



Sunshine Coast Regional District

Request for Proposal

Number: 2561303

for

Arena Refrigeration Maintenance Services

Issue Date:

February 21, 2025

Closing Date of

March 24, 2025 at 3:00 PM local time

OPTIONAL SITE MEETING: An optional site meeting will be held on Thursday March 6, 2025 at 11:00 AM local time starting at Gibsons & Area Community Center located at 700 Park Road, Gibsons, BC. Proponents will need to travel to the following facilities in order. Proponents need to RSVP by 12:00 noon on Wednesday, March 5, 2025 to purchasing@scrd.ca; if no RSVPs are received the site meeting may be cancelled.

CONTACT: All enquiries related to this Request for Proposal, including any requests for information and clarification, are to be submitted by March 7, 2025 and directed, in writing, to purchasing@scrd.ca, who will respond if time permits with a Q&A on BCBid by March 14, 2025. Information obtained from any other source is not official and should not be relied upon. Enquiries and any responses providing new information will be recorded and posted to BC Bid or otherwise distributed to prospective Proponents.

DELIVERY OF PROPOSALS: Proposals must be in English and must be submitted using one of the submission methods below, and must either **(1)** include a copy of this cover page that is signed by an authorized representative of the Proponent or **(2)** be submitted by using the e-bidding key on BC Bid (if applicable), in accordance with the requirements set out in the RFP.

BC Bid Electronic Submission: Proponents may submit an electronic proposal using BC Bid. Proposals must be submitted in accordance with the BC Bid requirements and e-bidding key requirements (found at <https://www.bcbid.gov.bc.ca/>). Only pre-authorized electronic bidders registered on the BC Bid system can submit an electronic proposal using the BC Bid system. Use of an e-bidding key is effective as a signature.

Email Submission: Proponents may submit an electronic proposal by email. Proposals submitted by email should be submitted to submissions@scrd.ca in accordance with the instructions at Section 1.3 of the General Terms and Conditions of this RFP.

OR

Hard Copy Submission: Proponents must submit **ONE (1)** hard-copies and **ONE (1)** electronic copy on a USB Drive of the proposal. Proposals submitted by hard copy must be submitted by hand or courier to:

**Sunshine Coast Regional District
1975 Field Road
Sechelt, BC V7Z 0A8**

Regardless of submission method, proposals must be received before Closing Time to be considered.

CONFIRMATION OF PROPONENT'S INTENT TO BE BOUND:

The enclosed proposal is submitted in response to the referenced Request for Proposal, 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 Proposal;
- 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: _____

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1. GENERAL TERMS & CONDITIONS

1.1 DEFINITIONS

Throughout this Request for Proposal, the following definitions apply:

"Addenda" means all additional information regarding this RFP, including amendments to the RFP;

"BC Bid" means the BC Bid website located at <https://www.bcbid.gov.bc.ca/>;

"Closing Location" includes the location or email address for submissions indicated on the cover page of this RFP, or BC Bid, as applicable;

"Closing Time" means the closing time and date for this RFP as set out on the cover page of this RFP;

"Contract" means the written agreement resulting from the RFP executed by the Regional District and the successful Proponent;

"Contractor" means the successful Proponent to the RFP who enters into a Contract with the Regional District;

"Must", or **"mandatory"** means a requirement that must be met in order for a proposal to receive consideration;

"Proponent" means a person or entity (excluding its parent, subsidiaries or other affiliates) with the legal capacity to contract, that submits a proposal in response to the RFP;

"Proposal" means a written response to the RFP that is submitted by a Proponent;

"Request for Proposals" or **"RFP"** means the solicitation described in this document, including any attached or referenced appendices, schedules or exhibits and as may be modified in writing from time to time by the Regional District by Addenda; and

"Should", **"may"** or **"weighted"** means a requirement having a significant degree of importance to the objectives of the Request for Proposals.

"SCRD", **"Regional District"**, **"Organization"**, **"we"**, **"us"**, and **"our"** mean Sunshine Coast Regional District.

1.2 FORM OF PROPOSAL

This Proposal must be completed in its entirety. Failure to properly complete this Proposal form may cause your Proposal to be rejected. The signing officer must initial all corrections. The Sunshine Coast Regional District (Regional District) reserves the right to permit a correction, clarification or amendment to the Proposal or to correct minor errors and irregularities.

1.3 SUBMISSION OF PROPOSAL

- a) Proposals must be submitted before Closing Time to the Closing Location using one of the submission methods set out on the cover page

of this RFP. Proposals must not be sent by fax. The Proponent is solely responsible for ensuring that, regardless of submission method selected, the Regional District receives a complete Proposal, including all attachments or enclosures, before the Closing Time.

