



## Request for Proposals | 04-2021-01

The Municipality invites your company to provide a proposal to supply and install:  
**LED Lighting Retrofit at Paisley Community Centre**

**Date Issued:** April 16, 2021  
**Deadline:** 11:00am on May 3, 2021

Proposals must be clearly marked **04-2021-01 LED Lighting Retrofit at Paisley Community Centre** and be delivered by way of hand delivered, courier mail, email or fax to:

Carly Steinhoff, Manager of Facilities, Parks and Recreation  
Municipality of Arran-Elderslie  
1925 Bruce Road 10  
Chesley, ON N0G 1L0  
f 519.363.2203

The Municipality assumes no risk or responsibility whatsoever that any fax will be received as required herein and shall not be liable to any bidder if for any reason an electronic bid is not properly received.

Questions regarding this Request for Proposal can be emailed to the contact above.

## **1. SCOPE OF PROPOSAL**

### **Introduction**

The Municipality of Arran-Elderslie is seeking Proposals from qualified companies for the supply and installation of LED lighting at the Paisley Community Centre.

## **2. INTERPRETATION**

### **Definitions**

- a. Best Value - the value placed upon quality, service, past performance and price.
- b. Municipality - The Corporation of the Municipality of Arran-Elderslie.
- c. Municipal Representative - the representative engaged by the Municipality to supervise the work.
- d. Contract - an agreement with specific terms between the Municipality and the successful proponent.
- e. Preferred Proponent - the proponent who submitted the favourable proposal.
- f. Premises - building(s) or part of a building with its appurtenances.
- g. Proposal - the proponent's submission to the RFP.
- h. Proponent - the party submitting a Proposal to this RFP.
- i. RFP - Request for Proposal.
- j. Request for RFP - includes the documents listed in the index of the RFP and any modifications thereof or additions thereto incorporated by addenda before the close of the RFP.
- k. Special Conditions - the special conditions, which are included in this RFP.
- l. Specifications - the specifications which are included in this RFP.
- m. Successful Proponent - the Proponent submitting the most advantageous RFP as determined by the Municipality.
- n. Work - any labour, duty and/or efforts to accomplish the purpose of this project.

### **3. REQUEST FOR RFP PROCESS**

#### **Not a Tender Call**

This RFP is not a tender call and the submission of any response does not create a tender process. This RFP is not an invitation for an offer to contract and it is not an Offer to Contract made by the Municipality.

#### **No Obligation to Proceed**

Though the Municipality fully intends at this time to proceed through the RFP, in order to select the services, the Municipality is under no obligation to proceed to the purchase. The receipt by the Municipality of any information (including any submissions, ideas, plans, drawings, models or other materials communicated or exhibited by any intended Proponent, or on its behalf) shall not impose any obligations on the Municipality. There is no guarantee by the Municipality, its elected officials or employees that the process initiated by the issuance of this RFP will continue, or that this RFP process will result in a contract with the Municipality for the purchase of the equipment, service or project.

#### **Late Proposals**

Proposals received after the final date and time for receipt of Proposals will be considered as "Late Proposals". Late Proposals will not be accepted and will be returned unopened to the sender.

### **4. PRE-RFP INFORMATION**

#### **Cost of Preparation**

Any cost incurred by the Proponent in the preparation of this Proposal will be the responsibility solely by the Proponent.

#### **Negotiations with Preferred Proponent**

The Proponent that submits to the Municipality the most advantageous Proposal and which represents the interests of the Municipality, best overall, may be awarded the contract. The Municipality reserves the right to accept or reject all or part of the RFP, however, the Municipality is not precluded from negotiating with the Successful Proponent to modify its Proposal to best suit the needs of the Municipality.

The Municipality reserves the right to obtain additional information from the Proponents to clarify the information in their submission, conduct interviews to discuss their suitability for the project or proceed to negotiate services, a contract, and details of the RFP with the most qualified company.

If the Municipality selects a Preferred Proponent, the Municipality will enter into negotiations with the Preferred Proponent in an attempt to settle one or more contract(s) necessary to implement the project as generally described in this RFP. If the Municipality considers that it

is unlikely to settle such agreements with the Preferred Proponent despite having negotiated with the Preferred Proponent for at least 30 days after selection of the Preferred Proponent, the Municipality is entitled to cease negotiations with the Preferred Proponent and to begin negotiations with another Proponent.

