



RFP-MCC-2205

**Springhill Service Centre
Elevator Modernization Project**

Municipality of the County of Cumberland
1395 Blair Lake Rd
Upper Nappan NS B4H 3Y4

Closing Date: July 27, 2022, 2:00 PM

Important Note for Bidding:

The proposal must be submitted in paper form at the address given above or electronically, in a PDF document, to procurement@cumberlandcounty.ns.ca. at the address given above. No other submission methods will be accepted.

Contents

1. INTRODUCTION & BACKGROUND	4
2. INVITATION	5
3. SCOPE OF WORK.....	5
Elevator Modernization and Upgrade Deliverables:.....	6
5. PROJECT SCHEDULE AND WORK LOCATION.....	6
6. PROJECT BUDGET	6
7. RFP CONTACTS	7
8. SERVICE REQUIREMENTS	7
8.1 Regulations	7
8.2 Materials	7
8.3 Warranty	8
8.4 Maintenance Data	8
8.5 On-site work.....	8
9. ADMINISTRATIVE AND LEGAL REQUIREMENTS.....	8
9.1 Asking Questions.....	8
9.2 Addenda and Addenda Acknowledgement.....	9
9.3 Constraints	9
9.4 Conflict of Interest	9
9.5 Special Conditions	9
9.6 Proposal Format.....	10
9.6.1 Structure of Proposal Document.....	10
9.6.2 Bid Package	10
9.6.3 Bid Submission	11
9.6.4 Official Record of Submission.....	11
10. RESPONSE REQUIREMENTS.....	11
10.1 Technical Response	11
10.1.1 Executive Summary	11
10.1.2 Understanding of Service Requirements.....	12
10.1.3 Demonstrated Expertise	12
10.2 Pricing Response.....	12
10.2.1 Estimated Cost – Fixed Price	12
10.2.2 Per Diem Rates.....	12
10.2.3 Travel and Project Expenses	12
10.2.4 Other Expenses	13
11. PROPOSAL EVALUATION	13

11.1 General Information..... 13
11.2 Evaluation Process 14

1. INTRODUCTION & BACKGROUND

The Municipality of Cumberland will be receiving proposals no later than 2:00PM on Wednesday, July 27, 2022.

The Springhill Service Centre Municipal building contains a 1977, One Passenger, Dover Hydraulic Elevator.

In 2014 Nova Scotia Labour issued a Safety Order requiring, certain elevators, including the elevator at the Springhill Service Centre be updated to meet the then new code requirements. The Safety Order states, in part, that "...hydraulic elevators with buried single bulkhead cylinders will either have to:

1. Be equipped with a car safety or
2. Be equipped with a plunger gripper or
3. Replace the existing single bottom cylinder with a new double bulkhead cylinder complete with a method of corrosion protection
4. Oil loss monitoring on a monthly basis.

The elevator is currently still in service on the basis of monthly safety inspections.

The Municipality of the County of Cumberland is seeking proposals to modernize the elevator and bring it to within Safety Code requirements.

This Request for Proposal defines the criteria in terms of both the form and content required of the proposal. You are urged to structure your response in accordance with the terms and conditions of this RFP. Your response to these criteria will determine whether a Proposal is complete, appropriate and competitive. Proposals that do not conform to these terms and conditions may be given lesser weight than others, or may be rejected.

This document is not intended to limit the content of Proposals, but rather, to provide a common framework for the Municipality to assess each Proposal in a professional manner in a demonstrably fair process. Proponents may provide unsolicited information if you consider it to be relevant.

There will not be a public opening of the proposals received.

It is the responsibility of each Proponent to ensure their Proposal arrives on time. Any late Proposals may not be accepted. Proposals may be withdrawn at any time prior to opening.

The Municipality of Cumberland reserves the right to waive technicalities or minor (in the sole opinion of the Municipality) non-compliance, to reject any or all Proposals, or any portion thereof, to advertise for new Proposals, to proceed to do the work otherwise, or to abandon the work, in the sole discretion of the Municipality.

The Municipality reserves the right to request clarification of information submitted and to request additional information if required. All costs associated with the preparation of a Proposal and any supplemental information shall be borne solely by the Proponent, and shall not be passed on to the Municipality under any circumstances.

