

---

MUNICIPALITY OF THE COUNTY OF

---

# ANTIGONISH

**Request for Proposal- MCA-ACU2019**

***Replacement of Air Condensing Units  
(1- 20-ton unit & 1- 12.5- ton unit)***

***Important Dates:***

*Closing 12 noon ADT Friday, November 15, 2019 (Not a Public Opening)  
Site Preview at 10 am ADT November 7<sup>th</sup> or November 12<sup>th</sup>, 2019*

**Issued: October 2019**

---

## **1.0 SCOPE OF WORK**

This Request for Proposal (RFP) outlines the requirements of the Municipality of the County of Antigonish (Municipality) regarding replacing a 20-ton failing condensing unit, and a 12.5 -ton condensing unit and to upgrade the system to R-410A refrigerant. This project also includes the replacement of the cooling coil in the air handling unit, and the replacement of the refrigerant gas lines between the indoor air handling unit and the outdoor condensing unit. It is currently a York air conditioner that was installed when the building was commissioned in 2002; any new machinery or equipment would have to at a minimum be compatible with the existing system components not being replaced. The 20-ton unit has a defective compressor, it runs but is not pumping. These units are located in an attic and on roof and will require crane work to remove.

Description of work to include but not limited to:

- Reclaim refrigerant, decommission and disconnect condensing unit on roof.
- Crane and remove old unit for disposal.
- Crane in new condensing unit and place onto the existing sleepers.
- Disconnect and remove refrigerant lines back to air handling units.
- Disassemble panel for air handler, disconnect, remove disposal of cooling coil.
- Maneuver coil through hatch (access point- see photos in appendix D) into mechanical room.
- Install coil into air handler.
- Install new refrigerant lines.
- Implement a leak check system.
- Evacuate and charge system.
- Provide system start -up and commissioning.
- Operational check.

Please include details on electrical work and supports provided and needed, including and necessary electrical shut offs and start ups.

A **site preview** will be held on **November 7th<sup>th</sup> & 12th** at 10:00 am ADT at the building, 285 Beech Hill Rd. A site preview is mandatory. Send an email to [tammy.feltmate@antigonishcounty.ns.ca](mailto:tammy.feltmate@antigonishcounty.ns.ca) to confirm your attendance.

## **2.0 BACKGROUND**

### **2.1 Building and Site**

The building is located at 285 Beech Hill Road and was constructed in 2002. It is a single storey wood-framed construction with approximately 10,500 square feet of floor area. Wood trusses support the roof wood sheathing and the top layer is asphalt shingles.

The air conditioning units are located in an attic unit and will require careful removal with a crane. A site visit is required.

## 2.2 Electrical

The building electrical service is 208/120 3 phase, 4 wire, 600 ampere.

## **3.0 SYSTEM REQUIREMENTS**

3.1 Units- Looking for new replacement units that are efficient, reliable and low maintenance that work with the existing components, and location, please note size requirements/ restrictions are relevant because of location and access; the current units are **York**.

- A 20-ton (or equivalent) condensing unit that works with existing infrastructure.
- A 12.5- ton (or equivalent) condensing unit that works with existing infrastructure.

## 3.4 General

- All electrical work shall meet the Canadian Electrical Code requirements.
- The successful bidder is expected to carry all costs and coordinate all inspections associated with electrical permitting.
- All other work shall be carried out to good industry practice.
- The contractor(s) is responsible for all work to conform to professional standards of care and practice, to be of the highest quality and be free from all faults, defects and errors.
- All work to be performed shall be in accordance with all applicable municipal, provincial, and federal regulations and codes. The contractor(s) accept liability for any work required to complete the job or rectify deficiencies in accordance with such codes and indemnifies the Municipality of the County of Antigonish in the event of injury, damage, claim, or action arising from the contractor's failure to comply with all regulations and codes. In any case of conflict or discrepancy, the most stringent of requirement shall apply.

## **4.0 PROPOSAL REQUIREMENTS**

In order to evaluate a bidder's proposal, the following documents are required.

- Replacement unit data sheets to include:
  - Dimensions
  - Warranty
  - Efficiency rating
- NSCSA letter of good standing.
- Workers compensation letter of good standing.
- Proof of business insurance (certificate of liability, property, automobile, etc. As applicable).
- Proposed schedule for work; include in RFP form.
- General safety plan – including hazard assessment and may include fall protection, staging, scaffolding.

