



Request for Proposals (RFP)  
RFP NO. 2020-03

REFURBISHMENT OR REPLACEMENT OF HEATING SYSTEM

Proposals will be received at:

City of Dauphin  
c/o Bill Brenner, C.E.T., Director of Public Works & Operations  
100 Main Street South  
Dauphin, MB R7N 1K3

On or before 4:00 p.m. CDT Time on Thursday October 1, 2020.

Electronically submitted or faxed proposals will be accepted on or before the closing date and time if sent to email: [bbrenner@dauphin.ca](mailto:bbrenner@dauphin.ca) or fax: 204-622-3291.

RFP documents may be obtained from the City website or MERX.

ADDENDA

Proponents are required to check the City's website or the MERX website for any updated information and addenda before the closing date at the following website addresses:  
<http://www.dauphin.ca> or <http://www.merx.com>.

The City reserves the right to accept or reject any or all proposals and will not be responsible for any costs incurred by the Proponents in preparing a response. Proposals may be selected in part or in their entirety from the bidder.

Should there be any discrepancy in the information provided, the City's original file copy shall prevail. Proposals will not be opened in public.

Bill Brenner, C.E.T., Director of Public Works & Operations  
Date of issue: September 15, 2020

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## 1. SUMMARY AND BACKGROUND

The City of Dauphin is accepting proposals for the refurbishment or replacement of the existing infrared heating system and associated controls, for Dauphin City Public Works building at 22 –Jackson St., Dauphin, Manitoba. Dauphin Public Works building is a multi-use building containing both office space and two separate storage areas. This proposal is intended to find a solution for the section that currently houses storage for large equipment and the mechanics shop.

In 2019 the permitting and subsequent inspection of the replacement of one of eighteen (18) unvented infrared heaters prompted an order from MB Hydro to rectify the system which does not meet the current Code as stipulated in this information from MB Hydro:

The installations of the heaters are required to comply with code “7.23 Infrared Heaters” in B149.1-15

It is our understanding that the current heating system does not meet the ventilation requirements of this section.

Further details of the scope of the project will be found later in this document.

**Proponents are encouraged to submit multiple options as they see fit.**

The purpose of this Request for Proposals (RFP) is to solicit proposals from various candidate organizations, to conduct a fair and extensive evaluation based on criteria listed herein, and to select the candidate(s) who provide(s) the best proposal to meet the City of Dauphin’s needs.

## 2. PROPOSAL GUIDELINES

This Request for Proposals represents the requirements for an open and competitive process.

Proposals must be delivered to:

Bill Brenner, C.E.T. Director of Public Works & Operations  
City of Dauphin  
100 Main Street South  
Dauphin, MB R7N 1K3  
Telephone: 204-622-3212 Fax: 204-622-3291  
Email: [bbrenner@dauphin.ca](mailto:bbrenner@dauphin.ca)

Proposals will be accepted until 4:00 p.m. CDT Thursday October 1, 2020. Any proposals received after this date and time will be returned to the sender. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, then this must be clearly stated in the proposal.

Additionally, all costs included in proposals must be all-inclusive of any outsourced or contracted work. Any proposals that call for outsourcing or contracting work must include a name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder(s) for this RFP. All contract terms and conditions will be subject to review by the City of Dauphin's solicitor and may include scope, budget, schedule, and other necessary items pertaining to the project. Prior to installation, the winning Proponent must obtain a valid City of Dauphin business license in accordance with City bylaws.

#### **NO CLAIM**

Except as expressly and specifically permitted in this Request for Proposals, no Proponent shall have any claim for any compensation of any kind whatsoever relating to this RFP, including accepting a non-compliant bid, and by submitting a proposal, each Proponent shall be deemed to have agreed that it has no claim.

This is a Request for Proposals and not a tender call or call for quotations. No contractual, tort, or other legal obligations are created or imposed on the City or any other individual, officer, or employee of the City by the Request for Proposals documentation or by submission or consideration of any proposal by the City.

#### **PRICE AND FOB POINT**

All prices submitted shall be in Canadian funds for the entire scope of work in the specifications with options shown separately, where permitted. Price shall be shown in the Proponents Proposal before GST and PST. All other taxes, duties, and insurance in freight shall be included in the price. The lowest price or any proposal will not necessarily be accepted. Proposals are to remain open for acceptance for a minimum of 30 days.

FOB DAUPHIN, MB: 22 Jackson St

## INTERPRETATION OF DOCUMENTS AND QUESTIONS/CLARIFICATIONS

Proponents shall review the RFP documents and shall promptly report and request clarification of any discrepancy, deficiency, ambiguity, error, inconsistency, or omission contained therein. Any such request must be submitted in writing, electronically or otherwise, three business days before the closing date. Where such request results in a change or a clarification to the requirements of the RFP, the City will prepare and issue an addendum to this RFP. All inquiries are to be directed in writing by email, quoting the RFP name and number to: [bbrenner@dauphin.ca](mailto:bbrenner@dauphin.ca).