2. INVITATION

The Municipality of the County of Cumberland is issuing this Request for Proposals with the intent to engage an experienced elevator service company with the capacity to complete all planning, designing (if any), procurement, upgrade, install and repair of an elevator of this make, design and vintage.

Selection Process & Project Timeline

Request for Proposals Issued	July 12, 2022
Request for Proposals Closed	July 27, 2022
Award of Contract (tentative)	August, 2022
Project Start-up (tentative)	August, 2022
Completion of Project	January, 2023

3. SCOPE OF WORK

The elevator that is the subject of this Request for Proposals is the only elevator in the Springhill Service Centre and so is an important piece of equipment for movement of goods, materials and people between floors. The successful proponent will work with the Facilities Coordinator to keep project costs within the project budget.

The successful proponent shall, in compliance with current safety code requirements:

1. Supply, deliver and install a new PVC protected hydraulic cylinder with all associated equipment, including, without limiting the generality of the foregoing, all hoses, valves, controllers, wires, footings, fasteners and any other item required for the safe and proper operation of the hydraulic cylinder.
2. Supply, deliver and install a new door operator, a new controller and power unit, and all associated equipment required for the safe and proper operation of those items listed.
3. Supply, deliver and install a new electronic door safety edge on each floor.

4. Supply, deliver and install a new up to date emergency phone.
5. Supply, deliver and install a battery lowering device.
6. Supply, deliver and install such other upgrades as are required to bring the elevator compliant with current Nova Scotia Safety Code for Elevators and Escalators.
7. All work, equipment, parts and modifications shall be inspected by Nova Scotia Labour, Elevators and Lifts Inspection Services, or such other governmental body as has the responsibility for inspecting elevators and escalators at the time the work is completed.

4. DELIVERABLES

Elevator Modernization and Upgrade Deliverables:

- 4.1 The supply, delivery and installation of the items described in the Scope of Work section of this Request for Proposals.
- 4.2 Successful inspection of the work and materials by the Elevators and Lifts Inspection Services, a division of Nova Scotia Labour. Any work or materials rejected by a government appointed inspector shall be replaced or redone, as the case may be, at the sole cost and expense of the successful proponent.

5. PROJECT SCHEDULE AND WORK LOCATION

The preferred work start date will be in August, 2022. Project completion is expected no later than January, 2023. However, this may be subject to change and is therefore presented primarily for guidance.

Work Location will be on site at 43 Main Street, Springhill, Nova Scotia.

6. PROJECT BUDGET

The Proponent is advised that the upside limit for the elevator modernization and upgrade is **\$ 200,000.00 excluding Harmonized Sales Tax**. The prices bid are to include any and all costs that are involved in the provision of the work, materials and services.

7. RFP CONTACTS

Questions about this RFP should be directed to the individual listed below, or their designate(s). Information that is obtained from any other source is not official and may be inaccurate.

Procurement Services
Kellie Seaman Procurement
Municipality of the County of Cumberland 1395 Blair Lake Rd Upper Nappan NS B4H 3Y4
kseaman@cumberlandcounty.ns.ca 902-664-9243

8. SERVICE REQUIREMENTS

The Proponent shall carry out the work in a manner that will ensure completion of the project according to schedule, will consult with Municipal staff with respect to matters related to the Springhill Service Centre Building, and will keep in touch with the Municipality's Project Contact person throughout the supply, and installation process to ensure that all will go according to schedule. Further service requirements include:

8.1 Regulations

1. Electrical work shall comply with the latest edition of the 2015 National Electrical Code of Canada (NS Adopted)
2. All work undertaken and all workers, contractors, employees, agents and invitees of the successful proponent shall comply with all Workers Compensation rules and regulations.

8.2 Materials

All products, materials and equipment proposed and supplied must be new and free from defects which impair the strength, durability or safe and proper functionality of the item. All materials supplied to the Municipality must be appropriately identified as approved by the Canadian Standards Association (CSA) and/or the

Underwriters Laboratories (UL), standards for safety. Delivery to site is the responsibility of the successful proponent.

