



**REQUEST FOR PROPOSAL**

**RFP 2024-10**  
November 25, 2024

**Removal and Replacement of the  
Fire Hall Backup Emergency Generator**

City of Duncan Fire Department  
**Attention: Landis Carmichael, Fire Chief**  
Duncan Fire Hall, 468 Duncan Street  
Duncan, BC V9L 3W5

**Submission Deadline: December 19<sup>th</sup>, 2024 at 4:00 pm PST.**

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**RFP 2024-10  
REMOVAL AND REPLACEMENT OF THE  
FIRE HALL BACKUP EMERGENCY GENERATOR**

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**DEFINITIONS**

“**CONTRACTOR or CONSULTANT**” means the Proponent whose Proposal has been accepted by the City of Duncan and is awarded a contract by the City of Duncan to carry out the Work.

“**CoD**” means the City of Duncan.

“**DEPARTMENT**” means the City of Duncan Fire Department

“**PROPONENT**” means the responder to this RFP.

“**PROPOSAL**” means a proposal to carry out the Work submitted by a Proponent in response to this RFP.

“**RFP**” means this Request for Proposal.

“**WORK**” means and includes anything and everything required to be done for fulfillment and completion of the project in accordance with this RFP and Proposal.

**1.0 - INTRODUCTION**

This RFP is an invitation by the CoD to qualified and experienced suppliers to submit proposals for the following:

- Removal of existing back-up emergency generator at the Duncan Fire Hall;
- Supply and installation of a new emergency backup generator at the Duncan Fire Hall that is in accordance with the Scope of Work outlined in section 4.0 of this RFP.

**Fire Hall Specifications**

- Location: Duncan Fire Hall – 468 Duncan Street, Duncan, BC V9L 3W5
- Proponents should, by appointment, visit the Duncan Fire Hall to verify facility specifications.

## **2.0 - INSTRUCTIONS TO PROPONENTS**

### **2.1 SUBMISSION OF PROPOSALS**

All Proposals are to be submitted by electronic means only to [chief@duncan.ca](mailto:chief@duncan.ca) by the closing date and time set in this RFP. Proposals submitted after the deadline will not be accepted. Hard copies will not be accepted.

The Proponent is solely responsible for ensuring that the complete electronic proposal, including all attachments, is received before Closing Time. Proponents should ensure to submit their proposal with sufficient time to complete the transmission before closing time and bears all risk including but not limited to delays in transmission.

The subject line of the email, and any attachments, should include the name of the Proponent and the RFP title. Proponents should endeavor to submit emailed proposal submissions in a single message.

Proposals should be received on or before the **Closing Time** of:

**TIME: 4:00 p.m. PST**

**DATE: December 19<sup>th</sup>, 2024**

Proponents wishing to make changes to their Proposal after submission but prior to the Closing Time may do so by submitting the revisions by email. It is the Proponent's sole responsibility to ensure the revisions are received by the CoD prior to the Closing Time.

### **2.2 INQUIRIES**

All enquiries related to this Request for Proposal, including requests for information and clarification, are to be submitted by email to the project contact, Landis Carmichael, Fire Chief, at [chief@duncan.ca](mailto:chief@duncan.ca).

Proponents shall carefully examine the RFP documents and shall fully inform themselves as to the intent, existing conditions and limitations which may affect their Proposal submission. No consideration will be given after submission of a Proposal to any claim that there was any misunderstanding with respect to the conditions imposed.

Proponents finding discrepancies or omissions in the Contract or RFP, or having doubts as to the meaning or intent of any provision, should immediately notify the above listed project contact. If there are any changes, additions, or deletions to the Proposal scope, conditions, or closing date, Proponents will be advised by means of an Addendum issued by CoD. All Addenda are to become part of the Proposal Documents and receipt of Addenda should be acknowledged by the Proponent in the submission.

Verbal discussion between CoD Councillors or staff and a Proponent shall not become a part of the RFP or modify the RFP unless confirmed by written Addendum.

