

THE CORPORATION OF THE TOWN OF COBOURG



REQUEST FOR PROPOSAL

CO-21-10 MAR HIGH EFFICIENCY HEATING COOLING DEHUMIDIFYING SYSTEM

INTRODUCTION

The Town of Cobourg (the “Town”) is requesting proposals for the Decommission and Removal of the existing Marina Building Heating System and the Installation of a New High Efficiency Heating/Cooling/Dehumidifying System. The Marina Building, completed in 1991 still houses the original heating system which has become obsolete and unrepairable. Further, the original duct work may be found to be defunct and require replacement or retrofit to be used for a new system.

The current heating system is a Natural Gas burning furnace with an air circulating system, no cooling system or dehumidifying system presently exists.

This RFP requires the Proponents to design a plan that will complete the installation of a new high efficiency system, removal and disposal of the current aged equipment within time and budgetary constraints.

MANDATORY SITE MEETING

A site meeting will be required but will be scheduled at a time that is mutually agreeable between the Proponent and the Assistant Manager of Waterfront Operations. All material will be displayed and any questions of the Proponents will be sent out as Addendums.

CLOSING

Proposals shall be submitted no later than **2:00 pm, March 2nd, 2021** and shall be received at the following address:

Mr. Brent Larmer
Manager of Legislative Services
Corporation of the Town of Cobourg
Victoria Hall, 55 King Street West
Cobourg, Ontario K9A 2M2

QUESTIONS

Any questions regarding this Proposal should be submitted in writing by February 23rd, 2021 and addressed to:

Julie Behan-Jones
Assistant Manager of Attractions
jbehanjones@cobourg.ca

TABLE OF CONTENTS

THE CORPORATION OF THE TOWN OF COBOURG.....	3
PROPOSAL RECEIPT LABEL	3
1. INSTRUCTIONS TO PROPONENTS.....	4
1.1. SUBMISSION DETAILS.....	4
1.2. MODIFICATION OF BIDS.....	4
1.3. MANDATORY SITE VISIT	4
1.4. PUBLIC OPENING.....	4
1.5. INSURANCE AND INDEMNITY	4
1.6. MANDATORY REQUIREMENTS.....	5
2. TERMS OF REFERENCE.....	6
2.1 BACKGROUND	7
2.2 PURPOSE	7
2.3 DESCRIPTION OF THE PROJECT	7
2.4 GENERAL SCOPE OF WORK.....	8
3 STANDARD TERMS & CONDITIONS	9
3.1 CLARIFICATION OF PROPOSAL DOCUMENTS.....	9
3.2 PROOF OF ABILITY	9
3.3 DELIVERY	9
3.4 PRICING REQUIREMENT.....	9
3.5 TERMS OF PAYMENT	10
3.6 ASSIGNMENT AND PURCHASING BY-LAW	10
3.7 LAWS AND REGULATIONS.....	10
3.8 CONTRACT.....	11
3.9 SUB-CONTRACTORS.....	11
3.10 DISCLOSURE.....	11
3.15 OWNERSHIP.....	12
4 AWARD AND APPROVAL	13
4.1 PROPOSAL EVALUATION.....	13
4.2 BID ACCEPTANCE.....	13



THE CORPORATION OF THE TOWN OF COBOURG

PROPOSAL RECEIPT LABEL

**THIS LABEL MUST BE SECURELY ATTACHED TO THE FRONT OF
THE SEALED ENVELOPE CONTAINING THE TENDER BID.**

**ALL PROPOSALS MUST BE RECEIVED AT: LEGISLATIVE SERVICES,
55 King Street West, Cobourg, ON K9A 2M2 / 905-372-4301**

COMPLETED BY DEPARTMENT ISSUING TENDER BID	
RFP NUMBER:	CO-21-10 MAR
RFP NAME:	HIGH EFFICIENCY HEATING/COOLING/DEHUMIDIFYING SYSTEM
CLOSING DATE:	March 2nd, 2021
CLOSING TIME:	2:00 P.M.

