

Notice to Potential Proponents Request for Proposals

RFP Date: March 2, 2023

RFP Title: 2023-048 Generator Maintenance Services

Please review the attached document and submit your proposal to the email address noted below by the closing deadline of 2:00 PM (as recorded by the receiver) on March 23, 2023.

Proposals will not be considered unless:

- 1. Received by the date and time specified above; and
- 2. Received at the Email address specified below
 - a. purchasing@drumheller.ca

Submission by hard copy or Facsimile will NOT be accepted.

Site Meeting Details: "No Meeting Required"

Deadline for Questions: Must be received in writing (email) prior to 2:00 PM (local time) on March 14, 2023

Town Contact: Bill Adams

Utilities Manager Town of Drumheller 702 Premier Way

Drumheller, Alberta, TOJ 0Y4 purchasing@drumheller.ca

Table of Contents 1.1 Project Background......1 1.2 Existing Conditions......1 1.3 Project Schedule......2 2.0 Scope of Work & Submission Requirements......2 2.1 2.1.1 Cooling System......2 2.1.2 Air Intake & Exhaust System.....2 2.1.3 2.1.4 2.1.5 Lube Oil System......3 2.1.6 Starting System......3 2.1.7 2.1.8 2.1.9 On Call Services......4 2.1.10 2.1.11 Other Repairs4 2.1.12 Property Damage.......4 2.2 Terms and Conditions.......4 2.2.1 2.2.2 2.2.3 2.3 2.3.1 Proposal Submittal Location......5 2.3.2 2.3.3 Amendment of Proposals......6 2.3.4 2.4 2.5 3.0 3.1 3.2 Scoring Template......6 3.2.1 Technical Proposal Evaluation......6 3.2.2 3.3 3.4 3.5 3.6 4.0 4.1

5.0	Contract Details	8
5.1	Contract Type	8
5.2	Liquidated Damages	8
5.3	Insurances & Bonding	8
5.4	Warranty	8
5.5	Negotiations & Agreement	8
5.6	Payment	9
Apper	ndix A: Submission Details	10
Date:.		12
Apper	ndix B: Relevant Documents	13
Apper	ndix C: Labour Rate Form	14



Notice to Potential Proponents Request for Proposals

1.0 Overview

1.1 Project Background

The Town of Drumheller is seeking contractors for Generator maintenance services for twelve (12) standby generators.

Services would be scheduled during working hours which are defined as (8:00 AM - 4:30 PM Monday to Friday) as follows:

- 1. Full Service December
- 2. Inspection June

Any services required to be performed outside of working hours must be communicated to the Utilities Manager a week before commencement of those services.

The Contract for Generator Maintenance Services will be for three (3) years with an extension of two (2) one (1) year periods for a total of five (5) years. It will be up to the successful proponent to express interest in extending their contract 6 months prior to the original three (3) year contract expiring and 6 months prior to the one (1) year extension expiring.

The contractor will work closely with Utility Manager and will cooperate and confer with him/her as necessary to insure satisfactory work progress.

All reports, estimates, memoranda and documents submitted by the contractor must be dated and bear the contractor's name. All reports made in connection with these services are subject to review and final approval by Town.

The Town reserves the right to inspect the contractor's activities during the term of this contract.

1.2 Existing Conditions

The Town of Drumheller has twelve (12) standby generators. Manufacturers include Generac and Cummins. Request is for two (2) service visits annually: one (1) full maintenance service (fluids and filters and load test included) and one (1) maintenance inspection. The replacement of batteries and air filters will be considered extra, and not included in price of service. All parts, repairs and / or fluid changing must be done with parts and fluids that meet or exceeds the manufacturer's specifications and requirements. Any substitution of these parts, fluids, or the changing of any factory settings must be approved by the Contract Administrator. Any used oil taken out of the generators must be transported and properly disposed of.

