



**Request for Quote**

**Make up air unit Hassen Arena Armstrong Spallumcheen Parks and Recreation Commission**

Issue Date: May 8<sup>th</sup>, 2024

**Closing Location:**

Armstrong Spallumcheen Parks and Recreation Commission  
3351 Park Drive, Armstrong, BC, V0E 1B0

**Closing Date and Time:**

Quotes shall be received at the Closing Location prior to: 2:00pm June 20<sup>th</sup>, 2024

**Inquiries and Clarification:**

Any questions should be directed in writing no later than, to:

Lars Larsen, General Manager Armstrong Spallumcheen Parks and Recreation Commission  
Phone: 250-546-9456  
Email: llarsen@Canlansports.com

Inquiries and answers will be recorded and posted no later than on the Armstrong Spallumcheen Parks and Recreation website [www.asprd.com](http://www.asprd.com) and BC Bid Website .

Proponents are solely responsible for ensuring that they have all the information available on this RFQ, and should therefore check the Armstrong Spallumcheen Parks and Recreation Commission website regularly up to the closing date and time of this RFQ.

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## 1. INTRODUCTION

### 1.1 Purpose and Intent

This RFQ is for the removal of current unit, purchase, installation commissioning of a new make-up air unit and of the following:

- 1 ICE HTD400 indirect Make Up Air Unit with mixing box
- Gas permit
- Venting
- Ducting
- Electrical
- Gas
- Removal and Disposal of old unit.
- Start up

The delivery date shall be as soon as possible, but no later than noon September 13, 2024.

### 1.2 Definitions

Throughout this Request for Quotes, the following definitions apply:

“**Commission**” means the Armstrong Spallumcheen Parks and Recreation Commission

“**Contract**” means the written Agreement from this Request for Quotes executed by the Armstrong Spallumcheen Parks and Recreation Commission and the successful Proponent;

“**shall**” or “**mandatory**” means a requirement that shall be met in order for a Quote to receive consideration;

“**Proponent**” means service provider that submits, or intends to submit, a Quote in response to this Request for Quotes;

“**Quote**” means this Proponent’s response to this RFQ; and

“**RFQ**” means the Request for Quotes document.

## 2. GENERAL TERMS & CONDITIONS

### 2.1 Introduction

The Make-Up Air Unit must be a 2023 model or newer and must include all costs associated with

- Labour to remove and install a 1 ICE HTD400 indirect Make Up Air Unit with mixing box.
- Necessary permits.
- Disposal of the old unit.
- Any necessary electrical adaptations.

### 2.2 Bid Evaluation:

The proposed Make Up Air unit quote must meet or exceed the following minimum requirements to be accepted and evaluated:

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If the products proposed do not meet the specifications below, the quote may be rejected. It is required that the vendor check with the Armstrong Spallumcheen Parks and Recreation Commission General Manager if the products do not meet any of the specified criteria to get confirmation whether the quote can still be accepted and evaluated or not.

After submissions, and in the event the products proposed are not compliant with any of the specifications criteria, the Commission will be the sole judge as to what constitutes a minor deviation in which case the quote will still be accepted; or what is considered a major deviation which constitutes a rejection of the vendor's quote. The General Manager or their designate reserves the right to consult with any supplier prior to the award, without prejudice to any award or decision NOT TO award. In addition to the evaluation criteria specified above, Vendors shall be evaluated on the following weighted criteria

### 2.3 Evaluation Criteria Weight

Technical Specifications: 40%

Total Cost: 50%

### 2.4 Delivery: 10%

The Bidder's attention is drawn to the delivery deadline date as noted above. Any delays beyond this time will be considered a lack of performance by the Vendor and a failure to provide the tendered equipment. A penalty of \$100.00 per calendar day per unit may be assessed against the Vendor until delivery is completed. Please note that no vendor will be penalized for late delivery as a result of circumstances beyond their control. Documentation must be provided as proof of reason for late delivery. The validity of the reason for late delivery will be determined by the Commission. In the event the Commission agrees to an extension of the delivery date, no penalty will be assessed.