- b) For electronic submissions (BC Bid or email), the following applies:
 - (i) The Proponent is solely responsible for ensuring that the complete electronic Proposal, including all attachments, is received before Closing Time;
 - (ii) The Regional District limits the maximum size of any single email message to 20MB or less.
 - (iii) Proponents should endeavour to submit emailed proposal submissions in a single message and avoid sending multiple email submissions for the same opportunity. If an electronic submission exceeds the applicable maximum single message size, the Proponent may make multiple submissions (BC Bid upload or multiple emails for the same opportunity). Proponents should identify the order and number of emails making up the email proposal submission (e.g. "email 1 of 3, email 2 of 3...");
 - (iv) For email proposal submissions sent through multiple emails, the Regional District reserves the right to seek clarification or reject the proposal if the Regional District is unable to determine what documents constitute the complete proposal;
 - (v) Attachments must not be compressed or encrypted, must not contain viruses or malware, must not be corrupted, and must be able to be opened using commonly available software (e.g. Adobe Acrobat). Proponents submitting by electronic submission are solely responsible for ensuring that any emails or attachments are not corrupted. The Regional District has no obligation to attempt to remedy any message or attachment that is received corrupted or cannot be viewed. The Regional District may reject proposals that are compressed encrypted, cannot be opened or that contain viruses or malware or corrupted attachments.
- c) For BC Bid e-submissions only pre-authorized e-bidders registered on BC Bid can submit electronic bids on BC Bid. BC Bid is a subscription service and the registration process may take two

business days to complete. If using this submission method, Proponents should refer to the BC Bid website or contact BC Bid Helpdesk at 250-387-7301 for more information. An electronic proposal submitted on BC Bid must be submitted using the e-bidding key of an authorized representative of the Proponent. Using the e-bidding key of a subcontractor is not acceptable.

- d) For email proposal submissions, including any notices of amendment or withdrawal referred to in Section 1.6, the subject line of the email and any attachment should be clearly marked with the name of the Proponent, the RFP number and the project or program title.
- e) The Regional District strongly encourages Proponents using electronic submissions to submit proposals with sufficient time to complete the upload and transmission of the complete proposal and any attachments before Closing Time.
- f) The Proponent bears all risk associated with delivering its Proposal by electronic submission, including but not limited to delays in transmission between the Proponent's computer and the Regional District Electronic Mail System or BC Bid.
- g) While the Regional District may allow for email proposal submissions, the Proponent acknowledges that email transmissions are inherently unreliable. The Proponent is solely responsible for ensuring that its complete email proposal submission and all attachments have been received before Closing Time. If the Regional District Electronic Mail System rejects an email proposal submission for any reason, and the Proponent does not successfully resubmit its proposal by the same or other permitted submission method before Closing Time, the Proponent will not be permitted to resubmit its proposal after Closing Time. The Proponent is strongly advised to contact the Regional District Contact immediately to arrange for an alternative submission method if:
 - (i) the Proponent's email proposal submission is rejected by the Regional District Electronic Mail System; or
 - (ii) the Proponent does not receive an automated response email from the Regional District confirming receipt of each and every message transmitted, within a half hour of transmission by the Proponent.

An alternate submission method may be made available, at the Regional District's discretion, immediately to arrange for an alternative submission method, and it is the Proponent's sole responsibility for ensuring that a complete proposal (and all attachments) submitted using an approved alternate submission method is received by the Regional District before the Closing Time. The Regional District makes no guarantee that an alternative submission method will be available or that the method available will ensure that a Proponent's proposal is received before Closing Time.

1.4 SIGNATURE REQUIRED

Proposals must be properly signed by an officer, employee or agent having authority to bind the Proponent by that signature.

1.5 CLARIFICATIONS, ADDENDA & MINOR IRREGULARITIES

If any Proponent finds any inconsistencies, errors or omissions in the proposal documents or requires information, clarification of any provision contained therein, they shall submit their query in writing or email, addressed as follows:

Purchasing Division
Sunshine Coast Regional District
1975 Field Road, Sechelt, BC V7Z 0A8

purchasing@scrd.ca

Any interpretation of, addition to, deletions from or any corrections to the proposal documents will be issued as written addendum by the Regional District.

All Addenda will be posted on BC Bid. It is the sole responsibility of the Proponent to check for Addenda on BC Bid. Proponents are strongly encouraged to subscribe to BC Bid's email notification service to receive notices of Addenda.