- Name and qualifications of on-site supervisor - include CV.
- Name and qualifications of the technical support person(s).
- List of recent projects complete with owner contact information (see form in Appendix B)
- List of other memberships – BBB etc.
- Other major component warranty details.
- Detailed description of the labour and minor components warranty.
- A general description of the system and documentation to demonstrate the monitoring features.

## **5.0 Other Items**

### 5.1 Monitoring

The system shall have the capability for being linked into our current monitoring system that is supported by Carmichael Engineering Ltd.

### 5.4 Probable Schedule (2019)

The project is to be substantially complete and turned over to the Owner within four (4) weeks from permission to proceed.

## **6.0 SUBMISSION AND EVALUATION**

### 6.1 Submission of Proposal

1. The RFP closing date and time is **Friday, November 15, 2019 at 12:00 noon local time. It is not a public opening.**
2. The RFP closing location is the Municipal Administration Building, 285 Beech Hill Road, Antigonish, NS
3. All sealed and time stamped proposals will be secured in the Municipal vault.

Proposals sent by post and courier should be clearly identified as to contents and directed to the attention of Mr. Daryl Myers, Director of Public Works, 285 Beech Hill Road, Antigonish, NS B2G 0B4. Mailed and couriered items must be received prior to Friday November 15, 2019 at 12:00 noon local time.

4. Proposals may be amended or withdrawn by post, courier or fax, if received prior to the closing. Amendment of individual price items is the only acceptable price amendment. Amendments shall not disclose either the original or revised total price. Amendments or withdrawals will be clearly identified as such.
5. A minimum of two (2) paper copies and one (1) digital copy of the proposal shall be submitted.
6. Late proposals shall be returned unopened.

7. All proposals shall be and remain irrevocable unless withdrawn prior to the designated closing time.
8. All communications and questions for clarification regarding the contents of this RFP shall be forwarded by letter, e-mail, or fax to the individual noted below:

Daryl Myers, Director of Public Works  
Municipality of the County of Antigonish  
285 Beech Hill Road  
Antigonish, NS B2G 0B4  
e-mail: [dmyers@antigonishcounty.ns.ca](mailto:dmyers@antigonishcounty.ns.ca)  
Telephone: 902 863-1117  
Fax: 902 863-5751

9. All requests for clarification must be received in writing at least four (4) working days prior to the closing date to allow written clarification to be issued to all respondents. Verbal responses are only binding when confirmed by written addenda.
10. If the Municipality considers that correction, explanation or interpretation is necessary; the Municipal Clerk will issue a written addendum. **All addenda shall form part of the submission and the Contract Documents.**

## 6.2 Proposal Content

Proposals should be detailed enough to demonstrate how the Proponent's expertise, staff, and resources best meets the needs of the Municipality as described in this RFP.

When detailing expertise, the Proponents shall reference their expertise as it pertains to the Scope of Work provided, tailoring it specifically to the needs of the Municipality.

The proposal shall include the following information:

- Corporate background
- Current total staffing and clients
- Summary of related experience (maximum 2 pages)
- Completed "Recent Experience Summary Form" (see Appendix B)

All CV's shall, at a minimum, contain the following information:

- Name and credentials
- Training and Experience

## 6.3 Evaluation Process and Criteria

All submissions received prior to closing will be evaluated according to the procedure outlined in this section. A review panel consisting of Municipal Staff and an external engineering advisor will evaluate all proposals using the criteria below. The Review Panel shall score all firms as per the criteria, with highest scoring firm being

recommended to Council for approval. Opening of RFP responses will be a closed opening, to allow for thorough evaluation.

Proposals will be evaluated and ranked according to the following criteria:

- Company – 25%
  - Experience with systems of this sort and References
  - Stability/years in business
  - Personnel qualifications and Accreditation
- Quality of Proposal – 25%
  - level of effort, presentation, response to need and technology proposed, thoroughness, etc.
- Price – 35%
  - Lump Sum
  - Warranty
- Safety & Safety Qualifications\* – 15%
  - Safety plan
  - NSCSA standing and Workers Compensation letter of good standing.
  - Demonstrated Safety Training associated with position and project.

**\* NOTE**

**Omission of regulatory information (e.g. proof of insurance, NS safety certification, workers compensation letter of good standing) will disqualify the proposal.**

## **7.0 TERMS AND CONDITIONS**

### 7.1 Agreement

By submitting a proposal in response to this RFP, the Proponent agrees to abide by the terms and conditions outlined in this RFP. All proposals shall remain irrevocable unless withdrawn in writing prior to the designated closing time.