A list of standby generator locations is as follows:

- 1. Lift Stations (7 stand by generators)
 - a. 5th Street Lift Station
 - b. 19th Street Lift Station
 - c. Midland Lift Station
 - d. Nacmine Lift Station
 - e. Newcastle Lift Station
 - f. North Drumheller Lift Station
 - g. Rosedale Lift Station
- 2. Facilities (2 standby generators)
 - a. Public Works
 - b. Town Hall
- 3. Water Treatment Plant (1 standby generator)
- 4. Wastewater Treatment Plant (1 standby generator)
- 5. East Coulee (1 standby generator which runs the lift station and the water treatment plant)

Generator Photos have been attached in Appendix B.

1.3 Project Schedule

The schedule for this project is as follows:

Item	Date
RFP Issuance	March 2, 2023
Deadline for Questions	March 14, 2023 at 2:00 PM
Closing Date	March 23, 2023 at 2:00 PM
Notice of Award	April 6, 2023
Commencement of Services	May, 2023

2.0 Scope of Work & Submission Requirements

2.1 Scope of Work

The following is a summary of the expected maintenance services but should not be considered an exhaustive list.

2.1.1 Cooling System

- Inspect radiator exchanger.
- Check coolant level.
- Glycol check of coolant (freezing pt.) (Cat SOS or Equivalent)
- Inspect all hoses and connections.
- Inspect fan drive pulley and fan.
- Inspect fan belts.
- Check jacket water heater.
- Inspect water pump.
- Inspect thermostats.

2.1.2 Fuel System

- Inspect fuel tank.
- Change fuel/water separator strainers.
- Inspect all fuel lines and connections.
- Inspect governor and controls.
- Change all fuel filters.
- Check fuel pressure.
- Test fuel in tanks for water

2.1.3 Air Intake & Exhaust System

- Change air filters as needed.
- Check air filter service indicator.
- Inspect air inlet system.
- Inspect turbocharger.
- Check exhaust manifold.
- Inspect exhaust system.

2.1.4 Engine Monitors & Safety Controls

- Check all gauges.
- Check all safety controls.
- Check remote enunciators & alarms.

2.1.5 Lube Oil System

- Check oil level.
- Change all oil filters.
- Check oil pressure
- Inspect crankcase breather.
- Check for any leaks.
- Take sample of existing oil (CAT SOS or Equivalent)
- Change oil.

2.1.6 Starting System

- Inspect batteries, terminals & connections.
- Check specific gravity of batteries.
- Perform load test on batteries.
- Inspect battery charger.
- Inspect starting motor.
- Inspect alternator.

2.1.7 G. Generator

- Inspect bearings.
- Check vibration isolators.
- Inspect control panel.
- Check start controls.
- Check voltmeter.
- Check ammeter.
- Check frequency meter.
- Check circuit breaker.

2.1.8 Transfer Switch

- Inspect all connections (retighten if necessary)
- Inspect wiring for brittle or burn marks.
- Inspect all switches.

2.1.9 Documentation (must be provided pending completion of tests)

- Service report -report must include the following:
 - Work order number, date, employee name
 - > Generator ID number, manufacturer, model, serial number, location
 - > Status of all items and details on maintenance performed (full service or inspection)

- Any action items needed if status is not normal.
- ➤ Oil Test Results
- > Diagnostic Procedures and Results

Advise customer of any/all unusual situations or potential problems which will require further attention.

2.1.10 On Call Services

In the event of a generator failure or malfunction, the Contractor shall provide-on-call repair services within two (2) hours of receiving the call. Call backs for on-call repairs for the same problem within a twenty-four (24) hour period shall be at the Contractor's expense.

2.1.11 Other Repairs

A repair is defined as a deficiency which is identified during regular preventive maintenance that is not the result of normal wear and tear and is not because of any improper performance by the Contractor or failure to perform preventative maintenance.

Contractor should prepare and submit to the Utility Manager a written "not-to exceed" estimate of the man hours and materials, based on the labor rate and parts mark-up listed on the labour rate form attached in Appendix C, which will be required to perform any major repairs. Repairs shall be made only with the written Authorization of the Utility Manager. The Town may obtain additional repair cost estimates and authorize major repair work to be done by another contractor when it is determined to be in the best interest of the Town.

Parts estimated to be over \$30,000 will require competitive bidding. Contractor will not purchase parts over \$30,000 until authorized by the Town.