8.3 Warranty

All equipment and materials supplied by the successful proponent must include a minimum two (2) year warranty and a minimum one (1) year warranty on all work performed by the Contractor.

8.4 Maintenance Data

The Successful Proponent shall submit a set of maintenance and operating instructions to the Municipality. The manuals shall include all equipment literature, parts list, operating instructions, maintenance instructions and all other pertinent data.

8.5 On-site work

Prior to mobilizing to the site, the Proponent shall present to the Municipality or its designated representative the following:

- Certificate of Insurance confirming coverage of Commercial General Liability Insurance in the amount not less than \$1,000,000. The policy shall add the Municipality of the County as an Additional Insured
- Certificate of Insurance confirming coverage of Public Liability and Damage Automobile insurance in an amount not less than \$2,000,000 with an endorsement for coverage of all owned and non-owned vehicles
- Current Clearance Letter from Workers Compensation Board of Nova Scotia

9. ADMINISTRATIVE AND LEGAL REQUIREMENTS

9.1 Asking Questions

The Proponent is responsible for obtaining any needed clarification of the RFP requirements, while the RFP is open. Questions should be directed in writing to the RFP contact identified. Email is the preferred method of contact. Verbal questions and responses that are not later confirmed in writing with the RFP contact will not be considered an official response.

Questions and responses that are deemed to materially affect the RFP requirements, project scope, time lines, etc. or to be of interest to all prospective

Proponents may be made available at the Municipality's option. If so, this would be handled as an addendum while the RFP is open and made available by email to all proponents invited to respond to this RFP.

9.2 Addenda and Addenda Acknowledgement

Proponents are responsible to ensure that they are aware of and have complied with any addenda issued.

Responding to this RFP may require the acknowledgement of a specific addendum or multiple addenda as part of the submission. Acknowledgement requirements, whether optional or mandatory, will be defined in the addendum. The Proponent must monitor for any addenda that may be issued during the full open period of the RFP.

9.3 Constraints

The Municipality is required to comply with the 'Personal Information International Disclosure Protection Act' (PIIDPA; S.N.S. 2006, c.3). The Act creates obligations for the Province of Nova Scotia and its service providers when personal information is collected, used or disclosed. Requirements include limiting storage, access and disclosure of personal information to Canada, except as necessary or otherwise required by law. Provisions related to PIIDPA are included in contract, as reflected in section 3.3. Information about the Act is available online at:

<http://www.gov.ns.ca/legislature/legc/statutes/persinfo.htm>

9.4 Conflict of Interest

The Municipality reserves the right to disqualify any Proponent that in the Municipality's sole opinion has an actual or potential conflict of interest or an unfair advantage, whether existing now or is likely to arise in the future, or may permit the Proponent to continue and impose such terms and conditions, as the Municipality in its sole discretion may require.

Proponents are required to disclose in writing, to the RFP Contacts, any potential or perceived conflict of interest issues prior to RFP closing date and time.

9.5 Special Conditions

All invoices submitted for services rendered must include a detailed breakdown of the work completed to support the amount that is invoiced.

9.6 Proposal Format

To help ensure consistency in Proponent responses and ease the evaluation process, the proposal should be prepared and packaged, as outlined in the sections that follow. Please print double-sided whenever possible and limit promotional and/or marketing materials to the information specifically requested in this document.

9.6.1 Structure of Proposal Document

The proposal document should be comprised of the sections below, presented in the order listed:

- Title page – This should clearly identify the Proponent’s names, postal address, telephone number and email address; as well as the project title as shown on the cover page of this RFP.
- Table of Contents
- Body of Proposal – This should include the Proponent’s technical and pricing responses. The body should be no more than 8 pages, excluding appendices.
- Appendices – These should include any additional information that supports the proposed services. Entries for each appendix should appear in the Table of Contents.

9.6.2 Bid Package

A complete bid package is comprised of the elements below, presented in the order listed:

One (1) Letter of Introduction – This should identify the Proponent and be signed by a signing officer for the Proponent in order to bind the Proponent to the statements made in the proposal.

One (1) Original – This is the Proposal Document containing the Technical and Pricing responses. The title page should be marked with the text ‘ORIGINAL’ at the top. The Original should be left unbound.

