



Canada's Tournament Capital

City of Kamloops

**REQUEST FOR PROPOSAL – Sound System Improvements-Sports
Centre Olympic Ice Rink**

Reference No. P13-10

Issue Date: 2010 June 18

Closing Date: 2010 July 5

**CITY OF KAMLOOPS
REQUEST FOR PROPOSAL NO. P13-10
Sound System Upgrades-Sports Centre Ice Olympic Rink**

1.0 SUMMARY OF REQUIREMENT

To supply equipment, materials and labour needed to upgrade the sound system at the Sports Centre Olympic Ice Rink.

1.1 Time Frame

To be eligible, completed proposals must be submitted to:

City of Kamloops
Public Works Centre
Attention: Purchasing Division
955 Concordia Way
Kamloops BC V2C 6V3

and received by 2:00 p.m. Pacific Standard Time on 2010 July 5.

2.0 GENERAL INFORMATION AND INSTRUCTIONS TO BIDDERS

Proposals, rather than tenders, have been requested in order to afford the proponents a more flexible opportunity to employ their expertise and innovation and thereby satisfy the City's needs in a more cost-effective manner. Proposals should be based on these instructions and the attached project requirements.

2.1 Errors, Omissions, Clarifications

All questions and requests for clarification relating to the Request for Proposal process and/or identification of any errors or omissions in the Request for Proposal documents shall be directed to Mr. Joe Dickenson, Purchasing Coordinator, in writing via fax (250) 828-3390, or via email to jdickenson@kamloops.ca.

All requests for technical information or to clarify specifications shall be addressed to Mr Tony Carlucci Arenas Manager 250-828-3488 or tcarlucci@kamloops.ca

2.2 Good Business Clause

Contractors, consultants, and suppliers wishing to do business with the City of Kamloops agree to resolve any differences through the City of Kamloops dispute resolution procedure. Contractors, consultants, and suppliers who choose to use a public forum to air any differences run the risk of being removed from the preferred vendor list and may be prevented from doing future business with the City of Kamloops.

2.3 Proposal Submissions

Two signed and sealed copies of each proposal shall be submitted. Each copy shall be complete and unabridged and shall not refer to any of the other copies for additional information, clarification, or details. Sealed proposals clearly marked with the proposal number and project title shall be delivered to the reception counter, at the Central Maintenance Yard office, Attention: Purchasing Division, 955 Concordia Way, Kamloops, BC, V2C 6V3 until 2:00 p.m. Pacific Standard Time on the closing date.

The City of Kamloops will not be held liable for any costs incurred in the preparation of this proposal.

The City of Kamloops requests you do not include with your submission 3-ring binders, excess brochures, packaging, and other items not specifically requested that could potentially impact our environment.

2.4 Proposal Contents

All proposals shall provide all detailed information as requested in the RFP document. Failure to be fully responsive in accordance with the RFP request for all detailed information may result in rejection of a proposal without further consideration by the City of Kamloops.

2.5 Late Proposals

Late proposals will not be accepted and will be returned to the proponent.

2.6 Signed Proposals

The proposal must be signed by a person authorized to sign on behalf of the contractor binding the contractor to statements made in response to this Request for Proposal.

2.7 Proposal Validity

Proposals will be open for acceptance for at least 90 days after closing date.

2.8 Firm Pricing

Prices will be firm for the entire contract unless the Request for Proposal specifically states otherwise.

2.9 Irrevocability of Proposals

By submission of a clear and detailed written notice, the contractor may amend or withdraw its proposal prior to closing date and time. Upon closing time, all proposals become irrevocable. By submission of a proposal, the contractor agrees that should the proposal be successful, the contractor will enter into a contract with the City.

2.10 Freedom of Information and Protection of Privacy Act

The City is subject to the provisions of the *Freedom of Information and Protection of Privacy Act*. As a result, while the Act offers some protection for third party business interests, the City cannot guarantee that any information provided to the City can be held in confidence.

