

Rural Municipality of Kinkora

Request for Proposal Playground Structures - 2022

Request for Pricing

Kinkora Heritage Park Play Structures

The Rural Municipality of Kinkora is requesting quotations for Play Structures for Heritage Park. Sealed quotes clearly marked "Kinkora Heritage Park Play Structures – 2022" will be received up until **1:00 pm, Wednesday, January 18, 2022, at the Municipal Office at 45 Anderson Road, Kinkora, PEI, C0B 1N0**

Instructions

1. Price quotation form must be completed, signed and dated.
2. Prices shall not include HST. This tax is to be added when invoiced.
3. The Rural Municipality of Kinkora reserves the right to accept or reject any or all bids.
4. Late submissions WILL NOT BE ACCEPTED.
5. Emailed submissions WILL BE ACCEPTED.
6. Quotations to be signed ONLY by authorized personnel.
7. All product literature on products quoted to be enclosed with submission.

For further information or clarification, please contact Trent Williams at 902-432-4963 or email twilliams4691@gmail.com

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Playground Structures – 2022

Purpose:

The Rural Municipality of Kinkora proposes to engage the services of a company with experience in designing, supplying and delivering playground equipment for the Rural Municipality of Kinkora Heritage Park Playground. Play structures chosen for our Heritage Park location will enhance the outdoor recreational opportunity for users within our community. This approach is being undertaken to encourage innovative and creative thematic design proposals while adhering to the attached criteria, specifications and guidelines.

The objective of this Request for Proposal (RFP) is to provide the Rural Municipality of Kinkora with a firm capable of carrying out the design, supply and delivery herein defined. The subsequent Proponent submissions will form the basis for evaluation and selection.

Equipment Required

- **1 x 18 months to 5 years – Inclusive Play Structure**
- **2 x 5 years to 12 years**

The evaluation process will judge each proposal on a series of criteria listed within this document.

Submissions

The proposal must be made in the form of a signed proposal package. Proposal packages shall be delivered in a sealed envelope, with the proponent's company name and marked "Proposal Kinkora Heritage Park Play Structures – 2022" clearly stated and addressed as stated herein. Each proposal package shall include:

1. A fully completed and signed Standardized Proposal Submission Form.
2. Provide hardcopy and PDF electronic format showing clearly all equipment, model numbers, colors, dimensions, for each piece of equipment proposed.
3. Three dimensional perspective drawings showing the proposed equipment minimum 11" x 17" hardcopy size and PDF electronic format.
4. Information on materials and equipment from the manufacturer including warranty.
5. Signed statements from the manufacturer and installer indicating full compliance with CAN/CSA – Z614 Children's Play spaces and Equipment Standard for layout and components offered. Surface impact certification is required.

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Playground Structure Specifications

- a) All features shall possess vandal proof hardware and be constructed to minimize the effects of vandalism with uninterrupted lines of sight;
- b) All features shall be flame retardant;
- c) All materials shall be non-corrosive and suitable for long term outdoor use;
- d) Metal parts must be constructed from Galvanized Steel and powder coated for durability
- e) Plastics must be heavy duty and UV resistant;
- f) All fasteners shall be corrosion resistant;
- g) Design and material selection shall consider reduced maintenance requirements on a daily basis;
- h) Supply and shipment of Play Structure supplies and Materials to **Municipal Building at 45 Anderson Road, Kinkora, PEI, C0B 1N0**
- i) Play Structures must be CSA Approved and meet CSA Specifications along with IPEMA International Playground Manufacturers Association Certified
- j) Plastic parts must be resistant to degradation from ultraviolet light
- k) A minimum of a 15-year warranty on defective parts
- l) Free Standing anchoring system preferred to reduce movement from frost

Note: The successful Proponent will be responsible for preparing final design drawings and assure delivery of all components no later than 12 weeks from ordering.

- m) **Materials** - All products proposed and supplied must be new and free from defects which impair the strength and durability or which are visible. Materials shall be new and first class in every respect. All materials supplied to The Rural Municipality of Kinkora must be appropriately identified as approved by the Canadian Standards Association (CSA) and/or the Underwriters Laboratories (UL), standards for safety. All features must be properly wrapped and secured in place while in transport to the site. Delivery of playground equipment shall be FOB destination, **Municipal Building at 45 Anderson Road, Kinkora, PEI, C0B 1N0 PEI**. The Rural Municipality of Kinkora reserves the right to reject or refuse and request replacement components if defective in any manner before or after installation.

Warranty The equipment must include a minimum fifteen (15) year warranty for all play structures. Proponents shall detail all applicable warranties available for the play structures specifically outlining any inclusions/exclusions.

Maintenance Data - The Successful Proponent shall submit a set of install, maintenance and operating instructions to the municipality. The manuals shall include all equipment literature, parts list, operating instructions, maintenance instructions and all other pertinent data. The data shall provide enough instruction to permit municipality to install, operate and maintain the equipment.

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Layout and Design All proposed designs shall be included with your proposal. The layout and components shall ensure that the play structures are suitable for the area.

