



**LADYSMITH**

*Parks, Recreation, and Culture*

**Request for Proposals**

**No. 2021-PRC-02**

**Transfer Beach Shelter(s) Renovations**

For further information  
please contact:

**Richard Frost**  
**Manager of Facilities**  
**250.268.3583**  
**rfrost@ladysmith.ca**

RFP Issue Date: **September 29, 2021**  
RFP Closing Date: **October 14<sup>th</sup>, 2021 @ 2:00 pm,**  
RFP Opening: **October 14<sup>th</sup>, 2021 @ 2:30 pm,**  
Location of Bid Opening: **Ladysmith City Hall**



## 1. Introduction

The Town of Ladysmith is seeking proposals from multiple qualified, experienced contractors for the renovations to two (2) park shelters at Transfer Beach. In order to qualify, companies that have the experience, manpower, and equipment will only be considered.

## 2. Required Project Deliverables

Under the direction of the Town’s Manager of Facilities, Parks, Recreation, and Culture, the contractor will responsible for the renovations and upgrades that are included in the Town of Ladysmith’s information package (see link below).

Please use these links for all details and drawings:

Kinsmen Shelter: <https://ln5.sync.com/dl/1da646fa0/2vvaxkif-twqesgkx-6vnfcq3c-h2zize8z>

Kayak Shelter: <https://ln5.sync.com/dl/939fd4de0/x2gkjr9-i5xdhry3-7i658d9c-kkjv3mv>

## 3. Response Content

All respondents should include the following information in their proposal

- Name of Company
- Contact name
- Short summary of company information
- Expected start date and estimated completion date
- Fee quote

As part of the submission review process, proponents may be required to present their proposal and approach to the Town staff. Proposals will be reviewed and evaluated by a committee comprised of Town staff. During the evaluation process any or all of the proponents may be asked for clarification by telephone or email.

## 4. Enquiries

All enquiries related to this “Request for Proposal” are to be directed to:

Richard Frost, Manager of Facility Operations  
[rfrost@ladysmith.ca](mailto:rfrost@ladysmith.ca)  
250.268.3583

## 5. RFP Addenda

It is the responsibility of the proponents to check periodically for any addenda that may be issued by the town of Ladysmith. Addenda will be posted on the Town of Ladysmith website ([www.ladysmith.ca/city-hall/bid-opportunities](http://www.ladysmith.ca/city-hall/bid-opportunities)) and on BC Bid.

## 6. Proposal Submission by Email Only

Proponents are requested to submit their proposals **no later than 2:00pm on October 14<sup>th</sup>, 2021** to the attention of:

Donna Smith, Manager of Corporate Services  
Town of Ladysmith  
410 Esplanade - P.O. Box 220  
Ladysmith, BC V9G 1A2  
Email: [bid@ladysmith.ca](mailto:bid@ladysmith.ca)

Proposals must be submitted by email. The Town is not responsible for the timely receipt or adequacy of any electronic transmissions, and late receipt of Proposals via email or facsimile will be cause for rejection of a Proposal.

All submissions must be clearly marked “**Request for Proposals No. 2021-PRC-02**”.

The successful bidder will be required to obtain and provide proof of the following:

- A current business licence for operating in the Town of Ladysmith
- A Clearance Letter from WorkSafe BC that confirms they are registered and in good financial standing with WorkSafe BC
- Minimum \$2 million liability insurance with the Town of Ladysmith named as additional insured
- Federal, provincial and municipal permits when and where applicable

Submissions in response to this RFP will be opened at the Town of Ladysmith City Hall on **October 14, 2021 at 2:30pm**. This is not a public opening

## 7. Proposal Evaluation

The Town will evaluate proposals based upon but not limited to, the following:

- Quality of the proposal
- Fee quote
- Principles of best value (see below)
- Demonstrated proven experience
- Accessibility and responsiveness
- Reference checks

The Town reserves the right to accept or reject any or all proposals either whole or in part at any time, or waive formalities in, or accept a proposal either whole or in part which is deemed most favourable in the interest of the Town. The Town will be under no obligation to proceed further with any submitted proposal and, should it decide to abandon same, it may, at any time, invite further proposals for the supply of the described services or enter into any discussions or negotiations with any party for the provision of the services. No alterations, amendments or additional information will be accepted after the closing date and time unless invited by the Town.

The lowest or any submission in response to this RFP will not necessarily be accepted. The bids will be considered on their merits and it is not the intention of the Municipality to buy on price alone.

The Town of Ladysmith Purchasing Policy entails the following Principles of “Best Value”:

- Procure the goods and services requirements of all departments in an efficient, timely and cost effective manner while maintaining the necessary controls;
- Engage in an open bidding process wherever practical;
- Ensure maximum value is obtained during the acquisition of goods and services. Where applicable, the total cost of the goods and services purchased should be taken into account. Total cost may include but not be limited to acquisition cost, disposal cost, residual value, training cost, maintenance cost, product performance and environmental impact;
- Take into account wherever practical the commitment to protection of the environment, and energy conservation;
- Ensure the acquisition of goods and services meets the requirements of applicable legislation and trade agreements, including the New West Partnership Trade Agreement, and the Agreement on Internal Trade; and
- Ensure that maximum value is realized when disposing of surplus goods, materials and equipment.
- Up to five (5) percent of the evaluation score will be allocated based on the proposal’s contribution to the following community benefits:
  - *Economy*
    - Demonstrate job creation within the local area, which is defined as the Cowichan Valley Regional District and the Regional District of Nanaimo.
    - Contribute to a stronger local economy (buy local)
    - Increase training and apprenticeship opportunities
    - Provide work experience and employment opportunities for youth aged 15 to 24
    - Ensure that a Living Wage for the local area is paid

- *Public Spaces*
  - Enhance community recreation, arts and/or culture infrastructure
  - Improve and enhance public spaces
  - Improve access to public spaces for people living with disabilities
  
- *Environment*
  - Demonstrate that work undertaken exceeds requirements for environmental standards

## **8. Ownership of Proposals**

All Proposals and subsequent information materials shall become the property of the Town of Ladysmith after the closing date and time and will not be returned.

The Proposals will be held in confidence by the Town subject to the provisions of the *Freedom of Information and Protection of Privacy Act*. This Request for Proposals and all associated documentation is the property of the Town of Ladysmith and shall not be copied or distributed without the prior written approval of the Town.