



**DISTRICT OF SOOKE
REQUEST FOR QUOTATION**

Fire Department Compressor and Fill Station

Closing location:

District of Sooke
Fire Rescue Dept.
2225 Otter Point Road
Sooke, BC
V9Z 1J2

Closing date and time:

April 21, 2017
at 2:00pm (14:00 hrs)
Pacific Time

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1. Overview of the Requirement

The District of Sooke plans to procure a compressor to replace the retired unit and have it installed in Sooke Fire Station 1.

Based on a review of responses to this Request for Quotation, the District of Sooke intends to select a Proponent who would then be selected to provide and install a compressor and fill station as described in Schedule D – Project Scope.

2. Definitions

Throughout this Request for Quotation, the following definitions will be used:

- a) “Must”, or “mandatory” means a requirement that must be met in order for a Response to receive consideration;
- b) “Proponent” means an individual or a company that submits, or intends to submit, a Response.
- c) “Response” means a submission in reply to this RFQ;
- d) “RFQ” or “Request for Quotation” means the process described in this document; and
- e) “Should” or “desirable” means a requirement having a significant degree of importance to the objectives of this RFQ.

3. RFQ Terms and Conditions

3.1. Enquiries

All enquiries related to this RFQ are to be directed to:

Kenn Mount, Fire Chief

or

Chris McCrea, Lieutenant

District of Sooke
Fire Rescue Department
2225 Otter Point Road
Sooke, BC V9Z 1J2

Email: kmount@sooke.ca cmccrea@sooke.ca

Telephone: (250) 642-5422

Information obtained from any other source is not official and should not be relied upon. Enquiries and responses will be recorded and will be posted to the District of Sooke's website for reference for all Proponents (www.sooke.ca).

3.2. Closing Date

Responses will be received up to and including 2:00pm (14:00 hrs), Pacific Time, on April 21, 2017. Responses should be submitted via **email, mail** or **hand-delivered** and marked as follows:

Request for Quotations: Fire Department Compressor and Fill Station

Mailed or hand delivered in a sealed envelope:

Kenn Mount, Fire Chief
District of Sooke Fire Rescue Dept.
2225 Otter Point Road
Sooke, BC V9Z 1J2

Emailed to: kmount@sooke.ca and cmccrea@sooke.ca

3.3. Submission

Contents of the submission are left to the discretion of the proponent but must include, as a minimum, requirements detailed in RFQ Schedules A through D.

3.4. Quotation Review Committee

Review of Responses will be by a committee formed by the District of Sooke and may include staff and contractors of the District of Sooke.

3.5. Review and Selection

The qualifications review committee will check Responses against the mandatory criteria. Responses not meeting all mandatory criteria will be rejected without further consideration. Responses that do meet all the mandatory criteria will then be assessed and scored against the desirable criteria. Responses will be ranked and the District of Sooke's intent is with the Proponent who has the highest overall ranking.

3.6. Signed Responses

The Response must include a cover letter substantially similar to the cover letter set out in Schedule A and the cover letter must be signed by a person authorized to sign on behalf of the Proponent.

3.7. Changes to Response Wording

The Proponent will not change the wording of its Response after the closing date and time specified on the front cover of this RFQ, and no words or comments will be added to the Response unless requested by the District of Sooke for purposes of clarification.

3.8. Proponent's Expenses

Proponents are solely responsible for their own expenses in preparing a Response and for subsequent negotiations with the District of Sooke, if any. The District of Sooke will not be liable to any Proponent for any claims, whether for costs or damages incurred by the Proponent in preparing the Response, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

3.9. Acceptance of Responses

This RFQ is not an agreement to purchase services. The District of Sooke is not bound to enter into a Contract with any Proponent. Responses will be assessed in light of the review criteria. The District of Sooke will be under no obligation to receive further information, whether written or oral, from any Proponent.

3.10. Modification of Terms

The District of Sooke reserves the right to modify the terms of this RFQ at any time in its sole discretion. This includes the right to cancel this RFQ at any time without entering into a Contract.

3.11. Ownership of Responses

All documents, including Responses, submitted to the District of Sooke become the property of the District of Sooke. They will be received and held in confidence by the District of Sooke, subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.

