



Request for Proposals (RFP)
RFP No. 2023-04

SUPPLY AND INSTALLATION OF CONTROLLABLE LIGHTING AT CITY
HALL

Proposals will be received at:

City of Dauphin
c/o Justin Tokarchuk, ICT Manager
100 Main Street South
Dauphin, MB R7N 1K3

On or before 4:00 p.m. CDT Time on **April 14, 2023**

Electronically submitted or faxed proposals will be accepted on or before the closing date and time if sent to email: justin.tokarchuk@dauphin.ca or fax: 204-622-3291.

RFP documents may be obtained from the City website (<https://dauphin.ca>) or MERX (<https://www.merx.com>).

ADDENDA

Proponents are required to check the City's website or the MERX website for any updated information and addenda before the closing date at the following website addresses:
<http://www.dauphin.ca> or <http://www.merx.com>.

The City reserves the right to accept or reject any or all proposals and will not be responsible for any costs incurred by the Proponents in preparing a proposal. Proposals may be selected in part or in their entirety from the bidder. The lowest proposal will not necessarily be accepted.

Should there be any discrepancy in the information provided, the City's original file copy shall prevail. Proposals will not be opened in public.

Table of Contents

1. SUMMARY AND BACKGROUND	2
2. PROPOSAL GUIDELINES.....	2
NO CLAIM	3
PRICE AND FREE ON BOARD (FOB) POINT	3
INTERPRETATION OF DOCUMENTS AND QUESTIONS/CLARIFICATIONS	3
SITE VISITS	4
ADDENDA	4
COSTS OF PREPARATION OF PROPOSAL.....	4
LAW	4
3. PROJECT SPECIFICATIONS	5
GENERAL.....	5
PROJECT DESCRIPTION	5
4. MAINTENANCE	6
5. SUBMISSION REQUIREMENTS.....	6
GENERAL.....	6
SIGNATURES.....	6
CLOSING DATE AND TIME FOR SUBMISSIONS	6
6. PROPOSAL EVALUATION CRITERIA	7

1. SUMMARY AND BACKGROUND

The City of Dauphin is accepting proposals for the supply and installation of controllable lighting at City Hall for our beacon tower and either soffit lighting or external mounted downlighting to take the place of dated Christmas light strings.

We would like for any installed system to be expandable and to be able to support more lighting options in the future. The installed system should be programmable, and the lighting scheme will be changed during certain seasons or important events but will not be used for animated lighting shows.

2. PROPOSAL GUIDELINES

This Request for Proposals represents the requirements for an open and competitive process.

Proposals must be delivered to:

Justin Tokarchuk, ICT Manager
City of Dauphin
100 Main Street South
Dauphin, MB R7N 1K3
Telephone: 204-622-5501
Email: justin.tokarchuk@dauphin.ca
Fax: 204-622-3291

Proposals will be accepted until 4:00 p.m. CDT **April 14, 2023**. Any proposals received after this date and time will be returned to the sender and not accepted. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, then this must be clearly stated in the proposal.

Additionally, all costs included in proposals must be all-inclusive of any outsourced or contracted work. Any proposals that call for outsourcing or contracting work must include a name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder(s) for this RFP. All contract terms and conditions will be subject to review by the City of Dauphin's solicitor and may include scope, budget, schedule, and other necessary items pertaining to the project.

NO CLAIM

Except as expressly and specifically permitted in this Request for Proposals, no Proponent shall have any claim for any compensation of any kind whatsoever relating to this RFP, including accepting a non-compliant bid, and by submitting a proposal, each Proponent shall be deemed to have agreed that it has no claim.

This is a Request for Proposals and not a tender call or call for quotations. No contractual, tort, or other legal obligations are created or imposed on the City or any other individual, officer, or employee of the City by the Request for Proposals documentation or by submission or consideration of any proposal by the City.

PRICE AND FREE ON BOARD (FOB) POINT

All prices submitted shall be in Canadian funds for the entire scope of work in the specifications with options shown separately, where permitted. Price shall be shown in the Proponents Proposal before GST and PST. All other taxes and duties shall be included in the price. The lowest price or any proposal will not necessarily be accepted. Proposals are to remain open for acceptance for a minimum of 30 days after closing date.

FOB DAUPHIN, MB: Installed at City Hall (100 Main Street South).

INTERPRETATION OF DOCUMENTS AND QUESTIONS/CLARIFICATIONS

Proponents shall review the RFP documents and shall promptly report and request clarification of any discrepancy, deficiency, ambiguity, error, inconsistency, or omission contained therein. Any such request must be submitted in writing electronically at least three business days before the closing date. Where such request results in a change or a clarification to the requirements of the RFP, the City will prepare and issue an addendum to this RFP. All inquiries are to be directed in writing by email, quoting the RFP name and number to: justin.tokarchuk@dauphin.ca.

The City will determine at their sole discretion which enquiries require a response.

SITE VISITS

Proponents are invited to tour the facility to review building layouts and existing infrastructure to determine the suitability of proposed solutions.

Appointments for site visits can be made by contacting:

Justin Tokarchuk
City of Dauphin
100 Main Street South
Dauphin, MB R7N 1K3
Telephone: 204-622-5501
Fax: 204-622-3291
Justin.tokarchuk@dauphin.ca

ADDENDA

Written addenda are the only means of varying, clarifying, or otherwise changing any of the information contained in this RFP. The City reserves the right to issue addenda up to two days prior to the closing date. The date set for submitting proposals may be changed if, in the City's opinion, more time is necessary to enable Proponents to revise their proposals. Addenda will state any changes to the proposal closing date and time. Proponents should acknowledge receipt of all addenda in their proposals. It is the sole responsibility of each Proponent to check the City of Dauphin's website or the MERX website for any updated information and addenda before the closing date at the following website addresses:

<http://www.dauphin.ca> or <http://www.merx.com>

Upon submitting a proposal, Proponents will be deemed to have received notice of all addenda that are posted on the City's website, or the MERX website, and deemed to have considered the information of inclusion in the proposal submitted.

COSTS OF PREPARATION OF PROPOSAL

All proposals shall be prepared and submitted at the expense of the Proponent.

LAW

This proposal and any resultant award shall be governed by and construed in accordance with the laws of the Province of Manitoba, Canada, which shall be deemed the proper law hereof.

3. PROJECT SPECIFICATIONS

GENERAL

Proponents must provide a cost for the original specifications in this RFP, and if, in addition, an alternate scope is provided, then the Proponent shall clearly indicate any variances from the City's specifications or conditions and attach descriptive literature. The City is not obligated to accept any alternatives. The City will determine what constitutes allowable variations and overall best value.

Proponents are encouraged to submit multiple options as they see fit.

PROJECT DESCRIPTION

The City of Dauphin wishes to install beacon lighting on our skylight tower at City Hall. Additionally, we would like either soffit lighting or wall-mounted downlighting to take the place of old strings of Christmas lights.

We would like this lighting to be controllable. The goal is not to have any sort of light animation shows, but rather to just change the lighting by season, and for important events without changing out covers manually.

For example, during Christmas we would like to have one light red, one light green continuing in the same pattern around the building.

When not being used for seasonal or event purposes, they would be set to white.

A drawing of the building with exterior measurements will be in Schedule "B", and pictures of the exterior (night and day) will be in Schedule "C". Alternatively you can [click here](#) to access the pictures.

Project requirements:

- Installation of a lighting controller to be able to make changes to the lighting scheme. This controller needs to be expandable to add different lighting in the future.
- Installation of beacon lighting around the skylight tower at City Hall.
- Installation of either Soffit lights, or wall-mounted downlighting around City Hall to take the place of Christmas light strings.
- Training for key staff on programming lighting.

Optional items to be identified as selectable "extras" on proposal (non-controlled, photosensor):

- External sign lights
- Flagpole lighting
- Removal of current Christmas light strings.

Supply and Installation

The proponent will be responsible for the supply and installation of lighting in accordance with all laws, codes, and regulations and will be responsible for obtaining any licenses, permits, or registrations that are required by law.

