



REQUEST FOR PROPOSAL

NWRFP-13-34

MUSEUM AND ARCHIVES SHELVING SYSTEM – DESIGN, SUPPLY AND INSTALL

Mandatory Information Meeting:

Tuesday, October 1st, 2013, 10:00am
New Westminster Museum and Archives
302 Royal Avenue, New Westminster, BC

Closing Time:

Tuesday, October 17th, 2013
3:00 PM Pacific Standard Time (Vancouver BC)

Closing Location:

Main Reception Desk
City of New Westminister
511 Royal Avenue,
New Westminister, BC, V3L 1H9

Further requests for information :

Purchasing: Roy Moulder, SCMP

Purchasing Manager
Telephone: 604-527-4525
Facsimile: 604-527-4509
Email: rmoulder@newwestcity.ca

COMPANY NAME			
Address: (including Postal Code)			
Contact Name:			
Telephone number:			
Facsimile number:		Email:	
Signature: by officer with express authority to enter into contract			Dated

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DRAWINGS TO BE DOWNLOADED SEPARATELY:

DRAWINGS 1&2: HCMA FLOOR PLAN.....2 pages

DRAWING 3: ROOM 2121 page

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DRAWINGS 6: EXISTING MOBILE SHELVING DRAWINGS.....7 pages

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1.0 INTRODUCTION

The City of New Westminster requires a Shelving System at the New Westminster Museum and Archives facility in the Anvil Centre, and invites Proposals from qualified suppliers to design, supply, and install equipment for the efficient, effective and secure storage of material and archival heritage collections. Proponents may submit more than one design with their Proposal; however, a separate Pricing Schedule must accompany each design.

2.0 KEY CONTENT

In addition to the substantive proposal requirements identified further on in this RFP, the following are considered key content that should be included as part of the proponent's proposal:

1. An overview of the company or firm including its experience and backgrounds;
2. A profile of the designated local representative(s);
3. Work plan approach and methodology to successfully accomplish this assignment;
4. The cost to complete the project with an explanation of basis of the fee proposal, including an anticipated level of effort detailing hours / days to complete the project;
5. List five (5) or more references for whom you have provided similar services. Canadian and / or British Columbia based references are preferred;

3.0 PROPOSAL INSTRUCTIONS

One (1) electronic and three (3) hard copies of the Proposal are to be submitted and clearly marked on the outside envelope or box as follows:

Museum and Archives Shelving System – Design, Supply and Install NWRFP-13-34

The City of New Westminster will receive Proposals at the location and time indicated on the title page of this Request for Proposal.

It is the Proponent's responsibility to ensure that the City receives its Proposal **prior** to the stated closing time. The City may nevertheless choose to consider late proposals. The City does not accept facsimile, electronic mail, or other unsealed submissions.

Requests for clarification or further information must be made in writing to the individual identified on the first page of this RFP. The City will respond to enquiries that it considers relevant to this RFP. The City intends to respond only to those written queries received at least ninety-six (96) hours prior to the closing Time. The City will record enquiries and post written responses on its website at [City of New Westminster | Bid Opportunities | Business | Request for Bids & Proposals - Open](#)

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4.0 MANDATORY INFORMATION MEETING

The City has arranged a Mandatory Information Meeting for all Proponents on **Tuesday, October 1st, 2013** at 10:00am at New Westminster Museum and Archives, 302 Royal Avenue, New Westminster, BC.

To be eligible to submit a Proposal for this RFP, Proponents must attend the Mandatory Information Meeting. Please limit attendance to a maximum of three (3) people per Proponent. **Failure to attend the Mandatory Information Meeting will result in disqualification of the Proponent.**

5.0 GENERAL

5.1 NO CONTRACTUAL OBLIGATIONS AS A RESULT OF RFP OR PROPOSAL

This is a Request for Proposal, and not a call for tenders or request for binding offers. The City does not intend to enter into contractual relation as part of this RFP process and no contractual obligations whatsoever will arise between the City and any proponent who submits a proposal in response to this RFP until and unless the City and a proponent enter into a formal, written contract for the proponent to undertake this engagement.

5.2 OWNERSHIP OF PROPOSALS AND FREEDOM OF INFORMATION

All documents submitted to the City in response to this RFP or as part of any subsequent negotiation will become the property of the City, and will not be returned. Proponents should also be aware that the City is subject to the provisions of the *Freedom of Information and Protection of Privacy Act (FOIPPA)*. A proponent may stipulate in their proposal that portions of the proposal contain confidential information and are supplied to the City in confidence. However, under FOIPPA, the City may nevertheless be obligated to disclose all or part of a response pursuant to a request made under the Act, even if the proponent has stipulated that part of the proposal is supplied in confidence. The proponent should review section 21 and other provisions of FOIPPA in order to gain a better understanding of the City's disclosure responsibilities under the Act.

5.3 CONFIDENTIALITY OF CITY INFORMATION

This RFP and all information provided by the City to proponents is provided on a confidential basis, and proponents will not disclose any such information to any person (other than the proponent's legal advisers) without the City's prior written consent, nor may any proponent publicize or advertise its involvement with this RFP process or the City in connection therewith without the prior written consent of the City.

