



Request for Proposal

Electrical Services

Issued by:
Regina Public Library

P.O. Box 2311
2311 – 12th Avenue
Regina, Saskatchewan
S4P 3Z5

Issue Date:	July 31, 2015
Closing Date:	August 28, 2015
Award Date:	September 4, 2015

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Intent

The intent of this Request for Proposal (RFP) is to select an electrical service company to provide routine, preventive, and emergency electrical services to all buildings and grounds of Regina Public Library. The term of the contract will be for three years beginning October 1, 2015. The contract may be extended for a further two years based on acceptable services.

Background

Regina Public Library (RPL) was established under *The Public Libraries Act, 1996* to facilitate equitable access by all residents of Saskatchewan to basic and special library services. The RPL Board of Directors has a vested interest in the commission of policies and procedures that will provide library services to the citizens of Regina through RPL's Central Library and eight Branch locations throughout the city of Regina.

Proposal Scope

This RFP will be awarded with the understanding that the Proponent selected will be the primary service provider for routine, preventive, emergency, and project-based electrical services. Larger, more complex projects may be tendered either as a sole project or as part of a larger building project at RPL's discretion. The services may include but are not limited to changing of ballasts in electrical fixtures, diagnosis and repairs of electrical faults and failures in the buildings, modifying existing and installing new electrical distribution and data cabling for changes in office layout, and other services that may be requested from time to time.

The Proponent will be required to service the electrical systems at the following RPL locations:

- Central Library – 2311 12th Avenue
- Children's Central Library – 2311 12th Avenue
- RPL Film Theatre – 2311 12th Avenue
- Albert Branch – 1401 Robinson Street
- Connaught Branch – 3435 13th Avenue
- George Bothwell Branch – Southland Mall, 2965 Gordon Rd
- Glen Elm Branch – 1601 Dewdney Avenue E.
- Prince of Wales Branch – 445 14th Avenue
- Regent Place Branch – 331 Albert Street
- Sherwood Village Branch – 6121 Rochdale Blvd
- Sunrise Branch – 3130 E. Woodhams Drive

Central Library is located in a designated heritage district. It was opened in 1962 and has had several renovations since that time. It has a computer room with a raised floor. It has an emergency generator and transfer switch as well as a suppression system.

Two of the libraries, Connaught and Albert are designated heritage properties. Albert Library will move to the new Mamaweytitan facility in the spring of 2017.

Two of the libraries are part of City of Regina facilities: Sunrise Library is part of the Sandra Schmirler Leisure Centre and Prince of Wales Library is part of the Core Ritchie Community Centre.

Two of the libraries are located in malls: George Bothwell Library is located in Southland Mall and Regent Place Library is located in Market Mall.

The following represents services used over the past five years:

Year	# of Hours- Journeyman	# of Hours - Apprentice
2015 (6 mos)	178.5	136.0
2014	268.5	212.0
2013	250.0	188.0
2012	181.0	75.5
2011	181.5	62.5
TOTAL	1059.5	674.0

Submission Deadline

To receive consideration, responses to this RFP must be received no later than 2:00 p.m. Saskatchewan Time (CST), August 28, 2015

Three (3) unbound original copies of the proposal and one electronic file in PDF format must be directed to:

Robert Woytuik, Physical Plant Manager
Regina Public Library
2311 – 12th Avenue
Regina, SK S4P 0N3
(306) 777-6052
rwoytuik@reginalibrary.ca

Prior to the submission deadline, RPL may amend or clarify the RFP. In the event that RPL revises the RFP after the closing date, Proponents will have the opportunity to refine, submit, or resubmit their proposals.

Facsimile or electronic proposals (other than that which accompanies the bound proposals above) will not be accepted.

Proposals will remain sealed until 2:00 p.m. August 28, 2015. Late proposals will not be considered and will be returned unopened.

Proposal Timeline

RFP release:	July 31, 2015
Deadline for response:	August 28, 2015
Award of contract:	September 4, 2015

Withdrawal of Proposal

A proposal may be amended or withdrawn at any time prior to the time and date set for the receipt of proposals.

Proposal Contact

Proponents are encouraged to obtain a clear understanding of the proposal requirements prior to submission. At all times, the Proponent is responsible for notifying RPL in writing, of any error or omission contained within the RFP document, or requesting clarification that may be required to prepare the proposal. RPL will provide written responses to all queries received and all requests/questions and their responses will be posted to the RPL website:

<http://reginalibrary.ca/about/tenders.html>

Inquiries, interpretations and questions regarding the procurement process or the scope of the work are to be directed to:

Robert Woytuik, Physical Plant Manager
Regina Public Library
2311 – 12th Avenue
Regina SK S4P 3Z5
306.777.6052 rwoytuik@reginalibrary.ca

Verbal responses to any inquiry are not binding on either party. Contacts are restricted to the person identified above. Contact with individuals other than that listed above may result in proposal disqualification. Proponents should review the web site to check for questions and answers posted, prior to the submission deadline.

