

SCHEDULE B: PROPONENTS MANDATORY RESPONSE FORM

It is mandatory for Proponents to provide your response directly onto this **Schedule B**. Proponent(s) should respond to each of the items listed in **Schedule B** to ensure their Proposal submission receives full evaluation consideration. If Proponent's response is lengthy, provide your initial response on **Schedule B** and provide additional information as an Appendix, identifying section (i.e., **Part A (1.0)**).

Please include responses on textboxes on form or write in responses and send in the scanned file. **Please email wwselectrical@rdn.bc.ca if you have any technical difficulties.** Proponents can attach additional information to the Submission Form to further expand on their responses. *Please keep additional information concise in nature (maximum of 10 pages preferred not including quality assurance program if available).*

Part A – Company Profile and Experience (35 points)

1.0 Corporate Profile and Comparable Work Experience

Proponents are to provide a summary of their corporate profile and experience with similar facilities and type of Work required as identified in **Schedule A**. Detail previous experience specific to wastewater operations or other process industries and maintenance.

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1.0 Corporate Profile and Comparable Work Experience –continued

[illegible]

2.0 Relevant Project and/or Maintenance Experience and References

Proponents shall be competent and capable of performing the Work requested.

Contracts indicated below should be related to operations similar in size, scope, and complexity. Preferences will be made for “On-call” Electrical Maintenance and Repair Contracts of a similar nature. The Regional District will not award a contract to any Proponent whose references are unsatisfactory, in the sole opinion of the Regional District.

The RDN may contact references for more information on projects and/or contracts of a similar nature.

RELEVANT PROJECT OR MAINTENANCE REFERENCE 1

Project	
Value	
Brief Description of Contract	
Year Started	
Year Completed	
Telephone	
Company	
Contact Person	

RELEVANT PROJECT OR MAINTENANCE REFERENCE 2

Project	
Value	
Brief Description of Contract	
Year Started	
Year Completed	
Telephone	
Company	
Contact Person	

RELEVANT PROJECT OR MAINTENANCE REFERENCE 3

Project and Value	
Brief Description of Contract	
Year Started	
Year Completed	
Telephone	
Company	
Contact Person	

RELEVANT PROJECT OR MAINTENANCE REFERENCE 4

Project and Value	
Brief Description of Contract	
Year Started	
Year Completed	
Telephone	
Company	
Contact Person	

3.0 Personnel

Provide list of personnel currently employed with the company and will be assigned to this Contract.

Electrical Ticket Verification of personnel listed will be required prior to contract award. Identify experience, electrical licenses, certifications, and qualifications of each personnel (preference will be given to experience in wastewater or process industries and maintenance).

Provide Field Safety Representative (FSR) Level for all individuals listed who will assigned to this Contract.

Identify whether the individual has confined space and WHMIS training.

1. Name

Qualifications

FSR Level

Confined Space

Training

Yes ☐ No ☐

Work Experience

2. Name

Qualifications

FSR Level

Confined Space

Training

Yes ☐ No ☐

Work Experience

3. Name _____
Qualifications _____
FSR Level _____
Confined Space Training Yes ☐ No ☐ Expiry Date: _____
WHMIS Yes ☐ No ☐
Work Experience _____

4. Name _____
Qualifications _____
FSR Level _____
Confined Space Training Yes ☐ No ☐ Expiry Date: _____
WHMIS Yes ☐ No ☐
Work Experience _____

5. Name _____
Qualifications _____
FSR Level _____
Confined Space Training Yes ☐ No ☐ Expiry Date: _____
WHMIS Yes ☐ No ☐
Work Experience _____

6. Name _____
Qualifications _____
FSR Level _____
Confined Space Training Yes ☐ No ☐ Expiry Date: _____
WHMIS Yes ☐ No ☐
Work Experience _____

7. Name

Qualifications

FSR Level

Confined Space
Training

Yes ☐ No ☐ Expiry Date: _____

WHMIS

Yes ☐ No ☐

Work Experience

8. Name

Qualifications

FSR Level

Confined Space
Training

Yes ☐ No ☐ Expiry Date: _____

WHMIS

Yes ☐ No ☐

Work Experience

Part B – Financial Considerations (40 points)

1.0 Labour Rates

The labour rates shall be in Canadian Funds and are all inclusive without limitation, wages, benefits, vehicle, fuel, tools, mobilization and demobilization, supervision, insurance, all licenses, permits, overhead and profit and all other requirements necessary for the commencement, performance and completion of the Work. The GST and PST should not be included in any prices and should be shown separately on the invoicing. Materials will be itemized and charged separately. When calculating labor charges on invoices, partial hours will be rounded up to the nearest ¼ hour.