2.1.12 Property Damage

Contractors will be notified in writing by the Utility Manager of any property damage that occurs as a result of generator maintenance services. Notification will be within 48 hours of the Utility Manager becoming aware of such property damage. Contractor will be solely financially liable for any damaged property, as a result of negligence on the part of the contractor. The contractor will repair, to the satisfaction of the Utility Manager, any damaged property in a timely manner after the terms of this contract.

2.2 Terms and Conditions

2.2.1 General Information

Proponents should structure their Proposals in accordance with the instructions in this RFP. Where information is requested in this RFP, any response made in a Proposal should reference the applicable section numbers of this RFP.

All Proposals are to be in English only.

Any information provided through the RFP, and associated Addenda, is for information only and does not guarantee the accuracy of information or quantities. It is the Proponent's responsibility to obtain all the information necessary to prepare a Proposal in response to this RFP.

The Proponent will bear all costs associated with or incurred in the preparation and presentation of its proposal, including, if applicable, costs incurred for interviews or demonstrations.

2.2.2 Communications During RFP

Proponents should promptly examine all of the documents comprising this RFP and may direct questions or seek additional information in writing by email to the RFP Contact on or before the

Deadline for Questions. Information sent to any individual other than the RFP Contact will be deemed as not received and a response will not be provided.

Submitted queries will be answered by Addendum only. Questions may be answered in part, or in whole, at the discretion of the Town and not all queries will be responded to if deemed to not be relevant to the RFP submission.

If an Addendum is issued following the Deadline for Issuing Addenda, the Town may extend the Submission Deadline for a reasonable period of time.

2.2.3 Conflict of Interest

A Proponent may not have a direct or perceived Conflict of Interest with submitting a response to this RFP. This includes, but is not limited to: having access to confidential information not available to other proponents; communications with any person with a view to influencing preferred treatment in the RFP process; or engaging in conduct that compromises, or could be seen to compromise, the integrity of the open and competitive RFP process.

The Town may disqualify a proponent for any conduct, situation or circumstances, determined by the Town, in its sole and absolute discretion, to constitute a Conflict of Interest as defined above.

2.3 Submission Requirements

Proposals should be presented as a written document containing twenty (20) pages or less. Page count does not include appendices or title page and table of contents. The proposal should outline the services which will be provided including the methods which will be used, the staff which will be utilized on the project and any subconsultants that may be hired. In addition, the proposal must contain the cost of services, a project schedule, and a breakdown of effort for each team member. A breakdown of required content is provided in Appendix A.

In order to evaluate the staff being provide, the proposal submitted should outline the roles of each person, their relative experience, and previous projects which are similar. Resumes of each individual may be included with the proposal as an appendix.

In order to evaluate the company(s) as a whole, the proposal should outline previous work done in similar capacity over the past 5 years.

It is to be noted that the Town of Drumheller's email receiving limit is 100MB and as such if multiple emails are required the subject line should note email *part # of #* and the next email to subject line to include *part # of #*. This is to be added onto the subject Line title as identified in Section 2.3.1Proposal Submittal Location.

2.3.1 Proposal Submittal Location

Proposals must be submitted by email to:

purchasing@drumheller.ca

2.3.2 Proposal Submittal Format

Proponents should submit one (1) electronic copy, in PDF format. Submissions must be a maximum of 100 MZB in total size. Zip files will not be accepted. The body of the email should not indicate the details of the Proposals, specifically the costs submitted.

The title of the email and PDF should be as follows:

RFP SUBMISSION – [COMPANY NAME] – [PROJECT NAME]

2.3.3 Amendment of Proposals

Proponents may amend their Proposals prior to the submission deadline by submitting the amendment in an email with RFP title as set out above. Any amendment should clearly indicate which part of the proposal the amendment is intended to amend or replace.

2.3.4 Withdrawal of Proposals

At any time throughout the RFP process until the execution of a written agreement, a proponent may withdrawal a submitted proposal. To withdraw a proposal, a notice of withdrawal must be sent to the RFP contact and must be signed by an authorized representative of the proponent. The Town is under no obligation to return withdrawn Proposals.

2.4 Bid Bond

A bid bond is not required with this RFP section.