3.12. Confidentiality of Information

Information pertaining to the District of Sooke obtained by the Proponent as a result of participation in this RFQ is confidential and must not be disclosed without written authorization from the District of Sooke.

3.13. Collection and Use of Personal Information

Proponents are solely responsible for familiarizing themselves, and ensuring that they comply, with the laws applicable to the collection and dissemination of information, including resumes and other personal information concerning employees and employees of any subcontractors. If this RFQ requires Proponents to provide the District of Sooke with personal information of employees who have been included as resources in response to this RFQ, Proponents will ensure that they have obtained written consent from each of those employees before forwarding such personal information to the District of Sooke. Such written consents are to specify that the personal information may be forwarded to the District of Sooke for the purposes of responding to this RFQ and use by the District of Sooke for the purposes set out in the RFQ. The District of Sooke may, at any time, request the original consents or copies of the original consents from Proponents, and upon such request being made, Proponents will immediately supply such originals or copies to the District of Sooke.

3.14. Additional Information on the RFQ

All written questions from bidders will be received by the District of Sooke no later than 2:00pm (14:00 hrs), Pacific Time, on April 21, 2017. All subsequent information regarding this RFQ, including changes made to this document, will be posted on the District of Sooke website (www.sooke.ca). It is the sole responsibility of the Proponent to check for amendments and additional information on the website.

4. Requirements

4.1. Summary of the Requirement

The District of Sooke plans to procure a new air compressor and fill station to support the filling of Self Contained Breathing Apparatus (SCBA) for the Fire Department. The objective of this RFQ is to identify and select a product that best meets the requirements as described in Section 4.3 Project Scope.

In the event that the final quote for the above works exceeds the approved budget, the District reserves the right to delete any of the individual items listed in the Project Scope.

4.2. Background

The District of Sooke is a growing community that provides a gateway to the rugged West Coast of Vancouver Island while only 35 minutes from the capital city of

Victoria. The current population consists of approximately 13,000 people throughout the 66.65 square kilometers of the District of Sooke. The Fire Department is a busy and rapidly growing service that is looking for a system that will suit future growth needs. New MSA G1 SCBA has been procured and is being phased in. A new compressor needs to adapt to the quick connect G1 system as well as support the legacy MSA products for the next 5 years.

4.3. Project Scope

The project scope is detailed in Schedule D.

4.4. Project Goals and Objectives

The expectation that the old system is removed and that the new system is delivered and installed at Sooke Fire Station 1.

5. RFQ Review Criteria

5.1. Mandatory Criteria

The following are mandatory requirements. Responses not clearly demonstrating that they meet them will receive no further consideration during the evaluation process.

Mandatory Criteria
a) The Response must be received at the closing location by mail, email or hand-delivered.
b) The Response must be in English and must not be sent by facsimile.
c) One hard copy of the Response must be submitted.
d) The Response must include a completed form, in substantially the same form as Schedule A.
e) Submission of Schedules A-D

5.2. Evaluation Criteria

Responses meeting the mandatory submission requirements will be further assessed against the following criteria. A Proponent not reaching the minimum score in a given category (if applicable) will receive no further consideration during the RFQ review.

Evaluation Criteria
Qualifications of the Firm – Technical experience in performing work of a closely similar nature; experience and technical competence of subcontracts, if any; knowledge of the various permits that may or may not be required; knowledge of applicable laws and regulations.
Staffing and Project Organization – Qualifications of project staff, particularly key personnel and especially the Certified Installers, key personnel’s level of involvement in performing related work.
Work Plan – Depth of Proposer understands of the District of Sooke’s Scope of Work / Technical Specifications and overall quality of work plan and logic, clarity and specificity of work plan.
Contract Price - as outlined in Schedule D. Warranty evaluation will include warranty in years. Price shall include installation and removal costs.

5.3. Quality of Response

Corporate Information will be evaluated with respect to level of qualified certified installers dedicated to the project, relevant experience.