## 2.3 SITE VISIT

Site visits are not mandatory but are recommended. Proponents can schedule a site visit by sending a request to [chief@duncan.ca](mailto:chief@duncan.ca). Requests should indicate, "Request for Site Visit" in the subject line.

## **3.0 - GENERAL TERMS OF PROPOSAL PROCESS**

### **3.1 PROPOSAL PREPARATION COSTS**

All expenses incurred by the Proponent in preparation and submission of this Proposal are to be borne by the Proponent, with the express understanding that no claims for reimbursements against CoD will be accepted. CoD shall not be responsible for any costs involved in or associated with any meetings, discussion or negotiation following submission that could lead to acceptance of the Proposal and award of a contract.

### **3.2 PROPOSAL EVALUATION**

CoD recognizes that "Best Value" is the essential part of purchasing a product and/or service and therefore CoD may prefer a Proposal with a higher price, if it offers greater value and better serves CoD's interests, as determined by CoD, over a Proposal with a lower price. Appendix "A" contains the information regarding how Proposals will be evaluated. The evaluation team will not be limited to the criteria listed in Appendix A, and the evaluation team may consider other criteria that the team identifies as relevant during the evaluation process. However, any criteria considered will be applied evenly and fairly to all Proposals.

CoD, at its sole discretion, reserves the right to:

- Reject any or all Proposals whether complete or not;
- Reject any Proposal it considers not in its best interests;
- Waive any minor irregularity or insufficiency in the Proposal submitted;
- Not be liable for misunderstandings or errors in the Request for Proposal;
- Issue addenda to the Request for Proposal;
- Contact references provided by the Proponents;
- Retain independent persons or contractors for assistance in evaluating Proposals;
- Request points of clarification to assist CoD in evaluating Proposals;
- Negotiate changes with the successful Proponent; and
- Withdraw the Request for Proposal.

### **3.3 PROPOSAL PRESENTATION**

CoD reserves the right to request one or more of the Proponents whose submissions are of particular interest to CoD, to make oral presentations to CoD.

### **3.4 PROPOSAL CONFIDENTIALITY AND PROPRIETARY INFORMATION**

All submissions become the property of CoD and will not be returned to the Proponent. CoD will consider all Proposals submitted as confidential but reserves the right to make copies of all Proposals received for its internal review and for review by its financial, accounting, legal, and technical consultants.

Proponents should be aware that CoD is a “public body” as defined in and subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.

If the Proponent believes any of the information requested in this RFP and provided by them is confidential, then they should identify it as such and provide a rationale as to why it should not be released under “Freedom of Information” legislation.

The rationale for keeping information confidential under this legislation includes:

- a) Trade secrets of the Proponent;
- b) Financial, commercial, scientific, or technical information, the disclosure of which could reasonably be expected to result in material financial loss or gain or could reasonably be expected to prejudice the competitive position of the Proponent; or
- c) Information the disclosure of which could be reasonably expected to interfere with contractual or other negotiations of the Proponent.

### **3.5 CONFLICT OF INTEREST**

A Proponent shall disclose in its Proposal any actual or potential conflicts of interest and existing business relationships it may have with CoD, its elected or appointed officials or employees, and any property ownership direct or indirect in the jurisdiction. CoD may rely on such disclosure.

### **3.6 NO COLLUSION**

Except as otherwise specified or as arising by reason of the provision of the contract documents, no person whether natural, or body corporate, other than the Proponent has or will have any interest or share in this Proposal or in the proposed contract which may be completed in respect thereof. There is no collusion or arrangement between the Proponent and any other actual or prospective Proponents in connection with Proposals submitted for this project and the Proponent has no knowledge of the contents of other Proposals and has made no comparison of figures or agreement or arrangement, express or implied, with any other party in connection with the making of the Proposal.

### **3.7 LITIGATION**

Proponents who, either directly or indirectly through another corporation or entity, have been or are in litigation, or who have served notice with intent to proceed with court action against CoD in connection with any contract for works or services, may be considered ineligible Proponents. Receipt of Proposals from such Proponents may be disqualified from the evaluation process.