COMPLETED BY COMPANY SUBMITTING TENDER BID	
SUBMITTED BY:	
COMPANY CONTACT:	
COMPANY NAME:	
COMPANY ADDRESS:	
COMPANY PHONE:	

LEGISLATIVE SERVICES USE ONLY		
TENDER BID RECEIPT:		
DATE:	TIME:	INITIALS:

By-law 016-2012, Purchasing Policy (EST March 19, 2012)

Part 7.1, Section 7, RETURN RECEIPT OF COMPETITIVE BID DOCUMENTS, Purchasing Policy, "All tender bids will be issued from and received at the office of the Municipal Clerk, located at the Main Floor of Victoria Hall, 55 King Street West, Cobourg, Ontario K9A 2M2, **using the appropriate label or envelope as provided in bid package.**"

1. INSTRUCTIONS TO PROPONENTS

1.1. SUBMISSION DETAILS

One (1) original proposal and three (3) copies as well as a PDF copy on Memory Stick, shall be submitted no later than **2:00 pm, Tuesday, March 2nd, 2021**.

The time registered on the Town of Cobourg wall clock will be considered the official time when determining exact time of submission.

Proposals must be submitted in a sealed envelope and must clearly identify the name of the company, address of the company, and the statement:

“Request for Proposal – CO-21-10 MAR HIGH EFFICIENCY HEATING COOLING DEHUMIDIFYING SYSTEM”

Proposals must be submitted on the attached forms located in the Appendices. Proposals must not be restricted by a statement added to the Proposal form, or by a covering letter, or by alterations to the Proposal forms supplied, unless otherwise provided herein.

1.2. MODIFICATION OF BIDS

Modifications to bids already submitted will be allowed if submitted in writing prior to the time fixed in the Request for Proposals.

The Town of Cobourg reserves the right to waive irregularities and to reject any or all bids. The Town of Cobourg also reserves the right to negotiate with the selected Proponent in the event that the price exceeds available funds.

1.3. MANDATORY SITE VISIT

A mandatory site visit may be scheduled by emailing jbehanjones@cobourg.ca and must be on February 22nd or 23rd at the Cobourg Marina, 103 Third Street, Cobourg Ontario K9A-5X2.

1.4. PUBLIC OPENING

The Public Opening will be March 2nd, 2021 at 2:30 pm for this Request for Proposal at 55 King Street West, Cobourg, immediately following the tender closing.

1.5. INSURANCE AND INDEMNIT

The successful proponent shall, at its own expense, obtain and maintain until the termination of contract, and provide the Town of Cobourg with evidence of:

Comprehensive general liability insurance on an occurrence basis for an amount not less than Five Million (\$5,000,000) dollars, and shall include Town of Cobourg as an additional insured with respect to their operations, acts and omissions relating to its obligations under this Agreement, such policy to include non-owned automobile liability, personal injury, broad form property damage, contractual liability, owners' and contractors' protective, products and

completed operations, contingent employers liability, cross liability and severability of interest clauses;

Automobile liability insurance for an amount not less than Five Million (\$5,000,000) dollars on forms meeting statutory requirements covering all vehicles used in any manner in connection with the performance of the terms of this Agreement.

The successful proponent shall indemnify and hold the Town of Cobourg, its officials, agents and employees harmless from and against any liability, loss, injuries, claims, demands, costs and expenses, including reasonable legal fees, occasioned wholly or in part by any acts or omissions either in negligence or in nuisance whether willful or otherwise by the Proponent, its agents, officers, employees or other person for whom the Proponent is legally responsible. The successful proponent shall indemnify and hold the Town of Cobourg, its officials, agents and employees harmless from and against any liability, loss, injuries, claims, demands, costs and expenses, including reasonable legal fees, occasioned wholly or in part by any acts or omissions either in negligence or in nuisance whether willful or otherwise by the Proponent, its agents, officers, employees or other person for whom the Proponent is legally responsible.

1.6. MANDATORY REQUIREMENTS

The Town is seeking Proposals from Proponents who are both interested and capable of supplying the Design and Installation required to full fill the Decommission and Removal and Disposal of the existing Marina Building Heating System and the Installation of a New High Efficiency Heating/Cooling/Dehumidifying System. The Marina Building, completed in 1991 still houses the original heating system which has become obsolete and unrepairable. Further, the original duct work may be found to be defunct and require replacement or retrofit to be used for a new system. The onus is on the Proponent to demonstrate their knowledge, understanding and capacity to supply the deliverables. The detail and clarity of the written submission will be indicative of the Proponent's expertise and competence.