2.5 Contractor Certifications

Any contractor entering into any agreement with the Town of Drumheller is expected to have COR/SECOR or TLC certification as issued by the Alberta Construction Safety Association or co-signed by the Certifying Partner in partnership with the Alberta government.

3.0 Evaluation Process

3.1 Overview

The Town of Drumheller reserves the right to accept/reject any or all Proposals in whole or in part. Proponents may be required to provide supplementary information after the closing date to support their proposal, when requested by the Town. The highest scoring or any Proposal will not necessarily be awarded. The lowest cost or any proposal will not necessarily be awarded.

No Proponent shall have any claim for any compensation of any kind whatsoever (including, without limitation, the cost of preparing and submitting the Proposal, and any anticipated profits and contributions to overhead) against the Town as a result of participating in this process, and by submitting a Proposal each Proponent shall be deemed to have agreed that it has no claim. For greater certainty, the Proponent hereby waives any claim for damages or costs of any nature against the Town (including, without limitation, the cost of preparing and submitting the Proposal, and any anticipated profits and contributions to overhead) arising out of the Town's use of its discretion under the Proposal documents, and the Project Manager's advice to the Town.

3.2 Scoring Template

Proposals will be evaluated in 2 parts. Details as follows:

Item	Weighting
Technical Proposal	50
Cost Proposal	50

3.2.1 Technical Proposal Evaluation

The criteria that will be evaluated within the technical proposal section will be as follows:

Technical Evaluation Criteria		
Experience and Qualifications	20	
Capability	20	
References	10	
Technical Evaluation Total	50	

3.2.2 Cost Proposal Evaluation

The cost proposals will be evaluated as follows:

Cost Proposal Evaluation		
Cost Proposal Calculated Score	Calculation to be adjusted to include only the Companies which pass the technical evaluation. Score = (Lowest Cost Submission/RFP Cost of Services) x 35	50

The Proposed total costs must include details of all professional and disbursement costs. This includes estimated hours and rates for all key personnel and technical resources as well as any subconsultant costs and disbursements.

It is up to the Town's discretion whether or not to evaluate more then 3 proposals. If the Town chooses to do so they may determine a maximum technical evaluation total threshold that must be met instead and will evaluate all cost proposals that meet or exceed that threshold.

3.3 Review by Committee

All Proposals will be evaluated through a comprehensive review and analysis by an evaluation committee.

The Evaluation Committee may, at its sole discretion, retain additional committee members or advisors.

The intention of the Evaluation Committee will be to select one Proposal which in its opinion meets the Town's requirements under this RFP and provides a satisfactory overall value to the Town.

By responding to this RFP, Proponents will be deemed to have agreed that the decision of the Evaluation Committee will be final and binding.

3.4 Clarifications

As part of the evaluation process the Evaluation Committee may make requests for further information with respect to the content of any Proposal and/or to ascertain the understanding and responsiveness of the Proponent and to any of the project information and requirements.

The Evaluation Committee may request further information from one or more Proponents and not from others.

3.5 Interview

A Proponent whose Proposal has received a high ranking may be invited to an interview with the Selection Committee, the results of which will be used by the Committee as a mechanism to revisit, revise, and finalize the score as necessary.

The representatives designated by the Selection Committee in its invitation to the Proponent must attend any interview scheduled as part of this evaluation process.

The representative of a proponent at any interview scheduled is expected to be thoroughly versed and knowledgeable with respect to the requirements of this RFP and the contents of its proposal, and must have the authority to make decisions and commitments with respect to matters discussed at the interview, which may be included in any resulting agreement

3.6 Evaluation Results

Upon conclusion of the evaluation process, a final recommendation will be made for award. Proposal evaluation results should be the property of the Town and will not be shared with any proponents.



Proponents should be aware that Council and individual Councillors have the right to view the responses provided that their requests have been made in accordance with the Town's procedures.

4.0 Town of Drumheller Responsibilities

4.1 General

The Town's staff will provide assistance to the successful Proponent by reviewing all submitted documents within approximately one week of receipt, depending on the magnitude of the submission.

The Town will designate a Project Manager to this project upon completion of the evaluation of the RFP and award of the project.

Best efforts will be made by the Town to provide relevant and available past documents to assist in the success of the project.