The Municipality reserves the right to negotiate specific terms of the contract with the Proponent prior to final award of the contract. The Municipality also reserves the right to negotiate specific terms of contract with the Successful Proponent as the contract progresses.

## Rejection of Proposals

The Municipality reserves the right to reject, at the Municipality's sole discretion, any or all Proposals, without limiting the foregoing, any Proposal which either:

- a. Is incomplete, obscure, irregular or unrealistic.
- b. Has non-authorized (not initialed) erasures or corrections in the Proposal or any schedule thereto.
- c. Omits or fails to include any one or more items in the Proposal for which price is required by the RFP.
- d. Fails to complete the information required by the RFP to be furnished with a Proposal or fails to complete the information required whether the same purports are completed or not.

Further, a proposal may be rejected based on the Proponents past performance, financial capabilities, completion schedule of compliance with Federal, Provincial and Municipal legislation. As it is the purpose of the Municipality to obtain a Proposal most suitable to the interest of the Municipality and what it wishes to accomplish, the Municipality has the right to waive any irregularity or insufficiency in any Proposal submitted and to accept the Proposal which is deemed to be the Best Value for the Municipality.

## Evaluation Criteria

The following criteria, but not restricted thereto, will be used to evaluate Proposals:

PROJECT: LED Lighting Retrofit at Paisley Community Centre		Poor	Marginal	Fair	Good	Outstanding	Total of 100
PROPONENT:							
CRITERIA	WEIGHT	1	2	3	4	5	
Pricing	40						
Delivery Time	20						
Ability to meet specifications, quality workmanship and service	30						

Warranty/Service/Repair and availability of parts	10						
<b>EVALUATION TOTAL:</b>							

Price shall mean:

- Quoted prices from qualifying Proposals

Delivery Date shall mean:

- The specified delivery and installation date from the confirmed order date

Ability to Meet Specifications and Workmanship shall mean

- The direct experience that the Municipality has had with a dealer/manufacture
- Referenced by other municipality's

Warranty/Service/Repair shall mean:

- Are parts readily available within Ontario, Canada, United States or other
- Is technical support readily available during regular business hours, either by phone, email or internet?
- Consideration of types and length of warranty

Awards will be made based on the Best Value Offered, and the Best Value will be determined by the Municipality. The quality of the service to be supplied, the conformity with the specifications, the suitability to requirements, guarantee clauses and references will be taken into consideration.

## **Proposal Evaluation**

Evaluation of Proposals will be completed by at least two (2) Municipal Staff including the Municipal Representative for this Proposal.

## **Confidentiality**

The Municipality will endeavor to keep all Proposals confidential. The material contained within the Proposal from the Successful Proponent will be incorporated into a Contract and information which is considered sensitive and/or proprietary shall be identified as such by the Proponent. Technical or commercial information included in the Contract shall not be released if Municipal representatives deem such releases inappropriate, subject to the Freedom of Information and Protection of Privacy Act.

## **Gifts and Donations**

Proponents will not offer entertainment, gifts, gratuities, discounts or special services, regardless of value to any employee of the Municipality. The Successful Proponent shall report to the Municipal Representative any attempt by a Municipal employee to obtain such favours.

## **Acceptance of Proposal**

The Municipality shall not be obligated in any manner to any Proponent whatsoever until a written contract has been duly executed relating to an approved Proposal.

No act of the Municipality other than a notice in writing signed by the Municipal Representative or Municipal Clerk-Administrator shall constitute an acceptance of a Proposal. Such acceptance shall bind the successful Proponent to execute in a manner satisfactory to the Municipality.

- a. Proposals must meet all requirements herein to be eligible for consideration. Proposals that are unsigned, incomplete, conditional, illegible, unbalanced, obscure or that contain additions not call for, reservations, erasures, alterations or irregularities of any kind may be rejected as incomplete.
- b. Proposals must contain the Proponent's business or home address and legal status must be disclosed and must be signed by a duly authorized official.
- c. The proposal is irrevocable and open for acceptance for a period of thirty (30) days from the date of closing the RFP.
- d. Proposals will only be considered from reputable firms with proven previous experience on projects involving goods or services of a similar nature, magnitude and complexity to that which will be covered by the contract.
- e. The Municipality reserves the right to accept the RFP in total, or in part, to reject any or all offers, to waive any minor informalities, irregularities or technicalities and to accept an offer deemed most favourable to the Municipality. If the Municipality determines that a Proposal contains false or misleading information, the Municipality is entitled to reject the Proposal at any time as being invalid.
- f. The Municipality shall not be obligated either to accept or reject any non-compliance with the requirements of this RFP.

