

Proposal Response Form
Heat Pump Replacement RFP No. 2461305
Closing Date of
April 23, 2024 at 3:00 PM local time

Requirements

Complete the following requirements, providing the information request in accordance with the requirements in this RFP. If additional space is required please attach separate documents.

Completed proposals should not be more than **10** pages in overall length using no less than 10 pt. exclusive of any URLs and appendices specifically requested; the Regional District may not evaluate any pages that exceed this maximum page count.

1. Executive Summary

Proponents **should** provide an Executive Summary of the key points of this proposal:

2. Relevant Experience

Does your organization have **5** years within the past **7** years providing services of a similar scope and complexity? Similar scope and complexity is defined as:

- a) The removal and installation of HTP units with documented evidence of experience in similar types of work. ☐ Yes ☐ No

Please describe:

- b) Integration of HTP units with DDC control systems. ☐ Yes ☐ No

Please describe:

- c) Commissioning of commercial HTP systems ☐ Yes ☐ No

Please describe:

- d) Do your apprentices or helpers have a minimum of one-year commercial HVAC experience or equivalent experience? ☐ Yes ☐ No

Please describe:

e) Other

Please describe:

3. Licensing

Does your organization have a valid Province of British Columbia Air Conditioning and Refrigeration Contractors License.

Please provide a copy of the License or the License # _____

4. Qualifications

Mandatory Requirement:

a) Will the technicians that are performing the services be a Universal Red Seal Refrigeration Ticket or equivalent?

☐ Yes

☐ No

If equivalent, please describe and provide supporting documentation:

Proponents need to confirm and provide details to verify if the following qualifications are met

b) For the personnel performing the work do they have and maintain a relevant and valid Province of British Columbia Trade Qualification or equivalent?

☐ Yes

☐ No

Please describe and/or provide equivalency details

c) For your electrical trades' personnel have they completed an approved apprenticeship and hold an electrical trade qualification certificate, valid in the province of British Columbia?

☐ Yes

☐ No

Please provide any additional information if required:

- d) For the mechanics working on systems containing chlorofluorocarbons or other ozone-depleting substances are they licensed to handle ozone-depleting substances? ☐ Yes ☐ No

Please provide any additional information if required:

5. References

Proponents **needs to** provide a minimum of **3** references (i.e. names and contact information) of individuals who can verify the quality of work provided specific to the relevant experience of the Proponent and of any subcontractors named in the proposal. References from the Proponent's own organization or from named subcontractors are not acceptable.

Reference 1

Company Name:

Contact Name:

Contact Phone Number:

Reference 2

Company Name:

Contact Name:

Contact Phone Number:

Reference 3

Company Name:

Contact Name:

Contact Phone Number:

6. Sustainable Procurement

Proponent **should** identify how they may contribute to the following key social, employment and economical goals, but not limited to the following:

a) Does your organization contribute to a stronger local economy by:

➤ promoting a Living Wage?

☐ Yes

☐ No

➤ Using fair employment practices?

☐ Yes

☐ No

➤ Increase training and apprenticeship opportunities?

☐ Yes

☐ No

b) Local expertise knowledge by:

a. Being locally owned;

☐ Yes

☐ No

b. Utilization of local subcontractors;

☐ Yes

☐ No

Does your organization utilize or provide energy efficient products?

☐ Yes

☐ No

Where possible does your organization use minimal or environmentally friendly packing materials?

☐ Yes☐ No

Does your organization limit / reduce the use of any hazardous materials (toxics and ozone depleting substances)?

☐ Yes☐ No

Other: please describe:

7. Approach

Proponents **should** attach as a separate document a detailed project approach and work plan.

Please confirm if:

1. The detailed project approach and work plan has been included.

☐ Yes☐ No

2. If the approach addresses the methodology for removal, installation and commissioning of HTP

☐ Yes☐ No

3. If the approach describes the proposed Regional District staff training program and schedule.

☐ Yes☐ No

4. If the work plan addresses the removal and installation schedule for each HTP unit.

☐ Yes☐ No

5. If the work plan addresses the start-up, commissioning and balancing schedule.

☐ Yes☐ No

6. If the approach includes features of their services that give them a competitive advantage.

☐ Yes☐ No

8. Operations Impact Mitigation Strategy

Proponents **should** provide details on how they will minimize the impact to daily operations, this should also be included in the work schedule.

9. Environmental Considerations

Proponents **should** provide details on any upcycling or recycling methods they will undertake under this project as well as the disposal method for any refrigerants and how the disposal method will meet the environmental requirements and any other environmental considerations.

10. Site Safety Plan

Proponents will need to provide details on their site safety plan which **should** include but is not limited to:

- Hot works
- Lifting, craning, and hoisting
- Work site access control
- Chemical handling

11. Pricing

Proponents need to provide an all-inclusive cost for the project and provide a milestone payment schedule that will include but is not limited to:

- Shop Drawings
- Equipment Supply
- Decommissioning and removal
- Installation
- Closeout

12. Intent to be bound

A proposal is deemed to incorporate the Confirmation of Proponent's Intent to Be Bound below, without alteration.

CONFIRMATION OF PROPONENT'S INTENT TO BE BOUND:

The enclosed proposal is submitted in response to the referenced Request for Proposals, including any Addenda. By submitting a proposal the Proponent agrees to all of the terms and conditions of the RFP including the following:

- a) The Proponent has carefully read and examined the entire Request for Proposals;
- b) The Proponent has conducted such other investigations as were prudent and reasonable in preparing the proposal; and
- c) The Proponent agrees to be bound by the statements and representations made in its proposal.

PROONENT NAME (please print): _____

NAME OF AUTHORIZED REPRESENTATIVE (please print): _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____

DATE: _____