



## **Town of Digby**

### **REQUEST FOR PROPOSALS**

**2017- 0001**

#### **Digby Fire Station – Heat Pump Installation**

**163 First Avenue – PID # 30253702**

Proposals will be received until 12:01 pm, Thursday, April 27, 2017 for the removal of existing air conditioning units and the installation of new heat pumps at the Digby Fire Station, 163 First Avenue [PID # 30253702] Town of Digby, NS.

Proposals shall be received in sealed envelopes addressed to the Chief Administrative Officer, Town of Digby, Town Hall - 147 First Avenue, PO Box 579, Town of Digby, NS. B0V 1A0 and marked on the envelope:

“RFP 2017- 0001 – Fire Station – Heat Pump Installation – 163 First Avenue [PID # 30253702]”

Late proposals will not be considered and will be returned unopened. Fax, telephone, or email bids will not be accepted.

Proposals will be opened publicly by the Chief Administrative Officer in the Town Hall Council Chambers, 147 First Avenue, Town of Digby immediately following the proposal closing time.

The lowest or any proposal will not necessarily be accepted. The proposal may be awarded in whole or in part.

Edwin T. Ossinger

CAO

### **SCOPE OF WORK:**

Provide all labour, materials, equipment, accessories, etc. as required for the completion of the demolition and installation of two heat pumps to the Fire Station at **163 First Avenue – PID # 30253702** as per the specifications, terms and conditions.

### **SPECIFICATIONS:**

1. Contractor is responsible for the dismantling and removal of the existing units
2. Supply and Install two new Carrier 10 ton heat pumps Model # 50TCQD12A2A5-0A0A0 with economizer
  - Two stage
  - R410 refrigerant
  - 208/3/60
  - 3hp high static drive blower
  - Complete with Simplicity controller, discharge, return and outdoor air temperature sensors
  - Built in disconnect and phase monitor
  - 7.8KW of electric heat per unit for defrost cycle
3. New units must meet size requirements of existing ductwork.
4. Insulate ductwork adapters with foil back insulation and cover with aluminum cladding
5. Installation of all drains must adhere to the Canadian Plumbing Code
6. Installation of programmable thermostats
7. Include electrical wiring in price. All electrical work must adhere to the Canadian Electrical Code
8. Provide manufactures literature and warranty information with tender document
9. Contractor is responsible for the cleanup and disposal of all materials generated from the renovations and as per environmental regulations.
10. All work is to be completed in a professional manner and a schedule should be provided for when work will begin and be completed. All work is to be completed by a certified tradesperson. Individuals may be required to provide proof of their certification.

**TERMS AND CONDITIONS:**

**1. INQUIRIES:**

Requests for a site visit and all questions related to this proposal are to be directed to:

Ed McCormick  
Director of Public Works  
Town of Digby  
[902] 245-4683 - office  
[publicworksdirector@digby.ca](mailto:publicworksdirector@digby.ca)

**2. BID:**

All bids must be submitted on the Form of Proposal supplied with this document. Prices are to remain valid for 60 days following the closing of the proposal.

**3. PAYMENT:**

Payment shall be based on Net 45 Days from the date of invoice or receipt of goods, whichever is later.

**4. TAXES:**

The BID price shall include all applicable taxes.

**5. WORKSAFE NS:**

The successful bidder must provide proof of current coverage from the Nova Scotia Workers' Compensation Board prior to a contract/purchase order being issued.

**6. DUE DILIGENCE:**

- If a health and safety offence has been committed, the onus falls on the contractor to prove that it exercised due diligence i.e. did everything it reasonably could – to avoid the offence.
- If any contractor is found to be working in an unsafe manner, or outside of the current legislation, he shall be ordered to stop work immediately.
- Any losses which may arise as a result of this work stoppage, are the responsibility of the contractor.
- Failure to comply with the current legislation on the part of the contractor, may lead to cancellation of the contract and any tender deposits that may be in place.

**7. INSURANCE:**

The successful contractor shall provide evidence of the following insurance coverage:

General Liability with limits of two million, (\$2,000,000.00). The policy shall include:

- Operations of the contractor in connection with this tender;

- Products and completed operations coverage;
- Contractual liability with respect to this tender;
- The Town of Digby added as an additional insured;
- Thirty (30) days' notice of cancellation of this policy "**shall**" be given to the Town of Digby, by the insurers.

**8. EXPLANATION TO BIDDERS:**

- The Town will identify a Project Manager in the contract.
- No verbal agreement or conversation with any officer, agent or employee of the owner either before or after execution of the contract shall effect or modify any of the terms or obligations contained in any of the documents comprising the said contract.

**9. TIME LIMIT;**

- Proposals received after the time and date as shown on the request for proposal shall not be considered, and will be returned unopened to the submitter.
- Fax, telephone, or email bids will not be accepted.

**10. ACCEPTANCE, REVOCATION AND REJECTION OF PROPOSALS;**

The Town of Digby does not bind itself to accepting the lowest or any proposal received, but reserves the right to award the proposal to its best advantage.

**11. PERMITS AND REGULATIONS:**

All contractors shall obtain and pay for all permits required by the authorities having jurisdiction and arrange for all inspections of the work required by these authorities.

**12. REQUIREMENTS FOR FINAL INSPECTION:**

All items must be completed prior to the final. No exceptions will be made and final payment will be delayed until all items are completed.

**13. GUARANTEE:**

The contractor shall guarantee all material and equipment installed by him, or incurred under this contract, for a period of one year after the date of acceptance by the owner.

**13. INDEMNIFICATION:**

The contractor agrees to indemnify and save harmless the Town of Digby from and against all claims, actions, losses, expenses, costs or damages of every nature and kind whatsoever which may occur through the performance of this contract.

**14. ACCESSIBILITY – SITE SECURITY:**

- Contractors are to note that the Fire Station will be in operation during the conduction of the renovations.

- The contractor shall schedule his work so as to cause the least amount of disruption to the firefighters and equipment requiring access and egress from the Fire Station in the performance of their duties.
- The contractor shall ensure all doorways are accessible and all bay doors allow for egress of emergency vehicles at the end of each work day.

**15. DEFICIENCIES:**

For a period of one (1) year from the date of acceptance of any work, the contractor shall, at his expense, remedy all deficiencies performed or provided under this contract.

**TOWN OF DIGBY FORM OF PROPOSAL**

**2017-0001**

**Fire Station – Heat Pump Installations  
163 First Avenue – PID # 30253702**

The undersigned bidder has carefully examined the specifications and scope of the work, and also visited the premises to become familiar with the conditions, character and extent of the work.

The undersigned bidder has determined the quality and quantity of labour, materials and equipment required, and has the capability to comply with the terms and conditions herein described.

The undersigned bidder hereby agrees that in the event of acceptance of the proposal, work shall be completed within **30 working days** from the award of the contract.

The undersigned bidder further agrees to provide all necessary equipment, tools, labour and materials which are necessary to complete the work in accordance with the contract and agrees to accept, therefore, in payment in full, in accordance with the specifications, and terms and conditions, the sum of:

\$ \_\_\_\_\_  
Including all applicable taxes

**Prices are to remain valid for 60 days following the closing of the Proposal.**

TERMS: NET 45 DAYS

REMARKS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

COMPANY: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NAME: \_\_\_\_\_ (PRINT)

DATE: \_\_\_\_\_ TEL. # \_\_\_\_\_

H.S.T. # \_\_\_\_\_