

NANTON



TOWN OF NANTON

Request for Proposals

TOM HORNECKER RECREATION CENTRE COMMERCIAL KITCHEN RENOVATION

Request for Proposal No. 72-11-0001

Issue date: **March 3, 2025**

Closing location:
*Town of Nanton
Tom Hornecker Recreation Centre
2122-18st (PO Box 609)
Nanton, AB T0L 1R0*

Attn: Jordan Glas, Parks and Recreation Manager

Closing date and time
A complete proposal must be received by 2:00pm. April 4th 2025

INTRODUCTION

1. The Town of Nanton (Town) is seeking interested parties to submit a Proposal for the provision of Services as set out in this Request for Proposal (RFP). It is the intent of this RFP process to identify and engage the best contractor and approach for the renovation of the Tom Hornecker Recreation Centre (THRC) Commercial Kitchen.

Request for Proposal:

Description: To revamp and renovate the commercial kitchen. Taking down 2 walls and relocating a door. Introducing a serving window to the south wall. Rip out flooring and self-level or level flooring and add a food safe flooring. Move the dish pit and dishwasher to the north on a straight wall. Relocate the mop sink. Plumbing and Electrical will need to be moved. Ceiling tiles and walls painted. Some walls will need a new backsplash material for easy cleanup (food prep and dish/sink area). Service all kitchen equipment.

Closing Date: April 4thth 2025

2. Further details about the services required can be found in Schedule "A"– Project Information.
3. **This RFP is not a tender and is not subject to the law of competitive bidding.**

RFP DOCUMENTS

4. The following documents are attached to and form part of this RFP:
Schedule "A" – Project Information– Proposal Content Requirements

INQUIRIES

5. Any inquiries concerning this RFP should be directed in writing to the following:
Jordan Glas
Phone: 403-336-3157
E-mail: jglas@nanton.ca

Town of Nanton
1907-21 Avenue, PO Box 609
Nanton, AB
T0L 1R0
6. All inquiries must be addressed through an arranged site visit with the Parks and Recreation Manager.
7. Proponents should refrain from contacting other employees, agents or members of Council of the Town in respect of this RFP process, including for the purposes of lobbying or attempting to influence the outcome of this RFP process. Any such contact may, in the Town's sole discretion, result in disqualification.

SUBMISSION OF PROPOSALS

8. Proposals can be in either paper or electronic format. Proponents should submit their proposal indicating the RFP title and Closing Date to the following address by **4:00 pm April 4th 2025**.

Town of Nanton
2122 – 18th Street
Nanton, AB
T0L 1R0
Attn: Jordan Glas, Parks and Recreation Manager.

9. Extensions will not be granted.
10. Proposals and accompanying documentation provided to the Town in response to this RFP will not be returned.

CONTENT OF PROPOSALS

11. Proposals should address the requirements set out in Schedule "B" - Proposal Content Requirements.
12. Proponents may provide additional information beyond that requested in the RFP for the Town's consideration. Any such additional information may be considered by the Town in its sole discretion.
13. Proponents are asked to submit additional information pertaining to their past projects as detailed in Schedule "B", and such other information as the Town might reasonably require.

COST OF PROPOSALS

14. The Town is not responsible for any costs incurred by proponents in preparing their proposals, attending any meetings or interviews with the Town, making any presentations to the Town in connection with their proposals, or otherwise incurred in connection with this RFP process.
15. This RFP does not create any legal obligations between the Town and any proponent.

EVALUATION PROCESS

16. Proposals will be opened and evaluated privately.
17. In assessing proposals, the Town will take into consideration the following evaluation criteria:
 - a) qualifications and experience of the proponent;
 - b) proposed timeline for executing the proposal if the contract is awarded shortly after the submission deadline;

- c) cost estimate
- d) useful life of the new surface(s) and any applicable warranties.

The Town has not predetermined the relative importance of the above evaluation criteria.

- 18. The Town expects to select a firm who provides the best combination of the preceding evaluation criteria to meet the anticipated service needs of the Town described in Schedule "A", as determined by the Town in its sole discretion.
- 19. Proponents are advised that the evaluation process is subjective in nature and the Town's intention is to consider, in its sole discretion, each proposal on its merits, without regard to the rules or principles of competitive bidding or other legal duties, including without regard to whether a proposal is compliant with this RFP.
- 20. The Town may negotiate any and all aspects of a proposal, including but not limited to the fee proposal.
- 21. An invitation to negotiate does not obligate the Town to conclude a contract with that proponent.

ANTICIPATED SCHEDULE OF EVENTS

- 22.
 - The town expects to begin negotiating a tentative contract with a preferred proponent no later than **April 14thth 2025**.
 - The Town would like construction to start by May 5th 2025
 - This project must be completed by July 25th 2025

FORM OF AGREEMENT

- 23. Any successful proponent(s) will be expected to enter into an approved Purchase Order or Contract based on their proposal.

EFFECT OF RFP

- 24. This RFP is not intended to be a tender or otherwise subject to the laws applicable to competitive bidding. The Town does not intend to create a contractual relationship (either expressed or implied) or create any other legal duties or obligations, whether in contract, tort or other legal theory, with any proponent submitting a proposal in response to this RFP.
- 25. The Town may negotiate any and all provisions of a proposal and the form of Purchase Order (including, without limitation, those provisions relating to fees and/or any scope of services) with any proponent in its sole discretion, whether before, during or after the selection and evaluation process.
- 26. Submission of a proposal does not obligate the Town to accept any proposal or to proceed

further with any of the services. Consideration of any proposal shall be in the Town's sole discretion.