5.0 Contract Details

5.1 Contract Type

The Town of Drumheller will be utilizing their professional services contract.

5.2 Liquidated Damages

Liquidated damages will not be part of this contract.

5.3 Insurances & Bonding

The Town of Drumheller requires that all Proposals include proof of \$5,000,000.00 Commercial Liability Insurance. Insurances must match that of the contract requirements (see item 2.4).

5.4 Warranty

Warranty period will only apply for repairs performed on generators. The extent of this warranty will be discussed on a case-by-case basis depending on the repair required. Any warranty must be clearly defined in the service order that will be issued for the repair.

5.5 Negotiations & Agreement

Any award of an Agreement to a Proponent will be at the absolute discretion of the Town. The selection of a recommended Proponent will not oblige the Town to negotiate or execute an agreement with that recommended Proponent.

Any award of an Agreement resulting form this RFP will be in accordance with the bylaws, policies, and procedures of the Town.

The Town shall have the right to negotiate on such matter(s) as it chooses with any Proponent to which it has awarded an Agreement without obligation to communicate, negotiate, or review similar modifications with other Proponents. The Town shall incur no liability to any other Proponent as a result of such negotiation or alternative arrangements.

During negotiations, the scope of the service may be refined, issues may be prioritized, responsibilities among the proponent, all staff provided by it and the Town may be settled and the issues concerning implementation may be clarified.

If negotiations between the Town and a successful Proponent do not result in an Agreement within thirty (30) days of receipt by the Proponent of notification of award, the Town may at its sole discretion terminate such negotiations and either enter into negotiations with one or more other Proponents or terminate the RFP process.

The successful proponent must obtain a valid Town of Drumheller business licence upon 3 days of project award. If the proponent does not obtain a valid Town of Drumheller business license, the Town at its sole discretion may terminate the contract.

The Town shall be under no obligation to accept a Proposal without amendment, alteration, counter-offer, or any change that may result from negotiations with the Proponent submitting the proposal.

The Town reserves the right to award a contract in whole or in part.

5.6 Payment

Payment for services will be made in a timely manner following receipt of the invoices subject to the invoice being submitted in an acceptable format and without conflicts to the original agreement. Payment will only be made on approved invoices as deemed by the Town of Drumheller.

For labour costs, payment will be on a time basis at approved hourly rates to the Upset Limit for each deliverable to be provided by the successful Proponent.

Payments for disbursements will be pro-rated based on the value of the work performed during a billable period.

For the Unit Price deliverables, payment will be at the unit price for each deliverable provided. The Town will determine how many of the "units" are required, once the project has progressed sufficiently to make the decision.

Prices and staff rates submitted in a Proposal are to be firm for the duration of the RFP process and the term of any resulting Agreement. Rates shall be inclusive of all burdens or deductions as applicable to the work.

All invoices must clearly show GST as a separate value and GST "registrant" number indicated.

The Town shall not be responsible for any unauthorized additional costs.



Notice to Potential Proponents Request for Proposals

Appendix A: Submission Details

The Proponent must submit through a 2-PDF system the following information:

Please note a third PDF may be submitted if technical specifications are required. See Section 2.3.2 on how to title the email and associated PDF's.

Proposal

A maximum of twenty (20) pages, plus appendices, which includes the following minimum requirements:

- Cover Letter, signed by a person with the relevant authority for your company
- Project Overview
- References
 - o Lift at least three (3) references
- Experience and Qualifications
 - o Provide resumes of contract manager and key staff
 - o Describe the capacity of the key personnel and their ability to perform the work in a timely manner.
 - o Provide a statement of qualifications which includes safety record, experience, etc.
- Capability
 - o Provide an overview of the company and resources to accomplish the requirements of this RFP.
 - o Please include a description of your electronic reporting capabilities.
 - o Discuss approach to work and team organization. Include an explanation of how you will work with the Town to efficiently schedule Annual, inspection and repair services in a manner that will be time, labor, and cost effective for the Town.
 - o Discuss how you will respond to emergency services calls. How will the Town contact your company after hours, weekends, and holidays? How long will it take from the phone call until someone will be on the job site?
 - o Provide any other information that may be helpful in evaluating your company's ability to perform the proposed work including problem resolution, any warranties, repair timelines, etc.

