



DISTRICT OF PORT HARDY

REQUEST FOR PROPOSAL

Sound System – Don Cruickshank Memorial Arena
1220-20-562-2021

The District of Port Hardy (hereon in referred to as “the District”) is requesting proposals from qualified firms, to provide design, tender and install a new sound system for the Don Cruickshank Memorial Arena in Port Hardy, BC. The Don Cruickshank Memorial Arena is located at 7400 Columbia Street.

Proposals must be received on or before the Closing Time of:

TIME: 4:00 pm

DATE: Oct 22nd, 2021

By Mail with envelope clearly marked **RFP 1220-20-562-2021** to:

District of Port Hardy

PO Box 68

7360 Columbia St.

Port Hardy, BC V0N 2P0

Or preferably by Email with subject line **RFP 1220-20-562-2021** to:

tenders@porthardy.ca

NOTE: Proponent can request to receive a verification receipt by email.

Proposals will be accepted until the Closing Time specified. It is the Proponent’s sole responsibility to ensure its Proposal is received at the address set out above by the Closing Time. Proposals received after the Closing Time will not be accepted or considered. However, the District may consider extending the submission deadline

should it be proven that preparation time is not sufficiently long enough. Requests for extension can be submitted to the listed project contact.

More than one proposal from an individual, firm, partnership, or association under the same or different names will not be considered.

For further information, please contact Vern Braun at (250) 230-2059 or by email at vbraun@porthardy.ca



DISTRICT OF PORT HARDY

The Don Cruickshank Memorial Arena is part of the Port Hardy Recreation Centre.

The Port Hardy Recreation Centre is a social hub of the community. The arena is well used both when the ice is in and during the dry floor season. The sound system is used year-round for a various events and programs.



Location of project

1. Project Scope

At a minimum, the scope should consider the following items:

- a. Speakers situated strategically throughout the arena;
- b. Amplifiers;
- c. Wireless microphone capability;
- d. Factor plates in both the skate shop and timekeepers booth;
- e. System controls;
- f. Project must be completed while ice sheet is present.

2. Deliverables

The key deliverables will be:

- a. Pre-installation report detailing at a minimum the items identified in the project scope;
- b. Tender ready documentations;
- c. Final Inspection report.

3. Timeline

- a. Quotes submitted by Oct. 22, 2021.
- b. Work to be completed by Nov. 30, 2021.

4. Project Team

The installing contractor will be the point of contact to the District.

5. District Involvement

The Recreation Facilities Foreman will be the available for design consultation and change order approvals.

6. Budget

The total budget for project shall not exceed **\$45k (including installation and PST)**

Proposals submitted above the budget may be disqualified.

7. Commitment by the District

The District will make the following available to the Project Contractor at no cost:

- a. Site meeting to discuss design options.

8. Contractor's Proposal

The following is requested to submitted:

- a. Full name, address and telephone number of the submitting office of the Installing Contractor and, where applicable, the same of any branch office, affiliate or sub-contractor(s) that will be involved in the project;
- b. A statement of previous experience. Identify experience in the completion of similar projects and include references;
- c. Provide a detailed project timeline schedule;
- d. Provide a schedule of proposed fees and tasks;
- e. Any other information that may enhance your submission, especially that which pertains to similar projects completed by the Installing Contractor;
- f. Proof of liability insurance and a WorkSafe clearance letter may also be requested. All work to be completed in compliance with WorkSafeBC

9. Evaluation Criteria and Award

- a. Proposals will be evaluated based on what is deemed the best overall value for the District. The following criteria form the basis upon which evaluation of proposals will be made:
 - i) Expertise and relevant experience of assigned personnel (50%)
 - ii) Suitability and quality of methodology (25%)
 - iii) Cost and schedule (25%)
- b. The District reserves the right:
 - i) To reject any or all proposals, or any part thereof;
 - ii) To accept the proposal that is in the best interest of the District;
 - iii) To negotiate the terms of any proposal;
 - iv) To select a Contractor based on a combination of relevant experience, expertise, cost, schedule and completeness and clarity of submission.

- c. Except as expressly and specifically permitted in these instructions, no proponent shall have any claim for any compensation of any kind whatsoever as a result of participating in the RFP and by submitting a proposal each proponent shall be deemed to have agreed that it has no claim.

10. Freedom of Information

The District of Port Hardy is subject to the British Columbia *Freedom of Information and Protection of Privacy Act* and as such any reports and/or documents produced on behalf of the District are subject to public review under the *Act*.

11. Ownership

All information generated and presented through the course of this project will become the property of the District of Port Hardy, including, but not limited to:

- a. AutoCAD drawings.

12. Reporting

The Installing Contractor will report to Vern Braun, Recreation Facilities Foreman.