**2.4 Product Acceptance:** Armstrong Spallumcheen Parks and Recreation commission will accept the Make Up Air unit provided the unit must be properly, pre-delivery, serviced to ensure it is ready for use with particular attention to lubes, fluids, filters, belts, all fasteners, lighting, electrical components, sensors, and adjustable items. The vendor is responsible for hook up and testing of units prior to putting into service. The vendor shall also be responsible for completing an inspection on the Make Up Air unit prior to delivery. This cost should be included in the bid price. **Warranty:** All warranty work, including shipping, parts delivery charges, all shipments and travel, will be at the expense of the Vendor who is awarded the RFQ. The undersigned understands and agrees to the following provisions of this request for tender:

### AGREEMENT

1. Specification sheets form part of submissions and must not be removed.
2. All submissions must be accompanied by the manufacturer's literature describing, in detail, the equipment bid upon.
3. All prices quoted are to be in Canadian funds, including any Canadian customs Duties and Excise Taxes, and are to include all delivery charges (FOB: 3375 Pleasant Valley Road, Armstrong

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BC, V0E 1B0). It is the responsibility of the bidder to determine from the appropriate authorities what taxes, rates and charges are applicable to this RFQ.

4. Quotes submitted for the MAKE UP AIR unit include pre-delivery service and delivery to, 3375 Pleasant Valley Road, Armstrong BC, V0E 1B0. If applicable PST 7% must be included in the total submission price.

5. The Armstrong Spallumcheen Parks and Recreation Commission reserves the right to inspect the MAKE UP AIR unit supplied as a result of this RFQ, upon delivery, and shall be the sole judge as to whether equipment supplied meets specifications.

6. The Armstrong Spallumcheen Parks and Recreation Commission reserves the right to accept or reject any or all submissions, to waive any technicality in a submission and to accept any part of a submission as deemed to be in the best interest of the Commission.

7. The specifications in this RFQ are the minimum acceptable. When specific manufacturer and model numbers are used, it is to establish a design, type construction, quality, functional capability, and/or performance level desired. When substitutions are bid, they must be identified by manufacturer, stock number, and other descriptive information to establish equivalency. The Armstrong Spallumcheen Parks and Recreation Commission shall be the sole judge of equivalency. Failure to comply with the attached specification could result in the RFQ being rejected.

9. Payment terms will be considered as net thirty (30) days from date of receipt of invoice.

10. This bid is valid for acceptance for a period of sixty (60) days from date of closing of the RFQ.

11. The delivery date shall be: (Please Specify) \_\_\_\_\_

DATED: \_\_\_\_\_

VENDOR: \_\_\_\_\_(signature)

\_\_\_\_\_(print name)

**2.5 FREEDOM OF INFORMATION & PROTECTION ACT**

Contractor acknowledges that the Commission is subject to the Freedom of Information and Protection of Privacy Act (British Columbia) and that this contract (including its schedules) and any records provided to the Commission may be subject to public disclosure under that Act.

### 3. STIPULATED TERMS & CONDITIONS

#### 3.1 Intent to Submit

It is recommended that Proponents complete and return the Intent to Submit **[Appendix B]** if they are planning on submitting a Quote. Any posted addenda will be emailed directly to proponents who have submitted the Intent to Submit.

#### 3.2 Mandatory Requirements

The Armstrong Spallumcheen Parks and Recreation Commission has requirements that are deemed as Mandatory when submitting a Quote to this RFQ. These Mandatory requirements are identified below. Failure to comply with these Mandatory requirements may result in disqualification of the Quote.

Mandatory Requirement	Proponent's Check List
Quotes shall be received prior to 2:00 pm on June 20, 2024 (the "closing date and time").	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>[Appendix A] Form of Quote</b> shall be signed by an authorized signatory in a position to legally bind the Proponent to statements made in response to this Request for Quotes.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Proponent shows proof of Armstrong Spallumcheen Parks and Recreation Commission of Armstrong business license or intercommunity business license (as required)	<input type="checkbox"/> Yes <input type="checkbox"/> No

#### 3.3 Quote Closing Date and Delivery Instructions

It is the sole responsibility of the Proponent to submit their Quote to the Armstrong Spallumcheen Parks and Recreation Commission prior the closing time of 2:00 pm, June 20, 2024. Quotes received after the closing time will not be considered. Quotes may be delivered by one of the following (2) methods:

- By hand/courier delivery:** Proponents should submit one (1) original hard copy. The Quote should be enclosed and sealed in an envelope/package clearly marked: **"RFQ – MAKE UP AIR unit Armstrong Spallumcheen Parks and Recreation Commission"** and delivered and addressed to the General Manager, Armstrong Spallumcheen Parks and Recreation Commission of Armstrong, P.O. Box 88, 3351 Park Drive, Armstrong, BC, V0E 1B0.
- By Email:** [llarsen@canlansports.com](mailto:llarsen@canlansports.com)

The Armstrong Spallumcheen Parks and Recreation Commission of Armstrong will not be liable for any delay of delivery for any reason including technological delays, spam filters, firewalls, job queue, file size limitations, etc.

