



City Of Grand Forks
Request For Quotation
Hybrid Power Systems
RFQ # AP2017-01-RFQ

Date of Issue: July 13, 2017

Overview of the Requirements

The intent of this *Request for Quotation* ("RFQ") is to provide quotations regarding the installation of four (4) hybrid fuel power systems for Grand Forks Airport Beacon sites to replace aging solar power only infrastructure.

All Quotations marked "City of Grand Forks, AP2017-01-RFQ Hybrid Power, Confidential – Do Not Open", will be received by 2:00 PM, local time on or before July 28th, 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 reserves the right to accept a Quotation other than that with the lowest price without stating reasons. Without limiting the generality of the foregoing, the City may consider any other factor besides capability to perform the work.

Description

Installation of four (4) Hybrid Fuel systems to replace the current aging solar power only system to power four Airport Beacon lighting systems.

Hybrid Fuel Systems for four Solar Airport Beacon Sites – Please see attached EFOY Information pdf sheet for typical configuration of the systems.

Solar Beacon Sites:

- Danville
- USCC
- Morrissey
- Reservoir

All 4 Fuel Systems are planned as identical configurations, except for the Danville site which includes 2 Solar Panel sets instead of 1 Panel.

Expected tasks to be completed by the Contractor:

- Site preparation at each site and mounting of Solar Panels and EFOY system excluding Fuel Cells
- Communicate with Vendor and City Representative (Cavan Gates, Deputy Manager of Operations & Sustainability) regarding installation steps and start-up commissioning schedule.
- Start-up commissioning, installation of Fuel Cells and on-site training was included by the vendor with the purchase of the EFOY system.
- The electrical contractor must be available during the commissioning phase for up to 10hrs for training and commissioning of all 4 devices.
- The overall airport beacon lighting system should not be off-line for more than 24hrs from the time of disconnect of the current battery system until the new EFOY system is operational.
- Removal of old battery systems, solar panels, and charging equipment and transportation to the Public Works yard

Notes:

1. Depending on each site, it might not be necessary to install all stands, poles and mounting hardware. Other mounting alternatives as proposed by the contractor might be acceptable if approved by the Manager or Deputy Manager of Operations.

Arrangements may be made with the City to inspect the sites. Please contact Cavan Gates, Deputy Manager of Operations & Sustainability at 250.442.8266 for more information.

Examples of Current Solar Only sites:





Submission Requirements

Format And Sequence

Step 1: Read the RFQ to learn the requirements and instructions for completing the appendices.

Step 2: Fill out and submit **all** of the appendices.

General

Sealed submissions, clearly marked on the outside of the envelope with the words "**City of Grand Forks RFQ Number**" **AP2017-01-RFQ "Confidential – Do Not Open"**, will be received at the office of the Deputy Corporate Officer on or before the deadline in Appendix A.

- Submissions will not be opened publicly.
- Email submissions will be accepted.
- Faxed Quotations **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 Quotation.
- One (1) bound or stapled copy of the Quotation should be submitted.
- A complete Quotation includes all appendices.

Email Submissions

Proponents must accept the following risks if submitting via email:

- Delays in delivery, as the email travels from server to server between the sender and the recipient;
- Rejection of the email (e.g. for reasons such as executable files, zip files, files over 20 MB, etc.);
- Emails may be erroneously delayed or rejected as suspected spam, virus or malware.

Authorized Signatory

The Quotation 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 RFQ.

Evaluation

Evaluation Process

Incomplete Quotations will be rejected without further consideration. A complete Quotation means filling out and submitting all of the appendices. Complete Quotations will be evaluated and scored as outlined in the Scorecard.

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.

Contract

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

Scorecard

Meets timeline in Appendix “A”	/10
Fee schedule as in Appendix “C”	/20
Previous installation history on similar size installations	/10
Future ongoing Service and Support	/10
Approach	/20

Specifications

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 Quotation 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.

Alternative Quotation

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

General Information

Definitions

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

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

Timeline

Please see Appendix A for the RFQ timeline of activities including the closing date, and other important information.

Non-Solicitation

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

Changes To Quotation

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

Modification Of Terms

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

Proponent Expenses

Proponents are solely responsible for their own expenses in preparing a Quotation 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 Quotation, loss of anticipated profit in connection with any final Contract or any other matter whatsoever.

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.

Ownership Of Quotations

All documents, including Quotations, 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.

Confidentiality Of Information

All Proponents and any other person who through this RFQ 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 RFQ or subsequent RFQ 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 RFQ 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.

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 RFQ	July 13, 2017
RFQ Closing 2pm	July 28, 2017
Select preferred proponent	August 1, 2017
Contract in place with preferred proponent	August 8, 2017
Installation complete latest at:	September 29, 2017

Date able to complete project by: _____

Contractor signature: _____

Appendix B: Evaluation Criteria

Previous installation history on similar projects Provide up to four examples of projects that the Proponent and/or proposed subcontractor(s) have completed within the past three years	/10
Example 1	
Project Name:	
Project duration:	
Reference company name and contact information:	
Scope of project:	
Relevance to current project:	
Proponents or Subcontractors role in project:	

Example 2

Project Name:

Project duration:

Reference company name and contact information:

Scope of project:

Relevance to current project:

Proponents or Subcontractors role in project:

Use the same format as above for any additional examples of past projects.

<p>Future ongoing Service and Support Describe your willingness / ability to provide ongoing service and support.</p>	/10
<p>Approach In the space below, propose an approach that addresses the requirements in the Description section. Include any additional processes in your approach that may improve quality, increase efficiency, and/or otherwise benefit the City that are included in the price proposed, explaining why such processes are recommended.</p>	/20

Appendix C – Fee schedule

	Item	Bid Unit Rate (\$)	Extended (\$)
1.	Site preparation and installation of Solar Panels and EFOY system excluding Fuel Cells		
2.	Other costs (describe)		
3.			
4.			
5.			
	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 and Confirmation of Proponent’s Intent to be Bound

This Quotation is submitted in response to the referenced RFQ. By submitting the Quotation, the proponent agrees:

- a) To all of the terms of the RFQ;
- b) That in addition to reviewing the RFQ rules, the proponent has conducted such other investigations as were prudent and reasonable in preparing the Quotation; and
- c) To being bound by the statements and representations made in its Quotation.

Organization name, address, and contact information

Signature of Authorized Representative: _____