1.6 WITHDRAWAL OR REVISIONS

Proposals or revisions may be withdrawn by written notice provided such a notice of withdrawal is received prior to the closing date and time. Proposals withdrawn will be returned to the Proponent unopened. Revisions to the proposals already received shall be submitted only by electronic mail, or signed letter. The revision must state only the amount by which a figure is to be increased or decreased, or specific directions as to the exclusions or inclusion of particular words.

1.7 CONDUCT OF THE CONTRACT

Unless otherwise specified within this document, any queries regarding this Request for Proposal are to be directed to purchasing@scrd.ca. No other verbal or

written instruction or information shall be relied upon by the Bidder, nor will they be binding upon the Regional District.

1.8 CONFLICT OF INTEREST/NO LOBBYING

- (a) A Proponent may be disqualified if the Proponent's current or past corporate or other interests, or those of a proposed subcontractor, may, in the Regional District's opinion, give rise to an actual or potential conflict of interest in connection with the services described in the RFP. This includes, but is not limited to, involvement by a Proponent in the preparation of the RFP or a relationship with any employee, contractor or representative of the Regional District involved in preparation of the RFP, participating on the evaluation committee or in the administration of the Contract. If a Proponent is in doubt as to whether there might be a conflict of interest, the Proponent should consult with the Regional District Contact prior to submitting a proposal. By submitting a proposal, the Proponent represents that it is not aware of any circumstances that would give rise to a conflict of interest that is actual or potential, in respect of the RFP.
- (b) A Proponent must not attempt to influence the outcome of the RFP process by engaging in lobbying activities. Any attempt by the Proponent to communicate, for this purpose directly or indirectly with any employee, contractor or representative of the Regional District, including members of the evaluation committee and any elected officials of the Regional District, or with the media, may result in disqualification of the Proponent.

1.9 CONTRACT

By submitting a proposal, the Proponent agrees that should its proposal be successful the Proponent will enter into a Contract with the Regional District on substantially the same terms and Conditions set out in www.scrd.ca/bid and such other terms and conditions to be finalized to the satisfaction of the Regional District, if applicable.

1.10 SUSTAINABLE PROCUREMENT

The Regional District adheres to its sustainable consideration factors. Proposals will be considered not only on the total cost of services, but Proposals that addresses the environment and social factors.

1.11 INVOICING AND PAYMENT

Unless otherwise agreed, the Regional District payment terms are Net 30 days following receipt of services or approved invoices, whichever is later. Original invoices are to be forwarded to the accounts payable department of the Regional District. The purchase order number assigned by the Regional District must be stated on the invoice otherwise payment may be delayed.

1.12 PRICING, CURRENCY AND TAXES

Offered prices are to be attached as a price schedule in Canadian dollars with taxes stated separately when applicable.

1.13 IRREVOCABLE OFFER

This Proposal must be irrevocable for 90 days from the Proposal closing date and time.

1.14 TIME IS OF THE ESSENCE

Time shall be of the essence in this contract.

1.15 ASSIGNMENT

The Proponent will not, without written consent of the Regional District, assign or transfer this contract or any part thereof.

1.16 OWNERSHIP OF DOCUMENTS & FREEDOM OF INFORMATION

All documents submitted in response to this Request for Proposal shall become the property of the Regional District and as such will be subject to the disclosure provisions of the *Freedom of Information and Protection of Privacy Act* and any requirement for disclosure of all or a part of a Proposal under that Act.

The requirement for confidentiality shall not apply to any Proposal that is incorporated into a Contract for the Work. Further, the Regional District may disclose the top scoring proponent's aggregate pricing to the Regional District Board at a public meeting, when making a recommendation for the award of the Contract.

For more information on the application of the Act, go to http://www.cio.gov.bc.ca/cio/priv_leg/index.page.

1.17 AWARD OF CONTRACT

The Purchasing Policy at the Regional District offers contracts to businesses through an open, fair and consistent competitive bidding process. This ensures that the Regional District will receive the best overall value for the goods and services it requires. The Regional District reserves the right to cancel, award all or part of the scope of work described in this document to a single Proponent or may split the award with multiple Proponents.

All awards are subject to Board approval that meets the needs as determined by the Board. The Regional District, in receipt of a submission from a Proponent, may in its sole discretion consider the Proponent to have accepted the terms and conditions herein, except those expressly excluded or changed by the Proponent in writing.

The RFP shall not be construed as an agreement to purchase goods or services. The lowest priced or any proposal will not necessarily be accepted. The RFP does not commit the Regional District in any way to award a contract and that no legal relationship or obligation regarding the procurement of any good or service will be created between Regional District and the proponent unless and until Regional District and the proponent execute a written agreement for the Deliverables

1.18 COST OF PROPOSAL

The Proponent acknowledges and agrees that the Regional District will not be responsible for any costs, expenses, losses, damage or liability incurred by the Proponent as a result of or arising out submitting a Proposal for the proposed contract or the Regional District's acceptance or non-acceptance of their proposal. Further, except as expressly and specifically permitted herein, no Proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in this RFP, and by submitting a proposal each Proponent shall be deemed to have agreed that it has no claim.