Late Quotes will not be considered. It is the Proponent's sole responsibility to ensure they allow themselves enough time to submit their Quote.

#### 3.4 Signature

In order for a Quote to be entitled for consideration, a person authorized to sign on behalf of the Proponent, and to bind the Proponent to statements made in response to this Request for Quote shall sign the Form of Quote **[Appendix A]**.

#### 3.5 Inquiries and Clarification

Any questions or clarifications related to this RFQ shall be directed in writing no later than noon, June 13, 2024 to:

Lars Larsen, General Manager Armstrong Spallumcheen Parks and Recreation Commission  
 Email: [llarsen@canlansports.com](mailto:llarsen@canlansports.com)

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To ensure consistency and quality of information, answers to questions relevant to the interpretation of this RFQ will be issued as an addendum and will be posted on the Armstrong Spallumcheen Parks and Recreation Commission of Armstrong website: [www.asprd.com](http://www.asprd.com) and distributed to Proponents who have submitted the Intent to Bid form [Appendix B]. The decision to issue or not issue an addendum is entirely at the sole discretion of the Armstrong Spallumcheen Parks and Recreation Commission.

Proponent(s) should monitor the website regularly to ensure that it has the most updated information and any addenda issued. All addenda will be posted by no later than 2:00 pm June 11, 2024.

Proponents finding discrepancies or omissions in the RFQ, or having doubts as to the meaning or intent of any provision, should immediately notify the Armstrong Spallumcheen Parks and Recreation Commission's contact person as identified above.

### **3.6 Addenda**

Each addendum will be incorporated into and become part of the RFQ Document. No amendment of any kind to the RFQ is effective unless it is contained in a written addendum issued by the Armstrong Spallumcheen Parks and Recreation Commission.

### **3.7 Examination of Documents**

Proponents will be deemed to have carefully examined the RFQ, including all attached Appendices prior to preparing and submitting a Quote with respect to any and all facts, which may influence a Quote submission.

### **3.8 Proponent Costs of Quote**

The Armstrong Spallumcheen Parks and Recreation Commission shall not be liable for any costs incurred in responding to any Armstrong Spallumcheen Parks and Recreation Commission RFQ, including the costs of Quote preparation relating to the RFQ and quoting process.

### **3.9 Error in Quote**

No Quote shall be altered, amended, or withdrawn after the closing date and time of the RFQ. Negligence on the part of the Proponent in preparing the Quote confers no right for withdrawal of the Quote after it has been opened.

While the Armstrong Spallumcheen Parks and Recreation Commission has made considerable efforts to ensure an accurate representation of information in each respective RFQ, the information contained in the RFQ is supplied solely as a guideline for the Proponent and is not necessarily comprehensive or exhaustive. Nothing in a Armstrong Spallumcheen Parks and Recreation Commission RFQ is intended to relieve the Proponent from forming their own opinions and conclusions in respect of the matters addressed in the RFQ.

### **3.10 Withdrawal of Quotes**

The Proponent may withdraw their Quote at any time prior to the closing time by submitting a written withdrawal letter to the Armstrong Spallumcheen Parks and Recreation Commission's General Manager as identified in Section 3.5 and the Quote will be returned.

### **3.11 No Armstrong Spallumcheen Parks and Recreation Commission of Armstrong Obligation**

This RFQ is not intended to create a legally binding bidding process. No legal obligation for the procurement of services will be established until the Armstrong Spallumcheen Parks and Recreation Commission selects a suitable Proponent and a written contract has been executed. The Armstrong Spallumcheen Parks and Recreation Commission is not bound to enter into a Contract with any Proponent.

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### **3.12 Right to Cancel the RFQ Process**

The Armstrong Spallumcheen Parks and Recreation Commission reserves the right in its sole discretion to postpone or cancel this RFQ process at any time if:

- Only one Quote is received.
- A suitable Proponent has not been selected.
- Approval is not granted by Armstrong Spallumcheen Parks and Recreation Commission;
- Contract execution requirements have not been completed within a reasonable time as solely determined by the Armstrong Spallumcheen Parks and Recreation Commission;
- And, upon cancellation of the RFQ the Armstrong Spallumcheen Parks and Recreation Commission may in its discretion, elicit offers from other parties (whether or not such parties have responded to this RFQ).

