



Nottawasaga Valley Conservation Authority

REQUESTS FOR QUOTE (RFQ) 02/2017

**for NOTTAWASAGA VALLEY CONSERVATION AUTHORITY –
ELECTRICAL SERVICES - SEPTEMBER 2017**

Nottawasaga Valley Conservation Authority (NVCA) is requesting quotes for qualified commercial electrical contractors to provide scheduled and un-scheduled electrical maintenance and repair services on an 'as-needed basis' for the location identified below.

Sealed quotes will be received by the undersigned on behalf of the NVCA as follows:

Bidders are encouraged to use electronic means for delivering quotes. Electronic quotes will be delivered in a PDF format with "Confidential – RFQ 02/2017 Nottawasaga Valley Conservation Authority Electrical Services" in the subject line. For hard copy delivery, one (1) hard copy is to be submitted, in a sealed envelope clearly marked "Confidential – RFQ 02/2017 Nottawasaga Valley Conservation Authority Electrical Services".

The completed quotations will be received until 4:00 p.m. local eastern standard time on Tuesday, August 1, 2017, by:

Kyra Howes
Manager, Lands & Operations
Nottawasaga Valley Conservation Authority
John Hix Conservation Administration Centre
8195 8th Line, Utopia, Ontario
L0M 1T0

Quotes via fax cannot be accepted.

This time and date will be deemed to be the closing of the quote. Late quotes will not be considered.

Please note that the lowest quote will not necessarily be successful or accepted. The NVCA reserves the right to accept any quote or to reject any or all quotes. NVCA reserves the right to accept more than one contract.

The selection will take place by the 1st week of September with the successful bidder being notified after this time. Only the successful candidate will be notified.

For more information or for a copy of this document in an alternative format, please contact NVCA at 705-424-1479 or khowes@nvca.on.ca.

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Section A – Instructions to Bidders

1. FORM OF THE QUOTE

All quotes must be upon the Quote Form contained herein and be signed by the bidder with their business address.

Bidders will also submit the following forms complete in all respects:

- Proof of Liability Insurance.
- Proof of WSIB coverage.
- Quote Form.
- References.
- Proof of Ability.

2. COMPENSATION

Payment by the NVCA for the services will only be made after the services have been performed and accepted by authorized NVCA representatives. Itemized billings shall be submitted upon completion containing information specified by the NVCA. Monthly statements shall be submitted by the 30th of each month with a listing of all Repair Order Numbers, cost, and date identified. Payment will be made thirty (30) days after receipt of monthly statement. Discount periods must be extended if the billing invoice is returned for credit or correction.

3. QUOTE ADJUSTMENT

- 3.1 Adjustment by fax, e-mail or letter to a quote already submitted will not be considered. A bidder desiring to make adjustment to a quote submitted must withdraw the quote and submit another quote before the closing date and time, clearly noting that the quote is 'an amended quote', and showing an amended submission date. A quote may be withdrawn at any time prior to the time of closing.
- 3.2 Should there be any error in extensions, additions or computations, the unit price shown will govern.
- 3.3 The quote form must be signed in the spaces provided on the form, with the signature of the bidder or an authorized signing authority for the organization bidding.
- 3.4 The quotes must be clearly legible and all blanks filled in.

4. INSURANCE

The contractor shall maintain liability insurance in the amount of not less than five million dollars (\$5,000,000.00) per occurrence. The NVCA shall be named as an additional insured. Prior to signing of the contract the contractor shall submit proof of insurance to the NVCA. The contractor will also be required to sign a Hold Harmless agreement and provide a Certificate of Insurance.

5. LIABILITY

The Contractor shall be responsible for all injuries to persons and for damage to property caused by their operations and their employees engaged in connection with the work. The Contractor shall indemnify and save harmless the NVCA from all suits and actions for damages and costs to which the NVCA may be put by reason of injury or death to persons and damage to property of the NVCA and others resulting in the performance of the services required.

6. WORKPLACE SAFETY & INSURANCE BOARD

The successful bidder will be required to supply before commencement of the contract a certificate from the Workplace Safety and Insurance Board indicating that the bidder is in good standing with the Board before commencement of Contract and upon request will make available proof that all premiums payable are up to date.

7. CERTIFICATION/TRAINING

The successful bidder will be required to satisfy NVCA that all workers have appropriate training/certifications required to complete the works described in the quote including, but not limited, to being licensed electricians (or a certified electrical company), have *Working at Heights* training, Occupational Health and Safety training.