Schedule A – Response Covering Letter

(Company Letterhead)

Date:

District of Sooke
Fire Rescue Dept.
2225 Otter Point Road
Sooke, BC V9Z 1J2

Attention: Kenn Mount & Chris McCrea

Subject: Compressor and Fill Station
Request for Quote

The enclosed quotation is submitted in response to the above-referenced Request for Quotation.

Through submission of this quotation we agree to all terms and conditions of the Request for Quotation and agree that any inconsistent provisions in our quotation will be as if not written and do not exist. We have carefully read and examined the Request for Quotation and have conducted such other investigations as were prudent and reasonable in preparing the quotation. We agree to be bound by statements and representations made in our quotation.

I am duly authorized to submit this quotation on behalf of the Proponent.

Yours truly,

Signature

Name:

Title:

Telephone Number:

Legal name of Proponent:

Date:

Schedule B – Privacy Protection Schedule

This Schedule forms part of the agreement between the District of Sooke (the "Public Body") and

(the "Contractor") respecting

_____ (the "Agreement").

Definitions

1. In this Schedule,
 - (a) "**access**" means disclosure by the provision of access;
 - (b) "**Act**" means the Freedom of Information and Protection of Privacy Act (British Columbia), as amended from time to time;
 - (c) "**contact information**" means information to enable an individual at a place of business to be contacted and includes the name, position name or title, business telephone number, business address, business email or business fax number of the individual;
 - (d) "**personal information**" means recorded information about an identifiable individual, other than contact information, collected or created by the Contractor as a result of the Agreement or any previous agreement between the Public Body and the Contractor dealing with the same subject matter as the Agreement but excluding any such information that, if this Schedule did not apply to it, would not be under the "control of a public body" within the meaning of the Act.

Purpose

2. The purpose of this Schedule is to:
 - (a) enable the Public Body to comply with its statutory obligations under the Act with respect to personal information; and
 - (b) ensure that, as a service provider, the Contractor is aware of and complies with its statutory obligations under the Act with respect to personal information.

Collection of personal information

3. Unless the Agreement otherwise specifies or the Public Body otherwise directs in writing, the Contractor may only collect or create personal information that is necessary for the performance of the Contractor's obligations, or the exercise of the Contractor's rights, under the Agreement.
4. Unless the Agreement otherwise specifies or the Public Body otherwise directs in writing, the Contractor must collect personal information directly from the individual the information is about.
5. Unless the Agreement otherwise specifies or the Public Body otherwise directs in writing, the Contractor must tell an individual from whom the Contractor collects personal information:
 - (a) the purpose for collecting it;
 - (b) the legal authority for collecting it; and
 - (c) the title, business address and business telephone number of the person designated by the Public Body to answer questions about the Contractor's collection of personal information.

Accuracy of personal information

6. The Contractor must make every reasonable effort to ensure the accuracy and completeness of any personal information to be used by the Contractor or the Public Body to make a decision that directly affects the individual the information is about.

Requests for access to personal information

7. If the Contractor receives a request for access to personal information from a person other than the Public Body, the Contractor must promptly advise the person to make the request to the Public Body unless the Agreement expressly requires the Contractor to provide such access and, if the Public Body has advised the Contractor of the name or title and contact information of an official of the Public Body to whom such requests are to be made, the Contractor must also promptly provide that official's name or title and contact information to the person making the request.

Correction of personal information

8. Within 5 business days of receiving a written direction from the Public Body to correct or annotate any personal information, the Contractor must annotate or correct the information in accordance with the direction.
9. When issuing a written direction under section 8, the Public Body must advise the Contractor of the date the correction request to which the direction relates was received by the Public Body so that the Contractor may comply with section 10.
10. Within 5 business days of correcting or annotating any personal information under section 8, the Contractor must provide the corrected or annotated information to any party to whom, within one year prior to the date the correction request was made to the Public Body, the Contractor disclosed the information being corrected or annotated.
11. If the Contractor receives a request for correction of personal information from a person other than the Public Body, the

Contractor must promptly advise the person to make the request to the Public Body and, if the Public Body has advised the Contractor of the name or title and contact information of an official of the Public Body to whom such requests are to be made, the Contractor must also promptly provide that official's name or title and contact information to the person making the request.

Protection of personal information

12. The Contractor must protect personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or disposal, including any expressly set out in the Agreement.

