



Department of Finance
Procurement Services

REQUEST FOR PROPOSAL
Tender Number: 6145
Closing Date: 4-August-2023
Closing Time: 2:00PM
Atlantic Time

Heat Pump, 31585 Western Road, Richmond, PE– Department of Housing, Land and Communities

1. Check for changes to this request

Before submitting this proposal, visit the Procurement website www.princeedwardisland.ca/en/tenders to see if any Addenda detailing changes have been issued on this tender. Changes may be posted up until the tender closing time. It is your responsibility to acknowledge and take into account **ALL ADDENDA**.

2. Give your business information (please print)

Name of Company: _____
(If you are not a registered company, give your name)

Street Address: _____

City: _____ Province: _____

Postal Code: _____ Email Address: _____

Mailing Address (if different): _____

Phone Number: _____ Fax Number: _____

HST/GST Registration Number (BN): _____ (leave blank if NOT applicable)

3. Review the following documents, which will form part of your proposal

All documents can be found on the Procurement Services website at www.princeedwardisland.ca/en/tenders.

- Atlantic Standard Terms and Conditions <https://cap-cpma.ca/atlantic-supplier-development/standard-terms-and-conditions/>
- Vendors are encouraged to read the Atlantic Provinces Standard Terms and conditions and the Procurement of Goods Regulations, prior to submitting any bid.
- <https://www.princeedwardisland.ca/en/legislation/procurement-goods-act/procurement-goods-regulations>
- This tender opportunity is issued in accordance with the provisions of the Canadian Free Trade Agreement. Vendors are encouraged to read the Atlantic Provinces Standard Terms and Conditions, prior to submitting any bid. <https://www.cfta-alec.ca/canadian-free-trade-agreement/>

4. Additional Information

- Prices are to be in Canadian Funds.
- Price to include: Freight & Delivery.
- **It is the intention of the Province to award the item(s) listed in this tender to one (1) vendor.**
- Vendors are advised that all documents forming part of the RFP process, including all submitted proposals, are subject to the *Freedom of Information and Protection of Privacy Act* R.S.P.E.I. 1988, Cap. F-15.01 ("FOIPP"). A copy of FOIPP is available at:
<https://www.princeedwardisland.ca/en/legislation/all/all/a>

5. Submit Proposal To:

PROCUREMENT SERVICES

95 Rochford Street
2nd Floor South, Shaw Building, Room 27
Charlottetown, PE, C1A 7N8

Email: procurementservices@gov.pe.ca

When submitting your bid to the above email address, please ensure your company name and tender number are clearly marked in the subject line of the email.

Acceptable methods to submit your bid; EMAIL ONLY TO: procurementservices@gov.pe.ca

6. CONTACT INFORMATION

About the good or service:

Name: James MacDonald
E-mail: jamesmacdonald@ihis.org

About the procurement process:

Procurement Officer: Melanie Barlow
E-mail: mbarlow@gov.pe.ca

**APPENDIX A:
TENDER SPECIFICATIONS:**

**Department of Housing, Land and Communities
Housing Services**

**Heat Pump as per attached draft contract for:
31585 Western Road, Richmond, PEI.**

Please note the following:

- Lowest or any tender not necessarily accepted - the Department of Housing, Land and Communities reserves the right to accept or reject any or all bids.
- May reject a proposal based on:
 - (a) past performance;
 - (b) inappropriate, illegal or unethical conduct;
 - (c) the refusal of the Bidder to honour its submitted pricing or other commitments;
 - (d) any conduct, situation or circumstance determined by Housing, Land and Communities, in its sole and absolute discretion, to have constituted an undisclosed Conflict of Interest;
 - (e) the Housing, Land and Communities' past experience with the Bidder for similar or related services; or
 - (f) any information provided to Housing, Land and Communities by any references of the Bidder.
- **Faxed, hand delivered or mailed submissions will not be accepted.**
- Late submissions will not be accepted.
- The contract will be awarded based on the bidder whose bid provides the greatest value based on quality, service, and price.
- The successful bidder will be required to execute the attached contract, including providing appropriate certificate of insurance and certificate of good standing by the Workers Compensation Board prior to commencing work at any site.
- Due to the current COVID-19 restrictions, a public tender opening will not take place. Please contact **James MacDonald at (902) 315-1569** or email at jamesmacdonald@ihis.org for further Information.
- Services may not be contracted with individuals who have not attained the legal age of 18 years.
- Completion date is **November 23, 2023.**

**Bid Form for
Department of Housing, Land and Communities
Tender # 6145 - "Heat Pump - 31585 Western Road, Richmond, PE"
Submitted by:**

Contractor _____

Address _____

Telephone _____

Having examined the specifications for this project as well as any addenda issued, WE HEREBY OFFER to furnish all materials and labour necessary for the full and proper completion for "**Heat Pump**" at the location identified above and supply and install at the location identified above. This bid shall **include all applicable taxes** in force at this date but shall not include any additional or deductible allowances or taxes which may be applicable subsequent to this date, and which shall be payable by or to the Department of Housing, Land and Communities, in accordance with the above mentioned documents. **The bid shall also include dumpage fees.**

TOTAL COST _____ **Dollars**

in lawful money of Canada (\$_____).

In submitting this tender, we recognize the necessity to complete the information requested by any appendices, as well as the right of the Department of Housing, Land and Communities to accept any tender at price submitted on the condition that revised tenders will not be called for if minor changes are made.

In the event of this tender being accepted, we are prepared to commence work on:

_____ and complete our work by: _____.

If we are notified of the acceptance of this tender within the specified time, we will:

- 1) Enter into a formal contract agreement with the Department of Housing, Land and Communities.
- 2) Complete the entire work on or before the dates stated.

This tender includes the following addenda(s):

<u>Addendum #</u>	<u>Date</u>	<u>Initial</u>
_____	_____	_____
_____	_____	_____

Date _____ **(To be signed by an Officer of the Company or Sole Owner)**