

Price, Specification and Experience RFP Form

COMPANY PROFILE

Please fill in the contact information of your company as outlined below:

Main Office Information

Legal Company Name	
Name of President or C.E.O	
Direct Telephone Number	
Head Office Physical Address	
Head Office Postal Address	
Head Office Telephone Number	


Service Branch Information

Legal Company Name	
Worksafe BC Registration Number	
Branch Office Physical Address	
Branch Office Postal Address	
Telephone Number	

Contract Manager

Contract Manager	
Manager's Title	
Email Address	
Direct Telephone Number	

FORM OF PROPOSAL

	<p>Proposals must include, in a format of your choice, the details requested below.</p> <p>Evaluation Factors: Factors to be considered during the evaluation in assessing suitability of specifications, approach and schedule will include:</p> <ul style="list-style-type: none"> • Respondent demonstrates experience on projects with similar scope and needs • Strength of Team proposed • Qualification and experience • Referenced projects • Technical & warranty support offered • Work plan meets or exceeds the Regional District's needs • Demonstration of any "value added service" the Respondent provides • Ease of client access • Pricing • Customer & Technical Support, Warranties and Other Support
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1.1 Proponent Experience and Qualification

LOCATION:	
CLIENT:	
ENGINEER:	
TELEPHONE NUMBER:	
CONTRACT VALUE:	
FAX NUMBER: EMAIL:	
DESCRIPTION OF PROJECT WORK:	
LOCATION:	
CLIENT:	
ENGINEER:	
TELEPHONE NUMBER:	
CONTRACT VALUE:	
FAX NUMBER: EMAIL:	
DESCRIPTION OF PROJECT WORK:	
LOCATION:	
CLIENT:	
ENGINEER:	
TELEPHONE NUMBER:	
CONTRACT VALUE:	
FAX NUMBER: EMAIL:	
DESCRIPTION OF PROJECT WORK:	

1.2 Project Team Members


EMPLOYEE	POSITION	QUALIFICATIONS	FULL TIME OR PART TIME	YEARS EXPERIENCE

1.3 Pricing information


S.N	Items	Location for EV Chargers							Total
		1655 Reservoir Road, Penticton	1765 Reservoir Road, Penticton	1115 Willow Street, OK Falls	Similkameen Rec Centre	Tulameen Firehall	101 Martin Street, Penticton	224 Robinson Ave, Naramata (TBC)	
1	Design								
	Review and design of the electrical upgrade (LS)								
	Traffic layout								
	Civil works - Trenching, concrete pad wherever necessary								
	Determine number of signage, and design signage								
	Others								
<p>Note: The design should provide ready to go details wherever applicable that includes:</p>									
Traffic Layout Excavating, Trenching and Backfilling details Signage design and placement Single Line Diagram Electrical Layout Plan					Electrical Kiosk Detail Panel Schedules and breakers upgrade Conduit & Cable Schedules EV Charger Pad Details Kiosk Pad Details				
<p>Note: The RDOS is seeking design for only two sites, Similkameen Recreation Centre and 101 Martin Street, Penticton. For the other sites, the RDOS is seeking a review/validation of the upgrade as mentioned in the RFP.</p>									
2	Build								

S.N	Items	Location for EV Chargers							Total
		1655 Reservoir Road, Penticton	1765 Reservoir Road, Penticton	1115 Willow Street, OK Falls	Similkameen Rec Centre	Tulameen Firehall	101 Martin Street, Penticton	224 Robinson Ave, Naramata (TBC)	
2.1	Permits and licenses								
2.2	Electrical Upgrade								
	Panel boxes								
	Junction Boxes								
	Breakers								
	EV Charger Protection Bollards								
	Power Distribution Kiosk								
	Site Electrical and Cables								
	Installation of the upgrade								
2.3	Civil Works - Trenching, backfilling etc.								
	Mobilization & Demobilization								
	Trenching								
	Underground Electrical Conduits								
	Concrete Pad for Power Distribution Kiosk								
	EV Charger Concrete Bases								
	Backfilling								
2.4	Printing and installation of the signage								
3	Installation of Charger								

S.N	Items	Location for EV Chargers							Total
		1655 Reservoir Road, Penticton	1765 Reservoir Road, Penticton	1115 Willow Street, OK Falls	Similkameen Rec Centre	Tulameen Firehall	101 Martin Street, Penticton	224 Robinson Ave, Naramata (TBC)	
	Level 2								
	Level 3								
4	Commissioning of chargers								
	Level 2								
	Level 3								

 Pricing entered in the tables shall be on the following basis:

- a. All prices are in Canadian funds, are inclusive of all applicable duties and taxes including the PST, but not the GST.
 - i. Services: All Prices are in Canadian funds, are inclusive of all costs. Service costs shall include the PST, but not the GST.
 - ii. Materials: All Prices are in Canadian funds, are inclusive of all costs, including applicable duties, shipping, crating and delivery. Material Prices shall be PST & GST Extra.
- b. The Total Contract Price is all-inclusive and includes all labour, materials, supplies, travel, overheads and profit, insurance, mobilization/demobilization, and all other costs and fees necessary to deliver the product and services outlined in Part A.
- c. Prices shall be firm for the entire Contract term.