1.19 PROPONENT'S RESPONSIBILITY

It is the Proponent's responsibility to ensure that the terms of reference contained herein are fully understood and to obtain any further information required for this proposal call on its own initiative. The Regional District reserves the right to share, with all proponents, all questions and answers related to this bid call.

1.20 EVALUATIONS

Proposals will be evaluated in private, including proposals that were opened and read in public, if applicable. Proposals will be assessed in accordance with the evaluation criteria.

If only one Proposal is received, the Regional District reserves the right to open the Proposal in private or if the total bid price exceeds the estimated budget for the Contract, the Regional District may cancel and re-tender, accept, not accept and cancel or re-scope the Work seeking a better response, with or without any substantive changes being made to the solicitation documents. If more than one Proposal is received from the same Proponent, the last Proposal received,

as determined by the Regional District, will be the only Proposal considered.

1.21 ACCEPTANCE OF TERMS

The submission of the Proposal constitutes the agreement of the Proponent that all of the terms and conditions of the RFP are accepted by the Proponent and incorporated in its Proposal, except those conditions and provisions which are expressly excluded and clearly stated as excluded by the Proponent's proposal.

1.22 MANDATORY REQUIREMENTS

Proposals not clearly demonstrating that they meet the mandatory requirements will receive no further consideration during the evaluation process.

1.23 INSURANCE & WCB

The Proponent shall obtain and continuously hold for the term of the contract, insurance coverage with the Regional District Listed as "Additional Insured" the minimum limits of not less than those stated below:

- (a) Commercial General Liability – not less than \$2,000,000 per occurrence
- (b) Motor Vehicle Insurance, including Bodily Injury and Property Damage in an amount no less than \$2,000,000 per accident from the Insurance Corporation of British Columbia on any licensed motor vehicles of any kind used to carry out the Work.
- (c) Error & Omissions Insurance – not less than \$2,000,000 per occurrence
- (d) A provision requiring the Insurer to give the Owners a minimum of 30 days' notice of cancellation or lapsing or any material change in the insurance policy;

The Proponent must comply with all applicable laws and bylaws within the jurisdiction of the work. The Proponent must further comply with all conditions and safety regulations of the *Workers' Compensation Act* of British Columbia and must be in good standing during the term of any contract entered into from this process.

1.24 COLLUSION

Except otherwise specified or as arising by reason of the provisions of these documents, no person, or corporation, other than the Proponent has or will have any interest or share in this proposal or in the proposal contract which may be completed in respect thereof. There is no collusion or arrangement between the Proponent and any other actual or prospective Proponent in connection with proposals submitted for this project and the Proponent has no knowledge of the context of other proposals and has no comparison of figures or agreement or

arrangement, express or implied, with any other party in connection with the making of the proposal.

1.25 CONFLICT OF INTEREST

Proponents shall disclose in its Proposal any actual or potential conflict of interest and existing business relationship it may have with the Regional District, its elected or appointed officials or employees.

1.26 LIABILITY FOR ERRORS

While the Regional District has used considerable efforts to ensure an acute representation of information in these bid documents, the information contained is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the Regional District nor is it necessarily comprehensive or exhaustive.

1.27 TRADE AGREEMENTS

This RFP is covered by trade agreements between the Regional District and other jurisdictions, including the following:

- a) Canadian Free Trade Agreement; and
- b) New West Partnership Trade Agreement.

1.28 LAW

This contract and any resultant award shall be governed by and construed in accordance with the laws of the Province of British Columbia, which shall be deemed the proper law thereof.

1.29 REPRISAL CLAUSE

Tenders will not be accepted by the Regional District from any person, corporation, or other legal entity (the "Party") if the Party, or any officer or director of a corporate Party, is, or has been within a period of two years prior to the tender closing date, engaged either directly or indirectly through another corporation or legal entity in a legal proceeding initiated in any court against the Regional District in relation to any contract with, or works or services provided to, the Regional District; and any such Party is not eligible to submit a tender.

1.30 FORCE MAJEURE (ACT OF GOD)

Neither party shall be liable for any failure of or delay in the performance of this Agreement for the period that such failure or delay is due to causes beyond its reasonable control including but not limited to acts of God, war, strikes or labour disputes, embargoes, government orders or any other force majeure event. The Regional District may terminate the Contract by notice if the event lasts for longer than 30 days.