### 3.8 NO CONTRACT

This RFP is not a tender and does not commit CoD in any way to select a preferred Proponent. By submitting a Proposal and participating in the process as outlined in this RFP, Proponents expressly agree that no contractual, tort, or other legal obligation of any kind is formed under or imposed on CoD by this RFP or submissions prior to the completed execution of a formal written Contract.

### 3.9 ACCEPTANCE OF PROPOSAL

The acceptance of a Proposal will be made in writing from CoD and will be addressed to the successful Proponent at the address given in the submitted Proposal. Following acceptance and approval to proceed with the Proposal, the Proponent is expected to enter into a contract with CoD to perform the works or services set out and agreed upon in the Proposal.

The agreement attachments will include the entire Request for Proposal, the Proponent's total Proposal submission and any mutually agreed upon modifications, changes or negotiated adjustments.

### 3.10 PROPOSAL CONTENT

The following content should be included in the Proposal. Additional content may also be included.

- Contact Information: Full name, address, and telephone number of the submitting office of the Proponent and where applicable, the name, address, and telephone number of any branch office, affiliate, or sub-consultant(s) that will be involved in the project.
- Project Manager: The Proposal should identify the proposed project manager who will be the single point of contact responsible for direct interaction with CoD. State their position. Describe the work to be performed by the project manager, their qualifications, and substantive experience directly related to the proposed Work.
- Proposed Project Team: The Proposal should list key individuals including the project manager who will have major responsibilities for the performance of the Work.

The Proposal should include the following endorsement:

“Identified Key Project Team members shall only be replaced with written approval of the City of Duncan.”

- Proponent Experience: Outline the Proponent's experience in supplying, installing, and servicing similar or same equipment for local government fire departments.
- Methodology: The Proposal shall contain an outline of the steps that will be taken to remove the existing generator and install and operationalize the new emergency generator and identify how long the Fire Hall will be without back up power during the removal and installation period.

- **References:** The Proposal should provide no less than three (3) references for similar products and work. The references should be from a third party who can provide information about the performance of the Proponent in delivering services for the experience cited.

### **3.11 SUBCONTRACTORS**

The Proposal shall include the company name of all sub-contractors and sub-consultants proposed to be used in the performance of the Work with a description of the work they would be performing.

The sub-contractors and sub-consultants listed in the Proposal may not be changed without the written consent of CoD. If CoD so requires, the Proponent shall be prepared to confirm to CoD the competence of sub-contractors and sub-consultants prior to acceptance of the Proposal.

### **3.12 PROPOSAL CONTENT & INNOVATION**

The Proponent should address in the Proposal submission all the information as requested in the RFP documentation. The Proponent is also encouraged to include innovative, alternative, or unique solutions to the Proposal subject that may, along with other things, indicate cost initiatives, improved environmental impacts, better public relations and/or project acceptance, reduced risk, improved management, or administrative efficiencies, etc. Any alternative Proposals submitted should include all the requirements of the original RFP with costs identified for comparative purposes.

### **3.13 WORKERS COMPENSATION ACT**

The Proponent, and any proposed sub-contractors and sub-consultants, should provide a WorkSafe BC (Workers Compensation Board) Registration Number in the Proposal and shall at the time of signing a contract agreement, provide proof of payment of claims in good standing with WorkSafe BC.

## **4.0 – SCOPE OF WORK AND SCHEDULE**

### **4.1 STATEMENT OF UNDERSTANDING**

In their own words, the Proponent must show that they have an understanding of what the Work involves and what is required to complete the project. It is the Proponent's responsibility to demonstrate that they possess the required knowledge, understanding, and capacity to carry out the Work as outlined in this RFP.

### **4.2 PRICING AND EXTRA WORK**

The proposal shall include an overall schedule of fees and disbursements as to adequately perform the Work and satisfy the Work Plan and Final Deliverables. In addition, a schedule of hourly rates shall be included to be used in the event of unforeseen extra work. It is suggested that this schedule should include, but not be limited to, the following:



- a) Hourly rates of all office and professional staff;
- b) Hourly rates of all field staff; and
- c) Hourly or unit rates of all equipment.