The City will determine at their sole discretion which enquiries require a response.

## SITE VISITS

Proponents are invited to tour the facility to review building layouts and existing equipment and infrastructure to determine the suitability of proposed solutions. Appointments for site visits can be made by contacting:

Terry Genik  
City of Dauphin  
22 Jackson St  
Dauphin, MB R7N 2M3  
Telephone: 204-648-3291  
[terryg@dauphin.ca](mailto:terryg@dauphin.ca)

Bill Brenner, C.E.T  
City of Dauphin  
100 Main Street South  
Dauphin, MB R7N 1K3  
Telephone: 204-622-3212  
[bbrenner@dauphin.ca](mailto:bbrenner@dauphin.ca)

## ADDENDA

Written addenda are the only means of varying, clarifying, or otherwise changing any of the information contained in this RFP. The City reserves the right to issue addenda up to the closing date. The date set for submitting proposals may be changed if, in the City's opinion, more time is necessary to enable Proponents to revise their proposals. Addenda will state any changes to the proposal closing date and time. Proponents should acknowledge receipt of all addenda in their proposals. It is the sole responsibility of each Proponent to check the City of Dauphin's website or the MERX website for any updated information and addenda before the closing date at the following website addresses:

<http://www.dauphin.ca> or <http://www.merx.com>

Upon submitting a proposal, Proponents will be deemed to have received notice of all addenda that are posted on the City's website and deemed to have considered the information of inclusion in the proposal submitted.

## **COSTS OF PREPARATION OF PROPOSAL**

All proposals shall be prepared by and submitted at the expense of the Proponent.

## **LAW**

This proposal and any resultant award shall be governed by and construed in accordance with the laws of the Province of Manitoba, Canada, which shall be deemed the proper law hereof.

### **3. BUDGET**

The City has budgeted \$100,000 to cover the costs of the work described in this RFP.

### **4. PROJECT SPECIFICATIONS**

#### **GENERAL**

Proponents must provide a cost for the original specifications in this RFP, and if, in addition, an alternate scope is provided, then the Proponent shall clearly indicate any variances from the City's specifications or conditions and attach descriptive literature. The City is not obligated to accept any alternatives. The City will determine what constitutes allowable variations and overall best value.

#### **PROJECT DESCRIPTION**

The City of Dauphin mechanics shop and equipment storage area of the Public Works building is heated by 18 infrared heaters located within a 1350 m<sup>2</sup> area. The City is required to refurbish or replace the existing infrared heating system to ensure that the heating system meets current Code requirements. Proponents will be responsible for providing the City assurance that the proposed solution is acceptable to MB Hydro.

Any proposed refurbishment proposals should:

- demonstrate how Code requirements will be addressed.

Any proposed replacement systems should:

- Meet or exceed current Code requirements
- Provide improved energy efficiency and reduce GHG emissions if feasible;

- Provide quick recovery when equipment is moved in and out of the building during the heating season.

Any proposed heating and ventilation control system should provide:

- improved operation and monitoring capabilities to aid in the proper management of the system,
- interface with existing gas detection system if required
- improve both operational efficiency and accuracy.

### **Supply and Installation**

The proponent will be responsible for the supply and installation of the equipment and any associated control system in accordance with all laws, codes, and regulations and will be responsible for obtaining any licenses, permits, or registrations that are required by law.

The proponent, contractors, and sub-contractors shall be licensed to operate in the City of Dauphin in accordance with its bylaws.

Any equipment supplied shall be of high quality and shall be the manufacturer's most recent model.

At a minimum, a one (1) year parts and labour warranty shall be provided on all goods, materials, equipment and/or services provided.

In the event of a failure, replacement equipment must be readily available to the City of Dauphin. Proponents will be required to provide the City with the appropriate vendors from which to obtain replacements.

Proponents shall provide training, for up to four City staff, on the proper use, care, and maintenance of the system and controls.

### **Commissioning**

The successful proponent will be responsible to provide the City with written confirmation that system meets the requirements of the Code and MB Hydro.

## 5. ADDITIONAL INFORMATION

The City currently has a Honeywell 301C gas detection system installed in the building. There are 3 sensor groups of 2 sensors per group installed at various locations throughout this section of the building.

Existing Infrared Heater Models:

- Solaronics Unvented Infra-red radiant heater Model K-6o DSAN
- Infrasave radiant heaters – Model # IL-37-N-X1

The City does not guarantee and disclaims all liability for the quality, accuracy, completeness, or timeliness of any information contained in these documents.