Project Budget - The Proponent is advised that the Play Structure Proposals must include design, features, equipment services and not exceeding: **\$45,000 Including Harmonized Sales Tax.**

Evaluation Criteria- The Rural Municipality of Kinkora reserves the right to accept any Proposal or reject any or all Proposals and waive formalities as the interests of the City may require. Proposals will be evaluated based on the following criteria:

- a. Play value (innovation, suitability to the playground and appeal to a variety of ages) 20 points
- b. Serviceability and Durability- Higher points will be awarded to a proposal that can provide playground equipment that will have lower requirements for Installation, maintenance and operation 15 points
- c. Cost - Please elaborate on how your proposal will maximize the available \$45,000 budget (HST Included), and provide details on why your proposal provides the best value for the dollars available (bottom line, value) 35 points
- e. Appearance (visual impacts, suitability to site, creativity) 15 points
- f. Warranty (duration, coverage) 10 points
- g. References 5 points

In evaluating submissions, the Rural Municipality of Kinkora, at its discretion, may clarify any aspect of any proposal with one (1) or more of the Proponents at any time.

The Proponent is expected to provide with their submission, any items or suggestions that may be of interest to the Rural Municipality of Kinkora in the services being provided.

The prices bid are to include any and all costs that are involved in the provision of the services.

All qualifying Submissions become the property of the on the closing date. the Rural Municipality of Kinkora

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NOT A TENDER CALL

This Request for Pricing (RFP) is not a tender call, and the submission of any response to this RFP does not create a tender process. This RFP is not an invitation for an offer to contract, and it is not an offer to contract made by the Rural Municipality of Kinkora. By this RFP, the Rural Municipality of Kinkora reserves to itself the absolute and unfettered discretion to invite submissions, consider and analyze submissions, select short-listed Proponents or attempt to negotiate an agreement with the Successful Proponent, if any, as the Rural Municipality of Kinkora considers desirable. Without limiting the generality of the foregoing, the municipality reserves the right to:

a) reject, consider or short-list any submission whether or not it contains all information required by this RFP;

b) require clarification where a submission is unclear;

c) reject any or all submissions without any obligation, or any compensation or reimbursement, to any Respondent, intended Proponent, or any other person associated with this RFP process;

d) all or any proposals not necessarily accepted, as the acceptance remains within the exclusive discretion of the Rural Municipality of Kinkora;

e) disqualify or reject any submission without discussion with the submitting party;

f) reject any or all submissions that the Rural Municipality of Kinkora considers are not in its best interests;

NO OBLIGATION TO PROCEED

Though the Rural Municipality of Kinkora fully intends at this time to proceed with the awarding the Heritage Park Play Structures– 2022 as contemplated herein, the Rural Municipality of Kinkora is under no obligation to do so. The receipt by the Rural Municipality of Kinkora of any information (including any submissions, ideas, plans, drawings, models or other materials communicated or exhibited by any intended Proponent, or on its behalf) shall not impose any obligations on the Rural Municipality of Kinkora. There is no guarantee by the Rural Municipality of Kinkora, its officers, employees or agents, that the process initiated by the issuance of this RFP will continue, or that this RFP process or any RFP process will result in a contract with the Rural Municipality of Kinkora for the provision of Heritage Park Play Structures– 2022

MUNICIPALITY'S DECISION-MAKING POWER

The Rural Municipality of Kinkora has the power to make any decision, or to exercise any contractual right or remedy, contemplated in this RFP at its own absolute and unfettered discretion, and no public law duty, whether arising from the principles of procedural fairness or the rules of natural justice, applies to the Rural Municipality of Kinkora

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BIDDER'S DECLARATION To: The Corporation of the Rural Municipality of KinKora

I/We

(name)

(title/position)

(name of firm)

1. DECLARE that no person, firm or corporation other than the one whose signature or the signature of whose proper officers is attached below, has any interest in this bid or in the Contract proposed to be undertaken.

2. FURTHER DECLARE that this bid is made without any connection, knowledge, comparison of figures or arrangement with any other company, firm or person making a bid for the same requirement (unless performed under a "joint" agreement and so declared in the bid), and in all respects is fair and without collusion or fraud.

3. FURTHER DECLARE that no Rural Municipality of Kinkora employee, or Member of Council is, or will become interested directly or indirectly as a contracting party unless disclosed

4. FURTHER DECLARE that all statements, schedules and other information provided in this bid are true, complete and accurate in all respects to the best knowledge and belief of the Proponent.

5. FURTHER DECLARE that I have carefully examined the bid, response requirements, general conditions, requirements and hereby acknowledge the same to be part and parcel of any contract to be let for this project therein described or defined and do all the work and to provide the services of the project mentioned for the price(s) stated.

6. FURTHER DECLARE that the agent listed below is hereby authorized by the Proponent to submit this bid and is empowered and authorized to negotiate all matters with the Rural Municipality of Kinkora representatives on behalf of the Proponent.

7. AGREE that this bid is to continue open for acceptance until the formal Contract is executed or a Purchase Order is issued to the successful Proponent or for ninety (90) days following the bid closing date, whichever occurs first and that the municipality may, at any time within that period, without notice, accept this bid whether any other bid has been previously accepted or not.

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8. Quote (based outlined pricing specifications)

Structure 1. 18months to 5 years

Purchase Price (taxes excluded): _____ Total Taxes Payable: _____

Structure 2. 5 – 12 years

Purchase Price (taxes excluded): _____ Total Taxes Payable: _____

Structure 3. 5 – 12 years

Purchase Price (taxes excluded): _____ Total Taxes Payable: _____

Signature of Authorized Officer

Name of Authorized Officer (print)
