# RFQ 2017-15 Electrical Services – Main Electrical Contract

The City of Dawson Creek requests quotes from qualified electricians or firms to provide electrical services for City facilities. These services must meet the standards of the BC Electrical Code and other relevant professional standards.

The term of the contract is for 3 (three) years - June 1, 2017 to May 31, 2020, with an option for the City of Dawson Creek to renew for one additional year.

All contract documents are available through the City of Dawson Creek website at [www.dawsoncreek.ca](http://www.dawsoncreek.ca/). The Proponent is solely responsible for ensuring any addenda are downloaded, reviewed, and included in their bid. Questions regarding specifications can be directed to Levi Jackson, Parks and Facilities Manager, at [ljackson@dawsoncreek.ca](mailto:ljackson@dawsoncreek.ca).

Quotations will be accepted up to **2:00 p.m. (local time), May 17, 2017.**

Quotations sealed in an opaque envelope**, clearly marked with the proponent’s name and address and the project name and number** will be received by Brenda Ginter, Director of Corporate Administration, at:

Regular Mail:

Box 150, Dawson Creek, BC V1G 4G4.

Physical Address (Courier):

10105 - 12A St., Dawson Creek, BC, V1G 3V7.

It is the sole responsibility of the Bidder to ensure that its Bid is received at the above location and by the time stipulated. Bids received after the stipulated time will be rejected and returned to the Bidder unopened. Faxed Bids are not acceptable and will be rejected. The City reserves the right to accept or reject all or any Bids and to waive any informality, incompleteness or error in any Bid.

Bidders must refer to the RFQ Documents for the terms governing the Bid process. All bids received by the City of Dawson Creek Director of Corporate Administration become the property of the Corporation of the City of Dawson Creek and as such are subject to the *Freedom of Information and Protection of Privacy Act.*

# SPECIFICATIONS

1. **Introduction**

The City of Dawson Creek is requesting quotations for electrical services that meet the standards of the BC Electrical Code and other relevant professional standards for repairs, maintenance and upgrades of City facilities.

# Scope of Work

1. **General:**
   1. The successful bidder must obtain BC Hydro Alliance Certification within 3 weeks of being awarded the contract. Delays in response from BC Hydro will be accommodated by the City; however, if the successful bidder is not able to secure Alliance Certification, is deemed ineligible or has the certification cancelled, the contract will be terminated.
   2. All work must be performed in accordance with the current BC Electrical Code, to best practices standards and meet all other legislative requirements.
   3. All material and equipment shall conform to CSA or ULC standards or to the applicable standard for the material or equipment.
   4. The Contractor is responsible for all tools, equipment and fuel.
   5. The Contractor must be a Trades Qualified (T.Q.) electrician.
   6. The Contractor must be knowledgeable in all areas of the scope of the work.
   7. The Contractor must have someone on call twenty four (24) hours per day, seven (7) days a week either by pager or by phone.
   8. The Contractor must carry a City of Dawson Creek business license. The license must be kept in good standing for the term of the Contract, a copy of which is to be provided upon award.
   9. Upon request, employees who perform work in City facilities may be required to complete a security clearance check which will include a criminal record check.
   10. The successful bidder will be deemed the prime contractor for this project and as such, will be responsible for site safety in its entirety.
   11. The Contractor must carry a valid WorkSafeBC number and will need to produce a clearance letter upon award. All work must adhere to WorkSafeBC requirements and regulations.
   12. A copy of the Company’s Health and Safety program must be filed with the City upon award.
   13. The successful bidder is responsible for all traffic control as necessary to satisfy the requirements of WorkSafeBC.
   14. In emergencies, a response is required within one (1) hour of call or services may be obtained from other sources. If regular non-emergency work is not completed within a reasonable time frame, after notification from the City, the City reserves the right to obtain the service from another source.
   15. All work performed must be logged in the respective facility’s log book, where applicable.
   16. The Contractor will be responsible for supply of a bucket truck and the appropriately licensed operator, when such equipment is required.
   17. The Contractor is responsible for employee orientation at all City buildings and facilities in which they will be working.
   18. The Contractor is expected to provide an adequate number of staff with the appropriate and required qualification to perform the required task. The City will only pay for actual time worked and will not compensate the Contractor for any unnecessary workers assigned to projects. Further, it is understood that the materials mark-up will cover all administrative time including the sourcing of required materials.
   19. The City is not responsible for paying overtime rates, mileage or travel time. Payment of these items to the Contractor’s employees is the responsibility of the Contractor.
   20. The successful bidder is responsible for the location and exposure of all underground utilities and structures in the area of any proposed work prior to commencing the work.
   21. The term of the contract is for 3 (three) years - **June 1, 2017 to May 31, 2020**, with an option for the City of Dawson Creek to renew for one additional year at the City’s discretion.