General Information and Requirements

1. Incurred Costs

RPL will not be liable in any way for costs incurred by Proponents in replying to this RFP.

2. Reservations

RPL reserves the right to:

- Reject any or all proposals received in response to this RFP;
- Seek clarification from Proponents who respond to this RFP;
- Verify the validity of the information supplied in any proposal;
- Waive or modify procedural and administrative irregularities due to honest or unintentional mistakes as identified in proposals received, after discussion with the Proponent;
- Negotiate with the Proponent(s) responding to this RFP, consistent with the objectives stated;
- Cancel this RFP at any time for any or no reason. If cancelled, RPL is not responsible for any costs incurred by the Proponent(s); and
- Accept the proposal that appears to be in the best interest of RPL.

3. Final Proposal/Proposal Corrections

Proposals submitted shall be final and may not be altered by subsequent offerings, discussions, or commitments unless the Proponent is requested to do so by RPL. Should RPL determine that all of the proposals submitted are non-compliant, or none of the proposals meet the goals of the Project, RPL may carry out a process whereby all proponents are allowed the opportunity to correct their proposal without a change in their pricing.

4. Proposal Property

Once opened, proposals and accompanying documentation become the property of RPL and will not be returned.

5. Collusion

Proposals shall be made without any connection, comparison of figures, or arrangements with or knowledge of any other person or persons making a proposal under this RFP and shall be in all respects fair and without collusion or fraud.

6. Proposal Acceptance Period

By submitting a proposal, each Proponent agrees that their proposal may be subject to acceptance by RPL any time prior to sixty (60) days after the due date for submitting proposals.

7. **News Release**

Proponents must not make public announcements or news releases regarding this RFP or any subsequent award of contract without the prior written approval of RPL.

8. **Conflict of Interest**

Each Proponent must make full disclosure of any relationship with any employee of RPL who makes recommendations concerning the selection of a successful proposal or any employee who may allot work to or order supplies from the successful Proponent.

9. **Proposal Prices**

All prices proposed must be in Canadian currency. If not stated otherwise, RPL will assume prices quoted are in Canadian funds. The prices proposed shall include all costs associated with providing the service.

Whenever the amount proposed for an item in the proposal does not agree with the extension of the estimated quantity and the proposed unit price, the unit price shall govern and the extended amount proposed for that item shall be corrected accordingly.

10. **Execution of Formal Contract**

The successful Proponent shall enter into a formal, written agreement(s) with RPL in such form as may be acceptable to RPL, in its sole discretion.

RPL and the successful Proponent agree to incorporate the salient description and elements from this RFP and the Proponent's proposal that identify how the Proponent will provide electrical services in accordance with the terms of this RFP. In the event of any inconsistency between the accepted proposal, the RFP, and the Contract, the latter shall supersede the former.

The successful Proponent will endeavour in good faith and in a timely manner to finalize and execute the agreement(s) without delay.

In the event that RPL and the successful Proponent are unable to successfully negotiate agreement(s), RPL reserves the right, in its sole discretion, to disqualify the Proponent and to commence negotiations with the next highest ranked Proponent who provided a compliant response to this RFP. All proponents acknowledge and agree that RPL is not obligated to enter into any agreement or to retain the successful Proponent for the services outlined in this RFP, unless in the sole discretion of RPL, a satisfactory agreement or agreements can be reached.

11. Unacceptable Performance

Should a Proponent's performance be deemed unacceptable, RPL reserves the right to cancel any agreement(s) or contract(s) executed under this Proposal with thirty (30) days' notice.

12. Permits, Licenses, and Workers' Compensation

The Proponent and any sub-contractors used by the Proponent are responsible for obtaining and paying for all necessary permits and licenses required for the performance of the services. The Proponent is responsible for registering with the Saskatchewan Workers' Compensation Board and paying premiums for workers' compensation coverage.

13. Applicable Laws and Regulations

The Proponent is responsible for adhering to all applicable laws and regulations in performing the services. This includes all employment, health and safety, and environmental requirements.

14. Insurance

The successful Proponent will need to provide RPL with proof of professional liability. Minimum coverage of \$2 million is required for comprehensive general liability. RPL shall be included as an insured party. The City of Regina will be an insured party for branches in RPL and City jointly owned facilities (Sunrise Branch in the Sandra Schmirler Leisure Centre and Prince of Wales Branch in the Core Ritchie Community Centre). The owners and operators of malls where RPL leases space will also be listed as insured parties (Market Mall, Southland Mall).