3.0 **PROPOSAL EVALUATION AND SELECTION PROCESS**

3.1 Proposal Opening

All proposals will be opened after 2:00 p.m. Pacific Standard Time by the Purchasing Division, 955 Concordia Way, Kamloops, BC, on the same day as the deadline for RFP responses. No public opening will take place.

3.2 Proposal Evaluation

All proposals will be initially evaluated by a staff Evaluation Committee to assess the qualifications and capabilities of bidders to meet the minimum standards specified in the RFP.

Throughout the evaluation process, the City, at its sole discretion, may request additional written clarifications and/or supplemental information from selected bidders as part of the initial evaluation process.

3.3 Non-compliance with RFP Requirements

Unless explicitly stated in the proposal, all proposals shall be assumed by the City to be in full compliance with the RFP requirements without exception.

All items in the proposal that are not in full compliance, or that vary from the specific RFP requirements, shall be clearly identified in the proposal as non-compliant and/or variances, and shall include specific reference to the precise nature of the variances of non-compliance. Non-compliance or variation from the specific RFP requirements will not necessarily result in rejection of a proposal. The acceptance or rejection of all non-compliant items and/or variances to the RFP requirements shall be at the sole discretion of the City without any obligation by the City to either request clarification or enter into detailed discussions or negotiations with the bidder(s).

3.4 The lowest or any proposal not necessarily accepted. The City of Kamloops reserves the right to accept any proposal in whole or in part unless otherwise stipulated.

4.0 **CONTRACT AWARD/RIGHT TO TERMINATE**

- 4.1 The acceptance of the Owner of proposals submitted by the proponents under the Request for Proposals is an invitation by the Owner to proponents to enter into negotiations for a contract and evinces the Owner's intention to consider proposals and, if it wishes in its sole discretion, to enter into negotiations with one or more of the proponents.
- 4.2 The Owner reserves the right to negotiate with the respective proponents any portion of any proposal received by the Owner.
- 4.3 The Owner, in its absolute and sole discretion, and according to its own judgment of its best interest, having regard for the greatest value that can be obtained on overall quality, service, and price, reserves the full right to reject any or all proposals or alternative proposals for any reason whatsoever and continue negotiations with one or more of the other proponents.
- 4.4 The Owner shall not be liable under any circumstances for a proponent's cost in preparing a proposal.
- 4.5 The Owner retains a separate right to waive irregularities of a minor or technical nature. This right does not in any way waive the requirement of the proponents to submit a proposal in proper form as required by the proposal documents.
- 4.6 If the Owner at its absolute and sole discretion determines that it wishes to enter into a written contract or agreement with a proponent, the Owner will notify the successful proponent, in writing, by way of a notice of acceptance.
- 4.7 In the event that a single proposal is received, the Owner may open the proposal without further notice to any party.
- 4.8 The owner reserves the right to reject any proposals from a proponent that is, or whose principals or partners are, at the time of closing of proposals, engaged in litigation against the Owner.
- 4.9 Notice of award will be posted on the City's website, www.kamloops.ca/purchasing.
- 4.10 The City of Kamloops reserves the right to terminate this contract at its sole and absolute discretion upon 30 days written notice, and the service provider will have no rights or claims against the City.

5.0 ENVIRONMENTAL CONSIDERATIONS

The City of Kamloops will consider offers on products, projects and services that are Environmentally Preferred.

The City recognizes that procurement decisions by its employees can make a difference in pursuit of improving environmental performance and as such support the purchase of products, projects, and services that will minimize the negative impact on the environment when they are practical and can be obtained at a reasonable cost.

Definitions:

Environmentally Preferred products, projects, and services are those that have a lesser impact on human health and the environment when compared with competing products, projects, and services. This comparison may consider raw materials acquisition (materials that are abundant in nature, natural and biodegradable, organically grown, fast growing, and sustainably harvested), production and manufacturing (energy efficient, the use of renewable energy or efficiently used materials), packaging, distribution, re-use (from recycled content or a recyclable material), operation, maintenance and disposal options for the product, project, or service. Environmentally preferred products, projects, and services will have third party certification acceptable to the City of Kamloops.