8. PROOF OF ABILITY

The bidders will be competent and capable of performing the scope of work specified and will provide with the quote the following information:

- Number of persons to be employed with this tender.
- A brief description of how the contract would be carried out.
- Three references. The NVCA reserves the right to fully investigate the qualifications of any bidder.
- Any additional pertinent information may be supplied at the bidder's option.

It is not the intent of the NVCA to award this contract to anyone who does not furnish satisfactory evidence of sufficient experience in this class of work.

9. RIGHT TO ACCEPT OR REJECT

9.1 No claims will be allowed after the submission of a quote or award of a contract on the basis that there was a misunderstanding of the terms and conditions or specifications or for any other reason.

9.2 The NVCA reserves the right to accept or reject any or all quotes and the lowest or any quote will not necessarily be accepted.

10. QUERIES REGARDING RFQ

Any queries regarding the work and services required under this project should be directed to the Manager, Lands & Operations at 705-424-1479 ext. 259. E-mail enquiries will be accepted at khowes@nvca.on.ca; however, the NVCA will not be responsible for any e-mail enquiries not responded to. All site visits must be pre-arranged.

Section B - Scope of Contract

- 1- The contractor will be expected to provide electrical maintenance and repairs on an 'as-needed' basis for the John Hix Conservation Administration Centre and the John L. Jose Environmental Learning Centre located at 8195 8th Line, Utopia, ON L0M 1T0.
- 2- The contractor shall furnish all labour, equipment, tools, parts, materials, and supplies required to repair, replace and install existing and new electrical systems as required. This includes the provision of all replacement parts and component systems for existing building electrical systems in accordance with all original equipment manufacturer specifications. This service shall additionally include, but not be limited to:
 - a. Expediting Services
 - b. Regular Service Calls
 - c. Emergency Service Calls
- 3- Repair, replacement, removal and installation services provided by the bidder shall comply with and conform to all applicable Federal, Provincial and Municipal laws and codes.
- 4- Example of Low Voltage Works
 - a. Repair electrical damages
 - b. Replace or repair exterior and interior light fixtures, replace ballasts, replace bulbs, replace timers and rest timers if needed;
 - c. Replace or repair exterior and interior wiring, outlets, receptacles, switches, fuses, and electrical circuit boxes;
 - d. Provide technical support to staff when requested.

All quotes must be submitted on the form provided.

Evaluation Criteria

Quotes will be evaluated on the following criteria, not necessarily in order of priority:

- Cost: The cost is reasonable for the effort proposed, is of sufficient detail to explain the cost drivers, and sufficient mechanisms are in place to control costs through the project.
- Experience: The bidder shows relevant experience on similar projects, preferably for similar types/sizes of entities. References will be checked.
- Approach: The bidder understands and will use appropriate tools, methods, and other approaches to ensuring the quality and timeliness of the implementation(s). Use of the latest technologies will be considered as will acceptance of requirements for the project.

Section C - References

Provide three references to be verified for this contract.

Reference One

Individual/Company Name: _____

Contact Person: _____

Phone Number: _____

Reference Two

Individual/Company Name: _____

Contact Person: _____

Phone Number: _____

Reference Three

Individual/Company Name: _____

Contact Person: _____

Phone Number: _____

Section D – Quote Form

Nottawasaga Valley Conservation Authority

QUOTE FORM

**Nottawasaga Valley Conservation Authority Electrical Services
RFQ 02/2017**

I/We _____

having carefully examined the attached quote information in detail including familiarizing myself/ourselves with the scope of work were the proposed work will be performed and all quote documents relating thereto, do hereby quote to supply all necessary labour, material and equipment to fulfil the Contract Obligations.

Deadline 4:00 p.m., Friday, August 1, 2017.

Signatures

For the Company

Company Name: _____

Contact Name: _____

Phone: _____

Signature: _____

Date: _____

For the NVCA

Authorized by: _____

Authorizing Signature: _____

Title: _____

Date: _____

Hourly Rate (state if varies- business hours Monday-Friday vs evenings/weekends):

Years of Experience: _____

Licensed staff: Yes No Other: _____

Additional Details:

Schedule 1 – Quote Form Submission Check-List

The bidder is to submit the following:

- Proof of Insurance - Section A
- Proof of WSIB Coverage - Section A
- Brief description of how the contract is to be carried out - Section A
- References - Section D
- Quote Form - Section E