15. Confidentiality

RPL anticipates the Proponents may wish to treat certain elements of their submissions as confidential or proprietary. Proponents are advised, however, that freedom of information requirements in force in the Province of Saskatchewan may afford rights of production or inspection at the application of third parties. Further, the contract entered into by the successful Proponent will, by law, be available for inspection by members of the public.

16. Governing Law

This RFP process shall be governed by and construed in accordance with the laws of the Province of Saskatchewan and the federal laws of Canada applicable therein.

17. **Proponent Availability**

RPL reserves the right to purchase services from another Proponent in certain circumstances. This decision would be based on the selected Proponent's availability and ability to provide timely service, and at the discretion of RPL.

18. **Terms and Conditions**

Any terms and conditions proposed by the Proponent inconsistent with, or in addition to, this RFP or the schedules and appendices attached shall be void and have no effect. All terms and conditions of this RFP are deemed to be accepted by the Proponent and incorporated by reference in their proposal, except for those that are expressly challenged by the Proponent in their proposal.

Electrical Service Requirements

1. The Proponent will respond within four business hours when a request for service is submitted within normal business hours. The Proponent will make arrangements to provide service as soon after the initial request as is possible.
2. While working on RPL premises, the Proponent will bring to the attention of the Physical Plant unit any deficiencies in systems, repairs required and observations of unsafe or potentially unsafe electrical equipment and systems.
3. The Proponent will provide detailed invoices within 30 days of materials and services being provided upon satisfactory completion of each job.
4. The Proponent will provide an after-hours contact list for emergency services. The Proponent must be available twenty-four hours per day seven days per week for emergency services.
5. All service and installation, including electrical apparatus, connections, wiring, etc. will be coordinated between the Proponent and either or both of RPL's IT Services and Physical Plant units as appropriate to the individual job or project.
6. The Proponent is responsible for protecting the site from potential damage and shall be responsible for any damages caused by the Proponent or its agents on site.
7. The Proponent will be responsible for ensuring the quality of all services and/or materials supplied by them or their subcontractors, if applicable. The Proponent will also be responsible for coordinating all subcontractor work schedules with either or both of RPL's IT Services and Physical Plant units as appropriate to the individual job or project.
8. The Proponent must provide all of their own tools and equipment.

9. The Proponent is expected to provide the appropriate qualification and number of staff needed to perform the required work. RPL will not compensate the Proponent for any additional staff assigned unnecessarily to the work.

Submission Requirements

Proponents must follow the proposal outline below. Additional information thought to be relevant, beyond the categories listed below, should be provided as an appendix to the proposal. Failure to comply with these requirements may result in a rejected proposal.

1. Letter of Transmittal

Provide a Letter of Transmittal, or covering letter, dated and signed by an official authorized to negotiate and make commitments on behalf of the company. The letter should indicate contact name, title and telephone number and email address of the individual who can provide any required clarifications-with respect to your proposal.

2. Company Information and Service Team

Description of the company's business - Proponents are to provide a company profile, indicating time in business, location of Saskatchewan office, and other information that may be deemed appropriate.

Please describe the service team and its ability to handle requests for service.

3. References

Provide a minimum of three (3) references that you have provided similar services to within the past five (5) years. Describe as clearly as possible how the services provided to these references are similar to the services proposed for RPL.

1. Name and address of company
2. Name, title, phone number and email of the contact person
3. Type of industry
4. Date when work was undertaken
5. Summary of work completed/undertaken

4. Cost Proposal

1. Provide hourly pricing for time worked during normal business hours (detailing what times normal business hours include), after business hours, and call-out services after hours. List your firm's rate for a journeyperson electrician and non-journeyperson electrician.

Provide hourly pricing for each of the three years of the contract. Should the contract be extended for a further two years, please provide pricing or your pricing methodology for the extended time period.

2. List your firm's percentage markup on all materials.
3. Please note that the costs for any licences, fees, permits, levies, etc. will be delineated separately on invoices to RPL.
4. Provide a list of any travel costs which may be charged.
5. List taxes separately.

Evaluation of Submissions

The Selection Committee will consist of representatives from RPL's Administration. Submissions will be evaluated based on the following criteria and point system.

Criteria	Available Points
Quoted labour rate	30
Service Team and Availability	25
Company history and profile	20
References	15
Quality of Proposal	10
Total Available Points	100

Note: The lowest or any proposal will not necessarily be accepted.

Award

The contract will be awarded in accordance with the following conditions:

1. Selection of the successful proposal will be based on the proposal that provides the best value for RPL. As noted in the criteria table, price is one consideration among many.
2. RPL reserves the right to award the contract in whole or in part, to one or more Proponents based on their submissions, or to reject all submissions.