Practical means the products, projects, and services can perform the intended function as well as the products, projects, or services made from virgin materials and the cost of the Environmentally Preferred products, projects, and service reasonably approximates the cost of the products, projects, and services made from virgin products. Reasonable cost may require a Life Cycle Cost Analysis of the product, project, or service.

6.0 SCOPE OF WORK

To supply equipment, material and labour required to upgrade the sound system at the Sports Centre Olympic Ice Rink. The successful proponent will offer a solution to the existing audio deficiency namely, poor voice transmission for public address announcements and poor music quality.

6.1 Remove and relocate existing amplifiers from ceiling area to maintenance room. Where feasible the existing equipment should be utilized in the upgraded configuration. All equipment remains the property of the City of Kamloops whether used in the reconfiguration or not. All costs to be included in your proposal.

6.2 Product or Performance Standards- the upgraded system is to provide excellence in audio voice and music quality.

6.3 Budget-please include a minimum of one submission with a total expenditure of not more than \$40,000.00 inclusive of value added tax.

Solutions exceeding this budget amount will be considered but must be shown as a separate proposal or line item add-ons.

6.4 Please provide a list of references of similar work performed.

7.0 MANDATORY CRITERIA

The successful proponent must supply the following information within two weeks of award of contract:

7.1 The City of Kamloops Contractors Coordination Program requires that before a contractor can be hired to do work for the City of Kamloops, the following information must be on file:

- A copy of your current WorkSafeBC Clearance Letter.
- A copy of your current City of Kamloops business licence.
- A copy of your insurance acceptable to the City of Kamloops.
- An up-to-date copy of your Occupational Health and Safety Program acceptable to the City of Kamloops.
- For companies with more than 20 employees the City will require a copy of the contractor's Occupational Health and Safety Program for review to ensure that it meets the criteria set by the WorkSafeBC Regulation 3.3. The manual must also contain safe work procedures regarding the type of work the contractor is being hired to do.
- For companies with less than 20 employees there must be proof that employees have been properly trained in the work they have been hired to do and evidence there is a commitment to safety by the contractor.

8.0 VENDOR SELECTION

8.1 Selection Criteria

- | | |
|---------------------------------|-----------|
| • Costing | 40 points |
| • Proposed Equipment / Solution | 40 points |
| • References | 20 points |

9.0 CLOSING DATE

Proposals clearly marked P13-10, "Sports Centre Sound System Upgrades", will be accepted up to and including 2:00 p.m. local time on 2010 July 5 at the Public Works Centre, Attention: Purchasing Division, 955 Concordia Way, Kamloops, BC, V2C 6V3. Proposals received after the closing time and date will be returned unopened.

J. Dickenson, CPPB
Purchasing Coordinator

JMD/

PROPOSAL SUBMISSION FORM

Proponents Information

PLEASE PRINT

Business Name _____

Address _____

Telephone _____

Facsimile _____

E-Mail _____

Signature _____ Date _____

Print name _____ and title _____

Schedule of Quantities and Prices

Equipment and Materials \$ _____

Installation \$ _____

Total Proposed Price Excluding Tax \$ _____

Lead time

After you have received official notification to proceed, STATE the time required to deliver and install the goods in business days.

_____ days

Warranty

Please briefly outline your warranty.

_____ parts

_____ labour

_____ parts and labour

References

The following is a list of references for similar goods and services supplied by the Proponents to other clients. The Proponents agrees that the Corporation may contact these references at its discretion. In addition, the Corporation may also contact any other organization for the purpose of evaluating the Proponent's company and Proposal.

| Name and Address of Company | Contact Person and Telephone Number | Brief Description of Work and Date Performed |
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