Storage and access to personal information

13. Unless the Public Body otherwise directs in writing, the Contractor must not store personal information outside Canada or permit access to personal information from outside Canada.

Retention of personal information

14. Unless the Agreement otherwise specifies, the Contractor must retain personal information until directed by the Public Body in writing to dispose of it or deliver it as specified in the direction.

Use of personal information

15. Unless the Public Body otherwise directs in writing, the Contractor may only use personal information if that use is for the performance of the Contractor's obligations, or the exercise of the Contractor's rights, under the Agreement.

Disclosure of personal information

16. Unless the Public Body otherwise directs in writing, the Contractor may only disclose personal information inside Canada to any person other than the Public Body if the disclosure is for the performance of the Contractor's obligations, or the exercise of the Contractor's rights, under the Agreement.
17. Unless the Agreement otherwise specifies or the Public Body otherwise directs in writing, the Contractor must not disclose personal information outside Canada.

Notice of foreign demands for disclosure

18. In addition to any obligation the Contractor may have to provide the notification contemplated by section 30.2 of the Act, if in relation to personal information in its custody or under its control the Contractor:
 - (a) receives a foreign demand for disclosure;
 - (b) receives a request to disclose, produce or provide access that the Contractor knows or has reason to suspect is for the purpose of responding to a foreign demand for disclosure; or
 - (c) has reason to suspect that an unauthorized disclosure of personal information has occurred in response to a foreign demand for disclosurethe Contractor must immediately notify the Public Body and, in so doing, provide the information described in section 30.2(3) of the Act. In this section, the phrases "foreign demand for disclosure" and "unauthorized disclosure of personal information" will bear the same meanings as in section 30.2 of the Act.

Notice of unauthorized disclosure

19. In addition to any obligation the Contractor may have to provide the notification contemplated by section 30.5 of the Act, if the Contractor knows that there has been an unauthorized disclosure of personal information in its custody or under its control, the Contractor must immediately notify the Public Body. In this section, the phrase "unauthorized disclosure of personal information" will bear the same meaning as in section 30.5 of the Act.

Inspection of personal information

20. In addition to any other rights of inspection the Public Body may have under the Agreement or under statute, the Public Body may, at any reasonable time and on reasonable notice to the Contractor, enter on the Contractor's premises to inspect any personal information in the possession of the Contractor or any of the Contractor's information management policies or practices relevant to its management of personal information or its compliance with this Schedule and the Contractor must permit, and provide reasonable assistance to, any such inspection.

Compliance with the Act and directions

21. The Contractor must in relation to personal information comply with:
 - (a) the requirements of the Act applicable to the Contractor as a service provider, including any applicable order of the commissioner under the Act; and
 - (b) any direction given by the Public Body under this Schedule.
22. The Contractor acknowledges that it is familiar with the requirements of the Act governing personal information that are applicable to it as a service provider.

Notice of non-compliance

23. If for any reason the Contractor does not comply, or anticipates that it will be unable to comply, with a provision in this Schedule in any respect, the Contractor must promptly notify the Public Body of the particulars of the non-compliance or anticipated non-compliance and what steps it proposes to take to address, or prevent recurrence of, the non-compliance or anticipated non-compliance.

Termination of Agreement

24. In addition to any other rights of termination which the Public Body may have under the Agreement or otherwise at law, the Public Body may, subject to any provisions in the Agreement establishing mandatory cure periods for defaults by the Contractor, terminate the Agreement by giving written notice of such termination to the Contractor, upon any failure of the Contractor to comply with this Schedule in a material respect.

Interpretation

25. In this Schedule, references to sections by number are to sections of this Schedule unless otherwise specified in this Schedule.

26. Any reference to the "Contractor" in this Schedule includes any subcontractor or agent retained by the Contractor to perform obligations under the Agreement and the Contractor must ensure that any such subcontractors and agents comply with this Schedule.

27. The obligations of the Contractor in this Schedule will survive the termination of the Agreement.

28. If a provision of the Agreement (including any direction given by the Public Body under this Schedule) conflicts with a requirement of the Act or an applicable order of the commissioner under the Act, the conflicting provision of the Agreement (or direction) will be inoperative to the extent of the conflict.