## 6. SUBMISSION REQUIREMENTS

### GENERAL

Proposals shall clearly identify costs for all equipment and services and be broken down into sufficient detail so that the cost of each service and each piece of equipment can be easily determined. Costs should be clearly identified as a capital cost or ongoing costs. Frequency of payment and terms shall be included for all ongoing costs.

A Proposal Submission Form must accompany each proposal. Multiple options may be submitted as a single proposal with a single Proposal Submission Form or as individual proposals with a Proposal Submission Form with each.

### SIGNATURES

Proposals should be signed by an authorized representative of the Proponent.

### CLOSING DATE AND TIME FOR SUBMISSIONS

Proposals must be received by the City on or before 4:00 p.m. CDT on Thursday October 1, 2020, the “Closing Date and Time”. Proposals are to be submitted to City Hall in sealed envelopes clearly marked “RFP No. 2020-03– REFURBISHMENT OR REPLACEMENT OF HEATING SYSTEM” at the following location:

City of Dauphin  
c/o Bill Brenner, C.E.T., Director of Public Works & Operations



100 Main Street South  
Dauphin, MB R7N 1K3

Or, electronically transmitted or faxed proposals will be accepted if they are received before the closing date and time at email: [bbrenner@dauphin.ca](mailto:bbrenner@dauphin.ca) or fax: 204-622-3291.

Electronically submitted or faxed proposals shall be deemed to be successfully received when displayed as new email or when fax transmittal has been received by the recipient at the City. The City will not be liable for any delay for any reason, including technical delays, spam filters, firewalls, job queue, file size limitations, etc., and late receipt of proposals will be cause for rejection of a proposal.

## 7. PROPOSAL EVALUATION CRITERIA

The City of Dauphin will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposals, your proposal should be complete and should include all of the following criteria:

1. Overall proposal suitability (60%): Proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner. Higher points will be awarded to those proposals that include the ability for the City to take advantage of additional funding as outlined in Section 3.
2. Energy Efficiency and GHG emissions reduction (10%): Proposed solutions will be evaluated on the proposed reductions in energy costs and/or GHG emissions.
3. Value and cost (30%): Proponents will be evaluated on the cost of their proposal in relation to the suitability, and any proposed additional funding solutions.

No totals, weights, prices, or scores will be provided to any Proponent.

The City may elect to short-list some of the Proponents and require short-listed Proponents to provide additional information or details, including making a presentation and/or additional technical information.

The City may elect to enter into negotiations with the Proponent or with any other Proponents concurrently. In no event will the City be required to offer any modified terms to any Proponent prior to entering into a contract, and the City will not be liable to any Proponent as a result of such negotiations.

The City will not be notifying unsuccessful proponents.

# SCHEDULE A - PROPOSAL SUBMISSION FORM

RFP No. 2020-03

## REFURBISHMENT OR REPLACEMENT OF HEATING SYSTEM

CITY OF DAUPHIN

BILL BRENNER, C.E.T., DIRECTOR OF PUBLIC WORKS & OPERATIONS  
100 MAIN STREET SOUTH  
DAUPHIN, MB R7N 1K3

**Submitted by:** \_\_\_\_\_  
(company name)

### PERIOD FOR ACCEPTANCE OF PROPOSAL

The City of Dauphin requests Proposals to remain open for acceptance for a minimum of 30 days. Our Proposal will remain open for acceptance by the City for a period of \_\_\_\_\_ days from the Closing Date and Time.

### INSTALLATION SCHEDULE

Installation will commence on or before \_\_\_\_\_, 2020.

Installation time will be a total of \_\_\_\_\_ days.

Estimated length of time without a fully functioning heating system \_\_\_\_\_ .

### VALUED ADDED

Proponents are to provide information on what makes your firm innovative, what is your competitive advantage, and what other services your firm provides that would assist or would be of benefit to the City:

### ADDENDA

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

Addendum No.	Date Issued	Date Received

**AUTHORIZATION**

We hereby submit our proposal for the refurbishment or replacement of a heating system as described in this RFP and confirm that price and other information contained in this proposal are correct, and that the signature(s) below are those of duly authorized officer(s) of the Proponent having the authority necessary to make this proposal.

<b>Company Name</b>	
<b>Street Address</b>	
<b>City, Province &amp; Postal Code</b>	
<b>Tel No.</b>	
<b>Fax No.</b>	
<b>Email</b>	
<b>GST/HST Registration No.</b>	
<b>Name and Title</b> (please print)	
<b>Signature:</b>	
<b>Date:</b>	

- End of Proposal Submission Form -