



**REGIONAL DISTRICT
of Fraser-Fort George**

INVITATION TO TENDER ES-16-08

**SUPPLY AND INSTALL
OF ONE ROOFTOP CHILLER UNIT
155 GEORGE STREET**

Regional District of Fraser-Fort George
155 George Street, Prince George, BC V2L 1P8
Telephone 250-960-4400 / Toll Free 1-800-667-1959 / Fax 250-562-8676
<http://www.rdffg.bc.ca>



TABLE OF CONTENTS

INVITATION TO TENDER 3

 Acknowledgement Letter 4

 Closing Date and Opening of Tenders 4

 Tender Submissions 4

 Regional District's Right to Reject Tender 4

 Claim for Compensation 5

 Proof of Ability 5

 Discrepancies or Omissions 5

 Tender Format 6

 Prices Tendered & Specifications 6

 Tender Evaluation Process 6

 Examination of Contract Documents 6

 Award of Contract 7

 Timeline 7

 Ownership of Tenders and Freedom of Information 7

ACKNOWLEDGEMENT LETTER 8

TENDER FORM 9

TENDER FORM 10

GOODS AND SERVICES TAX INFORMATION 11

SPECIFICATION SHEET 12

INVITATION TO TENDER

The Regional District of Fraser-Fort George, (the “Regional District”) invites tenders for the supply and install of one Rooftop Chiller Unit at the Regional District office at 155 George Street in Prince George, BC.

Two (2) complete copies of your Tender must be submitted in a sealed package marked “**ITT ES-16-08 Supply and Install of One Rooftop Chiller Unit – 155 George Street**” to be received by:

General Manager of Financial Services
Regional District of Fraser-Fort George
3rd Floor, 155 George Street
Prince George, BC V2L 1P8

up to **10:00 a.m. on Thursday, March 31, 2016**. Responding tenderers must have their name and full mailing address clearly marked on the outside of the Tender envelope. Tenders will be opened in public at 10:15 a.m. on Thursday, March 31, 2016, at the Regional District office.

To be considered, tenders must be signed by an authorized signatory of the Tenderer. By signing the Tender, the Tenderer is bound to statements made in response to this Invitation to Tender (“ITT”). Any tender received by the Regional District that is unsigned will be rejected.

Tender documents may be obtained on, or after, Monday, March 21, 2016:

- a) in a PDF (public document format) file format from the Regional District’s website at www.rdffg.bc.ca;
- b) on the BCBid® website at www.bcbid.gov.bc.ca; or
- c) in hard copy from the Regional District Service Centre, 155 George Street, Prince George, BC, between 8:00 a.m. and 5:00 p.m. Monday to Friday, excluding statutory holidays. The cost for each hard copy Invitation to Tender is ten dollars (\$10.00), GST included, and is non-refundable.

All subsequent information regarding this ITT, including amendments, addenda and answers to questions will also be available as above.

The lowest, or any tender, will not necessarily be accepted. The Regional District reserves the right to accept or reject any or all Tenders. Tenders submitted by fax, electronically, or not in original Regional District format will **NOT** be accepted. Late tenders will not be accepted and will be returned, unopened, to the Tenderer.

For further information, please contact:

Bryan Boyes, Utilities Leader
Regional District of Fraser-Fort George
155 George Street
Prince George, BC V2L 1P8

Phone: 250-960-4400 / Fax: 250-562-8676 / Email: bboyes@rdffg.bc.ca

Acknowledgement Letter

Upon receipt of this ITT, a potential tenderer will sign one copy of the Acknowledgement Letter and either mail or deliver a signed copy to the Regional District, or email, or fax a signed copy to the attention Bryan Boyes, Utilities Leader.

A tenderer who signs and returns the Acknowledgement Letter is not obligated to submit a tender.

Any tenderer who does not submit the Acknowledgement Letter will not be sent any amendments, addenda, or answers to questions and may be disqualified.

Closing Date and Opening of Tenders

Sealed tenders will be received by the General Manager of Financial Services at the Regional District of Fraser-Fort George, 1st Floor, 155 George Street, Prince George, BC, not later than 10:00 a.m. local time on Thursday, March 31, 2016 to be opened in public on Thursday, March 31, 2016 at 10:15 a.m. in the Regional District Office.

Tender Submissions

Tenderers will complete pages 9 through 13 and submit these pages in a **sealed envelope**. **The following information must be written on the outside of the sealed envelope containing the tender submission:**

1. Attention: General Manager of Financial Services
Regional District of Fraser-Fort George
3rd Floor, 155 George Street
Prince George, BC V2L 1P8
2. INVITATION TO TENDER ES-16-08
SUPPLY AND INSTALL OF ONE ROOFTOP CHILLER UNIT – 155 GEORGE STREET
3. Responding Tenderer's name and address.