29. The Contractor must comply with the provisions of this Schedule despite any conflicting provision of this Agreement or, subject to section 30, the law of any jurisdiction outside Canada.

30. Nothing in this Schedule requires the Contractor to contravene the law of any jurisdiction outside Canada unless such contravention is required to comply with the Act.

SAMPLE

Schedule C – Corporate Information

1.1 LEGAL NAME AND ADDRESS

1.2 OWNERSHIP STRUCTURE

1.3 REFERENCES

Company	Contact Person	Telephone	Email

1.4 WorkSafeBC INSURANCE

Number: _____

Attach a Clearance Letter form WorkSafeBC indicating that the firm is in good standing.

1.5 BUSINESS LICENCE

District of Sooke Business License Number: _____

OR

Inter-municipal Business License Number: _____

Schedule D – Project Scope

1. Service Requirements

Introduction

The District of Sooke is seeking the procurement, delivery and installation of a new air compressor and fill station for Sooke Fire Station 1. The New MSA G1 SCBA has already been procured and is being phased in over the next several years. A new compressor needs to adapt to the quick connect G1 system as well as support the legacy MSA products for the next 5 years. The current compressor is not meeting the operational demands and is showing signs of significant repair and servicing.

Minimum Requirements

The District of Sooke is seeking a Service Provider to provide technical expertise for the installation and delivery of a new SCBA air compressor and fill station. The fill station and compressor can be located in separate rooms at Sooke Fire Station 1. The specification of the unit is described below:

- Separated system
- Bauer Model IK1214 Compressor Block,
- 4 stage pump
- min. 15 SCFM ,
- CRN & CSA certified,
- CO and moisture detection
- 6000 PSI
- 4 Bottle cascade system
- 4 bottle fill station @ 4500 psi fill station
- Ultra Silent Cabinet
- Installation
- 10HP or greater

The system needs to be a vertical breathing air compressor in a partially enclosed frame with a minimum 30,000-hour drive gear operation life and a positive pressure oil lube system.

Resources Available

All on site work will be conducted in presence of District staff. District staff will make available access to the compressor and fill station rooms. Electrical work needs to be done by a qualified electrician.

Schedule

Delivery should be a priority as the current compressor is not meeting operational needs.

2. Safety

The Installer shall:

- a. Plan and conduct the work in a manner that will safeguard all persons from injury.
- b. Obey regulations of the Workers' Compensation Board of BC and all other applicable laws and regulations.
- c. Immediately make safe any hazards discovered during the course of the work and within twenty-four (24) hours, email or hand deliver a full report to the District of Sooke outlining the nature of the hazard and steps taken to make safe.
- d. Make safe other unsafe situations within two hours when reported between 6 a.m. and 3 p.m. otherwise by 8 a.m. and report as in (c). Email a report to the District of Sooke describing the damage and the steps taken by the beginning of the next business day.

2.2. Communications

The Installer shall:

- a. Provide email service, cellular telephone service, and a phone answering service twenty-four (24) hours a day to receive notice of situations requiring response as set out in the specifications.
- b. Provide monthly reports of completed work with monthly invoices.



Policy 5.4
File No. 2510-00
October 25, 2004
Amended March 25, 2013

Risk Management-Contract Services Policy

1. Any person or organization that contracts with the District of Sooke to provide services to or on behalf of the District must provide proof to the District that the following *minimum* requirements have been met:
 - a) proof of liability insurance coverage with a minimum value of \$5,000,000;
 - b) certificate indicating that the individual or organization has an active WCB account that covers any and all persons who will be providing contracted services to or for the District of Sooke; and
 - c) proof of applicable credentials.
2. Copies of the above documentation must be received prior to the commencement of services.
3. The document submitted for insurance coverage must indicate the type of coverage and expiry date.
4. Preference is for the District of Sooke to be named as an additional insured in the liability insurance document.

Note: An individual contracted to provide coverage for the following positions is not covered by the District's errors and omissions policy:

Chief Administrative Officer
Corporate Officer
Director of Finance
Municipal Engineer
Municipal Planner
Building Official