Quantity (3) Copies – Proposals without the correct number of copies may be rejected. The title pages for the Copies should be prepared in the same way as the title page for the Original, except these should be marked with the text

'COPY' at the top. In the interest of sustainability, please refrain from using binders, binding, plastic covers, etc. when submitting the proposal.

One (1) Electronic Copy– Prepare an electronic copy of your proposal as a Portable Document Format (PDF) file and include this in your bid. The file name should include an abbreviated form of the Proponent's name and RFP-MCC-2205. Electronic copy must be on a virus-free USB drive.

Or,

Delivery of an executed copy of the Proposal by electronic means permitted in the RFP shall constitute valid and effective delivery. The Proponent agrees that the electronic signatures of the Proponent on the electronic document shall have the same force and effect as manual/original signatures.

9.6.3 Bid Submission

External packaging – Ensure the external packaging reflects the information listed below:

Proponent's Name
Shipping Address
Telephone Number
RFP-MCC-2205

9.6.4 Official Record of Submission

The Original and Copies should be identical (excluding any obvious differences in labelling, as noted). If discrepancies between these items are discovered during the evaluation or during the life of the contract that emerges from this RFP, the Original retained by Procurement shall be taken as the correct version and the Proponent will be advised accordingly.

10. RESPONSE REQUIREMENTS

10.1 Technical Response

10.1.1 Executive Summary

Provide a summary of your technical response, highlighting the key features of your proposal. It should allow the evaluation team to quickly gain an overall perspective of your proposal, prior to reviewing it in detail.

10.1.2 Understanding of Service Requirements

Provide a summary of your understanding of the service requirement defined in this RFP. This content should be expressed in your own words and not simply recite the requirements as defined in this document.

10.1.3 Demonstrated Expertise

Outline experience with comparable projects. Describe any similarities to or difference from this project.

10.2 Pricing Response

10.2.1 Estimated Cost – Fixed Price

Prepare a fixed price for your proposed services.

Include with your submission, a cost breakdown of the stages of the work which will be used to determine progress of the work and form the basis of payment milestones defined in Section 1.3, Project Schedule and Work Location.

10.2.2 Per Diem Rates

Prepare a per diem rate table for inclusion in your proposal. Identify the names of all persons who will contribute to the routine management and/or the performance of the required services, and their per diem rate. Per diem rates are based on a seven-hour work day, and do not include taxes.

10.2.3 Travel and Project Expenses

Estimate the travel and living expenses associated with any proposed personnel who will need to travel to and from the primary work location, in order to perform the required work during the contract. Provide relevant details to support your estimates.

10.2.4 Other Expenses

Estimate any other project expenses that may be incurred, once the proposed personnel are onsite at the primary work location. These types of expenses will require prior approval from the client organization after the contract begins and also must comply with the Municipality's standards. These should be included in your estimated costs.

11. PROPOSAL EVALUATION

11.1 General Information

The Evaluation Team will consist of representatives of the Municipality of the County of Cumberland. It is understood and accepted by the Proponent that all decisions about the degree to which a proposal meets the requirements of this RFP are the judgment of this Evaluation Team.

To assist in the evaluation of the Responses, the Evaluation Committee may, but is not required to:

- Conduct reference checks relevant to the proposal with any or all of the references cited in a response to verify any and all information regarding a Proponent and rely on and consider any relevant information from such cited references in the evaluation of responses.
- Conduct any background investigations that it considers necessary in the course of the evaluation process and consider any relevant information resulting in the evaluation of Responses;
- Will only seek clarification from a Proponent if the requested information is ambiguous or missing and if such clarification does not offer the Proponent the opportunity to improve the competitive position of its response. To the extent possible, requests made by the Evaluation Team will be sent from the email addresses of the RFP Contacts.

All qualifying Submissions become the property of the Municipality of the County of Cumberland on the closing date.

The proposal will be examined in accordance with the evaluation process and criteria outlined in the sections below.

11.2 Evaluation Process

Compliant proposals will be evaluated using the following criteria:

Conformity to Project Scope	40%
References	10%
Value for Money	25%
Experience with similar equipment	25%