



CITY OF GRAND FORKS
REQUEST FOR PROPOSAL
HYBRID POWER SYSTEMS
RFP # AP2017-02-RFP

Date of Issue: April 4, 2017

Overview of the Requirements

The intent of this *Request for Proposal ("RFP")* is to provide proposals regarding the procurement of four (4) hybrid fuel power systems for Grand Forks Airport Beacon sites to replace aging solar power only infrastructure

All proposals marked "**City of Grand Forks, AP2017-02-RFP Hybrid Power, Confidential – Do Not Open**", will be received by **2:00 PM, local time on or before May 8th, 2017**, at:

City of Grand Forks,
7217 4th Street
Grand Forks, BC
V0H 1H0
Attention: Deputy Corporate Officer

Or emailed to: corporate@grandforks.ca

City of Grand Forks Designated Contact Person:

Attention: Cavan Gates, Deputy Manager of Operations,
City of Grand Forks
Phone: 250.442.8266
E-mail: cgates@grandforks.ca

The City of Grand Forks reserves the right to accept or reject any and all proposals and to waive irregularities and informalities at its discretion. The City reserves the right to accept a proposal other than that with the highest evaluated score without stating reasons. Without limiting the generality of the foregoing, the City may consider any other factor besides capability to perform the work.

This Request for Proposal does not commit the City to award a contract or pay any costs incurred in the preparation of a proposal, or attendance at an interview meeting with City staff.

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1. General Information

1.1. Definitions

Throughout this Request for Proposal, terminology is used as follows:

- a) "must", "mandatory", "will" or "required" means a requirement that must be met in order for a proposal to receive consideration;
- b) "should", "may" or "desirable" means a requirement having a significant degree of importance to the objectives of the RFP.

1.2. Timeline

Please see Appendix A for the RFP timeline of activities including the closing date, questions submission deadline, and other important information.

1.3. Questions And Answers

All enquiries related to this RFP are to be directed, in writing, to the City of Grand Forks Designated Contact Person on or before the deadline found in Appendix A. Information obtained from any other source is not official and should not be relied upon. Enquiries and responses, including any addenda, will be recorded and will be posted on the City's website at www.grandforks.ca, BCBid and CivicInfoBC.

Notification of change will not automatically be sent to Proponents. All addenda must be acknowledged in your submission on the Certification Document.

1.4. Non-Solicitation

Proponents and their agents will not contact any City staff member, officer or Council member with respect to this RFP at any time prior to the award of a Contract or the termination of the RFQ, and the City may reject the proposal of any proponent that makes any such contact.

In the case of a Proponent having a dispute with their submission being removed under this clause, a formal appeal letter must be presented to the Designated Contact Person within five working days of notice of removal, stating clearly the reason(s) they feel their submission should be reinstated. Under this process the Chief Administrative Officer, at his/her sole discretion, will make the final decision.

1.5. No Obligation To Proceed

Although the City fully intends at this time to proceed through the RFP process, the City is under no obligation to complete the RFP process.

1.6. Changes To Proposal

No changes to any submitted proposal will be allowed after the due date except anything requested by the City for purposes of clarification.

1.7. Modification Of Terms

The City reserves the right to modify the terms of this RFP at any time in its sole discretion. This includes the right to cancel this RFP at any time without entering into a Contract.

1.8. Proponent Expenses

Proponents are solely responsible for their own expenses in preparing a proposal and for any subsequent negotiations with the City. The City will not be liable to any Proponent for any claims, whether for costs or damages incurred by the Proponent in preparing the proposal, loss of anticipated profit in connection with any final Contract or any other matter whatsoever.

1.9. Prices And Delivery Point

- All prices submitted shall be in Canadian funds.
- Net Unit price shall be shown with GST and PST shown separately.
- All taxes, duties, levies, insurance in freight, freight and warranty and anything else pertaining to the design, supply & delivery shall be included in the Net Unit price.
- Options will be shown separately where possible.
- Equipment shall be delivered D.D.P. (destination duty paid), Incoterms 2010, to the City of Grand Forks' works yard.

1.10. Ownership Of Proposals

All documents, including Proposals, submitted to the City become the property of the City. They will be received and held in confidence by the City and will be subject to the provisions of the Freedom of Information and Protection of Privacy Act.

