



Village of Fraser Lake
210 Carrier Crescent,
P.O. Box 430,
Fraser Lake, B.C. V0J 1S0

June 27, 2018

**SUBJECT: Request for Quotation: RFQ
Village of Fraser Lake – Arena Upgrades**

The Village of Fraser Lake is seeking proposals from qualified contractors who can demonstrate the appropriate experience, expertise, knowledge, and availability needed to provide the following services.

1. Project Summary

The project involves the design, supply of materials, labour, and equipment needed to upgrade the Village of Fraser Lake arena ice plant. In general, the work involves design and replacement of the ice plant condenser and construction and installation of a new glycol loop.

2. RFQ Requirements

When submitting proposals, firms are requested to provide the following information:

1. Provide a general history of the firm.
2. Detail the firm's level of expertise in the specific field.
3. Provide an explanation of your firm's reporting of services to its clients and provide a recommendation as to how you would propose to keep the Village informed on the status of matters under your firm's control.
4. Provide details of the proposed upgrades to the condenser and glycol loop system to include, but not limited to the following:
 - a. Firm pricing for entire system (design, installation, and materials)
 - i. State all pricing in Canadian dollars. Pricing will be assumed to be all-inclusive, unless extra charges are specifically identified. Applicable provincial and federal taxes (including any gross-up for non-resident withholding taxes), at time of submission, should be clearly and separately identified where applicable.
 - b. Source and availability of replacement parts
 - c. Product Specification
 - d. Timelines (design, shipping and installation)
 - e. Layout and configuration of new system
 - f. Piping required to accommodate new system
 - g. System controls
 - h. Power supply connection
5. Provide a list of five (5) clients who we may contact as references to confirm the quality of service and innovative solutions that your firm provided to them.
6. Complete list of replacement parts and specifications for each component of the system.
7. Provide written confirmation that all drawings and schematics related to the system will be provided to the Village upon project completion in their original editable format such as MS Word, Excel, AutoCAD or other such format.
8. Proof of Insurance, \$5,000,000 minimum liability policy.

When developing the firm's submission please provide responses in numerical order as outlined in the Proposal Requirements section. Provide additional information as the firm considers appropriate.



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3. Project Timeline

The following provides target milestone dates for the delivery of this project:

RFQ Open	June 27, 2018
RFQ Close	July 13, 2018
Contract Awarded	July 16, 2018
Construction Start	July 23, 2018
Construction Complete	September 13, 2018

4. Project Location

The project is located at the Village of Fraser Lake Arena, 30 Carrier Crescent, Fraser Lake, B.C. V0J 1S0.

5. Project Budget & Scope of Work

The budget for this project is approximately \$116,000.00.

The scope of work will include replacement of BAC VC1-90R condenser complete with compressor glycol cooling loop. 7.5hp, 460v/3ph/60hz motor with VFD control. A 14 gage coil construction, Baltibond discharge eliminators, perimeter hand rails with ladder, new condenser sump, new water pump, new make-up water system with new water piping and refrigeration valves to furnish a functional code compliant system.

6. General Information

The Village of Fraser Lake Bylaws are hereby made part of the Contract Documents for the Village of Fraser Lake RFQ Arena Upgrades as fully and completely as if the same were set forth herein, and will not be reproduced herein.

7. Village of Fraser Lake Management Team

The Project team is listed below.

Name	Title	Phone Number	Email
Rodney Holland	Chief Administrative Officer	250-699-6257	rjholland@fraserlake.ca
Dave Christie	Economic Development Officer	250-699-6257	dchristie@fraserlake.ca
Vern Hilman	Director of Public Works	250-699-6562	vhilman@fraserlake.ca



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8. Procurement

The procurement value of this potential purchase is estimated to be less than the dollar thresholds set out under applicable trade agreements, so a Request for Proposal, Invitation to Tender, or other formal solicitation document is not required. We are writing to you to informally request that you provide the Village with pricing information and a related work plan in relation to your firm's expertise.

If you are interested in providing the information described below, please let us know on or before [Add Date], preferably by replying to this email request. If we do not hear from you on or before that date, we may assume that you are not interested in this business opportunity. The Village intends to request quotes from more than one contractor and may choose to request quotes from additional contractors if one or more of the potential contractors who receive this email do not take an interest in this business opportunity.

Village staff will review the submissions received, and may choose one or more submission(s) as the preferred submission(s), based on the Village's pursuit of "value for money". The lowest-priced submission (or any submission) will not necessarily be selected as the preferred submission. The Village may choose to cancel this purchase, or proceed in some other manner, at any time before a Contract is signed by both parties.

The supplier(s) who submits the preferred submission(s) would be contacted by the Village, with a view to putting a Contract in place. The Village will require the successful contractor to enter into a formal contract. Although the standard form is generally considered by the Village to be non-negotiable, the form may be modified or supplemented using information included in or attached to this email request; information provided by a supplier in its submission, and/or information exchanged between the Village and supplier(s) during the course of any negotiations, for example. The Village may at any time request the (re)submission of modified pricing information from suppliers, based on the market information it receives.

Once a Contract is signed with a preferred supplier, the Village may attempt to contact other suppliers who made submissions to notify them that the purchase decision has been made. If you make a submission but have not received any notification by July 19, 2018, then feel free to send an email to the Village requesting a status update. Notwithstanding any other statement in this email request, the Village is under no obligation to enter into any Contract with anyone in connection with this email request, or submissions received in response to it.

9. RFQ Submission

The Village of Fraser Lake will accept bids no later than Friday July 13, 2018, 4pm local time. Bids may be emailed to rjholland@fraserlake.ca and dchristie@fraserlake.ca, mailed to PO Box 430, Fraser Lake, BC, V0J 1S0, or in person to the Village of Fraser Lake office, 210 Carrier Crescent, Fraser Lake, BC. Bids received after the Friday July 13, 2018, 4pm local time deadline will not be considered.