Tenders submitted by fax, electronically, or not in the original Regional District format will **NOT** be accepted.

Tenders not submitted in strict accordance with these instructions or not complying with the requirements in this ITT may be rejected.

The Regional District will not be responsible for any costs incurred by Tenderers as a result of the preparation or submission of a tender pertaining to this ITT. The accuracy and completeness of the Tender is the Tenderer's responsibility. Should errors be discovered, they will be corrected by the Tenderer at their expense.

Any Tender received after the closing date and time (Thursday, March 31, 2016 at 10:00 a.m.) will be considered disqualified and will be returned unopened to the respondent.

Regional District's Right to Reject Tender

The Regional District reserves the right, in its sole discretion, to waive informalities in tenders, reject any and all tenders, or accept the Tender deemed most favourable in the interests of the Regional District. The lowest, or any tender, will not necessarily be awarded.

If a tender contains a defect, or fails in some way to comply with the requirements of this ITT, which, in the sole discretion of the Regional District, is not material, the Regional District may waive the defect or accept the Tender.

The Regional District reserves the right to reject a tender based on potential or perceived conflict of interest.

The Regional District reserves the discretion to reject any tender where:

- a) one or more of the directors, officers, principals, partners, senior management employees, shareholders or owners of the Tenderer, is an officer, employee or director of the Regional District, or is a member of the immediate family of an officer, employee or director of the Regional District; or
- b) in the case of a tender submitted by a tenderer who is an individual person, where that individual is an officer, employee or director of the Regional District, or is a member of the immediate family of an officer, employee or director of the Regional District.

By submitting a tender, the Tenderer confirms that clauses a) and b) above are not applicable.

The Regional District reserves the right to reject any tender submitted by a tenderer who is, or whose principals are, at the time of tendering, engaged in a lawsuit against the Regional District in relation to work similar to that being tendered.

Claim for Compensation

No tenderer shall have any claim for compensation of any kind whatsoever as a result of participating in this ITT.

In the event that the previous paragraph is found to be invalid by a court of competent jurisdiction, then this paragraph will apply. By submitting a tender, a tenderer agrees that they will not claim damages in excess of an amount equivalent to the reasonable costs incurred by the Tenderer in preparing their Tender for matters relating to this ITT or in respect of the competitive tender process, and the Tenderer, by submitting a tender, waives any claim for loss of profits if a contract is not entered into with the Tenderer.

Proof of Ability

A Tenderer will be competent and capable of supplying, installing and starting up the product. The Regional District may request proof of ability.

Discrepancies or Omissions

Tenderers finding discrepancies, errors, or omissions in this ITT, or requiring clarification on the meaning or intent of any part therein, should immediately request, in written form, either by mail, fax, or email, clarification from Bryan Boyes. Upon receipt of the written request for clarification, the Regional District will send written instructions or explanations to all tenderers registered as having returned the Acknowledgement Letter. No responsibility will be accepted for oral instructions. Any work done after discovery of discrepancies, errors or omissions, will be done at the Tenderer's risk.

Tender Format

Tenderers are asked to respond in a similar manner and submit **two (2) complete copies** of their Tender. The following format and sequence, with all pages consecutively numbered, is to be followed in order to provide consistency in tenders and to ensure each tender receives full and complete consideration.

- a) Tenderers will complete pages 9 through 11:
 - Tender Form: to be completed, signed, and witnessed.
 - Specification Sheet: to be completed.
- b) Additional information that the Tenderer may choose to provide.
- c) **All amendments and addenda, if any, issued for this ITT. Each amendment and addenda must be signed by the Tenderer and included with the Tender and will form part of the Tender documents.**

Prices Tendered & Specifications

The price tendered shall be in Canadian funds and include duties, royalties, handling, levies, transportation, delivery, dealer preparation, overhead, profit and all other charges. The Goods and Services Tax and the Provincial Sales Tax are to be shown separately.

According to the tender specifications, pricing is to be submitted for the supply, delivery, Install and start-up of one Rooftop Chiller Unit at 155 George Street pursuant to all terms and conditions outlined on the Specification Sheet herein, F.O.B. Prince George, BC and shall be good for the duration of ninety (90) days from the date of tender opening. There is the option to present pricing for 2 different units if desired.

Tender Evaluation Process

Evaluation of tenders will be by the Regional District in order to provide a recommended award of contract (the "Contract"). Tenders should be clear, concise, and complete.