# Specific:

* 1. This contract requires the provision of general electrical repairs and maintenance as well as, but not limited to, the following:
     1. City Facilities - General electrical repairs and maintenance as well as upgrades to building electrical components including HVAC, pneumatic, industrial motors, photovoltaic, solar hot water heating, UPS, and refrigeration.
     2. Roads & Infrastructure - General electrical repairs and maintenance as well as upgrades to road related electrical infrastructure including but not limited to sign illumination and water line freeze protection systems.
     3. Parks and Playgrounds - General electrical repairs and maintenance as well as upgrades to parks and playgrounds including sign illumination, photovoltaic and industrial pumps.
     4. Kenn Borek Aquatic Centre - General electrical repairs and maintenance as well as pump connections, soft starts, drives, and automated controls.
     5. Energy Efficiency Upgrades – General fixture, bulb and equipment retrofits to be coordinated with the City Energy Manager.

# Location of Work:

* 1. City Hall (10105 – 12A Street)
  2. Fire Hall (10101 – 12A Street)
  3. RCMP Telecoms Building (10000 – 13 Street)
  4. RCMP Building (1230 – 102 Avenue)
  5. Encana Events Centre (#1 300 – Hwy 2) (exterior only)
  6. Kenn Borek Aquatic Centre (#2 300 – Hwy 2)
  7. Lakota Agricultural Centre (#3 300 – Hwy 2) (exterior only)
  8. Kin Arena (1101 – 106 Avenue)
  9. Memorial Arena (1107 – 106 Avenue)
  10. Curling Rink (1113 – 106 Avenue)
  11. NAR Park Buildings (816, 820, 900 Alaska Avenue)
  12. Calvin Kruk Centre for the Arts (10401 – 10 Street)
  13. Public Library (1001 – McKellar Avenue)
  14. Public Works Yards Buildings (92 – Vic Turner Airport Road)
  15. Airport Buildings *[excluding airside lighting and navigational aids]* (80 – Vic Turner Airport Road)
  16. All other City owned facilities and structures *[excluding Water Treatment Facilities]*

# Submission Requirements

Bids **must include**:

* + Bid Form, completed in full.
  + The bid must be received by the Corporate Administrator at Dawson Creek City Hall by the specified closing date and time, delivered in an opaque envelope and clearly with the Bidder’s name and address and “**RFQ 2017-15 Electrical Services – Main Electrical Contract**”.
  + The bid must be signed by a person authorized to sign on behalf of the Bidder.
  + Deadline for submission of bids is **2:00 p.m. local time, May 17, 2017**. Bids must be received prior to the deadline.
  + The bid must be signed by a person authorized to sign on behalf of the Bidder.
  + The bid must be in English.
  + In the case of a unit price contract, if the Bid contains an error in adding unit price amounts, the total Bid price is the total resulting from correct addition by the City of the individual amounts.

# Contract Documents

The Contract Documents consists of the following:

1. Request for Quotes;
2. Specifications;
3. Bid Form;
4. Addenda, (if any)

# Evaluation

Only the information contained in the submission will be used for evaluation. There will not be an opportunity to make a presentation to the City beyond the information contained in your submission. Bids will be evaluated for compliance with the bid documents, with price the priority factor in selecting a contractor from those who demonstrate sufficient capacity and ability to complete the work.

# Rejection of Bids

* The Owner has the right, in its sole discretion, not to award a Contract and has the right to reject any or all bids (including the lowest Bid) without giving any reason for doing so.
* The Owner has the right, in its sole discretion, to evaluate any or all bids on any basis it considers desirable, including the overall cost of the bid in relation to the Owner's budget for the Work, the ability of the Bidders to perform the Work, the finances or credit-worthiness of the Bidder, and any experience of the Bidder in performing work of a kind comparable to the Work.
* Unless otherwise expressly provided in the RFQ, the Owner is entitled, in its sole discretion, to waive any informality, incompleteness or error in any bid.
* The Owner may, but is not required to, in its sole discretion, reject any bid which is conditional or obscure in any respect or does not conform strictly with the requirements of the Request for Quotations.

