



Request for Proposal

You are invited by the Tr'ondëk Hwëch'in to submit a proposal for:

Plumbing and Heating Services

Tr'ondëk Hwëch'in is looking to enter into a standing offer contract with one or more Service Providers that will provide the best value and customer service. The contract term will begin April 1, 2021 and end on March 31, 2022. The contract(s) will be for plumbing and heating maintenance and/or repairs for twelve (12) commercial buildings and 142 housing units all located in Dawson City, Yukon. These properties are managed by the Department of Housing and Infrastructure. The Tr'ondëk Hwëch'in is a self-governing First Nation dedicated to governing its citizens, lands, and resources in accordance with Tr'ondëk Hwëch'in culture and traditions.

Persons wishing to submit tenders are advised to ensure they are fully familiar with the nature and extent of the obligations to be accepted by them should their proposal be successful.

Instructions

1. Closing Date and Time - Proposals must be received before the closing Date and Time. Late submissions will not be considered regardless of the reason for their late delivery.
 - a. Proposal Closing Date: March 11, 2021
 - b. Proposal Closing Time: 5:00 PM
2. Proposal Submissions - Proposals must be submitted through one of the following two methods in order to be considered:
 - a. Hard Copy Submissions must be dropped off at the Tr'ondëk Hwëch'in Finance Department located in Administration Office at 1242 Front Street, Dawson City, Yukon
 - b. Electronically via email to: procurement@trondek.ca
3. Questions – Any questions relating to this RFP are to be submitted to Peter Marangu, Director of Housing and Infrastructure who can be contacted at 867-993-7100 ext. 162 or Peter.Marangu@trondek.ca.
4. Proposal Completion – Contractors are solely responsible for ensuring their proposals are complete and include the following:
 - a. Contractor contact information including email, phone number and mailing address;
 - b. Detailed description of services included and proposed pricing, not including GST;
 - c. Qualifications and experience of personnel who will be involved in the work - include applicable certificates, licences, diplomas, etc.;
 - d. List any applicable in-house resources (i.e. tools, vehicles, other equipment);



Request for Proposal

- e. List any subcontractors that will be hired for this contract;
- f. Include proof of Yukon WCB coverage, current Business Licence and Liability Insurance;
- g. Minimum of two (2) References for similar service contracts; and
- h. Ensure proposal is dated and signed by the Contractor's authorized representative.

Scope of Work

The work includes the provision of plumbing and heating services on an "as needed and when requested" basis, including emergency response and at the sole discretion of the Housing and Infrastructure Department which is responsible for twelve (12) commercial buildings and 142 housing units.

When work under this contract is required, Tr'ondëk Hwëch'in will notify the contractor regarding the location and general nature of the work and will issue a purchase order or work order. Invoices for work completed must reference the purchase order or work order issued and include a breakdown of the charges including labour charges, supplies and any other applicable charges.

The type of work required will include, but is not limited to:

- Repair furnaces and boilers;
- Repair/replace hot water tanks;
- Thermostat replacement;
- Leaking/frozen pipes;
- Leaking bleeders, faucets, taps, toilets, etc.;
- Frozen toilets;
- Valve replacements;
- Emergency on-call (including after hours) plumbing and heating services; and
- All other related plumbing and heating work not listed here.

Cost Proposal

Cost Proposals must include hourly rates for Journeyman, Apprentice, Labourer, and additional fees/charges, emergency on-call rates (after hours) and charges, mark-up on any plumbing supplies, and any related fees/charges not listed here.

Insurance and Liability

The Service Provider, during the period of time the contract is in force, and during any warranty period stated in this contract, will maintain the following insurance with minimum policy limits as specified below, in forms and with insurers acceptable to the First Nation.

- Automobile Insurance covering all vehicles used in the performance of the contract
- General Liability Insurance of \$2,000,000.00,



Request for Proposal

The Tr'ondëk Hwëch'in shall be specified as an additional insured on all insurance policies contemplated in this contract. Proof of required insurance must be submitted in the Proposal Package.

Terms and Conditions

1. All Contractors invited to submit proposals must provide to Tr'ondëk Hwëch'in valid Business Licenses, WCB compliance and be registered with Revenue Canada. The Contractor must provide their GST number to Tr'ondëk Hwëch'in prior to entering into a contract.
2. The Contractor has the skills, knowledge and expertise to complete the work outlined in their proposal.
3. Contractors submitting a proposal are advised to ensure they are fully familiar with the nature and extent of the obligations to be accepted by them should their proposal be successful.
4. The Contractor acknowledges that should their proposal be successful, their name and proposal price will be disclosed to the other bidders.
5. Each proponent, by submitting a proposal, irrevocably waives any claim, action, or proceeding against the Tr'ondek Hwech'in First Nation including without limitation any judicial review or injunction application or against any of the Tr'ondek Hwech'in First Nation's employees, advisors or representatives for damages, expenses or costs including costs of proposal preparation, loss of profits, loss of opportunity or any consequential loss for any reason including any actual or alleged unfairness on the part of the Tr'ondek Hwech'in First Nation at any stage of the Request for Proposal process, if the Tr'ondek Hwech'in First Nation does not award or execute a contract, if the Tr'ondek Hwech'in First Nation is subsequently determined to have accepted a noncompliant proposal or otherwise breached or fundamentally breached the terms of the instructions to proponents.

Evaluation Criteria

Proposal submissions will be evaluated based on best value solution combined with point preference system. Tr'ondëk Hwëch'in preferential hiring policy will apply.

Tr'ondëk Hwëch'in need not accept the lowest or any bid and reserves the right to reject or accept any or all bids without further explanation.



Request for Proposal

For Reference Use Only:

	Possible Points	Awarded Points
1. Bid Price	60	
2. Preference Points	5, 10 or 15	
3. Project Specific Criteria:		
Contractor and personnel qualifications	5	
Commitment to service	10	
References – minimum of two (2)	10	
Total	100	

1. Price: The amount of points awarded for Price is correspondingly less for each higher bid price. The points are awarded by factoring the price. The lowest bid is awarded 60 points.
2. Preference Points: Only one Preference type can be claimed, as per the Procurement Policy

Types of Firms

Wholly TH owned business

(Partnerships 51%+ TH ownership, Sole Proprietor, etc.)

Claim 15 points

Partially TH owned business

Partnership (50/50% TH, non TH ownership)

Claim 10 points

Non TH business within Dawson City

Claim 5 points

Corporations claim 3 points per TH equity holder

Claim up to 15 points