1.31 CONFIDENTIAL INFORMATION OF PROPONENT

A proponent should identify any information in its proposal or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by Regional District. The confidentiality of such information will be maintained by Regional District, except the total proposed value, which must be publicly released for all proposals, or otherwise required by the Freedom of Information and Protection of Privacy Act ("FOIPPA"), law or by order of a court or tribunal. Proponents are advised that their proposals will, as necessary, be disclosed, on a confidential basis, to advisers retained by Regional District to advise or assist with the RFP process, including the evaluation of proposals. If a proponent has any questions about the collection and use of personal information pursuant to this RFP, questions are to be submitted to the RFP Contact.

1.32 DISPUTE RESOLUTION

All unresolved disputes arising out of or in connection with this Proposal or in respect of any contractual relationship associated therewith or derived therewith shall be referred to and finally resolved by arbitration as prescribed by Mediate BC services pursuant to its rules, unless otherwise mutually agreed between the parties.

1.33 DEBRIEFING

At the conclusion of the RFP process, all Proponents will be notified. Proponents may request a debriefing meeting with the Regional District.

2. INTRODUCTION

2.1 Purpose

The Regional District is seeking proposals from qualified Contractors to provide annual preventative maintenance services, repairs, and telephone technical support as needed for the single sheet ice arena ammonia refrigeration systems at the Sunshine Coast Arena (SCA) located at 5982 Shoal Way Sechelt, BC and Gibsons and Area Community Centre (GACC) located at 700 Park Rd Gibsons. BC

3. SITUATION/OVERVIEW

3.1 Background

The SCA is a single sheet ice arena originally constructed in 1974. This facility has undergone a compressor replacement in 2000 (Mycom N8WA) complete slab and ice floor replacement including a glycol under floor heating system in 2013, condenser replacement and installation of a closed loop compressor and oil cooling system in 2018, and a major refrigeration plant upgrade in 2019. The 2019 major upgrade included installation of a plate and frame chiller, new oil separators, new brine pump, Mycom N2M compressor replacing the remaining original York compressor The MCC panel and most system controls were replaced in 2021. The current refrigeration system operating season for SCA runs from mid-Sept to mid-March.

The GACC is a single sheet ice arena originally constructed in 2007. This facility has a shell and tube chiller, (1) Mycom N6WB compressor, (1) Mycom N4WB compressor, BAC VC1-205 evaporative condenser, glycol under floor heating system, glycol snow melt system and DDC control system. All major refrigeration plant components are original from 2007 construction. The shell tube chiller is scheduled to be replaced by a plate and frame chiller, June 2025. Planning is underway to replace the evaporative condenser in 2026, currently the planned replacement equipment is a plate and frame condenser with a fluid cooler however this is subject to change. The current refrigeration system operating season for GACC runs from mid-July to mid-May.

3.2 Project Objectives:

- Provide ammonia refrigeration system maintenance services to maximize operating efficiency and life expectancy of equipment and ensure compliance with Technical Safety BC regulations.
- Ensure qualified service personnel are available to enable timely repair of equipment breakdowns and minimize operational interruptions.

3.3 Scope

The successful Contractor will provide all labour, materials, tools, equipment, and transportation necessary to complete the refrigeration maintenance services at GACC and SCA.

The scope of services includes the provision of scheduled annual preventative maintenance as well as repair services including emergency response. The work includes but is not limited to:

- Maintenance and repair of refrigeration system components to meet original equipment manufacturer's specifications.
- Complete systems check and safety device testing.
- Be available to provide services twenty-four (24) hours per day, seven days (7) per week, 365 days per year in the event of emergencies.
- Maintain the efficiency, safety and rated capacity of system components and controls.
- Inspections, tests, and documentation as required by all applicable codes and regulations.
- Provide informal training on an as-needed basis for Regional District staff to enable them to make routine minor adjustments to the equipment.
- Provide an annual service report including recommendations for the next scheduled annual service.

3.3.1 Annual System services:

- Test run system to ensure optimum operation and verify proper operation of all system components and controls: make all necessary adjustments.
- Check the system ammonia charge and adjust as needed.
- Check the system secondary coolant levels (brine and or glycol) and adjust as needed.
- Test, verify and provide report on all system safety controls as applicable including but not limited to:
 - a) Discharge Pressure and Temperature
 - b) Suction Pressure
 - c) Oil Pressure
 - d) Compressor Coolant Pressure and Temperature
 - e) Evaporator Liquid Level
 - f) Emergency Stops
- Calibrate system safety controls as required.
- Piping and Vessel supports, insulation and corrosion inspection, report, and recommendations per regulatory requirements
- Review secondary coolant analysis reports and make necessary adjustments.

