are the Proponent's staff proposed for this project. The successful Proponent is not to substitute the personnel listed with prior approval of the City.

Name	Position	Years with company/Total years experience	Certification/Qualifications

9 SUBCONTRACTORS

The following Sub-Contractors will be utilized in provision of the services and will comply with all the terms and conditions of this RFP and resulting Contract.

Sub-Contractor	Services Performed	Background and Experience

10 METHODOLOGY

Summarize the key features of your Proposal and the Technical Approach to be used. Provide a brief description the various components required for successful completion of the work.

Delivery, set-up and execution of the work - Proposals should address the plan for the delivery, set up and execution of the work; as well as the disposal, recycle or reuse for the surplus materials.

Quality Assurance - Provide the measures the Project Superintendent will use to maintain quality control at the worksite to completion of the project.

Risk Factors - Describe the risk factors anticipated and how the Proponent intends to mitigate these.

Safety – Proposal is to provide how the Proponent will address safety on the work site.

Delivery, set-up and execution		
Quality Assurance		

11

12

	Risk Factors					
			Safety			
PR	EVE	NTATIVE MAINTENANCE				
P	reve	entative Maintenance – Provide	Attach if neces	ssary:		
		entative maintenance schedule.				
TR	AIN	ING AND MANUALS				
12	.1	Training				
		Describe types of training that wil	l be provided by	the Proponent:		
		Operators – State duration of tra				
	a)	number of attendees and numbe workshops at each location:	r of on-site			
-						
	b)	Training Material				
12	12.2 <u>Manuals</u>					
· ·		Manuals (online/web based/DVD manuals) included:	/USB/paper	State Format available:		
		Parts manual				
	a)	Service manualOperator's manuals				
		 Wiring schematics includi 	_			
		installed systems and equ	ipment			

13 LEAD TIME FOR DELIVERY AND INSTALLATION

Provide the lead time for delivery and installation of the complete Brine System as specified in **Appendix A – Preferred Specifications – Automated Brine System** as the lead time for delivery and installation of the goods is an important consideration in determining overall best value to the City. Deliveries shall be F.O.B. (freight pre-paid) to **City of Coquitlam, Works Yard West, 500 Mariner Way, Coquitlam, BC.**:

Lead Time from issuance of a City Purchase Order to	days
installation and commissioning of Brine System:	

14 WARRANTY

Attach Warranty information including extended warranties. Any additional cost is to be stated:

Description	Price
State Manufacturer Warranty	
Extended Warranty	ď
State term and price:	₽
Other available Warranty	ď
Options:	⊅

15 LEAD TIME FOR PARTS DELIVERY

Orders before 12:00 PM	
Orders before 4:00 PM	

16 ADDENDA

We acknowledge the receipt of the following Addenda related to this Request for Proposal and have incorporated the information received in preparing this Proposal:

Addendum No.	Date Issued

17 AUTHORIZATION

We hereby submit our Proposal for the supply and services as specified and undertake to carry out the work in accordance with all Regulations and Codes, applicable to this RFP.

We agree to the rules of participation outlined in the <u>Instructions to Proponents</u> and should our proposal be selected, will accept the City's contract: <u>Standard Terms and Conditions - Purchase of Goods and Services</u>

The signature is an authorized person of the organization and declares the statements made in their submission are true and accurate.

For the purpose of this RFP submission, electronic signatures will be accepted.

Company Name:	
Address:	
Phone:	
GST Registration No.:	
Project Contact: Name and Title of Individual for communication related to this RFP (please print)	
Contact Email:	
Name & Title of Authorized Signatory: (please print)	
Signature:	
Date:	

APPENDIX A - PREFERRED SPECIFICATIONS - AUTOMATED BRINE SYSTEM

ITEM	DESCRIPTION	MEETS PREFERRED SPECIFICATION YES/NO	PROVIDE INFORMATION / STATE DEVIATION FROM PREFERRED SPECIFICATION
1.	BRINE PRODUCING SYSTEM - OVERALL		
a)	Manufacturer: Model Number: Year of Manufacturer:		
b)	Fully automated system - tank to truck -state		
c)	Size -state dimensions		
d)	Design – self contained -state		
e)	Remote access monitoring and control -state and describe		
f)	Mobility – Forklift pockets built in for ease of mobility		
g)	Mechanicals – protection -state method of protection, weather resistance		
h)	Controls – protection -state method of protection, weather resistance		
2.	BRINE PRODUCTION		
a)	Continuous – Minimum 20,000 litres/hr -state production rating in litres per hour		
b)	Water supply -state minimum water flow required		
c)	Flow -state flow rate in litres per minute		
d)	Fully automated -state automation functionality		
e)	Salt – ability to use treated or untreated salt -state		
f)	Automatic shutdown – low salt/ low or high water -state		

3.	HOPPER	
a)	Hopper – stainless steel construction -state grade of stainless used	
b)	Capacity -state capacity	
c)	Clean out -state construction -describe ease of clean out and access -state method of leakage prevention	
d)	Valves -state what is included -state purpose	
e)	Motor – industrial grade -state make and model of motor -state Voltage requirements	
f)	Sensors – Level -state -state method of protection	
g)	Controller – PLC -state specifications -state if software can be updated – if yes, state process	
h)	Overflow protection -state protection	
4.	SALINITY CONTROL	
a)	100 % automated -state	
b)	Salt Concentration -100% automated — state -density and accuracystate	
c)	Touch Screen - LCD -state	
d)	Data Logging -state options and provide information	
e)	Diagnostics – built in -state	

5.	TRUCK FILLING STATION
a)	Truck Fill Station - free standing -state
b)	Fill Station – Stainless Steel Construction -state grade of stainless used
c)	Size -state dimensions
d)	-state
e)	User accounts -Ability to create multiple user accounts
f)	-state construction -state storage (when hose not in use)
g)	Electric motor -state Voltage requirements -state HP
h)	Motor controller -state Voltage requirements
i)	Pump – stainless design -state grade of stainless used -state GPM
j)	LCD /Keypad Touchscreen -state
k)	Data/Event Logging -state capabilities