All prices shall be in Canadian Funds and are to show taxes (if applicable) separately.

### 4.3 SCHEDULING

Proponents should provide a proposed project schedule indicating the tasks and deliverables with sufficient review time for the CoD.

### 4.4 SCOPE OF WORK

The Proposal should include provisions for the following:

- Removal and decommissioning of the existing emergency generator;
- Supply and installation of an emergency back-up power generator at the Duncan Fire Hall that is capable of providing power to all building systems (vendor to verify minimum capacity required and integrate with existing electrical systems);
- Has a dedicated diesel fuel supply sufficient to run continuously for a minimum of 72 hours;
- Configured to work with a Transfer Switch (to be provided) to automatically engage when the building loses its regular power supply;
- Equipped with whole building surge protection;
- Price to include all materials, labour, permits and freight related costs;
- Specify warranty on materials and labour;
- Specify closest maintenance resource;
- Identify any trade-in value for the existing generator;
- Provide at least three references for the proponent's completion of similar work;
- Meets the specifications contained in Appendix B;
- Inclusive of all electrical permits and associated equipment;
- Provide estimated completion date.

### 4.5 PROJECT REQUIREMENTS

At all times, the Fire Department's emergency response capability must be unencumbered and facility security maintained.

### 4.6 DRAWINGS

The Proponent will include, as part of the Proposal, wiring diagrams or schematics of the new system.

Document Type	Preferred File Format
Written Documents	Microsoft Word 2010 or greater or pdf
Spreadsheets	Microsoft Excel 2010 or greater or pdf
Technical Drawings	Autodesk AutoCAD 2019 (or newer)
Non-technical Graphics	.jpg, .jpeg, png, Adobe pdf

## **5.0 - COMMUNICATIONS**

Regular engagement with the CoD project manager is required throughout the project.

## **6.0 - FEES AND DISBURSEMENTS**

The proposal shall provide a schedule of fees and disbursements as to adequately perform the Work and satisfy the Work plan and final deliverables.

Fees should include all applicable taxes, but show taxes as separate items.

**NOTE TO ALL BIDDERS: The City of Duncan may negotiate with the prospective Contractor to adjust or change some of the requested scope and duties prior to signing a contract.**



**RFP 2024-10**  
**November 25, 2024**

**APPENDIX “A”**  
**REQUEST FOR PROPOSAL EVALUATION FORM**

Proponent’s Name: _____			
Project Title: Removal and Replacement of the Fire Hall Backup Emergency Generator			
Evaluation Date: _____			
Evaluator: _____			
<b>Step 1:</b>		<b>YES</b>	<b>NO</b>
<b>Basic Attributes</b>	Proposal received prior to closing		
	Sub-contractor list submitted		
	Project Manager identified		
	Proposed schedule included		
	Reference List		
	Hourly rates provided		
	Design fee schedule (if applicable) included		
Complete proposal as requested			
<b>Step 2:</b>		<b>Assigned Points</b>	<b>Points</b>
<b>Proponent – 30%</b>	Qualifications of firm and project team members	10	
	Past Performance / References	10	
	Resources for installation and servicing	10	
<b>Proposal – 30%</b>	Scope & Methodology	20	
	Clarity of Proposal	5	
	Sustainability including local / regional employment	5	
<b>Price – 40%</b>	Price	40	
<b>Total Score</b>	<b>Proponent + Proposal + Price Scores</b>	<b>100</b>	



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## **APPENDIX "B"**

### **TECHNICAL SPECIFICATIONS**

#### Generator Set:

1. New condition
2. Diesel fueled
3. Minimum of 200 kW
4. 120/208V – 3 Phase, 60 Hz
5. Liquid Cooled
6. Fully Enclosed – lockable.
  - a. Sound attenuated enclosure Level 1 (sound pressure 78dB(A) @ 7 meters)
7. Accessories:
  - a. Battery Charger and Block Heater.
  - b. Fuel Tank: minimum 72 hour
8. Automatic power transfer switch with surge protection