- Inspect all ammonia pressure relief devices and review required replacement dates. All ammonia pressure relief devices need to be replaced on a five-year cycle.
- Inspect all non-ammonia pressure relief devices and review required replacement dates. All non-ammonia pressure relief devices need to be replaced on a three-year cycle.
- Upon completion of system testing, perform system shutdown including pump down of ammonia charge to high pressure receiver (HPR) and isolate HPR.

3.3.2 Annual Compressor services:

- Service compressors as required based on operational hours, manufacturer's maintenance schedules, Technical Safety BC requirements and observed conditions from the previous annual maintenance cycle.
- Basic service to include but not limited to:
 - a) Drain oil
 - b) Remove hand hole cover and clean the crankcase
 - c) Clean oil pick-up screen
 - d) Remove and clean oil Cuno filter and sump (Replace oil filter on model N2M)
 - e) Inspect oil cooler
 - f) Re-assemble with new gaskets
 - g) Fill with new refrigerant oil (Owner Supplied)
 - h) Confirm operation
- Minor overhaul to include but not limited to:
 - a) Head cover removal.
 - b) Head cooling jacket cover removal and cleaning.
 - c) Removal, disassembly and cleaning of discharge cages. Lapping if required.
 - d) Replace discharge valves. Replace discharge spring sets.
 - e) Inspect and clean suction valve plates.
 - f) Replace suction valves. Replace suction spring sets.
 - g) Draining of oil and crankcase cleaning and inspection.
 - h) Clean oil pick-up screen.
 - i) Remove and clean Cuno filter (Replace oil filter on Model N2M)
 - j) Remove the oil pump. Clean and inspect.
 - k) Open, clean, and inspect the oil cooler.
 - l) Remove one piston assembly from each compressor. Inspect bearing halves, piston and rings, wrist pin rod bearing, cylinder sleeve, and crankshaft surface. Advise customer of condition.
 - m) New sleeve gasket (1).
 - n) Remove and clean unloader pistons.
 - o) Remove and clean scale trap and suction screens.
 - p) Replace gaskets as required.

- q) Complete reassembly.
- r) Fill with new refrigerant oil (Owner Supplied).
- s) Confirm operation.
- Major overhaul to include but not limited to:
 - a) Head cover removal.
 - b) Head cooling jacket cover removal and cleaning.
 - c) Removal, disassembly, and cleaning of discharge cages. Lapping if required.
 - d) Replace discharge valves. Replace discharge spring sets.
 - e) Inspect and clean suction valve plates.
 - f) Replace suction valves. Replace suction spring sets.
 - g) Draining of oil and crankcase cleaning and inspection. Clean oil pick-up screen.
 - h) Remove and clean Cuno filter (Replace oil filter on Model N2M)
 - i) Remove the oil pump. Clean and inspect.
 - j) Open, clean, and inspect the oil cooler.
 - k) Remove the piston assemblies.
 - l) Replace all piston rings.
 - m) Press in new connecting rod bushings.
 - n) Replace wrist pins.
 - o) Replace the bearing halve sets.
 - p) Replace the shaft seal assembly.
 - q) Remove and inspect main and thrust bearings. Advise staff of condition.
 - r) Remove and clean unloader pistons.
 - s) Clean and inspect crankshaft surfaces. Measure to check for wear at the crank pins.
 - t) All 'hard' parts will be inspected for abnormal wear or damage. These include pistons, connecting rods, crankshaft, cylinder sleeves, etc.
 - u) Remove and clean the scale trap and suction screens.
 - v) Replace gaskets as required.
 - w) Complete internal cleaning and reassembly.
 - x) Fill with new refrigerant oil (Owner Supplied).
 - y) Confirm operation

The successful Contractor will be provided with the 2024 annual service reports and compressor run time hours since the last annual service.

3.3.3 Repairs

The successful Contractor will:

- Provide a written quote for repair services. The quote will include all labour and materials; the pricing will be based on the hourly and material

rates provided in the pricing schedule. The written quote needs to include a completion timeline.

- Respond to requests for quotations within two (2) days and provide detailed written estimates within five (5) days.

3.3.4 Emergency Services

The successful Contractor will:

- Maintain a twenty-four (24) hours emergency service for the duration of the contract and have one or more qualified service personnel available for afterhours emergencies.
- Contractors shall respond by phone within thirty (30) minutes from the time a call-out is made.
- Provide instruction to onsite facility staff and if they are unable to resolve the emergency over the phone the Contractor will arrange to come to site as quickly as possible (next day or on an agreed upon day); or
- Bring in a subcontractor to perform the services.
- Be prepared to work as required on weekends and outside of normal working hours, if requested by the Regional District.