# Additional Information

* Except as expressly and specifically permitted in the RFQ, no Bidder has any claim for any compensation of any kind whatsoever, as a result of participating in the RFQ, and by submitting a bid, each bidder is deemed to have agreed that it has no claim.
* The bidder, through submission of a bid, agrees to all terms and conditions contained in the RFQ.
* Bidders may only amend their bid via fax to 250-782-3203. Fax changes must be received prior to the closing time of **2:00 pm local time, May 17, 2017.** Any Bid change should disclose only price **changes** and any change that discloses a lump sum price, a unit price, an extended total, or total price will result in the entire bid being rejected. If a Bidder faxes a change to the Bid, the Bidder accepts all risk associated therewith, including lost or misdirected fax and any malfunction of the City’s fax machine.
* The successful bidder will be required to provide and maintain throughout the term the following documentation, which must be submitted prior to the issuance of a contract and no later than seven business days of being notified that they are the successful bidder:
  + City of Dawson Creek Business Licence;
  + Proof of good standing with WorkSafeBC;
  + Commercial General Liability policy covering bodily injury and property damage liability in the amount of at least Five Million Dollars ($5,000,000) from an insurance company licensed to carry out general insurance in the province of BC. The policy must be in the name of the bidder and have added as additional insured the Corporation of the City of Dawson Creek. The policy must provide the City with 30 days’ notice of cancellation or material changes to the policy.
* Any additional information made available to proponents prior to the RFQ submission/closing date and time by the City or representative of the City is not included in the Request for Quotations. Such additional information is made available only for the assistance of proponents who must make their own judgment about its reliability, accuracy, completeness and relevance to the RFQ, and neither the City nor any representative of the City gives any guarantee or representation that the additional information is reliable, accurate, complete or relevant.

# Requests for Clarification

Bidders may inquire into and clarify any requirements of this RFQ. Questions must be communicated to the contact person at least five days prior to the closing date. Inquiries may be directed to Levi Jackson, Parks and Facilities Manager, at [ljackson@dawsoncreek.ca](mailto:ljackson@dawsoncreek.ca).

It is the bidder’s responsibility to clarify any details prior to submitting a bid. The Corporation of the City of Dawson Creek will assume no responsibility for any oral instruction or suggestion.

# Omissions and Discrepancies

If a bidder finds discrepancies in, or omissions from the request for quotations, or if he/she is in doubt as to their meaning, he/she should advise the City immediately.

Responses, if not already addressed in the RFQ, will be addressed in the form of addendum, if required and posted to the City website at [www.dawsoncreek.ca](http://www.dawsoncreek.ca/). No oral interpretations will be effective to modify any provisions of the Bid, unless a written addendum has been issued by the Director of Corporate Administration, prior to the advertised closing date and time. The Bidder is solely responsible for ensuring any addenda are downloaded, reviewed, and included in their bid. Bidders must also acknowledge receipt of each addendum (if any) in the space provided on the bid form.

# Bid Irrevocability

By submission of a clear and detailed written notice, the Bidder may amend or withdraw its bid prior to the closing date and time. Any amendment submitted which results in the disclosure of pricing or other salient points of the original bid will result in disqualification of the Bidder. At closing time, all bids become irrevocable.

Bids will be firm for a period of at least 30 days from the RFQ closing date, and will be used as the basis for and be included as part of the contractual agreement that will be entered into with the selected firm. The City reserves the right to negotiate scope and price with the lowest qualified bidder without any obligation to any other bidders.

By submission of a bid, the Bidder agrees that should its bid be successful, the Bidder will enter into a contract for the work with the City of Dawson Creek, the content and format of such contract to be determined by the City of Dawson Creek.

# City of Dawson Creek Bid Form Section 1 - Bidder Contact Information

|  |  |
| --- | --- |
| **Company:** | **Contact:** |
| **Date:** | **Phone:**  **Cell:** |
| **Address:** | **Email:** |

**Section 2 – Pricing**

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Unit** | **2017-2020 \*Rate** | **Applicable GST** |
| Journeyman Electrician | hourly | $ |  |
| Non-Journeyman Electrician | hourly | $ |  |
| Markup on Materials | % | % |  |
| Bucket Truck | hourly | $ |  |

*\*Rates must include all applicable fees, levies, licenses, permits, and charges including applicable PST but NOT GST.*

# Section 3 – Conflict of Interest

Conflict of Interest Information - Please mark below the appropriate response**:**

|  |  |
| --- | --- |
| Provided on a separate sheet: | No conflict exists for my company: |

# Section 4 - References

Please provide contact information for your two most recent jobs similar in scope and value to the work specified.

|  |  |  |
| --- | --- | --- |
| Company Name: |  |  |
| Contact: |  |  |
| Phone: |  |  |
| Email: |  |  |

X

\*Company Representative (signature)

Name:

Title:

\*Your signature authorizes the City of Dawson Creek to contact the references provided.