 Proposals must include this Pricing Form, with all pricing tables completed. No changes to this form shall be made, except for completing the requested pricing information in the spaces provided.

The form should be completed with; a PDF writer program; or by print, hand completion and scan. The completed form must be uploaded with the Proposal as prompted by the 'Document Upload' instructions in the *Bids & Tenders* System.

Evaluation Factors:
The pricing submitted under this form will be evaluated using the Scoring Method detailed in Part C of this RFP.

1.4 Preliminary Schedule

Activity	Construction Schedule in Weeks																								
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	

1.5 Payment Terms:

The Contractor shall invoice as follows:

- Fixed Lump Sum Prices shall be invoiced following the delivery of chargers. The district shall pay all undisputed portions of invoices within 30 calendar days of receipt of invoice. Fixed Lump Sum Prices (Chargers & Accessories) shall include delivery to the job-site(s).

2 ADDENDA

We confirm that we have received and carefully reviewed all of the Request for Proposal Documents, including the Specifications and the following Addenda, if any:

Initials _____

Please initial the Addenda form

3 Conflict of Interest Form (Must be included with Respondent's submission)

What is a conflict of interest?

A conflict of interest is when you have a certain personal interest that may interfere with the interests you must have as someone connected to another person or entity, such as an employer or client. A conflict of interest can cause one party to question what another party's intentions are.

It can also call to question your ability to remain unbiased in your thoughts, ideas and decisions.

Conflict of Interest. The supplier represents that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the supply of goods and/or performance of services required hereunder. SUPPLIER further represents that no persons having any such interest shall be employed to perform those services.

Company Name: _____

Name and Title _____

Signature: _____


RDOS evaluation committee members shall also sign a conflict-of-interest statement (CIGS), below. If a member of the evaluation committee has acknowledged a conflict of interest with a particular supplier or any supplier associated with this RFP, they shall be recused from the evaluation process.

Conflict of Interest. The RDOS evaluator represents that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the evaluation and awarding of the goods and/or services required hereunder.

Name and Title of evaluator: _____

Signature: _____

4 Exceptions to Contract Form

	<p>Proposals must include the details requested in this– Exceptions to Contract Form. No changes to this form must be made, except for completing the requested information in the spaces provided.</p> <p>This section of your Proposal must be labelled as “– Exceptions to Contract Form” and must be included with your submission.</p> <p><u>Evaluation Factors:</u></p> <ul style="list-style-type: none">▪ Ease for the District in accepting any proposed exceptions to the terms and conditions.
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1. **Statement on Exceptions to Contract:**

Please check **either** statement A **or** statement B below:

STATEMENT A:

We have read the Contract in Part C and confirm we have no exceptions to the terms and conditions detailed, should we be selected as the Contractor.

We further understand that by selecting Statement A, the District will be relying on this statement in the RFP evaluation, and there will be no further opportunity to make changes to the terms and conditions in Part C should we be selected as the highest-ranked respondent.

STATEMENT B:

We have read the Contract in Part C and we have the following exceptions to the terms and conditions detailed, should we be selected as the Contractor:
(please specify exceptions in space below):

(Please include with submission)

RESPONDENT INFORMATION

REQUEST FOR PROPOSAL: DESIGN AND INSTALLATION OF LEVEL 2 & LEVEL 3 CHARGERS FOR ELECTRIC VEHICLES

CLOSING DATE: 9th February 2024 @ 2:00 PM Local Time _____

The undersigned Respondent has carefully examined the Conditions, Specifications, and Drawings (if applicable) for the services requested and will provide the services as required and outlined by the district.

This proposal is open for consideration for 60 days.

FIRM NAME: _____

ADDRESS: _____ District: _____

POSTAL CODE: _____ DATE: _____

PHONE NO. _____ FAX NO. _____

EMAIL: _____

SIGNATURE OF RESPONDENT: _____

PRINT NAME: _____