Appendices may include:

- Resumes
- Corporate Brochures
- Workers Compensation Board (WCB) Coverage Letter
- Proof of Commercial Liability Insurance
- Certificate of Recognition (COR), Small Employer Certificate of Recognition (SECOR), or Temporary Letter of Certification (TLC).
 - o NOTE: The Certificate of Recognition (COR) or Small Employer Certificate of Recognition (SECOR) must remain current during the time of the contract. The Temporary Letter of Certification (TLC), upon the expiration date, must be replaced with a Certificate of Recognition (COR) or Small Employer Certificate of Recognition (SECOR). Failure to do any of the above will result in termination of the contract.
- Provide Copy of Town of Drumheller Business Licence to be obtained within three (3) business days upon award of project.

Cost Proposal

A maximum of five (5) pages, plus appendices, which includes the following pages.:

COST PROPOSAL SUBMISSION FORM

The following form must be filled out in its entirety and signed by a representative authorized by the company to do so. Scopes of work which are not being bid should be indicated so by writing "scope not included" within the price column of the bid form.

Values indicated below consist of all necessary labour, equipment, materials, and associated costs to complete the work in their entirety. Work includes, but is not limited to, the maintenance services required to maintain the Town of Drumheller's generators.

Company Name:	
Addendum Received:	

Project Costs:

Location	Year 1 Total	Year 2 Total	Year 3 Total
Lift Stations (7)	\$	\$	\$
Public Works	\$	\$	\$
Town Hall	\$	\$	\$
Wastewater Treatment Plant	\$	\$	\$
Water Treatment Plant	\$	\$	\$
Facilities	\$	\$	\$
East Coulee (Lift Station & Wastewater Treatment Plant)	\$	\$	\$
Yearly Totals			

Additional Services Required	
On Call Service Charge (flat per hour rate) \$	

The above prices are excluding GST. Each scope of work is mutually exclusive of the other and the Town reserves the right to award some or all of the scopes of work.

COST PROPOSAL SUBMISSION FORM

Company Certification:

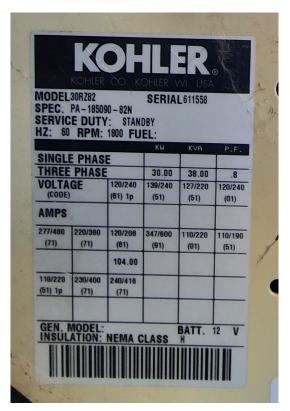
The following verifies that the information provided with this submission is accurate and inclusive of all requirements of the Request for Tender. The document must be signed by an authorizes representative of the company in order to be accepted for consideration.

Company Name:			
Address:			
		•	
Signature:			
Printed Name:			
Title:			
Date:			

Appendix B: Relevant Documents

The following information is attached to the RFP as additional information:

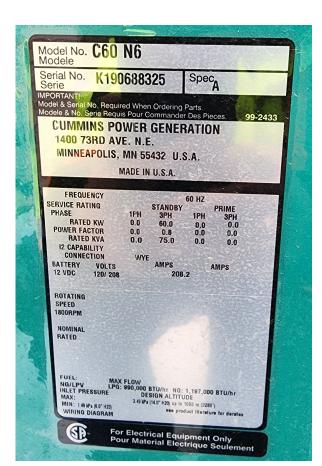
• Generator Labels



Model No. DQDAA - 544953 DQDAA-544953 F090006816 erial No. F090006816 **CUMMINS POWER GENERATION** 1400 73RD AVE. N.E MINNEAPOLIS, MN 55432 U.S.A MADE IN U.S.A. SERVICE RATING
PHASE
RATED KW
POWER FACTOR
RATED KVA STANDBY 1PH 3PH 0.0 250.0 0.0 0.8 0.0 312.5 WYE AMPS 751.8 375.9 BATTERY . 24 VDC ROTATING SPEED 1800RPM Ca WIRING DIAGRAM For Electrical Equipment Only Pour Material Electrique Seule **(I**) For Electrical Equipment Only Pour Material Electrique Seuleme **(II)**