1.11. Confidentiality Of Information

All Proponents and any other person who through this RFP process gains access to confidential financial information of the City are required to keep strictly confidential all information which in any way reveals confidential business, financial or investment details, programs, strategies or plans, learned through this RFP or subsequent RFP process. This requirement will continue with respect to such information learned by the successful Proponent, if any, over the course of any Contract for service which arises out of this RFP process.

Information pertaining to the City obtained by the Proponent as a result of participation in this process is confidential and must not be disclosed without written authorization from the City.

2. Submission Requirements

2.1. General

Sealed submissions, clearly marked on the outside of the envelope with the words "City of Grand Forks RFP Number" # AP2017-02-RFP "Confidential – Do Not Open", will be received at the office of the Deputy Corporate Officer, Daniel Drexler, on or before the deadline in Appendix A.

- Submissions will not be opened publicly.
- Email submissions will be accepted.
- Faxed Proposals **WILL NOT** be accepted.
- Late submissions will not be accepted and will be returned unopened.
- Proponents may submit more than one set of options in a proposal.
- One (1) bound or stapled copy of the Proposal should be submitted.
- A complete proposal includes all appendices.

2.2. Format And Sequence

The following format and sequence must be followed to provide consistency in Proponent proposals and ensure each Proposal receives full consideration.

- Cover Letter (1 page)
- Table of Contents (1 page)
- Maximum 1-2 paragraphs for each criteria describing how your proposal meets the desirable criteria from Appendix "G"
- Appendices

2.3. Authorized Signator

The proposal must be signed by the person(s) authorized to sign on behalf of the Proponent and to bind the Proponent to statements made in the RFP.

3. EVALUATION

3.1. Evaluation Process

Evaluation of proposals will be by a committee formed by the City. Incomplete proposals will be rejected without further consideration. **Proposals not including the mandatory items list in Appendix "E" will be considered incomplete.** Complete proposals will be evaluated and scored against the desirable criteria. By responding to this RFP, Proponents will be deemed to have agreed that the decision of the evaluation team will be final and binding. The City reserves the right to interview any or all Proponents, subsequent to submission of all proposals.

3.2. Desirable Criteria

As per the objectives of the City's Contracting Authority and Purchasing policy, the City encourages, as a preference, contracting agreements and purchasing criteria that promote reduction of greenhouse gases (GHG) and considers the life cycle costs of an acquisition rather than just the initial purchase price. The City shall give preference to contracts, equipment, machinery, vehicles and supplies that incorporate green or sustainable business practices or technology.

3.3. Contract

This RFP is not an agreement to purchase goods or services. Notice in writing to a Proponent that it has been identified as a successful Proponent will not constitute a Contract. Only if a Proponent and the City enter into a subsequent full written Contract will a Proponent acquire any legal or equitable rights or privileges relative to the goods or services.

Any resultant award will be made by means of a Purchase Order. The RFP will be incorporated by reference in the Purchase Order which will, together with the Terms and Conditions of Purchase, form the contract between the City and the successful Bidder.

The successful Bidder will be required to deliver all supplemental data information, parts manual, instruction booklets, warranty certificates and all other applicable information pertaining to the Unit upon delivery of the Unit to the Site. Failure to deliver all of the required information may result in a 5% holdback being applied to the purchase price until delivery of materials/information is complete.

The City is not under any obligation to award a “contract” and may elect to terminate this RFP at anytime.

4. Specifications

4.1. General

Wherever the Specifications state a brand name, make, name of manufacturer, trade name, or Supplier 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 a product other than that specified is offered, it is the Bidder’s responsibility to provide information in its Quotation that enables the City to confirm equivalency and acceptance.

Except where stated otherwise, the Specifications describe what is considered necessary to meet the performance requirements of the City and Proponents should consider this in their proposal or, 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/specifications.

4.2. Alternative Proposal

Alternative proposals will be accepted and evaluated, for example, if a solution demonstrates a cost saving alternative or another desirable criteria.

Appendix A Timeline of Activities

The following activities and dates are proposed by the City and shall be considered by the Proponents in the preparation of their Proposal.

Activity	Date
Issue RFP	April 4, 2017
Question period closing	April 12, 2017
Addendum posting deadline 12pm	April 20, 2017
RFP Closing 2pm	May 8, 2017
Select preferred proponent	May 19, 2017
Contract in place with preferred proponent	May 29, 2017
Delivery of Goods before:	July 7, 2017
Installation complete latest at: (not in the scope of this RFP)	September 29, 2017

Contractor:

Date able to deliver goods: _____

Appendix B Specifications

GENERAL DESCRIPTION:

Supply of four (4) Hybrid Fuel systems to replace the current aging solar power only system. The Battery enclosure/panel needs to be built to minimum CSA 22.2 NO.14 and carry a cETL/US certification. The systems must be able to work reliably at -40C to +50C.