3.3.5 Additional Work

- During the term of the contract the successful Contractor may be requested to perform additional services (outside routine repair services) at the facilities listed.
- The Regional District reserves the rights to complete a competitive bidding process for any or all additional work (outside routine repair services – including capital items) however, the Regional District may request pricing from the successful Contractor to perform additional work and the pricing would be based on the hourly and material rates provided in the pricing schedule.

3.3.6 Criminal Records

The Regional District requires that police criminal record with vulnerable section check is conducted on all individuals performing work under this contract. The criminal record check should be no older than 5 years old. The successful Contractor will be required complete the checks notify, notify the Regional District in writing that the checks have been completed. If an employee does not have a clean criminal record or if the status of their criminal record changes then the successful Contractor will have to assign another staff member to perform the services. The Regional District may request from time to time confirmation that the criminal record checks are valid.

3.3.7 Reporting

- The successful Contractor will provide electronic detailed reports to the facility contact of all equipment upon completion of the services.

4. CONTRACT

4.1 General Contract Terms and Conditions

Proponents should review carefully the terms and conditions set out in the General Service Contract, including the Schedules. The General Contract terms can be found at: Information about our General Service Terms and Conditions can be found at www.scrd.ca/bid.

4.2 Service Requirements

The Contractor's responsibilities will include the following:

- Provide technical support and operational advice to facility staff, upon request.
 - Review the previous year's annual service report and make recommendations for the current year.
1. Provide service reports with recommendations for future equipment service or replacements.
- Maintain a valid Technical Safety BC Boilers, Pressure Vessel and Refrigeration Contractor's License throughout the term of the contract.
 - Maintain a twenty-four (24) hour emergency response service for the duration of the Agreement and have one or more qualified tradesperson available for afterhours emergencies.
 - Provide their current ammonia exposure control plan to the Regional District and update as required.
 - Assign a qualified experienced supervisor to oversee the inspection of the equipment to assure that equipment performance is optimal, and guarantee that the equipment is in conformance with the plans, specifications, and requirements of the Original Equipment Manufacturer (OEM).
 - Obtain all permits, licenses, approvals and certificates which are generally required for the performance of the work.
 - Warrant that the work will be completed in a good and skilful manner and provide a minimum of 90 days or longer warranty on their work. If within the warranty period any part of the work is found by the Regional District to be defective or faulty due to imperfect or bad construction or material, the successful Contractor will replace such defective items without expense to the Regional District; and

- Ensure at the end of each day the site is safe and secure, and, at the conclusion of work, clean out all debris, promptly remove any equipment or materials and leave the site of the work in a clean and tidy condition.

4.3 Related Documents

Appendix A – Major Refrigeration components

5. REQUIREMENTS

In order for a proposal to be considered, a Proponent must clearly demonstrate that they meet the mandatory requirements set out in Section 7.1 (Mandatory Criteria) of the RFP.

This section includes “Response Guidelines” which are intended to assist Proponents in the development of their proposals in respect of the weighted criteria set out in Section 7.2 of the RFP. The Response Guidelines are not intended to be comprehensive. Proponents should use their own judgement in determining what information to provide to demonstrate that the Proponent meets or exceeds the Regional District’s expectations.

Please address each of the following items in your proposal in the order presented.

Proponents may find it helpful to use the individual Response Guidelines as headings for proposal responses.

5.1 Capabilities

5.1.1 Qualifications

- The Proponent or any refrigeration subcontractors of the Proponent included in its proposal must have the following qualifications:
 - Red Seal Refrigeration Mechanic Certification.
- The Proponent and any subcontractors of the Proponent need to have the appropriate trade qualification for their applicable trade.
- Proponents need to provide a list of all key employees, subcontractors and their associated qualifications.

5.1.2 Relevant Experience

The Proponent and any subcontractors of the Proponent included in its proposal should have a minimum of 5 years within the past 7 years providing preventative maintenance and repair services in ammonia refrigeration systems with a capacity of 50kW prime mover name plate rating or larger.

5.1.3 References

Proponents need 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.

The Regional District reserves the right to seek additional references independent of those supplied by the Proponent, including internal references in relation to the Proponent's and any subcontractor's performance under any past or current contracts with the Regional District or other verifications as are deemed necessary by it to verify the information contained in the proposal and to confirm the suitability of the Proponent.

5.1.4 Environmental Requirements

Preventative maintenance or repair activities may necessitate the removal, recovery and or disposal of primary or secondary refrigerants and other system components. The proponent needs to ensure all environmental requirements are met when removing, recovering or disposing of primary or secondary refrigerants and other system components. The proponent should provide a removal, recovery and disposal plan for primary and secondary refrigerants.