5.4 PROPONENT'S EXPENSES

For clarity, proponents will be solely responsible for their own expenses incurred in preparing a proposal or in any subsequent negotiations with the City.

5.5 CONTACTING CITY REPRESENTATIVES

Proponents shall not contact City elected officials, officers or employees directly or indirectly regarding this RFP, except as indicated in this RFP. If any proponent does contact any person, other than the authorized contact person regarding any matter in connection with this RFP, the City may, at its sole discretion, disqualify that proponent from participating in the RFP process and reject the proponent's response without further consideration.

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5.6 CONFLICT OF INTEREST

By submitting a proposal, the proponent confirms that neither it nor any of its officers, directors, employees or proposed subcontractors, has any financial or personal relationship or affiliation with any City elected official, officer or employee or their immediate families which might in any way create or be perceived to create a conflict of interest.

5.7 LIVING WAGE POLICY

Effective January 1, 2011, the City of New Westminster became a “Living Wage Employer”. As such, the City has established a Living Wage Policy that requires all firms that are contracted by the City to provide services on City premises, to pay their employees, who perform said service on City property, a Living Wage as calculated by the Living Wage for Families Campaign. The figure for 2013 for the Lower Mainland is \$19.62, assuming no benefits are provided by the employer.

In order to determine an employee’s hourly rate with benefits the Living Wage for Families has created a Living Wage Calculator to assist with this determination. Please access the following website to determine your compatibility. <http://livingwageforfamilies.ca/calculator/>

The City includes in all its competitive bid documents a Declaration referencing the City’s expectations with regards to compliance of the Policy. **Completion and submission of the Declaration is required prior to Contract award.** (Attached as Appendix A)

In evaluating submissions, the City intends to rely on the Declaration provided by a Respondent and shall have no obligation or duty to investigate the truthfulness of the Declaration. Please review the City’s Living Wage Policy for further information.

http://www.newwestcity.ca/business/living_wage_employer.php

6.0 BACKGROUND

The Anvil Centre, a multi-use civic facility opening in 2014, is set to be one of New Westminster’s most modern and state-of-the-art facilities with over 84,000 square feet of interior space.

6.1 **Features include:**

- a) Museum & Archives;
- b) Conference and meeting facilities with advanced technological infrastructure that can accommodate up to 500 persons for a seated event;
- c) 350-seat non-proscenium theatre;
- d) Multi-purpose art studios;
- e) Contemporary art gallery;
- f) Gift shop;
- g) Canadian Lacrosse Hall of Fame;
- h) Tourism New Westminster Visitor Centre;
- i) Restaurant and retail space;

6.2 Currently the City does not have a Museum and Archives Collections storage solution in the Anvil Centre to efficiently, effectively and securely store the complete material and archival heritage collections of the City. To meet this need, the City is seeking the services of a storage / shelving provider to design, supply and install a storage solution that best meets the requirements identified in this RFP.

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7.0 TERMS OF REFERENCE

7.1 **The following details the spaces to be addressed by the Proponent:**

- a) Three locations within the Anvil Centre detailed in included drawings for Rooms 212 & 213 (Second floor), 431.1 (Fourth floor)(Attached as Drawings 1 and 2);
- b) Closely reflect the configurations of shelving sketches supplied ("Room 212 Storage Sketch", "Room 213 Storage Sketch" and "Room 431.1 Storage Sketch") (Attached as Drawings 3, 4 and 5);
- c) As noted on the covering page of this RFP, the City will conduct an information session regarding the requirements of shelving based on the existing museum and archives collections.

7.2 **The following are requirements to be addressed by the storage solution:**

a) **General Requirements**

The proposed solution must:

- Meet all relevant Canadian and British Columbia standards, including but not limited to, building codes, fire codes, and seismic tolerances;
- Be capable of being augmented (i.e. ability for future storage customization to accommodate expanding collections of diverse materials, sizes and shapes);
- Be of powder coated steel construction;
- Be compactable (hand cranked);
- Be installed to surface of floor;
- Be flexible, capable of accommodating items of various sizes and dimensions;
- Adhere to storage standards supported by the Canadian Conservation Institute for paper, metals, textiles and organic materials;
- Demonstrate ease of use and ability to quickly retrieve objects, and documents for community access;
- Have minimal internal bracing;
- Not exceed 250 lbs/sf. loading capacity;
- Not exceed 7' in height;

b) **Optional Requirement**

In 2009, the City purchased Montel Mobilex shelving which are presently being utilized in the existing Museum and Archives facility (see Appendix B). A Proponent may, in their submission, provide a separate fee for dismantling, transporting and re-installing this storage system in the Anvil Centre. The City currently carries a manufacturer's warranty on this equipment and any proposal that includes this optional work must not void this warranty.

c) **Specific Details for Rooms 212 & 213 (Archival Storage)**

The proposed solution must:

- Accommodate 20 rolled maps measuring a maximum of 7'L X 5" diameter;
- Accommodate 200 rolled maps and plans measuring 18" to 48" in length ;
- Accommodate the contents of 32 flat file trays (3"H X 45-1/2"W X 34"D);
- Accommodate existing map cabinets with bases (Four (4) five-drawer SAFCO® Steel Flat Files 16.5"H X 53-3/8" W x 41-3/8" D, two bases each holding two stacked cabinets) and

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provide space for additional flat file storage to increase current map cabinet capacity by 150%;

- Ensure majority shelving depth is 16”;
- Include bay of shelving measuring 32’L X 25” D;
- Accommodate existing dehumidification cabinet as outlined in “Room 213 Sketch”.

d.) Specific Details For room 431.1 (Museum Collections Storage)

The proposed solution must:

- **(Optional Requirement)** Relocate existing Montel Mobilex shelving measuring 200” Wide by 393” long (“existing shelving” drawings attached);
- Accommodate hanging textiles (clothing);
- Include one (1) bay with storage for high value items (lockable);
- Accommodate two (2) existing firearms cabinets measuring 18”D X 19.75”W X 59”H (fixed to the floor);
- Include legal-sized filing storage to accommodate 75 linear feet of material;
- Include 4’ deep wide-span units for storage of large heavy items (~1000sf of useable storage area);
- Include art storage racks. The City has not quantified the number required, so a Proposal should identify unit prices and any quantity price breaks ;
- Include two (2) Flat File cabinets with base; similar to five-drawer SAFCO® Steel 16.5”H X 53-3/8” W x 41-3/8” D;
- Reconsider and suggest alternatives for configuration and location of “open office space” labelled in “Room 431.1 Storage Sketch”; chain link fencing not required.

8.0 SCOPE OF WORK

8.1 The scope of work involves:

- a) Design and supply proposal with costing
- b) Technical installation
- c) Training of staff / key personnel and provide training manuals
- d) Technical support following installation
- e) Details on costs for unit replacement, servicing and repair;
- f) Details on responsiveness for replacement, servicing and repair.

8.2 Schedule:

The construction schedule of the Anvil Centre has the turnover of the facility to the City occurring in May of 2014. It is expected that any installation of new shelving may occur shortly in advance of that turnover pending the accessibility of the space.

9.0 PRICING

- 9.1** A Proposal shall include all costs associated with the design, supply, installation and training for an archival and museum collections storage system. Fees and pricing shall be itemized as required on Appendix B. Proponents may prepare their own schedule in the event the sample provided in Appendix B does not provide sufficient space to include all costs.

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9.2 Pricing and Fees shall include all related costs including, but not limited to installation, rails, carriages, raised flooring, etc.

9.3 Equipment and associated pricing shall be grouped by room as provided in the attached appendices. The City reserves, at its sole discretion, the right to purchase all components as identified in a Proponent's Proposal or selected components based on room requirements.

10.0 PROJECT TEAM

10.1 The proposal must provide a list outlining the design and installation team members for each component of the project, demonstrating their previous experience working on the design or installation of storage system solutions for museum or archival collections.

11.0 INTERVIEWS / PRODUCT DEMONSTRATIONS

11.1 The City may ask selected Proponent(s) to participate in one or more interviews/product demonstrations.

11.2 Selected Proponents who are invited to participate in interviews/product demonstrations will be further assessed on their interview/product demonstrations.

11.3 The purpose of this stage is to:

- a) Validate the information contained in the short-listed Proponent(s) response,
- b) Assess the product being proposed,
- c) Assess the team to be assigned to this Project, and
- d) Ensure a clear understanding of the approach, effort, roles and responsibilities and timelines.

11.4 It is the City's expectation that the team to be assigned to the Project will attend any interview / product demonstration meeting.

12.0 PROPOSAL EVALUATION AND SELECTION

12.1 In considering and evaluating proposals, the City intends to identify the proposal (if any) that, in the City's opinion, offers the best value to the City.

12.2 The City is not obligated to accept the lowest or any Proposal, and may reject all submissions.

12.3 Proposals will be evaluated based on the following criteria:

- a) Implementation Experience;
- b) Product Functionality and design;
- c) Experience of the local representative;
- d) Fees / costs / etc;
- e) Equipment Warranty
- f) Proven record based on similar design, installation, operation and servicing.

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APPENDIX A

DECLARATION – LIVING WAGE EMPLOYER

I, _____ as a duly authorized signing officer of

Company: _____

Address: _____

_____, confirm that all employees and sub-contractors under our contract with the City as outlined below, are paid not less than the “Living Wage” as calculated by the Living Wage for Families Campaign.

I understand that this requirement extends only to those employees and sub-contractors’ employees that perform work while on City premises and property for durations in excess of one continuous hour per occasion.

I understand that the City will conduct audits if and when notification of breach of this compliance is received by the City. I understand that in the event any breach of this declaration is found to be true, the City reserves the right to cancel its contract without penalty at any time once said authentication of the breach is made.

Contract Name: _____

Authorized Signatory:

Dated:
