



REQUEST FOR PROPOSAL

NWRFQU-20-02

Pre-Qualification for Transformer

Closing Time:

Thursday, March 12, 2020
3:00 PM, Local Time, Vancouver BC

Closing Location:

Email to nwpurchasing@newwestcity.ca
Or send to FTP link at <https://fileshare.newwestcity.ca/filedrop/~sS3M7G>

Further requests for information :

Purchasing: Patrick Shannon, SCMP
Purchasing Manager

Email: nwpurchasing@newwestcity.ca

| | | |
|------------------------------------|--|-------|
| PROPONENT NAME | | |
| Street Address: | | |
| City Province Postal Code | | |
| Contact Name: | | |
| Telephone number: | | Fax: |
| Email | | Date: |
| Signature: by authorized signatory | | |

By my signature above, it shall be understood that I have read, understood and accept the requirements outlined in the Request for Proposal; we hereby propose to supply the Services in accordance with the Request for Proposal and as outlined in this Form of Proposal.

CORPORATION OF THE CITY OF NEW WESTMINSTER

PART 1

RFQU PROCESS & GENERAL REQUIREMENTS

1.0 GENERAL INFORMATION

- 1.1** The City of New Westminster is seeking to qualify suppliers who have demonstrated ability to manufacture transformers that meets the requirements and schedule outlined in this RFQU. These qualified suppliers will proceed to Phase 2 when the design specifications on the transformer have been completed. Refer to Part 2 – BUSINESS REQUIREMENTS for an in-depth scope of work.
- 1.2** The City of New Westminster is the first city in Western Canada and is located at the centre of Metro Vancouver. Just 20 km from downtown Vancouver, the City has both major transportation routes and railways running through its boundaries.
- 1.3** This is a request for proposals, and not a call for tenders or request for offers and no contractual obligations shall arise between the City and a Proponent upon the Proponent's submission of a Proposal to the City.
- 1.4** The City, at its discretion, reserves the right to;
- a) select a Proposal that deviates from the requirements of this RFQU;
 - b) modify this RFQU at any time.
- 1.5** Proponents will be solely responsible for their own expenses incurred in connection with this RFQU, including in preparing and submitting a Proposal and in any subsequent negotiations with the City.
- 1.6** This RFQU shall be governed by and construed in accordance with the laws of the Province of British Columbia.
- 1.7** The City reserves the right to negotiate with the lead Proponent deemed to provide the best overall value and such negotiations may include, but are not limited to:
- a) Changes to the requirements or Scope of Work proposed by the Proponent;
 - b) Price; and
 - c) Specific contract details as deemed reasonable for negotiations by the City.

2.0 PROPOSAL INSTRUCTIONS

- 2.1** The City shall receive by email Proposals **prior to** the stated Closing Time. The City may not accept nor consider late submissions.
- 2.2** It is the Proponent's responsibility to ensure that the City receives its Proposal prior to the stated closing time.
- NWRFQU-20-02**
Pre-Qualification for Transformer
Attention: Purchasing Manager
- 2.3** The City will receive Proposals at the location and time indicated on the title page of this Request for Proposal.

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2.4 Requests for clarification or further information must be made in writing only to the individual identified on the first page of this RFQU. The City intends to respond to enquiries that it, in its sole discretion, considers relevant to this RFQU. The City intends to respond only to those relevant written enquiries 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 <https://www.newwestcity.ca/business-and-economy/doing-business-with-the-city/request-for-bids-and-proposals-open>

3.0 CONTRACT REQUIREMENTS

3.1 The City expects that the term of any Agreement negotiated between the City and a Proponent for the manufacture and delivery of a transformer to the City's job site.

4.0 OWNERSHIP OF PROPOSALS AND FREEDOM OF INFORMATION

4.1 All documents submitted with your Proposal will become the property of the City, and as such shall be subject to the disclosure provisions of the *BC Freedom of Information and Protection of Privacy Act (FOIPPA)* and *Community Charter*. A Proponent may stipulate in their Proposal that a portion(s) of their Proposal that contains confidential information and is supplied to the City in confidence. However, under FOIPPA, the City may nevertheless be obligated to disclose all or part of a Proposal in response to a request made under the Act, even if the Proponent has stipulated that part of their 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.

