

# Invitational Request for Quotation (RFQ)

## Corothers Home Hardware Building Centre

### Yellowknife, NWT

#### System Design-Supply-Ship and Install Wood Pellet Boiler.

##### Background:

This project is a result of the Arctic Energy Alliance's call for Expressions of Interest to business owners for the purchase and installation of a **wood pellet boiler** system in the range of 50-60kW. The wood pellet boiler will be interconnected to the existing fossil fuel heating system and set up to become the primary heating appliance.

Mechanical Contractors that are interested in providing a price quotation are asked to email their quote to [info@aea.nt.ca](mailto:info@aea.nt.ca) or [derek.erasmus@aea.nt.ca](mailto:derek.erasmus@aea.nt.ca) **by 5:00 PM, January 31, 2024.**

##### Work Scope:

The contractor is to provide a price quote for the supply, shipping and installation of the complete system, including pellet storage, and should include a buffer tank. The contractor can provide more than one option as to the wood pellet boiler manufacturer or the pellet storage systems available. The contractor is responsible for the overall system design along with all the materials required to complete the work for both the mechanical and the electrical portions. The work shall also include any site work required such as trenching and backfilling to accommodate the installation of heating supply and return lines. This RFQ shall also include any travel and accommodation costs, permits and the disposal or containment of hazardous materials that might be encountered with the project.

The contractor shall also provide the client representatives with the required training and instruction in the operation and maintenance of the wood pellet boiler and the pellet feed system along with providing the client with two (2) copies of the Operational and Maintenance manuals.

The contractor is to provide all product specifications for review along with the price quote.

All work completed must be coordinated with the representatives of Corothers Home Hardware Building Center.

### Timeline:

- |                    |  |
|--------------------|--|
| Nov 15, 2023       | - AEA issues a Request for Quotation (RFQ)   |
| January 31, 2024   | - Quotations received by AEA.  |
| February 7, 2024   | - Contractor selected, Contract signed, and materials ordered.   |
| April 30, 2024     | - Materials arrive on-site, and Material invoice received and paid.  |
| September 31, 2024 | - Installation complete.   |
| October 31, 2024   | - Contract Complete, Project inspected, and final completion issued with invoice submitted to Corothers Home Hardware Building Centre for payment. |

### IMPORTANT

Quotations **must be received** by the AEA **no later than 5:00 PM January 31, 2024**. For any inquiries or to submit your proposal, please contact the AEA at (867) 695-2341, fax at (867) 873-0303 or [derek.erasmus@aea.nt.ca](mailto:derek.erasmus@aea.nt.ca)

The contractor is to ensure that any hazardous materials are disposed of according to the *Guideline for the General Management of Hazardous Waste in the NWT*.

[www.enr.gov.nt.ca/sites/default/files/guidelines/general\\_management.pdf](http://www.enr.gov.nt.ca/sites/default/files/guidelines/general_management.pdf)

### Proposals:

**All interested Contractors are invited to respond to the RFQ by submitting a completed price quotation for all the work outlined within the work scope and completing Table 1 of this RFQ.**

**Contractors are to contact Corothers Home Hardware Building Centre to schedule a time to complete the scoping visit.**

**The Contractor is to also provide a proposed work schedule / Project timeline within Table 2.**

- Proof of Commercial General Liability Insurance of not less than \$2,000,000.00.

**Table 1: Proposed costs and timeline**

<b>Project costs</b>		
<b>Item</b>	<b>Cost</b>	<b>Comments</b>
Travel and accommodation		
Total estimated material, freight & labour cost		
All other costs including permits and disposal fees.		
<b>Total cost</b>		
<b>Project Timeline</b>		
Materials on site		
Installation dates		
Final Completion date		

The AEA and the Corothers Home Hardware Building Centre are not bound to accept the lowest price quotation and reserve the right to accept the quotation which, in the opinion of the AEA and Corothers Home Hardware Building Centre, best meets their established criteria providing the best overall value. The AEA and Corothers Home Hardware Building Centre reserve the right not to choose any of the proposals submitted and not to award if, in the opinion of the AEA and Corothers Home Hardware Building Centre, it is not in their best interest.

The AEA and Corothers Home Hardware Building Centre reserve the right to enter into negotiations with one or more of the top-ranked Proponent(s). The Proponent(s) will receive an invitation to enter into direct contract negotiations with the AEA and the Corothers Home Hardware Building Centre. These negotiations may include altering the scope of the contract. If a contract is awarded as a result of this RFQ, it will be awarded to the proponent whose proposal provides the best overall value to this project. Please see Appendix 1: Proposal Evaluation Criteria.

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## **Proposal Evaluation**

When an alternative is proposed regarding any specific requirement, it will be evaluated to ensure that the desired results will be achieved.

Rating: The Evaluation Team will utilize specific criteria to rate each proposal. Ratings will be confidential, and no details will be released to any of the other proponents. Each proposal will be evaluated using the criteria outlined in the Proponent’s Proposal Rating Schedule.

Explanation of Rating Schedule

Point Scoring System:

In terms of relative importance, the criteria are given an *Assigned Weight - Column A*. The criteria are rated according to the following degree of satisfaction and the appropriate rating entered in the *Item Score Column - Column B*:

Poor	1-3 points
Fair	4-6 points
Good	7-8 points
Excellent	9-10 points

Main Proposal Evaluation

- a. The *Assigned Weight - Column A* is multiplied by the *Unit Points Awarded - Column B* to yield the *Total Points per Item - Column C*.
  
- b. The Total Points per Item in Column C are then added to yield the Total Score.

Consideration will be given to proposals that support local businesses and provide employment to residents of the community and/or local businesses.

**Evaluation criteria / rating schedule**

Item	Rating Criteria	-A- Assigned Weight	-B- Unit Points Awarded from 0 to 10	-C- Total Points A x B = C
1	Corporate history & project team	15		
2	Quality of proposed products	45		
4	Proposal includes solutions to logistical challenges during implementation	15		
5	Project schedule is realistic & flexible and can be completed within the required timeframe	15		
6	Goods & Services provided by local businesses	10		
		100		

Evaluation Committee Member: \_\_\_\_\_