Notice in writing to a proponent of the acceptance of its proposal by the Municipality will constitute a contract for the goods and services.

### 7.2 Costs

The lump sum price submitted in accordance with this RFP will be used to assist in value judgments for a comparative analysis.

### 7.3 Privilege

The Municipality reserves the right to:

1. Suspend or cancel the RFP at any time for any reason without penalty.

2. Reject any or all proposals, not necessarily accept the lowest proposal, or to accept any which it may consider being in the best interest of the Municipality. The Municipality also reserves the right to waive formality, informality or technicality in any proposal.
3. In the event that a number of submissions are substantially the same amount or score, the Municipality may, at its discretion, call upon those Bidders to submit further bids.
4. In the event the contractor fails to perform any work in accordance with specifications or leaves work unfinished, the Municipality of the County of Antigonish may enlist another, whom they deem fit, to complete the work. The contractor is liable for the cost this incurs the Municipality and the amount will be deducted from the price of the job or payment for the job completed.

### 8.5 Confidentiality

This document may not be used for any purpose other than the submission of a proposal.

By submitting a Proposal, the Proponent agrees to public disclosure of its contents subject to the provisions of the *Municipal Government Act* relating to Freedom of Information and Protection of Privacy. Anything submitted in the Form of Proposal that the proponent considers being “personal information” or “confidential information” of a proprietary nature should be marked confidential and will be subject to appropriate consideration of the *Municipal Government Act* as noted above.

The work described in this RFP is being conducted with public funds, and the fees and expenses proposed in the Proponent’s submission will be made public.

### 8.6 Law

The law applicable to this RFP and any subsequent agreements shall be the law in force in the Province of Nova Scotia.

In responding to this RFP, Proponents warrant their compliance with all appropriate Municipal, Provincial and Federal regulations, laws and orders. Respondents must agree to indemnify the Municipality and its employees if they fail to comply, and the Municipality reserves the right to cancel any agreement arising from this RFP if the proponent fails to comply with the above.

The selected firm shall indemnify the Municipality, its officers and employees against any damage caused to the Municipality as a result of any negligence or unlawful acts of the successful proponent or its employees. Similarly, the successful proponents shall agree to indemnify the Municipality, its officers and employees against any claims or costs initiated by third parties as a result of any negligence or wrongful acts of the successful proponent or its employees.

In addition to these general Terms and Conditions this Tender is subject to Atlantic Provinces Standard Terms and Conditions for Goods and Services, <http://www.atlanticsuppliers.ca/acts-regulations/atlantic-provinces-standard-terms-and-conditions-goods-and-services/#2>

## 8.7 Proposal Submission and Evaluation

### *8.7.1 Proposal Preparation*

All expenses incurred in the preparation and presentations of the response to this RFP are entirely the responsibility of the Proponent. This includes but is not limited to labour, materials and the cost of site visits if applicable.

### *8.7.2 Method of Submission*

Facsimile, and e-mail, will be considered; it is the responsibility of the respondent to ensure the proposal is received in full. Proposals can be dropped off to 285 Beech Hill Rd during open hours of 9am- 4:30pm Monday- Friday. Telephoned submissions will not be considered. Electronic submissions must be compiled into one (1) document in .pdf format.

### *8.7.3 Completeness*

It is the Proponent's responsibility to ensure that their proposal is complete and is delivered to the Municipality by the date and time indicated. Proposals submitted after the above noted time will be returned unopened.

### *8.7.4 Conflict of Interest*

The Municipality reserves the right to disqualify bidders if there is an existing or recent business or personal relationship which can be perceived as causing a conflict of interest.

Proposals shall contain a declaration of conflict of interest and describe how the Proponent is to deal with that conflict of interest. An example of a potential conflict of interest is the review of Subdivision Developments that have been designed by the Proponent.

## 8.8 Data

All data materials, and information collected, and work products created (i.e. drawings, calculations, reports) either directly for, or in support of the work outlined in the RFP is the property of the Municipality.

The successful Proponent is expected to submit both paper and digital copies (.pdf) of all work completed to the Director of Public Works or their designate.

The consultant shall not be permitted to publish or in any way use said information without the expression or final approval of the Municipality of the County of Antigonish.