### **3.13 Irrevocability of Quotes**

At the appointed closing time, all Quotes become irrevocable. By submission of a Quote, the Proponent agrees that should its Quote be selected, the Proponent will enter into a Contract with the Armstrong Spallumcheen Parks and Recreation Commission. Quotes shall be irrevocable and shall remain open for acceptance by the Armstrong Spallumcheen Parks and Recreation Commission for at least sixty (60) calendar days after the RFQ “closing date and time”. The Armstrong Spallumcheen Parks and Recreation Commission may elect to extend the Quote validity duration beyond (60) calendar days with written notice to the Proponents.

### **3.14 Ownership of Quotes**

All Quotes submitted, other than any Quotes withdrawn prior to the opening of Quotes or any late Quotes, become the property of the Armstrong Spallumcheen Parks and Recreation Commission of Armstrong and will not be returned to Proponents.

### **3.15 Form of Contract**

The Contract between the successful Proponent and the Armstrong Spallumcheen Parks and Recreation Commission shall be in the form outlined by the Armstrong Spallumcheen Parks and Recreation Commission.

### **3.16 Opening of Quotes**

Quotes will not be opened in public.

## **4. Evaluation Criteria**

Quotes received by the “closing time” will be screened for compliance with the mandatory requirements as stated in Section 3.2 (Mandatory Requirements) of this RFQ. At its sole discretion, the Armstrong Spallumcheen Parks and Recreation Commission reserves the right to determine compliance. Non-compliant Quotes will be rejected. After a Quote has passed the Mandatory Requirements, the Quote will be evaluated based on price.

After a Proposal has passed the Mandatory Requirements, the following factors may be taken into consideration when making the purchasing decision and assessing best buy:

1. Price.
2. Delivery and Delivery Costs, as applicable
3. Quality and performance of goods offered.
4. Degree of suitability with requirements and/or specifications.
5. Vendors’ financial stability and business reputation.
6. Goods delivery timeline, quality of service, support and follow-up.
7. Life expectancy of goods offered.



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Any award of a Contract will be subject to satisfactory references checks in the sole opinion of the Armstrong Spallumcheen Parks and Recreation Commission. The Armstrong Spallumcheen Parks and Recreation Commission will not enter into any Contract with any Proponent whose references are found to be unsatisfactory.

**APPENDIX A: Form of Quote**

In order to be entitled to consideration, a person authorized to sign on behalf of the Proponent, and to bind the Proponent to statements made in response to this Request for Quotes, shall complete and sign **[Appendix A]** Form of Quote.

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

I/We hereby offer to provide the noted services to the Armstrong Spallumcheen Parks and Recreation Commission of Armstrong upon the terms and conditions set out and/or referred to herein, and including any addenda acknowledge as received. In submitting a Quote, the Proponent acknowledges and agrees that it has read, understood and agreed to all terms and conditions described in this Request for Quote document including all appendices.

Legal Name of Proponent (and doing business as name, if applicable). (Print or type)	
Address:	
Name of Authorized Representative (Print or type)	
Title:	
Telephone:	
E-Mail:	
Signature of Authorized Representative:	
Date:	

**APPENDIX A: Form of Quote (Continued)**

**Proposed Price:**

**Customer References:**

ORGANIZATION NAME	CONTACT PERSON	ADDRESS	PHONE

**APPENDIX B: Intent to Bid**



**Request for Quotes**

**Indirect Make Up Air unit with mixing box**

Please complete this form and return it by email to:

Armstrong Spallumcheen Parks and Recreation Commission  
llarsen@canlansports.com  
3155 Park Drive PO box 88  
Armstrong, BC CA V0E 1B0  
Telephone: 250-546-9456

Fax: 250-546-3710

Failure to return this form may result in no further communication regarding this Request for Proposal.

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Contact: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

I have received a copy of the above noted Request for Quote.

- Yes, I will be responding to this Request for Quote.  
 No, I will not be responding to this Request for Quote.

I understand that if I do not submit a response, this will not affect our Company's status as a potential supplier or service provider in the future. I also understand that if I do not return this form our company may not receive any further notices with regard to this Request for Quote

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**APPENDIX C –Specifications**

**General**

1. Contractor will be responsible for:
  - a. Labour
  - b. Gas Permit
  - c. Venting
  - d. Ducting
  - e. Electrical
  - f. Gas
  - g. Indirect Make Up Air unit with mixing box
  - h. Disposal of old unit
  - i. Start up