1.6.1. Appendices

The Proponent shall fill out and submit with their proposals the following mandatory forms:

- Appendix A "Cover Page"
- Appendix B "Acknowledgements" – acknowledge the correct number of addenda received and provide signing authority.
- Appendix C "Pricing" - complete this Appendix, providing all pricing information, as requested.
- Appendix D "Sub-Contractors" – provide a complete list of all sub-contractors to be used during the execution of the contract.
- Appendix E "References" - provide a minimum of three references that can be contacted by Town staff. References must be recent within five years. The Proponent must provide details about the goods/services provided.
- Attend a Mandatory Site Visit scheduled with the Assistant Manager, February 22nd or 23rd, 2021

1.6.2. Project Understanding and Approach

The Proponent shall include a proposal that demonstrates their understanding of the requirements of the scope of work as outlined.

This RFP requires the Proponents to design a plan and installation that will accommodate the needs of the Marina users and staff in the building including high efficiently heat in the winter months, cooling in the summer months and dehumidification to ensure the integrity of the air quality year round.

1.6.3. Schedule

The Proponent shall provide a detailed Schedule/Work Program chart including but not limited to the following milestones:

Site Meeting	As scheduled on February 22 nd or 23 rd , 2021
Submission Date	March 2 nd , 2021 at 2:00 p.m., local time
Contract Start	May 1 st , 2021 - As negotiated
Contract Completion	May 31 st , 2021 or as negotiated.

1.6.4. Similar Work Experience

The Proponent must demonstrate their ability to complete projects with a similar scope of work by providing a brief description of a minimum of two (2) projects for each deliverable completed within the past five (5) years including references in Appendix E of the RFP.

1.6.5. Project Lead

The Proponent shall identify an overall Project Lead responsible for the Construction Site. The Project Site Lead will be responsible for all Sub-Contractors and will create a site-specific safety program, enforce the safety policy for the project site, provide general supervision of project activity and safety, exercise authority to correct safety hazards and exercise authority to require other specialty employers to correct safety hazards.

The Project Lead responsible for the site will sign in daily in accordance with the Municipal Contractor Policy.

2. TERMS OF REFERENCE

All Proposals must account for the following scope of work for the elements of the project. If the Proponent recommends additional scope, substitutions and/or value related alternatives, it should be clearly described in full with reasons for the alternative and a separate pricing for its inclusion. All work must comply with Town of Cobourg standards.

2.1 BACKGROUND

The Cobourg Marina is located on Lake Ontario, on the Cobourg Waterfront at 103 Third Street in Cobourg, Ontario. The Site consists of the approximately 4520 square foot Marina Office Building, constructed of block on concrete pad. The marina building was built in 1991 and during the construct the furnace was lifted into the rafters by crane prior to the roof installation.

The Marina Building layout is such that the main entrance and hallway acts as center or midpoint separating two types of usage. On the north side of the building is a mechanical room and marina user lavatory accommodations. The lavatory accommodations house fourteen showers, 12 toilet stalls and 10 sinks. The south side of the building is office and administration type use.

The Marina Building has poor air circulation and due to the lavatory facilities, is prone to excessive heat in the summer months creating a mold hazard. Alternatively the current dated furnace does not have the ability to provide air conditioning in the warm months nor appropriate heat on the administrative side of the building due to the lack of duct work to the south side.

2.1.1 Cobourg Marina

The Marina is very popular with Seasonal and Transient Boaters using the Lake Ontario Waterway. The lack of air conditioning and air circulation has had a negative impact on both the enjoyment of our users as well as the staff working in the administrative area.

The Town of Cobourg believes all information contained in this Proposal to be correct but shall not accept any liability with respect to it.

All proposals shall be submitted by the Proponents with the understanding that the proposals shall become the property of the Town of Cobourg, and may be made public after appropriate consultation with the Proponents.

The suggested timeline of the contract shall be for work beginning in May of 2021 and completion shall be by May 31st, 2021 or as negotiated. The Town reserves the right to review and negotiate the terms of the contract.

2.2 PURPOSE

The Town of Cobourg is requesting proposals for the Decommission and Removal of the existing Marina Building Heating System and the Installation of a New High Efficiency Heating/Cooling/Dehumidifying System. Further, the original duct work may be found to be defunct and require replacement or retrofit to be used for a new system

2.3 DESCRIPTION OF THE PROJECT

In accordance with the Municipality of Cobourg Purchasing Policy, RPFs must be published for Capital Projects containing this scope of work.

