



THE MUNICIPALITY OF

LAMBTON SHORES

2023 Capital Procurement

202302 - Request for Proposals

**Port Franks Community Centre HVAC Upgrade**

**Closing date:** Tuesday January 31, 2023 at 11:00 a.m.



THE MUNICIPALITY OF  
**LAMBTON SHORES**

## **INFORMATION TO BIDDERS DOWNLOADING THIS DOCUMENT**

Bidders downloading this document from the Municipality of Lambton Shores website must register with the Community Services Department to be added to the Bidders list. Interested Bidders are required to complete the information below and return this form via fax or email to:

519-243-3500

rshaw@lambtonshores.ca

Bidders who do not register may not receive any additional information or addendums relating to this project.

### **Bidder Registration Form**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Project Name: Port Franks Community Centre HVAC Upgrade

***Fax to: 519-243-3500  
Email: rshaw@lambtonshores.ca  
Attention: Community Services Department***

## **INSTRUCTIONS**

The Municipality of Lambton Shores, here in after referred to as the Municipality, invites RFP's for:

The supply, delivery and installation of HVAC units at the Port Franks Community Centre.

**RFP's not submitted in strict accordance with these instructions or not complying with the requirements laid down in the documents may be rejected.**

### **1. GENERAL**

The purpose of this Request for Proposal is to receive proposals from interested suppliers for the supply of equipment as detailed in the Request for Proposals documents.

The Municipality shall not be liable for any costs of preparation of any part of Proposal submissions.

### **2. RFP DOCUMENTS**

Interested suppliers may obtain the proposal documents *online* at [www.lambtonshores.ca](http://www.lambtonshores.ca).

The lowest or any RFP will not necessarily be accepted. Facsimile and electronic tender submissions will NOT be accepted. Duration of offer must be a minimum of ninety (90) days.

The closing date for submissions is **Tuesday January 31<sup>st</sup> 2023 @ 11:00:00 am local time** to the Northville Community Services Office, 9575 Port Franks Road, Thedford, Ontario N0M 2N0. Closing time will be determined as shown on the clock within the Community Services office general reception area.

### **3. BIDDER REGISTRATION**

Bidders downloading this document from the Municipality of Lambton Shores website are **required** to register with the Community Services Department to be added to the Bidders list. Interested Bidders are required to complete the Bidder Registration Form and return this form via email or fax to:

rshaw@lambtonshores.ca

or

519-243-3500

Bidders who do not register may not receive any additional information or addendums relating to this project that would disqualify their bid.

A respondent who signs and returns the Bidder Registration is not obligated to submit a RFP.

#### **4. DISCREPANCIES OR OMISSIONS**

Proponents that find discrepancies or omissions in the specifications or other documents or having any doubts concerning the meaning or intent of any part thereof, should immediately request in written form, either by email or mail, clarification from the Municipality. Upon receipt of the written request for clarification, the Municipality will send written instructions or explanations to all parties registered as having returned the Acknowledgement Letter. No responsibility will be accepted for oral instructions.

Proponents are responsible to verify that they have received a complete package of proposal documents.

Alterations or amendments to any of the proposal documents shall only be effective by written notice from the Municipality.

Amendments to the proposal documents in the form of an addendum shall become part of the Proposal Documents. Proponents shall be responsible to ascertain that they have received all addendums.

#### **5. EXAMINATION OF CONTRACT DOCUMENTS**

The Proponent shall be deemed to have satisfied himself as to the sufficiency of the RFP for the product and the prices stated on the RFP Form. These prices shall cover all obligations under the RFP, and all matters necessary for the proper supply of the product.

#### **6. PROOF OF ABILITY**

The Proponent shall be competent and capable of supplying the product. The Municipality may request proof of ability.