5.0 INSURANCE, PERMITS AND LICENSES

5.1 The successful Proponent will, without limiting its obligations or liabilities and at its own expense, provide and maintain throughout the Contract term, the following insurance with insurers licensed in British Columbia in forms acceptable to the City:

- a) Commercial General Liability Insurance protecting the City, for an amount of five million dollars (\$5,000,000) naming the City as additional insured;

5.2 The successful Proponent may be required to obtain a City of New Westminster or MetroWest Inter-Municipal Business license prior to commencement of work.

6.0 LIVING WAGE EMPLOYER

6.1 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 current living wage rate for Metro Vancouver is \$19.50 per hour, assuming the employer provides no benefits.

6.2 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://www.livingwageforfamilies.ca/living_wage_calculator

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

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6.4 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 Page](#) for further information.

7.0 EVALUATION AND SELECTION PROCESS

7.1 The City will evaluate all submitted valid Proposals. The City will not necessarily accept any or all Proposals. The object of the evaluation and selection process is to identify the Proposals that, in the City’s opinion offers the best value for the services requested.

7.2 Proposals will be evaluated based on the following criteria:

| Evaluation Criteria | Weighting |
|----------------------------|------------------|
| Experience | 30% |
| Methodology | 30% |
| Quality | 15% |
| Warranties | 15% |
| Value Add & Innovation | 10% |
| Total | 100 |

7.3 The City, at its discretion, may request any or all of the Proponents to present their proposals and/or interview with the Selection Committee. Note that any information provided by Proponents in their proposals or discussed in presentations/interviews may be incorporated into any Contract with the Proponent.

7.4 The City advises all Proponents that the process for evaluation/interview and finalizing the lead/winning proponent may take 2 – 3 months.

7.5 The City reserves the right to not review any proposals where it is deemed the Proponent has a poor safety record.

8.0 NEGOTIATIONS

8.1 It is the intention of the City to proceed to a second Phase for the qualified suppliers, during this Phase the award of a contract may be subject to negotiations with the lead Proponent that is deemed to provide the best value to the City. Such negotiations include, but not limited to, the following:

- a) Changes to the requirements or Scope of Work proposed by the Proponent
- b) Price; and
- c) Specific contract details as deemed reasonable for negotiations by the City



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PART 2

BUSINESS REQUIREMENTS AND SCOPE OF WORK

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1.0 BACKGROUND

- 1.1** The City is seeking to qualify 2 – 5 suppliers who are able to meet the requirements outlined in this RFQU. The City reserves the right to increase or decrease the quantity of qualified suppliers based upon the quantity and quality of the responses and what is deemed in the best interest of the City.
- 1.2** This is a Two (2) Phased RFQU
- a) Phase 1 will consist of qualifying 2 – 5 suppliers and is expected to be completed by March 2020.
 - b) Phase 2 will consist of a separate RFQU and only supplier(s) qualified in Phase 1 will receive the final specification and be provided an opportunity to quote. It is anticipated that the specification will be available by June 2020 with delivery of the transformer to be late 2021.
 - c) The City reserves the right to add or remove a supplier to Phase 2 if it is deemed in the best interest to the City.
- 1.3** The City of New Westminster (the City) is planning the installation of a 69/12kV electrical substation in the Queensborough area to be connected to BC Hydro's 69kV transmission system.
- 1.4** The location of the new Queensborough substation is 886 Boyd Street, New Westminster British Columbia, Canada. The new substation will serve as the third substation in the area to service the existing and future City load in the immediate area, alleviate a distribution backup requirement in years 2021/2022, as well as provide distribution backup for two (2) other substations.

