



## Request for Proposals – Rooftop HVAC Unit Replacement (MOA-RFP-2016-002)

**Closing: April 20, 2016**

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The Museum of Ontario Archaeology (MOA) is a registered charity dedicated to advancing our understanding of Ontario's archaeological heritage through stewardship, education, and research. MOA brings the human past to life, makes it relevant to understanding the present, and inspires and appreciation of, and respect for, Ontario's cultural diversity.

The Museum is undertaking repairs to its facility located at 1600 Attawandaron Road, London, Ontario. We are seeking proposals to remove and replace the existing rooftop HVAC Units.

This work is being undertaken as a result of a recent building assessment completed by Stantec Consulting Ltd.

### **1.0 Request for Proposals**

Submission of a proposal indicates acceptance by the Applicant of all of the conditions contained in this Request for Proposal, unless clearly and specifically noted in the proposal submitted and confirmed in the formal contract between the Museum of Ontario Archaeology and the Applicant.

Proposals are subject to a formal contract being negotiated, prepared and executed between the successful incumbent and the Museum of Ontario Archaeology. MOA reserves the right to negotiate the terms and conditions of the contract.

### **2.0 Closing Date and Time**

Unless otherwise posted, all responses to this RFP must be submitted by **April 20, 2016 at 3:00 pm Eastern time**. Proposals will not be accepted after the due date and time specified and will be returned unopened. Proposals are to be forwarded to:

Joan Kanigan, Executive Director  
Museum of Ontario Archaeology  
1600 Attawandaron Road  
London, ON N6G 3M6  
[joan@archaeologymuseum.ca](mailto:joan@archaeologymuseum.ca)

### **3.0 Questions/Inquiries**

All questions regarding the RFP are to be submitted in writing to Joan Kanigan, Executive Director, via email at [joan@archaeologymuseum.ca](mailto:joan@archaeologymuseum.ca). Any oral communications shall be considered unofficial and non-binding. Only written responses to written communication shall be considered official.

Questions regarding the RFP must be received no later than 3:00 pm April 8, 2016. All answers will be provided as quickly as possible, and by April 13, 2016 at the latest. All answers will be provided as addendums.

### **4.0 General Project Requirements**

Heating and cooling to the museum building is provide by seven rooftop HVAC units. In addition, there are five rooftop exhaust/ventilation fans that must also be replaced.

The Museum is also replacing the roof membrane. There would have to be further discussion with the successful contractor around the roof replacement to best coordinate the HVAC replacement.

Applicants wishing to inspect the existing HVAC unit locations prior to submitting a proposal may schedule an appointment in advance of the submission due date.

#### **4.1 Scope of Project**

Proposals must include the following:

1. Recommendation on the appropriate HVAC units (energy efficient) to ensure appropriate heating and cooling of the building.
2. Where the HVAC units will be located on the roof.
3. Balancing the system appropriately for the current configuration of the interior space.
4. Timeline to complete project including anticipated availability to begin project.
5. Project costs including:
  - a. Cost of materials
  - b. Cost of labour
  - c. Ancillary costs for permits (if required), disposal of construction materials, etc.

## **4.2 Contractor's Qualifications**

Work shall be conducted by a company

- Having a minimum of 5 years' experience with similar projects
- Having adequate equipment, skilled labour to expediently work in an efficient, best workmanlike manner
- Having proof of a minimum of \$2 million liability insurance
- Having proof of Ontario Workers Compensation coverage
- Being licensed to operate in Ontario

## **4.3 Subcontractor or assignment of the contract**

MOA must approve, in writing, any assignment and/or subcontractor related to this contract.

If a subcontractor is to be used, the following information is required of the subcontractor:

- Total years of experience in providing similar services
- Total years in business under current corporate structure
- Description of years' experience, certifications and general qualifications of staff assigned to this project (including contracted staff)
- Minimum of three references (with contact information) for similar projects

## **4.4 Warranty**

Provide to the owner a minimum ten (10) year Manufacturer's warranty against defects of material, such as corrosion, oxidation of materials, loading failure, air infiltration, water penetration, accelerated weathering, cracking, spotting, chalking, checking, blistering, and peeling.

The contractor will provide to the owner a minimum three (3) year warranty against defects of installation and workmanship, such as fastener pullout, water and air leakage, and sealant failure. Warrants that the installation of the siding and related work will provide leak proof service for a period of three (3) years from the date of the total performance of the contract and that any or all damage resulting from failure to provide the above stated performance shall be repaired to the satisfaction of the owner at no extra cost. Defects will be made good promptly within the warranty period and such defects will include, but not be limited to, leakage, deformation, loosening, cracking, wind damage, fastener failure.