4. MAINTENANCE

At a minimum, a one (1) year parts and labour warranty shall be provided on all goods, materials, equipment and/or services provided from the date of the completion of installation.

5. SUBMISSION REQUIREMENTS

GENERAL

Proposals shall clearly identify costs for all equipment and services and be broken down into sufficient detail so that the cost of each service and each piece of equipment can be easily determined. Costs should be clearly identified as a capital cost or ongoing costs. Frequency of payment and terms shall be included for all ongoing costs.

Proponents shall provide a minimum of two references from existing customers.

A Proposal Submission Form (see Schedule “A”) must accompany each proposal. Multiple options may be submitted as a single proposal with a single Proposal Submission Form or as individual proposals with a Proposal Submission Form with each.

SIGNATURES

Proposals must be signed by an authorized representative of the Proponent.

CLOSING DATE AND TIME FOR SUBMISSIONS

Proposals must be received by the City on or before 4:00 p.m. CDT **April 14, 2023**, the “Closing Date and Time”. Proposals are to be submitted electronically at email: justin.tokarchuk@dauphin.ca.

Electronically submitted proposals shall be deemed to be successfully received when displayed as new email. The City will not be liable for any delay for any reason, including technical delays, spam filters, firewalls, job queue, file size limitations, etc., and late receipt of proposals will be cause for rejection of a proposal.

6. PROPOSAL EVALUATION CRITERIA

The City of Dauphin will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposals, your proposal should be complete and should include all of the following criteria:

1. Overall proposal suitability (50%): Proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner.
2. Schedule (15%): Proponents will be evaluated on their ability to complete the project in a short and timely manner.
3. Service quality and reputation (10%): Proponents will be evaluated on their service quality, company reputation, and customer references as it pertains to the scope of this project.
4. Value and cost (25%): Proponents will be evaluated on the cost of their proposal in relation to the suitability, and any proposed additional funding solutions.

No totals, weights, prices, or scores will be provided to any Proponent.

The City may elect to short-list some of the Proponents and require short-listed Proponents to provide additional information or details, including making a presentation and/or additional technical information.

The City may elect to enter into negotiations with the Proponent or with any other Proponents concurrently. In no event will the City be required to offer any modified terms to any Proponent prior to entering into a contract, and the City will not be liable to any Proponent as a result of such negotiations.

The City will not be notifying unsuccessful proponents.

SCHEDULE A - PROPOSAL SUBMISSION FORM

RFP No. 2023-04

SUPPLY AND INSTALLATION OF CONTROLLABLE LIGHTING AT CITY HALL

CITY OF DAUPHIN

JUSTIN TOKARCHUK, ICT MANAGER

100 MAIN STREET SOUTH

DAUPHIN, MB R7N 1K3

Submitted by: _____
(company name)

PERIOD FOR ACCEPTANCE OF PROPOSAL

The City of Dauphin requests Proposals to remain open for acceptance for a minimum of 30 days.
Our Proposal will remain open for acceptance by the City for a period of _____ days from the Closing Date and Time.

INSTALLATION SCHEDULE

Installation will commence on or before _____, 2022.

Installation time will be a total of _____ days.

VALUE ADDED

Proponents are to provide information on what makes your firm innovative, what is your competitive advantage, and what other services your firm provides that would assist or would be of benefit to the City:

ADDENDA

We acknowledge the receipt of the following Addenda related to this Request for Proposals and have incorporated the information received in preparing this Proposal:

Addendum No.	Date Issued	Date Received

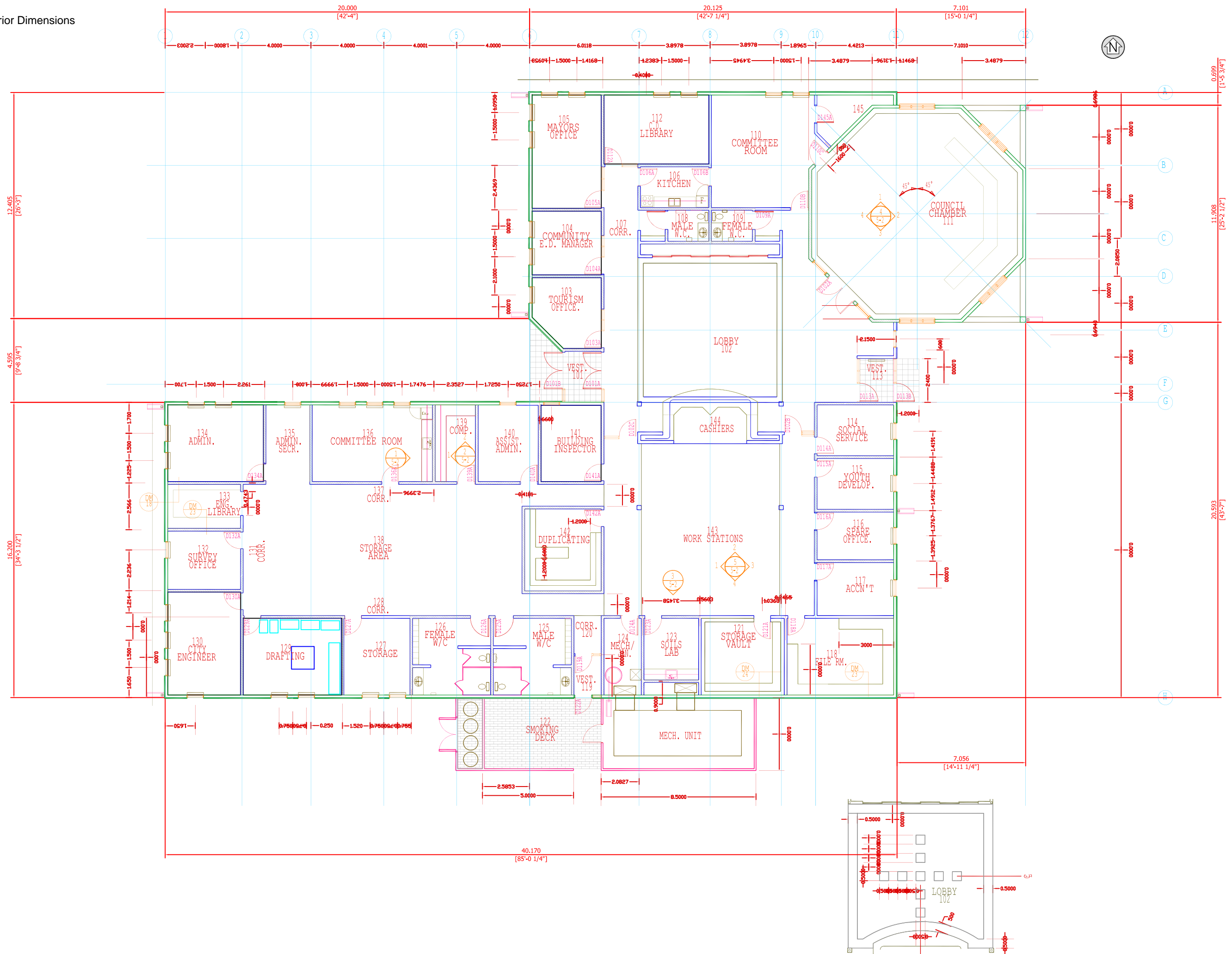
AUTHORIZATION

We hereby submit our proposal for Supply and Installation of Controllable Lighting at City Hall as described in this RFP and confirm that price and other information contained in this proposal are correct, and that the signature(s) below are those of duly authorized officer(s) of the Proponent having the authority necessary to make this proposal.

Company Name	
Street Address	
City, Province & Postal Code	
Tel No.	
Fax No.	
Email	
GST/HST Registration No.	
Name and Title (please print)	
Signature:	
Date:	

- End of Proposal Submission Form –

Schedule "B" - Exterior Dimensions



Schedule "C" – Exterior Pictures

































