

CITY OF MELFORT

REQUEST FOR PROPOSAL (RFP)

Kerry Vickar Centre back-up Power

RFP#01-2021-KVC POWER

DEADLINE FOR SUBMISSIONS: 2:00 PM February 11/2021

1.0 INTRODUCTION

The City of Melfort seeks proposals in response to this Request for Proposals (RFP) from entities qualified and experienced in the supply, installation and maintenance of a back-up power source for the Kerry Vickar Centre.

2.0 BACKGROUND INFORMATION

The City of Melfort is installing a back-up power source for the Kerry Vickar Centre. The Kerry Vickar Centre is a critical part of the City's EOC plan. This requires the facility to be operational in the event of a disaster. To remain operational the facility would need to have its own source of power in the event the power grid went down. The Kerry Vickar Centre is a large facility and would require enough power to run the lighting and HVAC systems for the facility.

3.0 INSTRUCTIONS TO PROPONENTS

3.1 Submission of proposals

Proponents must provide one signed and sealed copy to the individual below prior to **2:00 PM on February 11, 2021**, the RFP number and name shall be identified on the submission. Original proposals must be received. Proposals received after the date mentioned above will not be considered and will be destroyed.

Leonard Whitney

Facility Manager

City of Melfort

Box 2230

Melfort, SK

S0E 1A0

306-752-5911

Email: facilitymanager@melfort.ca

3.2 Innovative proposals

Proponents are required to base their proposal submission, and all pricing contained therein, on the requirements set out in this RFP document. Notwithstanding these requirements, proponents are encouraged to provide innovative ideas and suggestions which they feel will improve the requirements set out in this document.

3.3 Inquiries

All requests for information regarding this RFP must be submitted to:

Leonard Whitney

Facility Manager

City of Melfort

306-752-5911 ext 203

Email: facilitymanager@melfort.ca

4.0 REQUIREMENTS

These requirements **MUST** be part of the specifications

- Must include electrical engineering documents for the project.
- Must be able to be installed outdoors.
- Must be able to provide power for all lighting and HVAC systems in the facility.
- Must have a current safety program that can be reviewed or COR certified and in good standing with WCB.
- Must include dimensions and specifications of site needed to install the generator and keep it secure.
- Must provide references.

Optional specifications

- Fuel source (diesel, natural gas).

5.0 BUDGET

Proponents are asked to include all costs to complete the project in their proposal including the following:

- i) project design and engineering;
- ii) materials and equipment and;
- iii) labor for installation and testing.

The City of Melfort has established a preliminary budget of \$80,000 for this project but will consider all submissions, including those in excess of our budget.

6.0 EVALUATION

The City will evaluate and select the proposal that best fits the interests of The City. The City shall be the sole judge of its own best interests, the proposals, and the resulting purchasing.