### 8.9 Payment

The successful proponent is to propose a payment schedule.

### 8.10 Contract

The successful Proponent shall enter into a contract within 30 days of award.

### 8.11 Exclusion Clause

Except as expressly and specifically permitted in these instructions to proponents, no proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in this RFP and by submitting a proposal, each proponent shall be deemed to have agreed that it has no claim.

## **Appendix A – Reference Documents**

A.1 photo — Building Photo (looking East for reference only.)

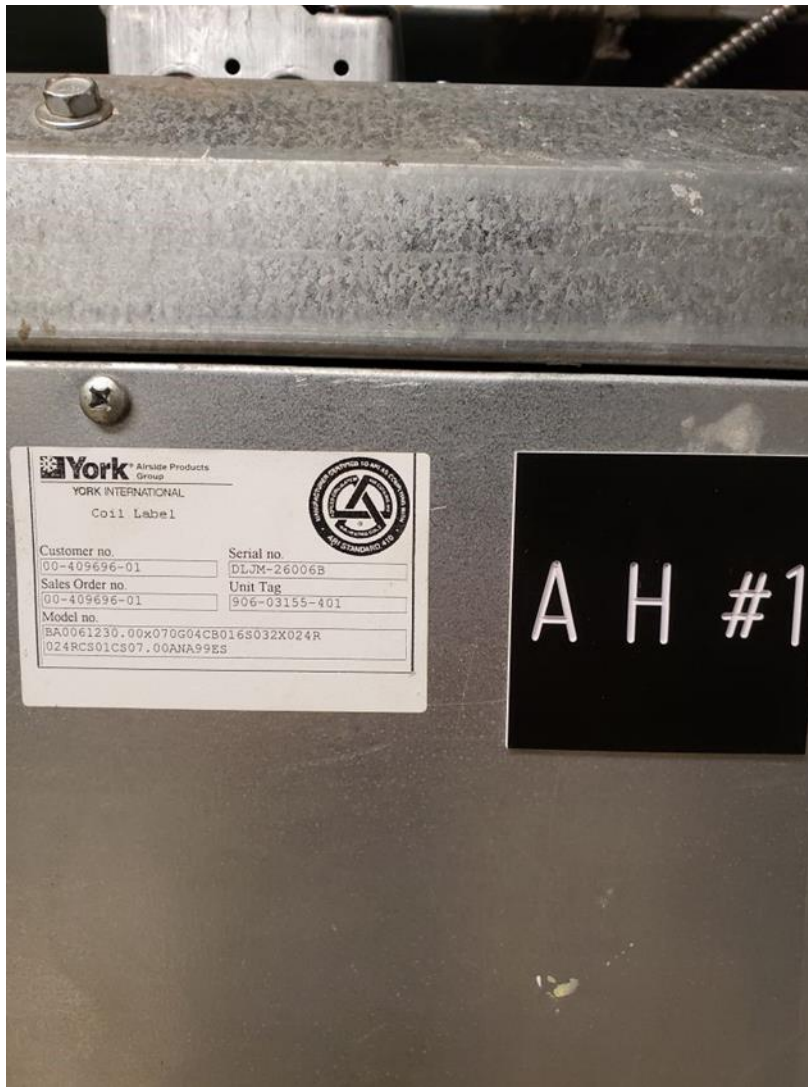


## Appendix B – Departmental Contact Information

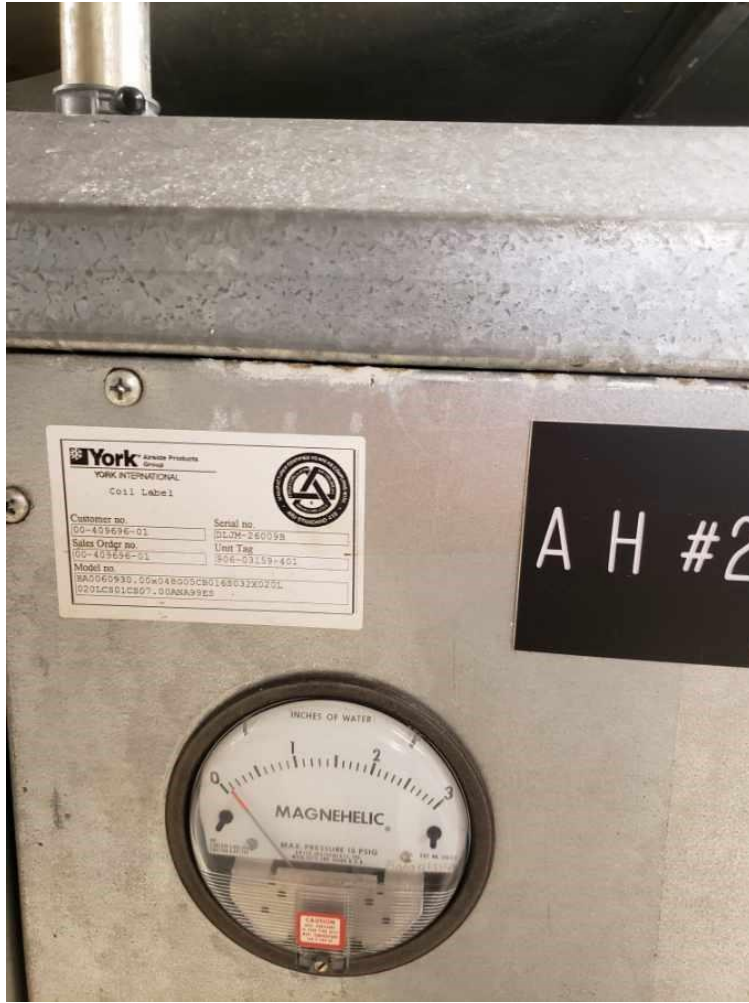
Director of Public Works – Daryl Myers  
[dmyers@antigonishcounty.ns.ca](mailto:dmyers@antigonishcounty.ns.ca)  
902-863-5004

Director Sustainable Communities – Tammy Feltmate  
[tammy.feltmate@antigonishcounty.ns.ca](mailto:tammy.feltmate@antigonishcounty.ns.ca)  
902-863-1117