The Marina Building is inconsistent with the standard operating expectations of the Municipality. The current infrastructure providing air circulation and heat is beyond its life expectancy and no longer acts as an efficient or reliable system.

GENERAL SCOPE OF WORK

2.3.1 Design and Planning

In consideration of the need to plan and execute the Decommission and Removal of the existing Marina Building Heating System and the Installation of a New High Efficiency Heating/Cooling/Dehumidifying System the proponent must design a project that will fulfill three main deliverables. The Proponent will provide the following implementation plan to upgrade electrical services and to develop drawings, costs and tender documents for the following:

Deliverable 1: Removal of the Existing Furnace and Responsible Disposal

Detailed plan to accommodate disassembly of the defunct furnace:

- a. Develop a process for dismantling & removing the large heavy furnace from the loft
- b. Ensure that a plan for gas lines and power sources to the existing furnace are capped or tied off following all regulations
- c. Provide a plan to appropriately discard of existing furnace in such a manner that is environmentally responsible
- d. Provide a timeline and plan that will mitigate the disruption of customer service/enjoyment

Deliverable 2: Installation of a New Heat/Air Circulations/Dehumidification System

Develop a plan that will provide a multifunctional high efficiency model:

- a. Provide information on the lifespan and efficiency of the proposed unit
- b. Develop a plan that will prove the needs of the marina users and well as the administration area are considered
- c. Develop a plan that will support the installation in terms of future saving on utilities
- d. Include in the plan a training schedule wherein the proponent will instruct staff on any general upkeep (filter changes etc.) and directions on using the system
- e. Include a plan to provide technical and warranty support including the length of each

Deliverable 3: Review Existing Venting and Duct Work and Plan for Removal, Installation, Retrofit

Develop a plan that will provide investigation and upgrades to the existing ducts:

- a. Provide a plan to review existing venting and duct work to discover limitations if any
- b. Include a process for removal of venting and duct work or retrofit if required
- c. Detail a design to install new venting and ducts if required to accommodate both sides of the multiuse building tying into the new system
- d. Provide a detailed plan to ensure the construction area is safe, clean at end of day and mitigates the disruption of customer service/enjoyment

2.3.2 Schedule

The proposed schedule is as follows:

Request for Proposal Posted:	Tuesday February 16 th , 2021
Mandatory Site Visit:	As Negotiated and Scheduled
Closing Date:	Tuesday March 2 nd , 2021 at 2:00 p.m.
Award of RFP:	Tuesday March 2 nd , 2021 at 3:30 p.m.
Construction Completion:	Monday May 31 st , 2021 (or negotiated)

2.3.3 Services and Information to be provided by the Town

1. Copies (or links to) all Official Electrical/Gas/Utility Plans
2. Copy of Construction and Building Plans
3. Access to all areas for preliminary site visit (as negotiated)
4. Access to all areas for subsequent site visits (as negotiated)

3 STANDARD TERMS & CONDITIONS

3.1 CLARIFICATION OF PROPOSAL DOCUMENTS

Any clarification of the Proposal documents required by the Proponent prior to submission of its Proposal shall be requested through the Town of Cobourg. The Proponent and the Town of Cobourg hereby agree that in no case shall oral arrangements be considered.

No officer or employee of the Town of Cobourg is authorized to alter orally any portion of these documents. During the period prior to submission of Proposals, alterations will be issued to Proponents as written addenda. The Proponent shall list in its Proposal all addenda that were considered when its Proposal was prepared.

3.2 PROOF OF ABILITY

The Proponent may be required to show, in terms of experience and facilities, evidence of its ability, as well as that of any proposed subcontractor, to perform the work by the specified completion date.

3.3 DELIVERY

Time shall be material and of the essence of this contract. The Proponent shall be responsible for arranging its work so that completion shall be as specified in the contract.

3.4 PRICING REQUIREMENT

Prices shall be in Canadian Funds and shall include charges of every kind attributable to the work. Harmonized Sales Tax shall be shown as indicated in Appendix C.

The proposed prices shall not be subject to adjustment for any additional costs incurred by the company, except as may be provided elsewhere in this document.