#### **7. REQUEST FOR PROPOSAL SUBMISSIONS**

Proposal submissions must include, but not limited to the following:

- Schedule A – Bidder Information
- Schedule B – Specification Form
- Schedule C – Form of Proposal

Each proposal and any attachments must be submitted in a sealed envelope clearly marked:

## **“Request for Proposal for the Port Franks Community Centre HVAC Upgrade”**

RFP’s submitted by fax or electronically will not be accepted.

Proposals may be rejected for one or more of the following reasons:

- a) Bids arriving after the closing time and date as specified in this document
- b) Bids received in a form other than the forms supplied
- c) Bids not completed in ink or by type
- d) Bids containing any other form of alteration, including but not limited to include; strike-out, white-out, without initials.
- e) Bids not properly signed, witnessed, and/or sealed
- f) Bids that have not acknowledged addendums

The Municipality reserves the right to accept any Proposal or reject any or all Proposal and waive formalities as the interests of the Municipality may require.

Tenders shall remain open for acceptance by the Municipality for a period of ninety (90) calendar days after the closing date.

### **8. WITHDRAWAL OF PROPOSALS**

A proposal submitted in accordance with the instructions in the proposal documents may be withdrawn prior to the date and time of the close of proposals.

Proposals not withdrawn before the date and time of closing shall be irrevocable and remain open for acceptance by the Municipality.

### **9. NEGOTIATION**

The Municipality may award the RFP on the basis of proposals received without discussion. The Municipality reserves the right to enter into negotiations with the selected proponent(s). If the Municipality cannot negotiate an acceptable agreement with the successful proponent the Municipality may terminate negotiations and being negotiations with the next selected proponent. No proponent shall have any rights against the Municipality arising from negotiations.

### **10. PROPOSAL EVALUATION**

The Municipality reserves the right to accept or reject any and all proposals and to waive irregularities and informalities at its discretion. The Municipality reserves the right to accept a proposal other than the lowest price proposal without stating reasons. By the act of submitting its proposal, the proposal waives the right to contest in any proceedings or action the right of the Municipality to award the purchase contract to any proponent in its sole discretion.

## **THE LOWEST OR ANY PROPOSAL WILL NOT NECESSARILY BE ACCEPTED**

The Municipality will evaluate proposals based on the following items:

- Product Specifications and ability to meet the operational needs of the Municipality of Lambton Shores
- Product Warranty
- Timely Delivery Schedule
- Price

### **11.ACCEPTANCE OF PROPOSAL**

Acceptance of a proposal shall be communicated by written notice from the Municipality to the successful proponent. Such acceptance shall bind the successful proponent to execute a purchase agreement with the Municipality.

### **12.INQUIRIES**

Direct all inquiries regarding the Request for Proposals to the Municipalities contact in the notice page.

### **13.IDEMNIFICATION AND INSURANCE**

The successful proponent will, at all times, indemnify and save harmless the Municipality, their officers, employees and agents from and against all claims, demands, losses, costs, damages, action, suite or other proceedings made, sustained, brought or prosecuted that are based upon, or caused in any way by anything done or omitted to be done by the proponent or any of its officers, directors, employees, or agents in connection with the services performed, purportedly performed or required to be performed by the proponent under this proposal and subsequent contractual agreement.

### **14.MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT**

In accordance with MFIPPA, this is to advise that any personal information proponents provide is being collected under the authority of the Municipal Act and will be used exclusively in the selection process. All proposals submitted become the property of the Municipality. Proponents are reminded to identify in their proposal material any specific scientific, technical, commercial proprietary, or similar confidential information, the disclosure of which could cause them injury. Complete proposals are not to be identified as confidential. The information contained in this proposal document may be utilized by the proponent solely for the purpose of preparing a proposal for submission to the Municipality. Any other use of the information for any other purpose is not authorized by the Municipality.

**SCHEDULE A – BIDDER INFORMATION**

Bidders are requested to respond to this Request for Proposals as instructed subject to the provisions contained herein.

