

REQUEST FOR BID

1. Summary and Background

The Langdon Community Association (LCA) is currently requesting bids to design and install a security camera system and interior lighting, and all required electrical components, onto the existing skate shacks located next to the outdoor skating rink directly adjacent to the Langdon Fieldhouse building. The skate shacks which were constructed in 2015 were intended to be left open to the public to utilize while participating in events held in and around the outdoor skating rink. Unfortunately, the skate shacks have become an unwelcoming place as they are constantly being vandalised and damaged making them unsafe for the use of the general public. The purpose of this Request for Bid is to solicit quotes from various candidate organizations, conduct a fair and extensive evaluation based on criteria listed herein, and select the vendor who best complies with the requirements of this bid document and has acceptable commercial terms and pricing.

2. Bid Guidelines

This Request for Bid lists the requirements for an open and competitive process. **Bids will be accepted until 5pm MST, August 14, 2017.** Any bids received after this time will not be considered. All bids must be signed by an official agent or representative of the company submitting the bid.

If the organization submitting a bid must outsource or contract any work to meet the requirements contained herein, the subcontracted scope must be clearly stated in the bid. Any bids which call for outsourcing or subcontracting work must include a contact name and details of the company being subcontracted. Additionally, all pricing included in bids must be all-inclusive to include any outsourced or contracted work.

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. All contractual terms and conditions will be subject to review by LCA and will include scope, budget, schedule, and other necessary items pertaining to the project.

3. Project Scope

This project will be broken into two (2) phases which will be completed sequentially upon confirmation of funding for each phase. At this time, the LCA has funding allocated for phase 1 of this project and will be applying for additional funding as required to complete phase 2 accordingly. Should funding become available, this contract will be extended to include the work required for phase 2 of this project.

The associated phases for this project are as follows:

Phase 1: Langdon Skate Shacks

During this phase the successful vendor will be expected to design and install electrical services and security camera coverage to the existing skate shacks located to the North side of the existing outdoor ice rink.

The electrical services will be required to support the following:

- a) one (1) permanent LED light inside of each skate shack – two (2) total – with capability to be programmed to automatically turn on/off as required by the LCA;
- b) one (1) permanent LED light inside of the small storage area within the east skate shack with a on/off switch located near the main door into the space;

- c) one (1) tamper resistant plug per skate shack – two (2) total – that is capable of supporting a standard commercial rated space heater;
- d) all electrical and data requirements to support the security camera system detailed below.

The security camera requirements for this phase are as follows:

- a) one (1) tamper/vandal resistant high definition security camera inside of each skate shack – two (2) total – that has sufficient lens coverage to capture all activities occurring inside of each skate shack;
- b) one (1) tamper/vandal resistant high definition security camera mounted outside of the skate shacks that has sufficient camera lens coverage to capture all activities occurring outside of each skate shack. Note – if this is not feasible with the use of one (1) security camera this must be noted within your submittal with a separate price provide in the submitted bid accordingly.

Phase 2: Langdon Fieldhouse and Parking Area

During phase 2 of this project the successful vendor will be expected to design and install a complete security camera system capable of providing full coverage of the complete exterior (i.e. all directions) of the Langdon Fieldhouse, as well as complete coverage of the main parking area directly adjacent to the skating rink and fieldhouse as shown in the attached site layout.

It will be the successful vendor's responsibility to provide a proposed camera layout in order to achieve the required lens coverage and include for this accordingly in the bid submitted. All cameras for this phase are also required to provide high definition resolution.

4. Request for Bid and Project Timeline

Request for Bid Timeline:

All bids in response to this request are due no later than **5pm MST, August 14, 2017**.

A common question response session will be held with all bidders interested on **August 9, 2017 at 5 pm** in order to provide response to all queries in a common format as well as an opportunity to have a walk down of the existing facility and location. It will be located at the **Langdon Fieldhouse 344 centre St., Langdon, AB.**

Evaluation of bids will be conducted from **August 14 – August 21, 2017**. If additional information or clarifications are needed with any bidders during this evaluation window, the bidder(s) will be notified.

The selection of the winning bidder will be made by the LCA no later than **August 21, 2017**.

Upon notification, the contract negotiation with the winning bidder will begin immediately. Contract negotiations are expected to be completed by **August 25, 2017**.

Notifications to bidders who were not selected will be completed by **August 25, 2017**.

5. Budget

All bids must include proposed costs to complete the tasks described in the project scope and must have a separate price for each phase noted within the project scope. Pricing must be itemized. NOTE: All costs and fees must be clearly described in each proposal. No costs above and beyond those included on the bids will be allowed without written authorization from the LCA and receipts or proof of additional expense from the vendor.

6. Bidder Qualifications

Bidders must provide the following items as part of their bid for consideration:

- Description of experience in planning, building, and completing similar sized projects
- List of how many full time, part time, and contractor staff in your organization will be used for this project
- Anticipated staff resources you will assign to this project (total number, role, title, experience)
- Timeframe for completion of the project (detailed schedule with milestones)

7. Bid Evaluation Criteria

The LCA will evaluate all bids based on the following criteria. To ensure consideration for this Request for Bid, your bid should be complete and include all of the following criteria:

- Overall bid suitability: proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner
- Organizational Experience: Bidders will be evaluated on their company experience as it pertains to the scope of this project
- Previous work: Bidders will be evaluated on examples of their work pertaining to completed construction as well as client testimonials and references
- Value and cost: Bidders will be evaluated on the cost of their solution(s) based on the work to be performed in accordance with the scope of this project
- Technical expertise and experience: Bidders must provide descriptions and documentation of staff technical expertise and experience

Each bidder must submit 3 copies of their bid to the address below by August 14, 2017 at 5pm MST:

**523 Boulder Creek Drive
Langdon, AB
T0J 1X3**

SITE LAYOUT