## **Negotiation Delay**

If a written contract cannot be negotiated within thirty (30) days of the notification of the successful Proponent, the Municipality may, at its sole discretion at any time thereafter, terminate negotiations with that Proponent and either negotiate a Contract with the next qualified Proponent or choose to terminate the RFP process and not enter into a contract with any of the Proponents.

## **Enquiries**

All enquiries related to this RFP are to be directed, in writing, to:

Carly Steinhoff, Manager of Facilities, Parks and Recreation  
Municipality of Arran-Elderslie  
1925 Bruce Road 10  
Chesley, ON N0G 1L0  
[recreation@arran-elderslie.ca](mailto:recreation@arran-elderslie.ca)  
f 519.363.2203

Information obtained from any other source is not official and should not be relied upon. Enquiries and responses will be recorded and may be distributed to all Proponents at the Municipality's option.

### **Final Date and Time for Receipt of Proposal**

Proposals must be received in a sealed envelope by 11:00am on May 3, 2021.

Carly Steinhoff, Manager of Facilities, Parks and Recreation  
Municipality of Arran-Elderslie  
1925 Bruce Road 10  
Chesley, ON N0G 1L0

Proposals and their envelopes should be clearly marked with the name and address of the Proponent and the RFP title.

## **5. PROPOSAL PREPARATION**

### **Changes to Proposal Wording**

The Proponent will not change the wording of its Proposal after closing and no words or comments will be added to the Proposal unless requested by the Municipality for purposes of clarification.

### **Limitation of Damages**

The Proponent, by submitting a Proposal, agrees that it will not claim damages, for whatever reason, related to the RFP or in respect of the competitive process, in excess of an amount equivalent to the reasonable costs incurred by the Proponent in preparing its Proposal. The Proponent, by submitting a Proposal, waives any claim of loss of profits if no agreement is made with the Proponent.

### **Firm Pricing**

Proposals must be firm for at least sixty (60) days after the final date. Prices will be firm for the duration of the contract period.

## **6. ADDITIONAL TERMS**

### **Liability for Errors**

While the Municipality has used considerable efforts to ensure accurate representation of information in this RFP, the information contained in this RFP is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the Municipality, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is indented to relieve Contractors from forming their own opinions and conclusions with respect to the matters addressed in this RFP.

## **Agreement with Terms**

By submitting a Proposal, the Proponent agrees to all terms and conditions within this RFP. Contractors who have obtained the RFP electronically must not alter any portion of the document, except for adding the information requested.

## **7. SPECIAL CONDITIONS**

- A qualified Proposal is one which meets the needs and specifications of the Municipality and the terms and conditions contained in this RFP. The Preferred Proposal is a qualified Proposal offering the Best Value, as determined by the Municipality.
- The Municipality will determine whether a Proposal is qualified by evaluating all of the Proposals based on, but not limited to, the needs of the Municipality, specifications, terms and conditions and price. The Municipal Representative will examine all Proposal and recommend to Council which Proposal is in the Municipality's best interest.
- A Proposal which is unqualified is one that exceeds the cost expectations of the Municipality and/or does not meet the terms and conditions contained in the RFP and/or does not meet the needs and specifications of the Municipality. The Municipality reserves the right to reject any and all unqualified Proposals.
- The Municipality reserves the right to cancel the RFP at any time.
- The Municipality recognizes that Best Value is the essential part of purchasing and product and/or service and therefore the Municipality may prefer a Proposal with a higher price, if it offers greater value and better serves the Municipality's interests, as determined by the Municipality, over a Proposal with a lower price. The Municipality's decision shall be final.
- The Municipality reserves the right to negotiate with the Preferred Proponent, or any Proponent, on any details including changes to specifications and price. If specifications require significant modifications, all Proponents shall have the opportunity to adjust their Proposals or re-submit altogether, as determined by the Municipality Representative.
- All goods, services and workmanship must conform to all laws and standards for use in Canada and the Province of Ontario.
- The Successful Proponent, herein named the Contractor, shall guarantee that their Proposal will meet the needs of the Municipality and that any or all items supplied and/or services rendered shall be correct. If the item(s) supplied by the Contractor and/or the service(s) rendered by it are in any way incorrect or unsuitable, all correction costs shall be paid solely by the Contractor.