5.1.5 Safety Plan

Proponents should include a site safety plan. The plan should include but is not limited to:

- Hot works.
- Lifting, craning, and hoisting.
- Fall Protection.
- Lockout and de-energization.
- Work site access control.
- Exposure Control Plan.
- Working Alone or in Isolation.
- Refrigerant Handling.
- Emergency response.

5.2 Sustainable Social Procurement

A factor in the Regional District evaluation process is sustainable social procurement and the evaluation of proposals will take this into consideration.

As part of any submission the Proponent is encouraged to identify how they may contribute to the following key social, employment and economical goals, but not limited to the following:

- a) Contribute to a stronger local economy by:

- Promoting a Living Wage
- Using fair employment practices;
- Increase training and apprenticeship opportunities;
- b) Local expertise knowledge by:
 - Being locally owned;
 - Utilization of local subcontractors;
- c) Environmental Cost of Ownership;
- d) Energy efficient products;
- e) Reducing hazardous materials (toxics and ozone depleting substances).

5.3 Approach

Proponents should

- Provide a comprehensive annual preventative maintenance plan per building for all listed equipment and the associated components to be serviced that outlines the scope of the work to be carried out on an annual basis.
- Clearly indicate the details of the proposed annual maintenance services, and total number of hours allocated per building.
- Describe the process for scheduling maintenance work, routine repairs and emergency repairs including lead time required for scheduling each type of work.
- Include features of their services that give them a competitive advantage.

5.4 Warranty

Proponents are to provide details on their warranty, the warranty period needs to be for a minimum of 90 days after the installation and commissioning of the equipment or after completion of the servicing. Proponents are encouraged to provide details and alternative warranty options that meet our minimum requirement.

5.5 Price

Proponents need to submit a fee proposal in accordance with Schedule A Fees (in excel) that provides inspection and routine maintenance rates, hourly rates, material markup fees for each item described. Pricing must include all time, travel, hourly billable rates and material costs.

Prices quoted will be deemed to be:

- in Canadian dollars;
- inclusive of duty, FOB destination, and delivery charges where applicable; and
- exclusive of any applicable taxes.

6. PROPOSAL FORMAT

Proponents should ensure that they fully respond to all requirements in the RFP in order to receive full consideration during evaluation.

The following format, sequence, and instructions should be followed in order to provide consistency in Proponent response and ensure each proposal receives full consideration. All pages should be consecutively numbered.

- a) Signed cover page (see section 7.1 Mandatory Criteria).
- b) Table of contents including page numbers.
- c) A short (one or two page) summary of the key features of the proposal.
- d) The body of the proposal, including pricing, i.e. the “Proponent Response”.
- e) Appendices, appropriately tabbed and referenced.
- f) Identification of Proponent (legal name)
- g) Identification of Proponent contact (if different from the authorized representative) and contact information.

7. EVALUATION

Evaluation of proposals will be by a committee formed by the Regional District and may include other employees and contractors.

The Regional District’s intent is to enter into a Contract with the Proponent who has met all mandatory criteria and minimum scores (if any) and who has the highest overall ranking.

Proposals will be assessed in accordance with the entire requirement of the RFP, including mandatory and weighted criteria.

The Regional District reserves the right to be the sole judge of a qualified proponent. The Evaluation Committee may, at its discretion, request clarifications or additional information from a Proponent with respect to any Proposal, and the Evaluation Committee may make such requests to only selected Proponents. The Evaluation Committee may consider such clarification or additional information in evaluating a Proposal.

7.1 Mandatory Criteria

Proposals not clearly demonstrating that they meet the following mandatory criteria will be excluded from further consideration during the evaluation process.

Mandatory Criteria
The proposal must be received at the Closing Location before the Closing Time.
The proposal must be in English.
The proposal must be submitted using one of the submission methods set out on the cover page of the RFP
The proposal must either (1) include a copy of the Confirmation of Proponent’s Intent to be Bound that is signed by an authorized representative of the Proponent, this is also required for email submissions or (2) be submitted by using the e-bidding key on BC Bid (if applicable), in accordance with the requirements set out in the RFP

7.2 Weighted Criteria

Proposals meeting all of the mandatory criteria will be further assessed against the following weighted criteria.

Weighted Criteria	Weight (%)
Qualifications	20
Experience	25
Approach & Safety Plan	30
Sustainable Social Procurement	5
Price	20
TOTAL	100

7.3 Price Evaluation

The lowest priced Proposal will receive full points for pricing. All other prices will be scored using the following formula: lowest priced proposal/price of this proposal* total points available for price.