3.5 TERMS OF PAYMENT

Payment of contract shall be in accordance with the terms of payment indicated in the contract. The Town of Cobourg shall have the right to withhold from any sum otherwise payable to the company such amount as may be sufficient to remedy a defect or deficiency in the work, pending correction of same.

3.6 ASSIGNMENT AND PURCHASING BY-LAW

The Proponent shall not assign the contract or any portion thereof without the prior written consent of the Town of Cobourg.

Proposals will be called, received, evaluated, accepted and processed in accordance with the Town's Purchasing Policy. By submitting a proposal for this contract, the Proponent agrees to be bound by the terms and conditions of such Policy and any amendments thereto, as fully as if it were incorporated herein.

3.7 LAWS AND REGULATIONS

The Proponent shall comply with relevant Federal, Provincial and Municipal statutes, regulations and By-laws pertaining to the work and its performance. The company shall be responsible for ensuring similar compliance by its subcontractors.

The contract shall be governed by and interpreted in accordance with the laws of the Province of Ontario.

Upon award of the Contract, prior to the issuance of a purchase order, the Contractor must furnish the Town with a CERTIFIED copy of a Liability Insurance Policy, covering Public Liability, Bodily Injury and Property damage (Inclusive Limits) under both the Comprehensive General Liability and in a minimum amount of \$5,000,000 inclusive. Such policy shall contain:

- A cross liability clause or endorsement;
- An endorsement certifying that The Corporation of the Town of Cobourg is included as an additional insured;
- An endorsement to the effect that the policy or policies will not be altered, canceled or allowed to expire without thirty (30) days advance written notice to The Corporation of the Town of Cobourg. The Liability Insurance Policy and/or endorsement shall be satisfactory to the Town. The insurance must be valid for the duration of the Contract.
- Prior to commencement of work on behalf of the Town, the Contractor must provide a Clearance Certificate from Workplace Safety and Insurance Board, properly signed and witnessed. On completion of the work, before the final payment is made, the Contractor will furnish a certificate from the Workplace Safety and Insurance Board indicating that the Contractor is in good standing.

The pre-conditions of award that apply to this RFP, if any, are set out below:

- **WSIB Certificate** - Upon selection and prior to award, the successful Bidder(s) must provide a current Certificate of Clearance from the Workplace Safety and Insurance Board.
- **Insurance Certificate** – Upon selection and prior to award, the successful Bidder(s) must provide a current Certificate of Insurance as per the RFP requirements.
- **Contract** - The Successful Bidder will be required to complete and provide to the Town three (3) original Agreements for execution.
- **TSSA** – The successful Bidder will be required to adhere to all regulations set out by the Technical Safety Standards Act.
- **ESA** – The successful bidder will be required to adhere to all regulations set out by the Electrical Safety Association.

3.8 CONTRACT

A contract between the successful Proponent(s) and the Town of Cobourg will be required. The Town of Cobourg will prepare the draft contract, and the Request for Proposals and Project Proposal shall form appendices.

- Provided that at least one of the Proposals received, meets the approval of the evaluation committee, a recommendation for award will be made on the basis of the evaluation.
- The award of the contract is subject to the best value for the Town.
- On approval of the evaluation committee's recommendation to Council, the Successful Proponent will be required to enter into a formal Agreement.
- Written notification to the Successful Proponent shall result in a binding contract between the Town and the Successful Respondent unless otherwise state.

3.9 SUB-CONTRACTORS

List any subcontractor that the Proponent intends to use for this assignment on the form provided in **Appendix D**.

3.10 DISCLOSURE

After the Proposal Opening, requests may be submitted to the Town of Cobourg for the results, and only the names of Proponents and total bid prices will be given in the reply.

3.11 FREEDOM OF INFORMATION

The Town will comply with the requirements of the Municipal Freedom of Information and Protection of Privacy Act.

3.12 PURCHASING POLICY

Proposals will be called, received, evaluated, accepted and processed in accordance with the Town's Purchasing Policy. By submitting a proposal for this contract, the Proponent agrees to

be bound by the terms and conditions of such Policy and any amendments thereto, as fully as if it were incorporated herein.

3.13 PERFORMANCE BOND

Once awarded the contract, the Contractor must provide a Performance Bond equal to the total amount of labour and materials, to the Cobourg Marina.