- Where only one (1) Proposal is received, the Municipality reserves the right not to make public the amount of the Proposal. The amount of the Proposal will be made public if a Contract is awarded.
- The Municipality reserves the right to accept or reject a Proposal, where only one (1) Proposal is received.
- The Municipality reserves the right in its sole discretion to accept or reject all or part of any Proposal which is non-compliant with the requirements of this RFP.
- The Municipality shall not be obligated either to accept or reject any non-compliance with the requirements of this RFP.
- The Municipality reserves the right to cancel the contract for goods and/or services as outlined in this RFP, at any time, by providing thirty (30) days written notice to the successful proponent.

## 8. BID SHEET

**Bid Sheet:** 04-2021-01 LED Retrofit at the Paisley Community Centre

**Closing Date:** May 3, 2021 at 11:00am

The undersigned Proponent has read and understands the conditions and specifications for the goods and services requested and will provide the required equipment.

I/We hereby acknowledge any addenda issued which becomes part of the work and are included in this RFP.

ADDENDUM # \_\_\_\_\_

ADDENDUM # \_\_\_\_\_

This Proposal is valid for: \_\_\_\_\_ days and shall expire on: \_\_\_\_\_

<b>DESCRIPTION</b>	<b>PRICE</b>
Supply and install 18 LED lighting fixtures over Arena Ice Surface, including bulbs	
Supply and install 24 LED lighting fixtures in Community Centre Entrance, Lobby, Office and Washrooms, including bulbs	
Supply and install 32 LED lighting fixtures in Community Centre Players Corridor and Dressing Rooms, including bulbs	
Disposal of current fixtures	
Environmental Costs	
Other Costs (please specify)	
HST	
<b>TOTAL COST</b>	

Please include an installation lead-time schedule with your submission.

Installation Date: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Bidder: \_\_\_\_\_

Print Name of Bidder: \_\_\_\_\_

**NOTE:** must be an official signatory of the company

## **9. SCOPE OF WORK**

The Municipality of Arran-Elderslie is requesting proposals for the undertaking of interior LED lighting and retrofitting at the Paisley Community Centre, 391 Queen Street North. The proponent is responsible for finalizing the SaveOn Energy Grant and all required documentation as part of the project.

## **10. GENERAL REQUIREMENTS**

- Replace 18 metal halide light fixtures over the arena ice surface at Paisley Community Centre (see picture)
- Retrofit or replace 24 – T8 light fixtures in the Paisley Community Centre Entrance, Lobby, Office and Washrooms (see picture)
- Retrofit or replace 32 - T8 light fixtures in the Paisley Community Centre Player's Corridor and Dressing Rooms (see picture)
- Supply LED bulbs for all replaced or retrofitted fixtures.
- Completion of SaveOn Energy application process.

## **11. GENERAL INFORMATION**

Attached to this Quote are pictures of the light fixtures that need to be replaced or retrofitted as per the following:

- Replace 18 metal halide light fixtures in the Paisley Community Centre to a LED lighting system with the ultimate output equivalent to or better than the existing lighting system (to be determined by Municipal staff).
- The replacement or retrofit of 24 – T8 light fixtures in the Paisley Community Centre Entrance, Lobby, Office and Washrooms
- The replacement or retrofit of 32 T8 light fixtures located within the Player's Corridor and 6 Dressing Rooms.

If additional equipment/fixtures are suggested and proposed, please provide price quotes for the additional equipment/fixtures recommendations.

The priority of this RFP is the Paisley Community Centre Arena lights, however, if budget allows, the additional retrofit of the Paisley Community Centre Entrance, Lobby, Washrooms, Office, Players Corridor and Dressing Rooms will be all or partially included.