All Work performed is to be in accordance with all governing regulatory authorities within the Regional District of Nanaimo, including, but not limited to, the BC Building Code, Technical Safety BC, and WorkSafe BC.

Electrical Journeyman (100% of hours where applicable)	Price per Hour (exclude GST or PST)
Regular Time: 7:30 am to 4:30 pm Monday to Friday	
Overtime	
Saturdays	
Sunday/ Statutory Holidays	
Minimum Call Out Hours	

2.0 Mark-up: Materials / Rental equipment / Sub-contractor

Mark-up rate on:

Original equipment invoices = _____ %

Rental Equipment invoices = _____ %

Sub-Contractor invoices = _____ %

Note: original equipment invoices need to be provided.

2.1 Owned Equipment

If your firm owns equipment, identify below how equipment would be charged for:

3.0 Travel Time

Please indicate Yes/No if travel time is charged. If yes, state how travel time is calculated.

3.1 Charge for Vehicle

\$ _____/hr or _____ Trip

Part C –Technical Information (25 points)

1.0 Response Time

In addition to regular service, emergency repairs may be required. Provide the maximum response time in these instances in terms to arrive at the specific RDN facility to conduct emergency repairs:

1.1 Regular Service Response Time (Monday to Friday 7:30 am to 4:30 pm): Confirm Response in Hours from Service Call Request to arrive on-site both at Greater Nanaimo Pollution Control Centre and French Creek Pollution Control Centre.

1.2 Emergency Service Response Time during regular hours (Monday to Friday 7:30 am to 4:30 pm) and outside regular hours. Confirm response time in hours from Service Call Request to arrive on-site both at Greater Nanaimo Pollution Control Centre and French Creek Pollution Control Centre.

1.3 After Hours Emergency Service Approach Describe your service approach to requests by the RDN outside regular hours. How would service be requested? Describe your firm’s on-call system.

2.0 Contact Phone Numbers (please provide for information)

Proponents shall provide one or more telephone numbers for contacting a company representative at, regular hours, after daytime working hours and for emergency repair services:

2.1 During Regular Hours

(7:30 am to 4:30 pm Monday to Friday) – Please provide Contact Names and Phone Numbers

2.2 Outside Regular Hours

Please provide Contact Names and Phone Numbers

3.0 Equipment and Vehicles (please provide for information)

Equipment used at the Regional District Facility must be clearly identified. Please list Proponent’s vehicles and equipment which is owned or leased and would be used in providing the Work. Demonstration of the equipment offered may be required and must comply in all respects with the standards, requirements and governing regulations of the *BC Motor Vehicle Act*.

Equipment Type	Make	Model

4.0 Experience with Process Industry, PLC, and SCADA systems

Please describe the experience of your workers with control systems, Portable Logic Controllers (PLCs), and Supervisory Control and Data Acquisition (SCADA) equipment (if applicable). Describe the type of hardware and specific experience. Identify your staff members with this experience.

[illegible]

5.0 Warranty – Parts / Workmanship

Present your firm's warranty on parts used and workmanship that will be provided to the RDN over this agreement. Discuss how your firm will handle warranty requests. What process and/or procedure will your firm be presenting to the RDN to make a warranty claim on workmanship or equipment installation.

[illegible]

6.0 Occupational Health and Safety Program

Provide examples of how your firm has met the requirements of the safety program of clients and the *BC Occupational Health and Safety Regulation*.

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7.0 Quality Assurance Program

Provide information on the methods and procedures your company has in place to ensure that customer concerns are acknowledged, addressed and resolved in a timely manner and to the customer's satisfaction.

Please attach a copy of your firm's quality assurance program to ensure work completed work meets quality standards if available.

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APPENDIX A: PROPOSAL SUBMISSION FORM

Appendix A must be signed by an authorized signatory in a position to legally bind the Proponent to statements made in response to this Request for Proposals.

We hereby submit our Proposal for the Electrical Maintenance & Repair Services and undertake to carry out the Work/Services in strict accordance with all referenced Terms & Conditions, Regulations and Building Codes, applicable to this RFP.

We have carefully read and examined the Request for Proposal and have conducted such other investigations as were prudent and reasonable in preparing the Proposal. We agree to be bound by statements and representations made in this Proposal and to any Contract resulting from this Proposal.

Form needs to be signed. E-signatures may be used. Another option is print off the form, sign, and submit the scanned copy.

Company Name	
Street Address	
City, Province & Postal Code	
Telephone Number	
Fax Number	
E-mail	
GST Registration Number	
Work safe Account Number	
Name and Title (please print)	
Signature	
Date	