The following Tender evaluation methodology will be used by the committee to evaluate the Tenders received:

- | | |
|--|------------------|
| a) Compliance with ITT requirements | 5% |
| b) Price | 25% |
| c) Delivery Time | 5% |
| d) Meeting Specifications | 60% |
| e) Experience working with the Regional District of Fraser-Fort George | <u>5%</u> |

TOTAL 100%

Throughout the evaluation process, the Regional District, at its sole discretion, may request additional written clarification and/or supplemental information from selected tenderers as part of the evaluation process.

Examination of Contract Documents

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

Award of Contract

The Contract is expected to be awarded not later than Friday, April 22, 2016. All tenderers will be advised, in writing, as to the awarding of the Contract.

The Regional District may, in its sole discretion, delay the date of awarding the Contract if deemed appropriate by the Regional District.

The Regional District intends to award this Tender to a Tenderer who most closely meets the conditions and specifications herein for the best value.

A purchase order issued to the Tenderer will indicate acceptance of their Tender. The purchase order together with the Tender documents forms the Contract.

The Regional District reserves the right to disqualify any tender that fails to meet any of the requirements or specifications herein.

The Regional District reserves the right not to proceed with the award of any contract resulting from this tender process.

Timeline

March 21, 2016	Tender documents available
March 31, 2016	Tender opening and analysis at the Regional District
April 21, 2016	Recommendation to Board of tender submissions and awarding
April 22, 2016	Issue Purchase Order to successful vendor

Ownership of Tenders and Freedom of Information

Tenders will be received and held in confidence by the Regional District, subject to the provisions of the *Freedom of Information and Protection of Privacy Act* and this ITT. Each tender should clearly identify any information that is considered to be confidential or propriety information. Tenderers are responsible to review the *Freedom of Information and Protection of Privacy Act* for further information.

All documents, including tenders, submitted to the Regional District become the property of the Regional District. The Regional District will provide a debriefing for tenderers, upon request by a tenderer, subject to the *Freedom of Information and Protection of Privacy Act*.



ACKNOWLEDGEMENT LETTER

The undersigned has received a full set of ITT ES-16-08 Supply and Install of One Rooftop Chiller Unit – 155 George Street.

Authorized Signatory Signature

Name of Tenderer

Name (Please print)

Address

Title

City, Province, Postal Code

Phone Number

Fax Number

Email

Date

I/We presently intend to provide not provide a Tender.

Please return immediately to:

Bryan Boyes, Utilities Leaders
Regional District of Fraser-Fort George
155 George Street
Prince George, BC V2L 1P8

Fax: 250-562-8676 / Email: bboyes@rdffg.bc.ca



TENDER FORM
Option 1

All Prices as described in Prices Tendered & Specifications on Page 6.

Description:

Price of Unit	\$ _____
Labour (Install and start-up)	\$ _____
Environmental Levy	\$ _____
GST	\$ _____
PST	\$ _____
Option 1 Total Tender Sum (excluding tax)	\$ _____

Estimated delivery date from date of award of ITT (April 22, 2016): _____



TENDER FORM
Option 2

All Prices as described in Prices Tendered & Specifications on Page 6.

Description:

Price of Unit	\$ _____
Labour (Install and start-up)	\$ _____
Environmental Levy	\$ _____
GST	\$ _____
PST	\$ _____
Option 2 Total Tender Sum (excluding tax)	\$ _____

Estimated delivery date from date of award of ITT (April 22, 2016): _____



GOODS AND SERVICES TAX INFORMATION

The following must be completed:

Supplier: _____

NAME _____

ADDRESS _____

CITY _____ PROVINCE _____

POSTAL CODE _____ PHONE NUMBER _____

FAX NUMBER _____

Are you a GST Registrant? Yes _____ No _____

If YES, please indicate your registration number: _____

If NO, please fill in the following (check appropriate box):

- Supplier qualifies as a small supplier under Section 148 of the legislation
 - Other: Specify _____
- _____

SIGNATURE OF AUTHORIZED PERSON PRINT NAME

TITLE DATE

SPECIFICATION SHEET

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 columns for the Tenderer to confirm compliance or non-compliance with the specification and to specify variations. These columns must be completed and submitted and will be a factor in determining the successful Tenderer.

OPTION	ITEM	SPECIFICATION	COMPLIANT	NON-COMPLIANT
Option 1	Make and Model			
	Delivery and Installation (State delivery and install date)			
Option 2	Make and Model			
	Delivery and Installation (State delivery and install date)			
	Approved makes – McQuay, Aermec, Carrier, Trane, or other RD approved make			
	Minimum rating – 50 tonnes			