## Appendix C Additional Photos to provide info on system and location of current system



**Air Handler Unit #1**



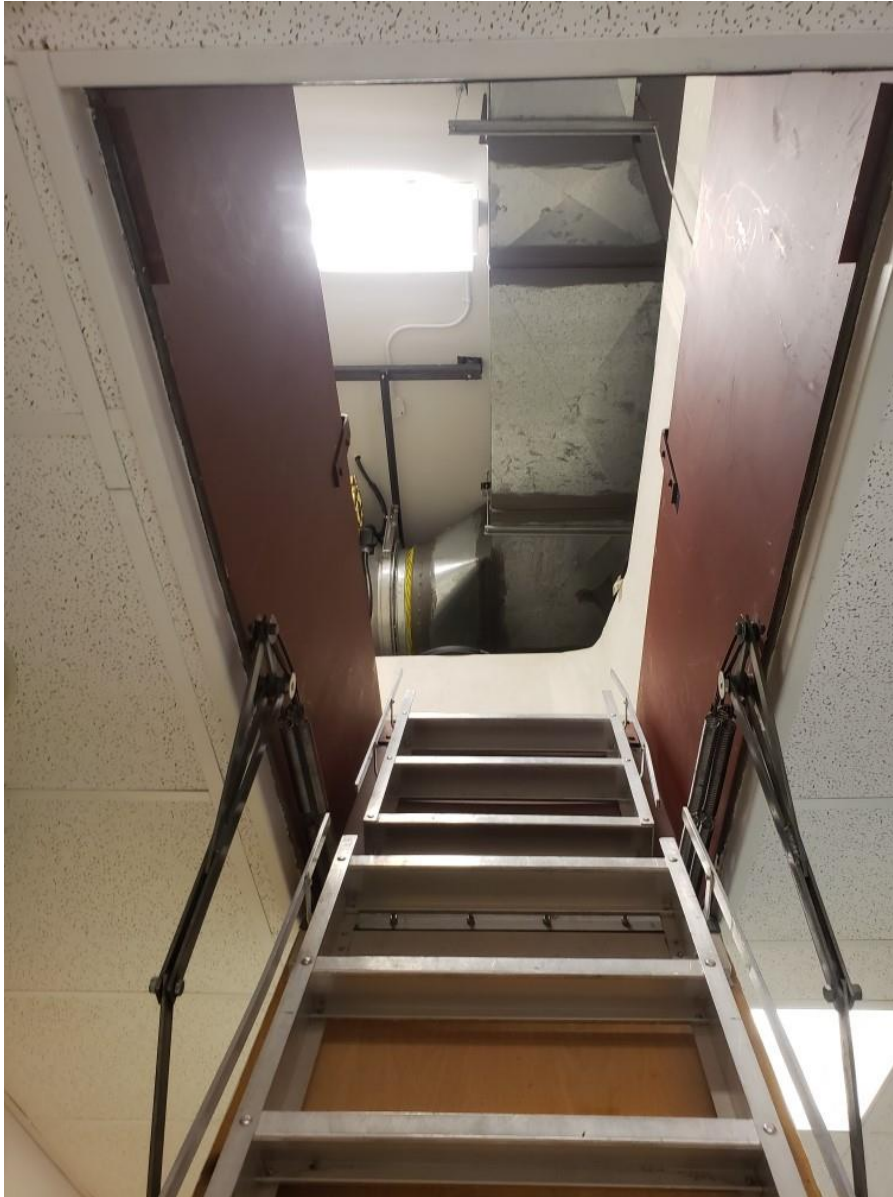
**Air Handler Unit #2**

**Panoramic of attic space where units are located.**





**Attic with entrance opening with  
has a collapsible folding staircase that opens into the printer/ equipment room.**



**Access Staircase to Air**

**Handlers.**



**Stairs to Air Handler units.**

**Appendix D RFP / Tender Form**

**Request For Proposals Form**

1. **Project:** Replacement of AC units (1-20 ton unit & 1 12.5 -ton unit) Municipal Administration Building at 285 Beech Hill Rd., Antigonish County.

**Location:** 285 Beech Hill Rd, Antigonish County, Nova Scotia, B2G 0B4.

**Submitted to** Daryl Myers, Director of Public Works by 12 noon ADT Friday Nov 15<sup>th</sup>, 2019

2. **Bidder:**

<b>Legal Name</b>		
<b>Address</b>	<b>Mailing:</b>	<b>Physical:</b>
<b>Telephone Number</b>	1.	2.
<b>HST Number:</b>		<b>GST Number:</b>
<b>Project Lead</b>	<b>Name and Title:</b>	<b>Best contact information:</b>
<b>Project Personnel Names:</b> 1.  2.  3.  4.	<b>Position</b>	<b>Qualifications/ Experience</b>

**3. Project Experience/ References (minimum of three):**

Provide a minimum of three past contracts relevant to this project that were successfully completed. If possible, provide references that reflect a project in similar or greater in value and size.

Name, Position and Telephone Number	Project Description	Date of completion and length of project.	Project Contract Value
1.			\$
2.			\$
3.			\$