27. Proposals may be withdrawn or amended by proponents at any time by written notice to the Town prior to the Town and a proponent signing a formal contract.
28. For greater certainty, proponents are advised that the Town is intending to conduct a flexible procurement process, not subject to the law of competitive bidding or other legal duties, and that the Town may, in its sole discretion, at any time and for any reason:
 - a) reject any and all proposals (including, for greater certainty, the lowest cost proposal);
 - b) modify or vary any aspect of this RFP at any time before or after the time for submission of proposals;
 - c) extend the deadline for submission of proposals at any time before or after the time for submission of proposals;
 - d) accept any non-compliant, conditional or irregular proposal or any alternate proposal, in whole or in part;
 - e) discuss the terms of a proposal submitted by a proponent with that proponent at any time, on a confidential basis, for the purposes of clarification and/or negotiation of that proposal;
 - f) allow any proponent submitting a proposal to modify or vary any aspect of its proposal at any time;
 - g) verify or seek clarification of any and all information provided pursuant to this RFP;
 - h) negotiate any aspect of any proposal (including the fee proposal, lead personnel and the form of contract) with any one or more proponents at any time;
 - i) cancel this RFP at any time for any reason and thereafter proceed in any manner it sees fit, in its sole discretion, including:
 - i) issuing a new request for proposals or other procurement document based on the same or changed specifications or other requirements;
 - ii) entering into sole source negotiations with any one or more of the proponents or any other person; or
 - iii) cancelling the procurement in its entirety.

CONFIDENTIALITY, PUBLIC ANNOUNCEMENTS

29. Proponents are expected to keep confidential all documents, data, information and other materials of the Town which are provided to or obtained or accessed by a proponent in relation to this RFP and not make any public announcements or news releases regarding this RFP or the entering into a Services Agreement pursuant to this RFP, without the prior written approval of the Town.
30. Proponents should identify any information in their proposals which proponents consider to be confidential or proprietary.
31. The Town and all materials in its possession are subject to *Freedom of Information and Protection of Privacy Act* (Alberta).

Schedule "A" – Project Information

BACKGROUND & PURPOSE

To revamp and renovate the commercial kitchen. Opening a few walls for better transitions through the kitchen with better accessibility. Moving food prep stations around to create more room. At the same time bringing life back to this area.

Pictures of Existing:

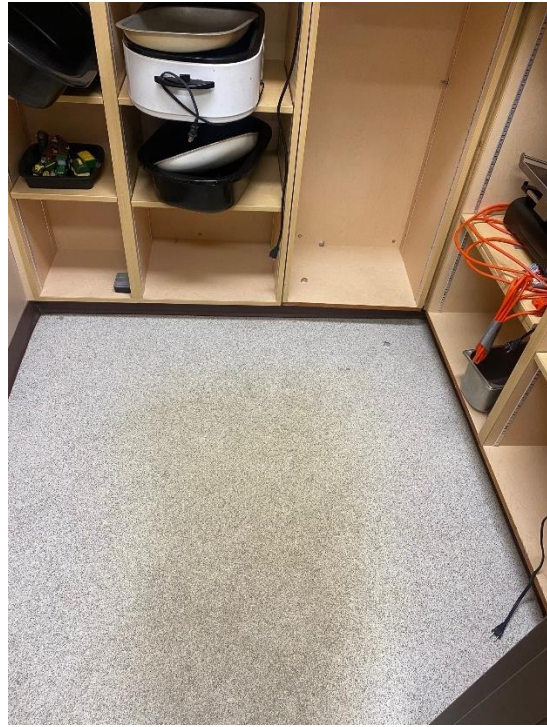




**The residential door will be switched out with the commercial fire rated door.
Roof tiles to be de-greased and repainted.**



Floor cracks are from uneven floors.



New cabinetry and Shelving





New backsplash and plug in/ covers needed.

SCOPE OF WORK

1. Taking down 2 walls and relocating a door.
2. Rip out flooring and self-level or level flooring and add a food safe flooring.
3. Move the dish pit and dishwasher to the north on the east straight wall. Dish sinks and dish washer to be at the same height.
4. Relocate the mop sink. Plumbing and Electrical will need to be moved.
5. Sealing tiles and walls painted. Some walls will need a new backsplash material for easy cleanup (food prep and dish/sink area).
6. Service all Kitchen equipment.
7. A small amount of cabinetry will need to be replaced. And new fixed shelving.

PAYMENT

Payment will be made based on the successful completion of project, and within thirty (30) days following receipt of an invoice accompanied by a project status report by the Town. GST shall be identified separately on all invoices.

Schedule "B" - Proposal Content Requirements/ Certification

Proponent to complete the following table:

Minimum Requirements	Meets Specifications (Yes/No)	Details/Specifics (Include extra Worksheets or attachments as required)
Copy of proposal included		
Proposed approach, including products		
Attended site with Parks and Recreation Manager		
Disposal costs		
Proposed work schedule		
Previous experience included		
Other (Specify):		
Total Lump Sum Cost of Services (Excluding G.S.T.)		\$

Certification

We have carefully read and examined the RFP document and have conducted such other investigations as were prudent and reasonable in preparing this Proposal.

We certify that the statements made in this proposal are true and complete. These statements represent our proposal to the Town of Nanton. We agree to be bound by statements and representations made in this proposal.

Proponent Information (Please Print)

Company Name:	
Address:	Contact:
City	Phone:
Province:	Fax:
Postal Code:	Email:

Acknowledgement of Addenda

We acknowledge receipt of the following addenda which become part of this RFP:

Addendum Number _____ Dated _____

Addendum Number _____ Dated _____

Signature of Authorized Company Official

Date