2.0 BUSINESS REQUIREMENTS & SCOPE OF WORK

- 2.1** See Appendix B for the preliminary technical requirements of the substation Transformers.
- 2.2** The supplier will be ISO 9001 certified by an ISO Registrar
- 2.3** The supplier should meet the preliminary technical specifications (noted in the above section) and all applicable North American industry codes and BC Hydro standards.
- 2.4** The Supplier should provide all labor, material, equipment and other resources necessary for the complete performance of services
- 2.5** The supplier should inform the manufacturing facilities and shall manufacture and supply only from the manufacturing facilities approved by the City
- 2.6** The supplier shall perform the acceptance testing under the witness test of the Professional designated by the City.
- 2.7** The supplier shall provide a 3 year warranty from the time of the completion of the installation as noted in this RFQU

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3.0 SUBMISSION REQUIREMENTS

- 3.1 Proposals should not exceed ten (15) pages in length excluding attached appendices. Proposals should be provided double-sided on 8 ½” white paper, in a font colour of black and not less than 11 point. All proposals must include and clearly identify:
- a) **Cover Page:** Front page of this RFQU with the required Proponent information filled out and signed.
 - b) **Executive Summary:** (1 page) including a brief history of the firm, overview of overall ability and expertise, and experience and competencies in providing deliverables similar in nature to those identified for this project. **This question will not be evaluated**
 - c) **Experience:** (2 pages) Indicated your experience working with a utility company similar to the New Westminster Electrical department located in Canada or USA in manufacturing a transformer based upon specification. If you have not provided a transformer to the Canadian or USA markets how do you propose to meet the local, provincial and federal codes and requirements.
 - d) **Methodology:** (4 pages) Provide 1 example of where you worked with an electrical utility company on a similar project as outlined in this RFQU. Outline what process you went through to ensure you delivered a product that meets or exceeds the specification and requirements. Include at minimum the following information:
 - 1) What type of issues occurred and what were the fixes;
 - 2) Where you able to meet the schedule;
 - 3) What factors impacted the price;
 - 4) Was there an opportunity for you to provide advice prior to final selection;
 - 5) Provide your process on how the transformers will be delivered to the Substation Site
 - e) **Quality Plan:** (3 pages) Provide an overview of your Quality Control Plan/Process, include at minimum the following:
 - 1) How do you ensure the quality of all material and components meets or exceeds your quality requirements;
 - 2) Define your acceptance level and criteria;
 - 3) What is your final acceptance testing of equipment prior to shipping;
 - 4) Other
 - f) **Warranties:** (1 page) the City would like a 3 year warranty starting when the transformer is installed at the site. Are you able to provide this and what, if any, surcharge would there be. If you cannot provide this type of warranty, what would you provide? What factors could affect the warranty?
 - g) **Value Add and Innovation:** Provide a description of your organization’s unique expertise and successes; what sets your firm and proposed team apart from other organizations with respect to this project. Include any innovative ideas or processes, which may set your organization apart from others.
 - h) **Payment Terms:** (1 page) Outline your payment terms. **This question will not be evaluated**

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- i) **Safety Record:** The City would like a 1-page overview of your safety history at the location where the transformer will be manufactured. The City is also requesting a copy of your WorkSafeBC or equivalent report for your organization specifically the location where the transformer will be manufactured. **Although this question will not be evaluated, the City reserves the right to not review and evaluate any Proponents proposal where it is deemed the safety record is low.**
- j) **Living Wage Declaration:** As per Part 1, section 6.
- k) **References:** Complete the attached table of references below

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REFERENCES

Please provide three (3) references for companies in British Columbia for whom your organization has completed work of a similar magnitude and nature in the past five (5) years. The City of New Westminster may be used as a reference, if work of a similar nature has been provided to the City.

| Reference 1 | |
|--|--|
| Company Name and Address | |
| Contact Name | |
| Telephone Number | |
| Email address | |
| Brief Description of services provided | |

| Reference 2 | |
|--|--|
| Company Name and Address | |
| Contact Name | |
| Telephone Number | |
| Email address | |
| Brief Description of services provided | |

| Reference 3 | |
|--|--|
| Company Name and Address | |
| Contact Name | |
| Telephone Number | |
| Email address | |
| Brief Description of services provided | |

- 1.1** The City reserves the right to contact the references to confirm the nature and performance of the work provided by the Proponent.



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APPENDIX A

DECLARATION – LIVING WAGE EMPLOYER

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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:

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APPENDIX B

Technical Requirements