3.14 PERMITS

Once awarded the contract, the Contractor must obtain all necessary permits to complete the project.

3.15 OWNERSHIP

Any and all drawings, specifications, studies, electronic data, estimates, inventions, discoveries, improvements, concepts, enhancements, and ideas or any portion thereof that the Company may conceive, make, invent or suggest, either solely or jointly with the Town of Cobourg at any time during the provision of the Services, whether at the request or upon the suggestion of the Town of Cobourg, and whether or not patentable or copyrightable (and such drawings, enhancement, idea, program or portion thereof and any and all derivative works created or prepared from the foregoing being hereinafter referred to as "Work Product") shall fully, freely and immediately be communicated by the Company to the Town of Cobourg and shall belong to and be the Town of Cobourg's sole and exclusive property. The Company shall not at any time, whether during or after the termination or expiration of this Agreement, apply for any letters of patent, design, copyright, trademark or other form of protection whatsoever in Canada or elsewhere for the Work Product.

4 AWARD AND APPROVAL

4.1 PROPOSAL EVALUATION

Proposals will be evaluated on the bases of the criteria listed below. The Town reserves the right not to accept any Proposal.

CRITERIA		MAXIMUM SCORE
1	Business Background, Business Practices and Experience.	10
2	Proposed Business Plan, creativity, and innovation.	10
3	Overall Proposal, completeness, clarity, relevance and feasibility, overall comments and recommendations.	10
4	Pricing: How does the proposed price compare to the (a) planned budget and to (b) other proposals.	25
5	Delivery & Installation, to what degree does this proposal meet stated delivery and/or installation requirements and timeline.	10
6	Warranty, to what degree does the proposal outline warranty of work and equipment.	15
7	To what degree does the proposal outline the technical requirements and understanding.	20
MAXIMUM SCORE		100

Selection of a proposal(s) will be based on all the above criteria (but not solely limited to the above) and any other relevant information provided by the Proponent (s). The Town reserves the right to prioritize and weigh the importance of each criterion confidentially. The Town will not be liable for any costs incurred by Proponents in the preparation of Proposals, site inspections, interviews, or any other services that may be requested as part of the evaluation process.

4.2 BID ACCEPTANCE

The Town of Cobourg reserves the right to award by item, or part thereof, groups of items, or parts thereof, or all items of the Proposal, and to award contracts to one or more Proponents submitting identical Proposals as to price; **to accept or reject any Proposal in whole or in part**; to waive irregularities and omissions, if in so doing, the best interest of the Town of Cobourg will be served. No liability shall accrue to the Town of Cobourg for its decision in this regard.

Proposals shall be irrevocable for 60 days after the official closing time.

The placing in the mail or delivery to the address given in the Proposal of a notice of award to a Proponent by the Town of Cobourg shall constitute notice of acceptance of contract.

4.3 DEFAULT BY CONTRACTOR

If the Contractor: commits any act of bankruptcy; or if a receiver is appointed on account of its insolvency or in respect of any of its property; or if the Contractor makes a general assignment for the benefit of its creditors; then, in any such case, the Town may, without notice; terminate the Contract.

If the Contractor: fails to comply with any request, instruction or order of the Town; or fails to pay its account; or fails to comply with or persistently disregards safety statutes, regulations, by-laws or directives of relevant authorities related to the work; or fails to prosecute the work with skill and diligence; or assigns or sublets the Contract or an portion of it without the Town's written consent; or refuses to correct defective work; or is otherwise in default in carrying out its part of any of the terms, conditions and obligations of the Contract, then, in any such case, the Town may, upon expiration of ten days (10) from the date of written notice to the Contractor, terminate the Contract.

Any termination of the Contract by the Town shall be without prejudice to any other rights or remedies the Town may have. If the Town terminates the Contract, it is entitled to:

- a) take possession of all of Contractor's equipment, appliances and utensils in the town facilities;
- b) recover from the Contractor loss, damage and expense incurred by the Town by reason of the Contractor's default by cashing the 10% Proposal Deposit;
- c) provide a ten (10) day prior written notice of its intention to terminate. If the default is remedied prior to the proposed terminate date, the notice of termination shall be null and void.

