



Request for Proposal

Mechanical Maintenance Services

Issued by:
Regina Public Library
P.O. Box 2311
2311 – 12th Avenue
Regina, Saskatchewan
S4P 3Z5

Issue Date:	January 27, 2017
Closing Date:	February 16, 2017
Award Date:	February 23, 2017

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Intent

The intent of this Request for Proposal (RFP) is to select a company or companies to provide scheduled mechanical maintenance and general and emergency repairs, including parts, for the mechanical systems including heating, cooling, air handling and ventilation equipment throughout the Regina Public Library system. The period is for three years. There will be an option to extend the contract for a further two year period by mutual agreement of the parties.

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. RPL facilitates library services to the citizens of Regina through its Central Library and eight branches throughout the city. In order to provide a welcoming environment at RPL facilities, all mechanical systems must be kept in good working condition.

Scope

This RFP is seeking a preferred provider/s to enter into a three year contract to supply a scheduled mechanical equipment service plan, with a guaranteed hourly rate for general repairs and other mechanical services, a guaranteed percentage mark up on parts, and the terms and conditions for 24 hour per day emergency services as required for emergency repairs.

The RFP will cover the following locations of the Regina Public Library:

- Central Library – 2311 12th Avenue
- 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
- Sherwood Village Branch – 6121 Rochdale Blvd

Appendix A contains an equipment listing for each location listed above.

Mandatory Site Visits

Proponents interested in providing a proposal must attend mandatory site visits. They have been scheduled as follows:

Central Library - Wednesday, February 1st, 1:00 pm – meet at the front doors

Sherwood Village, Glen Elm, Prince of Wales, Connaught and George Bothwell branches -
Thursday February 2nd, 9:00 am – meet in the parking lot behind Sherwood Village branch.

Please confirm your attendance with Brian Klenk by email to bklenk@reginalibrary.ca or by text to 306-533-4308.

Submission Deadline

To receive consideration, responses to this RFP must be received no later than 2:00 p.m. Saskatchewan Time (CST), Thursday February 16th.

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

Regina Public Library
Directors Office
2311 – 12th Avenue
Regina, SK S4P 0N3
(306) 777-6150
bklenk@reginalibrary.ca

Attention: Mechanical Tender

Emails proposal will be accepted. Please send to Brian Klenk: bklenk@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.

Proposals will remain sealed and email proposals will not be opened until 2:00 p.m. Thursday, February 16th. Late proposals will not be considered and will be returned unopened.

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.

Project 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 Sasktenders website as an addendum and to RPL website at <http://reginalibrary.ca/about/tenders>. Proponents should review either site to check for questions and answers posted, prior to the submission deadline. Inquiries, interpretations and questions regarding the procurement process or the scope of the work are to be directed to:

Brian Klenk, Physical Plant Manager
Regina Public Library
2311 – 12th Avenue
REGINA SK S4P 0N3
306.777.6052 (office) or 306-533-4308 (cell)
bklenk@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.

Terms and Conditions

1. All terms and conditions of this RFP are deemed to be accepted by the responding company and incorporated by reference in their proposal, with the exception of those expressly challenged by the responding Proponent in their proposal.
2. Proposals shall remain valid for ninety (90) days after the date of proposal submission prescribed by RPL.
3. RPL will not be responsible for any costs incurred in the preparation and submission of the proposal.
4. All proposals and accompanying documentation received under this RFP process will be the sole property of RPL and will not be returned.
5. 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.
6. Should the successful Proponent's performance be deemed unacceptable, RPL reserves the right to cancel any agreement(s) under this proposal with thirty (30) days' notice.
7. Proponents are strictly prohibited from making public announcements or issuing news releases regarding this RFP or any subsequent award of contract without prior approval, in writing, provided by RPL.
8. Proponents shall not undertake an assignment that actually or potentially creates a conflict of interest with the provision of the services without disclosing the conflict of interest or potential conflict of interest to RPL.

9. The Proponent will be responsible for ensuring the quality of all services and/or materials supplied by their subcontractors.
10. The Proponent's personnel are to have knowledge of and abide by Saskatchewan Occupational Health and Safety Regulations.
11. The Proponent is responsible, at their own expense, for obtaining all necessary permits, licenses and insurance, registering with the Worker's Compensation Board and for abiding by government health and labour regulations.
12. The Proponent must provide a Certificate of Liability Insurance for minimum coverage up to five million dollars (\$5,000,000). While \$2,000,000 is acceptable at most RPL sites, \$5,000,000 is required for all contractors who work on site at Southland Mall.

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 of the individual who can provide any required clarifications with respect to your proposal.