## **5.0 Submission**

### **6.1 General**

MOA is requesting proposals from Contractors who are both interested and capable of undertaking the project. The onus is on the applicant to show their knowledge, understanding and capacity to conduct the work outlined in the Request for Proposal.

The responses will be assessed according to how well they address the needs of MOA in relation to the submission requirements.

All prices must be stated in Canadian funds. Prices must also be inclusive of all costs, fees and taxes.

### **6.2 Specific Requirements**

Your proposal submission **MUST** include the following:

- a) Name, address and telephone number of the firm and its principal contact person(s).
- b) Historical sketch or profile of the company.
- c) Identification of the company's experience in undertaking similar work, along with three references.
- d) Project cost inclusive all taxes.

### **6.3 Ambiguity, conflict or other errors in the RFP**

If a firm discovers any ambiguity, conflict, discrepancy, omission or other error in the RFP, he/she shall immediately notify MOA of such error in writing and request modification or clarification of the document. Any modification made to this RFP will be issued as an addendum. Written notice will be given to all parties who have been furnished with the RFP without divulging the source of the request for it.

If a firm fails to notify MOA prior to the date and time fixed for submission of proposals of an error or ambiguity in the RFP known to him, or an error or ambiguity that reasonably should have been known to him, he shall not be entitled to additional time by reason of the error/ambiguity or its late resolution.

MOA may also modify the RFP prior to the date and time fixed for submission of proposals by issuance/posting of an addendum. All addenda will be numbered consecutively beginning with

### **6.4 Offer Preparation Cost**

MOA shall not be responsible or liable for any costs associated with the preparation, submittal, presentation, or other costs incurred by participating in this procurement process.

## **6.5 Signature of Offer**

An individual who is authorized to bind the firm contractually shall sign a transmittal letter, which shall be considered an integral part of the proposal. If the firm is a corporation, the legal name of the corporation shall be provided together with the signature of the officer or officers authorized to sign on behalf of the corporation.

## **6.6 Offer Obligation**

The contents of the proposal and any clarification/negotiation thereto submitted by the successful firm(s) shall become part of the contractual obligation and incorporated by reference into the ensuing contract.

MOA is not obliged to accept any offer or RFP and may cancel this RFP at any time.

## **6.7 Compliance with RFP Specifications**

It is intended that this RFP describe the requirements and response format in sufficient detail to secure comparable proposals. The firm's response must coincide with the format of the RFP.

## **6.8 Status/Disclosure of Proposal**

All submitted proposals become the property of the Museum of Ontario Archaeology and will not be returned to the proposing firm. All proposal information, including detail price and cost information, shall be held in confidence until a contract is formally executed and/or the RFP is cancelled.

The content of all RFP's submitted shall remain in effect for a minimum period of 90 days.

## **6.9 Contract Development**

The contents of the RFP and selected firm's proposal will become an integral part of the contract but may be modified by provisions of the contract as negotiated. Therefore, the proposing firm must be amenable to inclusion in a contract of any information provided (in writing) either in response to this RFP or subsequently during the selection process.

## **6.10 Expenses and Fee Requirements**

The firm shall be responsible for payment of expenses and fees associated with the performance of this agreement, including but not be limited to: wages, salaries, labor, services, materials, supplies, transportation, communications, licensing and inspection, taxes, insurance, bonds, etc.

## **7.0 Evaluation and Selection Criteria**

### **7.1 Evaluation Team**

Proposals will be evaluated by the Museum of Ontario Archaeology's senior staff and Board Executive.

BY RESPONDING TO THIS RFP, RESPONDENTS AGREE TO ACCEPT THE RECOMMENDATION OF THE EVALUATION TEAM AS TO THE SUCCESSFUL INCUMBENT OR INCUMBENTS.

### **7.2 Evaluation Criteria**

Price is only one consideration. MOA reserves the right to award this contact to a contractor other than the lowest bidder. The overall value proposition will include other considerations such as, but not be limited to,

- Contractor experience
- Reference checks
- Reputation
- Schedule
- Ease of coordination
- Compliance with all terms of this document
- Completeness of submission

## **SUMMARY OF PROPOSAL REQUIREMENTS**

1. Recommendation of Product brands, models
2. Pricing for materials, installation and disposal
3. Product warranty
4. Labour / installation warranty
5. Contractor Qualifications