

INVITATION TO TENDER

IREP Regions: General
Energy Initiative: HEAT RECOVERY RETROFIT
Reference No.: IREP 2010-C1
Date of Issue: July 12, 2010

SECTION A—OVERVIEW

The Recreation Facility Association of Nova Scotia (*RFANS*), in conjunction with the Nova Scotia Department of Health Promotion and Protection and Conserve Nova Scotia, has developed the Ice Rink Energy Program (*IREP*) to promote and implement various energy initiatives in skating and curling rinks across the province, as well as monitor and report on associated energy savings.

Through IREP, RFANS will be responsible for coordinating the procurement and installation of identified energy initiatives on behalf of groups of rinks. These initiatives will be organized through a Project Portfolio (*Portfolio*) and conducted in various regions across Nova Scotia, typically based on geographic proximity of facilities.

A key objective of IREP is to minimize the cost of installations through mass purchasing on behalf of participating rinks, as opposed to soliciting pricing for several similar projects at individual facilities. Consequently, this will expedite the overall payback through anticipated energy savings.

IREP has coordinated financing for this Portfolio with several funding partners. All companies submitting a Tender (*Bidders*) are to understand that any contracts secured through this Portfolio will be held directly with IREP on behalf of the participating rinks (*Owners*), and that IREP shall provide overall Project Management from confirmation of order through to the end of the warranty period.

SECTION B—DESCRIPTION OF PROJECT

1. Overview of Project Portfolio:

- .1 IREP is coordinating the following energy initiatives to be completed at participating facilities during the approximate same period of time:
 - a. IREP-2010A: Low Emissivity Ceiling
 - b. IREP-2010B: Rink Lighting Retrofit * *coordinated with Nova Scotia Power Inc.*
 - c. IREP-2010C: Heat Recovery Retrofit
 - d. IREP-2010D: Water Treatment System

2. Scope of Work:

- .1 This Invitation to Tender is for the supply (only) of heat recovery tanks, which are to be installed under separate IREP contracts in various regions.

- .2 Features of the Heat Recovery Tanks shall include:
 - a. 119 US gallon storage capacity
 - b. double jacketed construction (suitable for providing potable hot water)
 - c. fittings for installation (by others) in systems using R-22, R-410a, R-717, etc.
 - d. optional mounting legs (for installation if necessary)
 - e. other general features available with the Standard of Acceptance.

- .3 Standard of Acceptance:

ThermaStor Model II-1A or approved equal; refer to attached Specification Information.

SECTION C—TERMS AND CONDITIONS

1. Contracts:
 - .1 The successful Bidder will enter into a contractual arrangement with IREP on behalf of the individual Owner(s) for the supply of the equipment described in Section B.
 - .2 The contract may be in the form of a Purchase Order to the successful Bidder from IREP, or in the form of a written and signed acknowledgement (as supplied by the Bidder) which references this Invitation to Tender.
 - .3 All provisions outlined in this Invitation to Tender, as well as any additional provisions included in the Bidder's submission, shall be considered as being included in the final contract, unless specifically noted otherwise.

2. Rights reserved by IREP:
 1. IREP reserves the right to reject any or all submittals should any of the stated instructions not be followed, (e.g. submittal received after closing time, addenda not acknowledged, lack of information, etc.), or for any other reason which, in the opinion of IREP, casts doubt on the validity of the Tender.
 2. IREP reserves the right to waive irregularities and informalities in the submittal and evaluation process.
 3. IREP reserves the right to enter into negotiations with one or more Bidders without obligation to negotiate with or offer the same opportunity to all Bidders.
 4. IREP reserves the right to reject any or all submittals on the basis of merit or project limitations, and to discontinue the selection process at any time.
 5. IREP reserves the right to terminate this tender and enter into negotiations with other suppliers at its option if the evaluation process does not result in a Contract Agreement.
 6. IREP reserves the right to award future purchases for subsequent projects to the successful supplier based on pricing determined through this Invitation to Tender process.

3. Price submissions:
 - .1 Prices must be submitted on the Price Page (attached) complete with acknowledgement of any addenda.
 - .2 Terms of Payment are to be identified on the Price Page provided Page, or will otherwise be 30 days upon receipt of an invoice issued upon delivery of the equipment.
 - .3 All price quotations shall be valid for a period of 30 days following the stated closing date.
 - .4 Prices are to include all associated costs, including freight (identified as a separate item on Price Page), brokerage fees, etc.
 - .5 Prices to be in Canadian Dollars and are not to include Harmonized Sales Tax (i.e. HST extra).

SECTION D—INSTRUCTIONS FOR BIDDERS

1. Delivery of Tenders:
 - .1 Deadline for submissions is July 19, 2010 at 11:00 am Atlantic Time
 - .2 Tenders are to be delivered in a sealed envelope with the Bidder's name and marked: **IREP 2010-C1**
 - .3 Tenders are to be delivered to:

Recreation Facility Association of Nova Scotia
5516 Spring Garden Road, 4th Floor
Halifax, Nova Scotia
B3J 1G6

Attention: Catherine Kersten
(902) 425-5450 ◀ *Note: Reception desk for deliveries (only)*
2. Inquiries:
 - .1 All inquiries pertaining to this Invitation to Tender and/or Project Portfolio are to be directed to IREP in writing:

c/o Recreation Facilities Association of Nova Scotia
Catherine Kersten
Email: rfans@sportnovascotia.ca
 - .2 All inquiries will receive a response in writing, and will be addressed to all Bidders.

SECTION E—EVALUATION

1. All Tenders will be reviewed and evaluated by IREP Committee members.
2. The decision of the IREP Committee shall be final.

PRICE PAGE

1. We acknowledge receipt of the following addenda: _____

List all that apply (or n/a if not applicable)

2. We offer to supply the items as described in this Invitation to Tender at the following prices:

Quantity	Description	Unit Price	Extended Price
24	Therma-Stor Model II-1A Part no. 4021992	\$	\$
24	Mounting Legs Part no. 4023228	\$	\$
1	Freight for above (to Dartmouth, NS) <i>n/a</i>	\$
TOTAL			\$

ADDITIONAL INFORMATION:

▪ **DELIVERY DATE:** _____

▪ **TERMS OF PAYMENT:** _____

▪ **AUTHORIZATION:**

Company Name

Name of Authorized Representative (print)

Date

Title

Signature