19th Street Lift Station

5th Street Lift Station



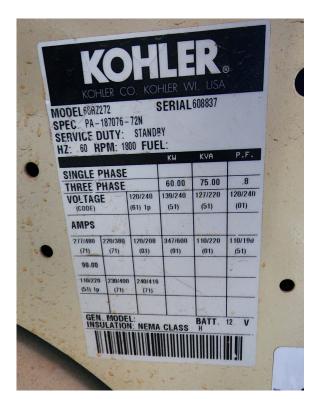
East Coulee



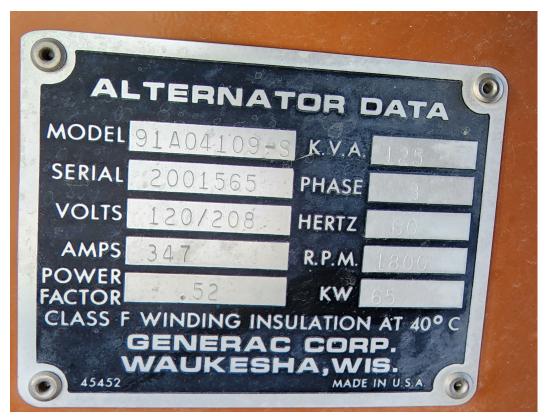
Midland Lift Station



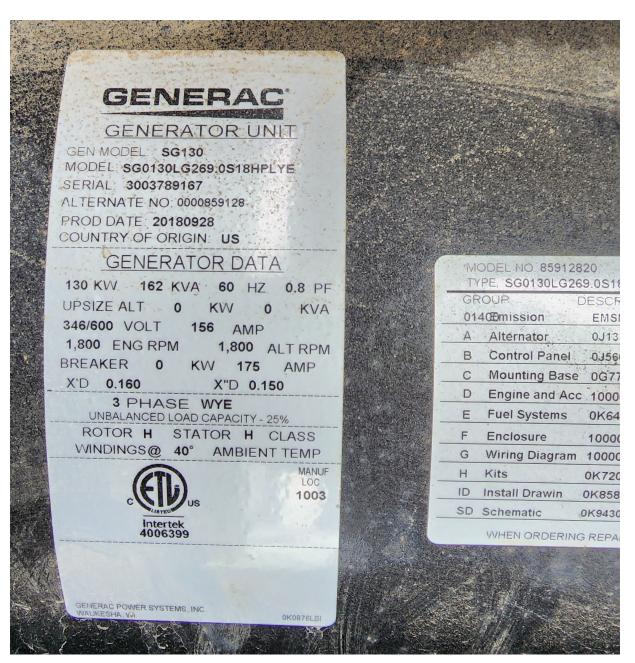
Nacmine Lift Station



Newcastle Lift Station



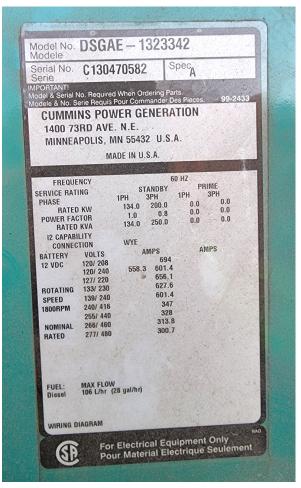
North Drumheller Lift Station



Public Works Building



Rosedale Lift Station



Town Office Building

REQUIETER 3 362-0345-0035-AA	
SYNCHRONOUS GENERATOR — GENERATEUR SYNCHRONE KW KVA RPM PH HZ AMPS VOLTS SOO 625 150 3 60 82 47 800 MODELE SERIAL NO. C36-M105-101 MODELE SERIAL NO. C36	
ATTENTION NE PAS OPÉRER LE GÉNÉRATEUR À UNE VITESSE INFÉRIEURE À CELLE DE BASE LORSQUE LE RÉGULATEUR DE VOLTAGE EST EN MARCHE	

Water Plant



Wastewater Treatment Plant

Appendix C: Labour Rate Form

This form is to be included as part of the cost submission.

Personnel Name/Title	Rate per Hour
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$