Name of Bidder: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax No: \_\_\_\_\_

E-mail: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

**SCHEDULE B – SPECIFICATION FORM**

The Municipality is requesting proposals for the supply, delivery and installation of several HVAC units/systems that service the Port Franks Community Centre.

The following table provides an opportunity for vendors to describe their proposed units and will be used to evaluate proposals. We understand the difficulty of designing a specification sheet that conforms to all of the different manufacturer’s specifications. As a result, we have included a column for the Proponent to confirm compliance with the specification or specify variations. This column must be completed and submitted.

**Specifications for HVAC Upgrades**

	Existing Unit to be replaced/updated	Specify Actual
Location in Building: Furnace is located in the front Entrance Maintenance Room, Condensing unit located near West Exit. This unit services the main entrance, kitchen and hallway	<b>1 Ducane Residential Furnace equipped with 1 Ruud Condensing Unit.</b>	
Location in Building: Furnace is located in the West Wing front entrance storage room. Condensing unit located near West Exit. This unit services the West Wing entrance, hallway and washrooms as well as an office.	<b>1 Carrier Residential Furnace equipped with 1 Ruud Condensing Unit.</b>	
Location in Building: Furnace Units located in the Main Hall Storage Room (Quilters Room). Condensing Units located outside South Exit. These units service the main Optimist Hall.	<b>2 Rheem Residential Furnaces equipped with 2 Ruud Condensing Units.</b>	
Location in Building: Furnace is located in the Upstairs Optimists recreation Room. Condensing Unit is located at the East Side of the building. This unit services the Recreation room and downstairs library.	<b>1 Carrier Residential Furnace equipped with 1 Goodman Condensing Unit.</b>	



	Existing Unit to be replaced/updated	Specify Actual
<p>Location in Building:</p> <p>Split Unit Air Conditioning Unit is located in the Optimists Upstairs Recreation room.                      Condensing unit is located on the outside East Wall.                      This unit services the Upstairs Recreation Room.</p>	<p><b>1 Comfortaire split unit air conditioner equipped with 1 Outside Condensing Unit.</b></p>	
<p>Location in Building:</p> <p>Roof Top Units are located on the South side roof of the building.</p> <p>These units service the West Wing Hall of the building.</p>	<p><b>2 Carrier Roof Top Units (5 ton), equipped for both heating and cooling.</b></p>	

**Schedule B Continued:**

- All existing ductwork should be used when available.
- All work must be carried out by licensed contractors. (Certificates of qualifications may be asked for by the Manager of Parks and Facilities prior to work being awarded.)
- All safety devices must be tested upon completion.
- Contractor is responsible for removal and disposal of existing equipment.
- All zones shall be equipped with new programmable thermostats.
- 4 hours of staff training shall be provided upon completion of project.
- A mandatory site meeting must be made by appointment with the Manager of Parks and Facilities prior to submission.

**SCHEDULE C - FORM OF PROPOSAL**

The price shall be in Canadian funds and include duties, royalties, handling, levies, transportation, delivery, dealer preparation, overhead, profit and all other charges. Any and all taxes are to be shown separately.

The Municipality of Lambton Shores is part of the Broader Public Service of the Province of Ontario and as such is entitled to the concessions (discounts) as arranged by the Ministry of Government Services under VOR: OSS 00163907 and VOR: OSS074422

According to the RFP specifications, pricing is to be submitted to provide for the following: F.O.B. Northville, Ontario and shall be good for the duration of ninety (90) days from date of tender opening:

1. Supply, Delivery and Installation of replacement HVAC equipment pursuant to all terms and conditions outlined in the Specification Section herein.

Price \$ \_\_\_\_\_

HST \$ \_\_\_\_\_

**TOTAL RFP SUM \$ \_\_\_\_\_**

**Supplier Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_

These units shall be delivered FOB Thedford ON no later than:  
(Contractor to determine)

\_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Person

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date