Appendix A – Cover Sheet

**TOWN OF COBOURG
REQUEST FOR PROPOSAL**

CO-21-10 MAR HIGH EFFICIENCY HEATING COOLING DEHUMIDIFYING SYSTEM

**NAME OF COMPANY, FIRM OR INDIVIDUAL
(HEREIN KNOWN AS THE 'COMPANY')**

UNIT NUMBER AND STREET ADDRESS

CITY

PROVINCE

POSTAL CODE

WEBSITE

BUSINESS NUMBER

TELEPHONE NUMBER

FAX NUMBER

CONTACT PERSON

EMAIL

Appendix B – Acknowledgements

RECEIPT OF ADDENDA (If applicable)

This will acknowledge receipt of the following addendum and, that the pricing quoted includes the provision set out in such addendum.

ADDENDA #

DATE RECEIVED

FORM OF PROPOSAL

To: Town of Cobourg

This Proposal submitted by:

Name of Company

Address of Company

Signing Authority and Title

Telephone

I/We, the undersigned, having carefully examined the site of the proposed work and all contract documents relating thereto, do hereby propose all and offer in accordance therewith to enter into a contract as and when required with The Town of Cobourg, in strict accordance with the said contract documents and such further details as may be supplied.

By my/our signature hereunder, I/we hereby certify this as the Proposal to Provide:

A HIGH EFFICIENCY HEATING COOLING DEHUMIDIFYING SYSTEM to the Town of Cobourg in accordance with the subject Proposal, executed and dated at _____ this _____ **day of 2021.**

Signature (Must be signing Officer of Company)

Witness (Corporate Seal Not Available)

Affix Corporate or Legal Seal

Appendix C – Pricing

Component	Price
A. Deliverable 1 – Removal of Existing Furnace	\$
Develop a process for dismantling & removing the large heavy furnace from the loft	\$
Ensure that a plan for gas lines and power sources to the existing furnace are capped or tied off following all regulations	\$
Provide a plan to appropriately discard of existing furnace in such a manner that is environmentally responsible	\$
Provide a timeline and plan that will mitigate the disruption of customer service/enjoyment	\$
TOTAL OF DELIVERABLE A.	\$
HST	\$
TOTAL	\$
B. Deliverable 2 - Installation of a New Heat/Air Circulations/Dehumidification System	\$
Provide information on the lifespan and efficiency of the proposed unit	
Develop a plan that will prove the needs of the marina users and well as the administration area are considered	\$
Develop a plan that will support the installation in terms of future saving on utilities	\$
Include in the plan a training schedule wherein the proponent will instruct staff on any general upkeep (filter changes etc.) and directions on the system	\$
Include a plan to provide technical and warranty support including the length of each	\$
TOTAL OF DELIVERABLE B.	\$
HST	\$
TOTAL	\$
Deliverable 3 – Review Existing Venting and Duct Work and Plan for Removal/Installation/Retrofit	\$
Provide a plan to review existing venting and duct work to discover limitations if any	\$
Include a process for removal of venting and duct work or retrofit if required	\$
Detail a design to install new venting and ducts if required to accommodate both sides of the multiuse building tying into the new system	\$
Provide a detailed plan to ensure the construction area is safe, clean at end of day and mitigates the disruption of customer service/enjoyment	\$
TOTAL OF DELIVERABLE C.	
HST	
TOTAL OF DELIVERABLES A & B & C (HST INCL.)	\$

Appendix D - Sub-Contractors

Submit a list of sub-contractors to be used for the supply of the goods/services or indicate “Not Applicable”.

Contact	Details
Name:	Company Name:
Address:	Type of Goods/Services provided:
Phone:	Years in Business:
Email:	
Name:	Company Name:
Address:	Type of Goods/Services provided:
Phone:	Years in Business:
Email:	
Name:	Company Name:
Address:	Type of Goods/Services provided:
Phone:	Years in Business:
Email:	

Note:

If insufficient space is provided in this Appendix, please provide the required information in the same format on a separate form and attach to this Appendix.

Appendix E – Similar Work Experience and References

Please list a **minimum of two** past projects for each deliverable including references where your company has provided similar goods or services within the last five years.

Project Description	Reference Contact Information

Note:

If insufficient space is provided in this Appendix, please provide the required information in the same format on a separate form and attach to this Appendix.