# Section 5 – Addenda

The Bidder acknowledges receipt of the following Addenda and agrees that this Bid has been completed in accordance with them:

Addenda.

# Section 6 - CONTRACTOR ACKNOWLEDGEMENT FORM

As an authorized representative of , by my signature below I acknowledge: *Company Name*

* All employees, subcontractors and representatives of the company will operate in compliance with all applicable federal, provincial and municipal occupational health and safety regulations, laws and bylaws. My company and its employees are qualified to do this work. References will be provided upon request.
* The successful bidder must provide the required documents no later than one week after notification of the award of the contract. Failure to do so may result in the contract being awarded to a bidder who can meet the requirements.
* Except as expressly and specifically permitted in this RFQ, no proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in the RFQ, and by submitting a bid, each bidder shall be deemed to have agreed that is has no claim.
* I have provided information regarding my company and staff that may lead to a real or perceived conflict of interest, including:
* Information regarding company representatives, managers and staff, (and members of their immediate families) who are a member of the Council of the City of Dawson Creek or in a senior management capacity with the City of Dawson Creek. “Immediate family” is defined as an individual’s spouse and those dependent on the individual or the individual’s spouse, whether related or not.
* Any other information that should be provided to the Council that may influence the consideration of the proposal.
* If no conflict exists, I have so indicated on the bid form in the space provided.

X

\*Company Representative (signature)

Name:

Title:

# Section 7 - CODE OF CONDUCT – CONTRACTORS

The relationship between City employees and representatives of contractors providing service to the City is critical to achieving the goals and objectives of the Corporation of the City of Dawson Creek.

In providing the highest level of service possible, it is essential that all representatives of the Contractor work together with City staff in a co-operative and congenial manner, always respecting established lines of authority.

The efficiency of City operations and the image the Corporation presents to the public may be influenced by any breakdown in the relationship between the Contractor’s representatives and City employees. Therefore, the Contractor’s representatives are expected to convey a friendly, approachable, positive and helpful attitude to City employees and to be honest, trustworthy, reliable, dependable and punctual in all workplace activities.

Contractors unable to demonstrate an ability to meet this standard may be disqualified from the bidding process. Successful bidders subsequently failing to meet this standard should expect termination of any contractual relationship with the City.

# APPROVED BY COUNCIL: DATE: August 23, 1999 REAFFIRMED BY COUNCIL: DATE: March 30, 2015

**I have read and agree to comply with the above Code of Conduct:**

X

\*Company Representative (signature)

Name:

Title:

**2017 PRIME CONTRACTOR FOR THE CITY OF DAWSON CREEK**

**ACCEPTANCE LETTER**

The City of Dawson Creek is committed to health and safety and requires all Contractors to

comply with applicable health and safety legislation at all times.

Any person wishing to act as Prime Contractor on a construction project for the City must be qualified as per Part 20 1, A of the Occupational Health and Safety Regulation, and be familiar with Duties and Responsibilities under Division 3 of the Workers Compensation Act.

In order to provide documented evidence of appropriate qualifications for projects within in City of Dawson Creek, please complete the section below.

1. Are you familiar with all aspects of the work involved with City Infrastructure? YES NO
2. Based on above, do you know what the reasonably foreseeable hazards are? YES NO
3. Did you gain your knowledge related to (1-3) above through:

|  |  |  |
| --- | --- | --- |
| a. Education? | YES | NO |
| b. Training (hands-on)? | YES | NO |
| c. Experience? | YES | NO |
| d. A combination of a, b, c? | YES | NO |

1. Are you, or is your company registered with WorkSafeBC? YES NO
2. Are you, as an employer, able to provide written evidence of a formal health and safety program appropriate to the work involved in these types of projects?

YES NO

UNLESS OTHERWISE STATED IN WRITING, I ACCEPT RESPONSIBILITY AS PRIME CONTRACTOR WHILE WORKING FOR THE CITY OF DAWSON CREEK.