## APPENDIX A



Paisley Community Centre | Ice Surface



Paisley Community Centre | Ice Surface



Paisley Community Centre | Ice Surface



Paisley Community Centre | Ice Surface



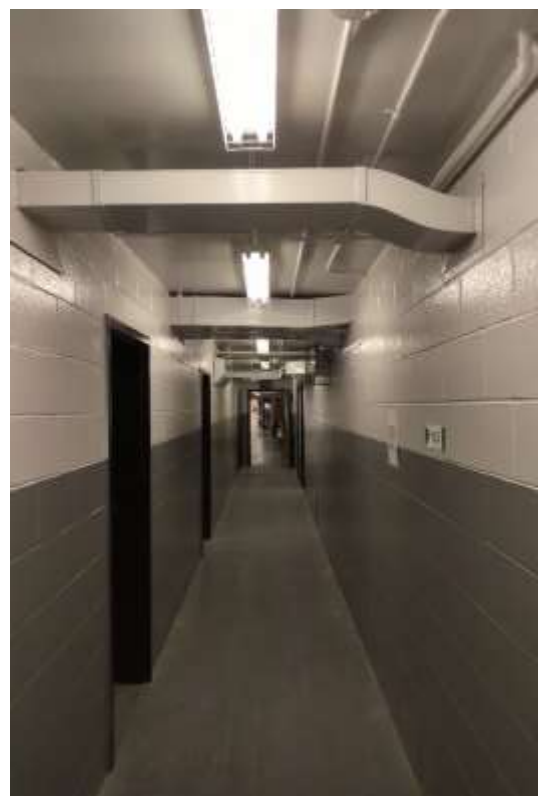
Paisley Community Centre | Entrance



Paisley Community Centre | Lobby



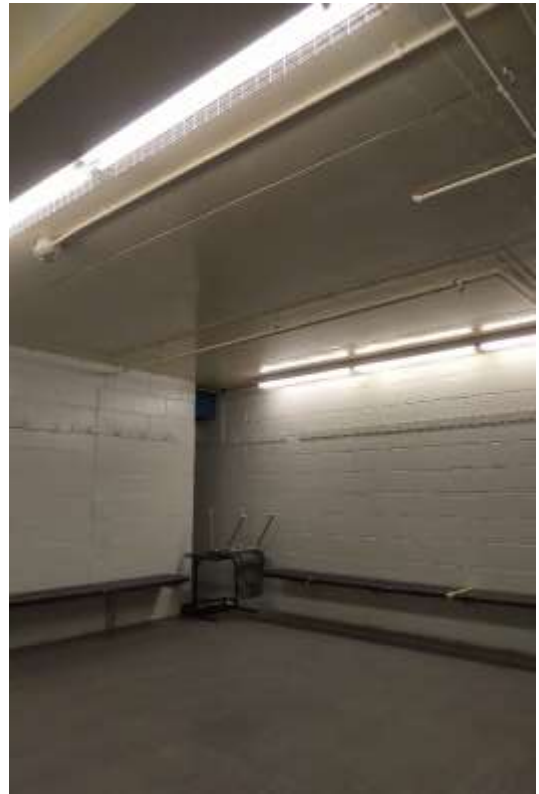
Paisley Community Centre | Office



Paisley Community Centre | Player's Corridor



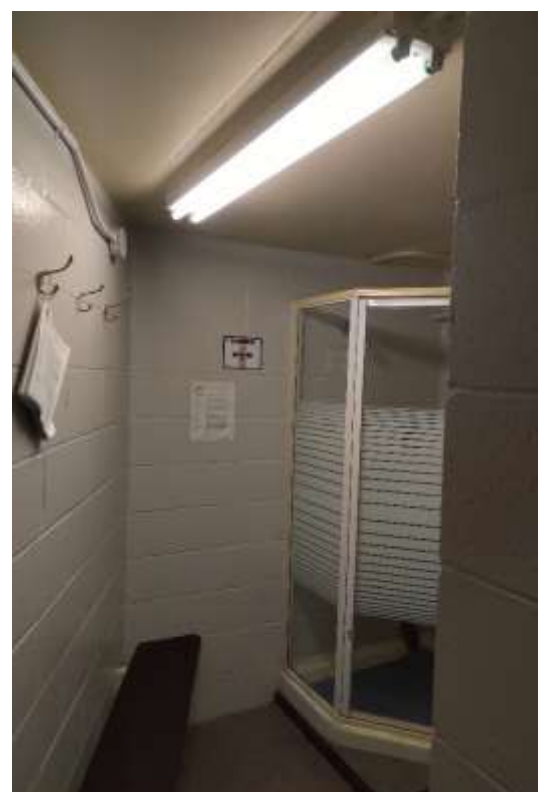
Paisley Community Centre | Dressing Room 1



Paisley Community Centre | Dressing Room 2 & 3



Paisley Community Centre | Dressing Room 4



Paisley Community Centre | Referee Room