**Pricing & Material-** Describe all materials, net costs and prices. Quote in Canadian dollars. All costs expected to be covered in payment should be outlined and included and disclosed here in this tender document. If a contract is awarded, no funds, no sums will be paid by the Municipality for any reason except those disclosed and agreed upon in the Tender. When and where appropriate attach a project cost outline to the Tender Application, including a detailed list of all materials, including brands, to be used.

**Total Project Cost (before HST) \$ \_\_\_\_\_**



**Material List & Comments:**

**Please indicate if you have attached additional information regarding materials, pricing and project costs.**

**Attachments included:** Yes  No

**Timeline for project:**

Once project is awarded, how many workdays before this project will be started? Number of workdays: \_\_\_\_\_ before project will be started.

Number of workdays for this project to be completed: \_\_\_\_\_workdays over \_\_\_\_\_weeks.

As this is an outdoor project how many days are built into this schedule for weather complications/ interferences: \_\_\_\_\_.

Warranty length and description including labor and equipment:  
\_\_\_\_\_.

Warranty info:

**Tender submission understanding,**

I submit this tender having read and understood all terms, conditions, and specifications stated in this document and agree to these terms, conditions and specifications for this tender.

Name of Contractor/ Bidder representative (printed or typed):

\_\_\_\_\_

Signature of same Representative:

\_\_\_\_\_

Date: \_\_\_\_\_

Witness Name and Role (print or type):

\_\_\_\_\_

Signature or Witness:

\_\_\_\_\_

Date: \_\_\_\_\_

**Summary of quote:**

Company legal name: \_\_\_\_\_

Address:

\_\_\_\_\_

Contact info:

\_\_\_\_\_

Price quoted for work: \$\_\_\_\_\_ Time proposed to complete work: \_\_\_\_\_ workdays over \_\_\_\_\_ weeks.