2. Company Information

1. Name
2. Address
3. Telephone
4. Email Address
5. Key Contact
6. Website
7. 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
8. Summary information on the company's track-record and accomplishments.

3. Proposal Requirements

The Proponent will provide:

- A plan for the scheduled mechanical maintenance of each site identified in the scope. Depending on the site, please recommend the frequency of the scheduled maintenance (e.g. biannually, quarterly, etc.);
- Usual response times for non-emergency repairs;
- Maximum response time for emergency repairs.

General requirements that are assumed to be part of your proposal:

- Products and services are to carry an all-inclusive warranty covering manufacturing, materials, and workmanship.
- Quotes for scheduled mechanical maintenance should include all necessary maintenance materials that are required to ensure a proper service of all equipment. This does not include the cost of materials for any repairs identified during the scheduled maintenance.
- The successful Proponent is responsible for protecting the site from potential damage and shall be responsible for any damages occurring on site however caused by the Proponent's employees, staff or agents.
- The successful Proponent will be responsible for ensuring the quality of all services and/or materials supplied by their service providers.
- The successful Proponent will be responsible for coordinating all work schedules with RPL's Physical Plant unit. Advance notification of scheduled service must be received by the Physical Plant unit no less than one week prior to work commencing.

4. References

Provide a minimum of three (3) references that you have provided similar services to within the past five (5) years, including the name and address of the company, and the name, title, and phone number of the contact person. Describe as clearly as possible how the services provided to these references is similar to the services proposed for RPL.

5. Cost Proposal

1. By site, annual cost of a scheduled mechanical maintenance program. Please note for each site the frequency of scheduled visits (i.e. annual, bi-annual, quarterly, other). Please indicate the cost of scheduled maintenance for each of the three years of this proposal.

2. Hourly rates for service technicians. Please give rates for all positions that will be used to respond to calls. Please indicate what these rates will be for each of the three years of this proposal.
3. After hours rates for service technicians in case of emergency calls. Please provide rates for each of the three years of this proposal.
4. Mark-up percentages on all parts.
5. List all taxes separately.
6. Identify any other costs that are not included in the cost proposal. E.g. mileage, fuel or transportation charges added.

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
Proposal process and methodology	45
Contract cost and value for service	40
Company history and profile	10
References	5
	100

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

Award

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

1. Selection of the successful Proponent(s) will be based on the proposal(s) 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.

3. Any award resulting from this RFP is subject to the successful completion of a contract between RPL and the successful Proponent. The contract will be governed by and interpreted in accordance with the laws of the Province of Saskatchewan.

Confidentiality

RPL anticipates proponents may wish to treat certain elements of their submissions as confidential or proprietary, and are reminded 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. Furthermore, the contract entered into by the successful proponents may be available for inspection by members of the public.

Site Equipment List

CENTRAL

Air Handlers x 3
Humidifiers x 2
Liebert Challenger A/C Unit and Condenser x 1 each
Steam Boilers x 2
Heat Exchangers
Circulation Pumps A/C x 2
Circulating Pumps Heat
Chiller x 1
Cooling towers x 1
Radiation Heaters
Thermostats Pneumatic x 42
Controls
Air Compressor x 1
Chemical Equipment x 2
Stand Alone Lobby Heaters x 3
Sump Pumps x 3
Valves
Condensing Tank x 1
Expansion Tank x 4
VAV Boxes
Exhaust Fans and Motors

CONNAUGHT

1 steam boiler
1 electric thermostat
2 window A/C units
1 exhaust fan and motor

PRINCE OF WALES

3 forced air furnaces with heat exchangers for in floor heating
3 circulating pumps for floor heating

1 air exchanger with fan and motor
3 electric thermostats
1 exhaust fan and motor
3 roof top A/C units
1 humidifier
1 antifreeze expansion tank and pump

GLEN ELM

4 hot water boilers
15 heating coils
2 circulating pumps
16 thermostats (metasys)
15 VAV boxes
1 air handler with supply fan and motor
1 exhaust fan and motor
1 reheat coil
1 force flow fan and motor
1 humidifier
1 A/C unit
1 cooling coil

GEORGE BOTHWELL

5 roof top units
24 VAV boxes
2 exhaust fans
17 thermostats (metasys)

SHERWOOD VILLAGE

2 hot water boilers
2 exhaust fans and motors
2 air handlers with supply fans and motors
4 circulating pumps and motors
4 force flow fans and motors

8 reheat coils
6 VAV boxes
6 thermostats (metasys)
1 heating coil
2 A/C units
1 cooling coil
1 humidifier

NOTE - If during the site visits, the Proponent identifies equipment not included on the equipment list that should be included in the maintenance plan, please add the equipment and identify it as not being part of the equipment list.