4 x Hybrid Fuel Systems consisting of:

- 1 x Nema3R Weatherproof wall or stand mount insulated steel enclosure, single door, with:
 - o 1x Fully automatic charging device for 12V and 24V battery banks
 - Max nominal Power: 45W
 - Min. nominal power: 25W
 - Nominal voltage: 12 V dc / 24 V dc
 - Charging current at 12 V / 24 V max.: 3.75 A / 1.88 A
 - Maximum weight: 20pds
 - minimum Warranty: 12 Months / 4,500 operating hours
 - Operating panel
 - Service fluid
 - o 1x Remote Monitoring capable controller without Cellular Modem
 - o 2x Methanol Fuel Cartridge Adaptors
 - o 2x 8A27 Sealed AGM Battery, 12V, 106 Ahr
 - o 1x 20A 24VDC Solar Regulator
 - o 1x Din-Rail with power out/solar In connections and fuse/terminal block
 - o 1x Heat trace for water vapor exhaust tube with thermostat control
 - o 1x Cooling fan with thermostat control
 - o 2x Fuel Cartridges
- 1x minimum 285W 24VDC Solar Module
- 1x Pole Mount Kit for Solar Module
- 2x Solar Cables w/ MC4 Connector Ends – 25ft

Please include individual prices for:

- 3" Sched 40 Steel Pole Mast – 20ft (might only be required at some locations)
- Battery Cabinet Stand (might only be required at some locations)
- Cost per hour for future support and maintenance if required.

Please include Device Start-up costing:

Task will be co-ordinated with City's Electrical Contractor.

- City will prep site and mount devices before Certified Start-up will commence
- Certified Start-up – must extend warranty to minimum 2 years
- Preparation, commissioning start-up, testing of all 4 energy systems
- Technical training for on-site City provided electrical technicians
- Travel Costs to and from Grand Forks, including living expenses as a flat fee (no per km rate)

Examples of Current Solar Only sites:





Appendix C – Fee schedule

	Item	Bid Unit Rate (\$)	Extended (\$)
1.	Complete Hybrid Fuel System (4)		
2.	Steel Pole (each)		
3.	Battery Cabinet Stand (each)		
4.	Start – up cost (for all 4 systems)		
5.	Travel Costs, including living expenses		
	Freight		
	Environmental Levy		
	PST		
	GST		
	Total Price		

Please use additional forms or sheets formatted similar to the above in the event that the space provided is not sufficient.

Appendix D – Proponent Information

Legal name and address

Ownership structure

References

Company	Contact Person	Telephone	Email

Payment Terms

Appendix E – Mandatory Items

Mandatory Components	Check-off
Cover letter	
Desirable Criteria Explanations	
Appendix "A"	
Appendix "B"	
Appendix "C"	
Appendix "D"	
Appendix "E"	
Appendix "F"	

Date

Signature (Contractor)

Appendix F – Certification Document

Certification:

We have carefully read and examined the RFP document and have conducted such other investigations as were prudent and reasonable in preparing this Proposal.

We certify that the statements made in this proposal are true and complete. These statements represent our proposal to the Corporation of the City of Grand Forks. We agree to be bound by statements and representations made in this proposal.

Print Company Name and Address: _____

Print Name and Title of Authorized Signing Officer(s): _____

Signature of Authorized Signing Officer(s): _____

Telephone Number: _____

Cell Number: _____

E-mail address: _____

Acknowledgement of Addenda

We acknowledge the following addenda which become part of this RFP:

ADDENDUM #	
ADDENDUM #	
ADDENDUM #	

Date signed: _____

Appendix G – Scorecard

Meets timeline in Appendix “A”	/10
Fee schedule as in Appendix “C”	/15
Desirable Criteria:	
1) Previous installation history on similar size installations	/25
2) Lifecycle cost – life expectancy and servicing costs	/25
3) Future ongoing Service and Support	/20
4) Equipment	/20
Overall impression	/20

Total Score _____ / 135

Reviewed by: _____

Proposal Submitted by: _____