## Request for Quotes

<table>
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<tr>
<th><strong>Scope of Service</strong></th>
<th>Electrical Engineering at 32 9th Avenue South Cranbrook BC</th>
</tr>
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<tr>
<td><strong>RFQ Issued By</strong></td>
<td>KNC Facilities Department</td>
</tr>
<tr>
<td><strong>Issue Date</strong></td>
<td>August 26th, 2021</td>
</tr>
<tr>
<td><strong>Closing Date &amp; Time</strong></td>
<td>September 24th, 2021</td>
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### KNC Contact Information & Questions
All enquiries related to this RFQ including any requests for information, questions, and clarification, are to be directed to: knfacilities@ktunaxa.org KNC will respond if time permits. Information obtained from any other source is not official and should not be relied upon.

### Delivery of Quotes
Submissions will be accepted in the following format(s):
1. Emailed to knfacilities@ktunaxa.org

### Short Listed Proponents
For those proponents which have not been contacted by end of business day on October 1st, 2021, will serve as notice that their quote submission was unsuccessful.

### Successful Proponents Notified
- **Expected Proposal Acceptance Date:** October 1st, 2021
- **Expected Proposal End Date:** (Delivery) October 15th, 2021

### Proponent’s Submissions
Only an individual with sufficient signatory authorization may sign on behalf of the proponent in the **Proponent Section** below, leaving the rest of this page otherwise unaltered and include the originally-signed and completed page with the first copy of the proposal.

### Proponent Section
To be completed by proponent and include as the “cover page” of the proponent’s response.
The enclosed quote is submitted in response to the above-referenced RFQ including any addenda. Through submission of this quote we agree to all of the terms and conditions of the RFQ and agree that any inconsistencies in our quote will not be considered. We have carefully read and examined the RFQ and have conducted such other investigations as were prudent as reasonable in preparing the quote. We agree to be bound by the statements and representations made in our quote.

<table>
<thead>
<tr>
<th><strong>Signature of Authorized Representative:</strong></th>
<th><strong>Legal Name of Proponent:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Printed Name of Authorized Representative:</strong></td>
<td><strong>Address of Proponent:</strong></td>
</tr>
<tr>
<td><strong>Title:</strong></td>
<td><strong>City:</strong></td>
</tr>
<tr>
<td><strong>Date:</strong></td>
<td><strong>Phone:</strong></td>
</tr>
<tr>
<td><strong>Authorized Representative Email Address:</strong></td>
<td><strong>Fax:</strong></td>
</tr>
</tbody>
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1. **Summary of the Requirement**

The Ktunaxa Nation Council (KNC) has a need for the following:

The successful proponent shall provide the following information about what they can provide for this quote:

- a) Electrical consulting services
- b) Detailed written quote

The minimum requirement for this is as follows:

- c) Completed RFQ
- d) Proof of active WCB insurance
- e) Completed General Service Agreement

2. **Deliverables**

The Successful proponent will;

- a) Have the full cooperation of the Ktunaxa Nation Council staff and access to information necessary to meet the accountabilities set out in this request for proposal and respond to reasonable inquires.

The KNC will;

- a) Provide a reasonable level of resources (human and financial resources) to the successful proponent to meet the accountabilities set out in this request for proposal.
- b) Digital copy of 32 9th Avenue building drawings.

The successful proponent shall provide the following deliverable(s) to the Ktunaxa Nation Council;

- a) Provide engineered electrical consulting services related to 32 9th Avenue renovation project; and all other necessary inclusions and provisions.
- b) The project must meet or exceed the applicable energy efficiency standards for buildings outlined in the Pan-Canadian Framework.

3. **Invoicing**

It is understood that the successful proponent shall submit invoicing in the following format:

- a) A covering statement which will include the following:
  
  i) The legal name and address of successful proponent
  ii) The agreement number and financial code provided by the KNC, if successful
  iii) The date of the statement of account and the billing period covered by the statement of account
iv) GST registration number
v) A listing of all invoice numbers for that billing period, including the respective dollar amount for each invoice. (sub-total, plus applicable taxes)
vi) A total dollar amount of all invoices being submitted in the billing period

b) All invoices described in the covering statement; attaching all supporting documentation
c) Any other billing information reasonable requested by the KNC

4. Responsibility and Work Performed by KNC Staff

The successful proponent will:

a) Have the full cooperation of Ktunaxa Nation Council staff and access to information necessary to meet the accountabilities set out in this request for quote and respond to reasonable inquiries.

The KNC will:

a) Provide a mutually agreed upon level of resources (human and financial resources) to the successful proponent to meet the accountabilities set out in this request for proposal.
b) The following mutually agreed upon resources will be provided by the KNC:
   • Provide feedback to the successful proponent(s) in a timely fashion; and
   • Be available for meetings during duration of agreement period.

5. Proposal Format

The following format, sequence, and instructions should be followed in order to provide consistency in Proponent response and to ensure that each proposal receives full consideration. All pages should be consecutively numbered, and as follows:

a) One (1) unaltered and completed Request for Quotes cover page, including Proponent Section completed in original form as per instructions;
b) A short (one or two page) summary of the key features of the proposal;
c) The body of the proposal, including pricing, i.e. the “Proponent Response”; and
d) A detailed description of all costs associated with the requirements listed in this RFQ.
e) Proponents shall submit their submissions via email at: kncfacilities@ktunaxa.org

6. Mandatory Items in the Proposal

Proponent responses must clearly demonstrate that they meet the following mandatory criteria or they will be excluded from further consideration during the evaluation process:
a) The Proponents proposal must be received before the specified closing time;
b) The Proponents proposal must be in English and MUST NOT be sent by regular mail, courier, facsimile or email;
c) Proponents shall submit their submissions via email at: knfacilities@ktunaxa.org
d) Proponents must submit one (1) Request for Quote cover page, with the Proponent Section in its original form, unaltered, fully completed and signed;
e) Description of the Proponents organization, size and structure. Indicate if appropriate, if the Proponent is a small or minority-owned business or First Nations owned.

7. Desired Items in the Proposal

Capability of the Organization and/or Team, including:

a) Location:
b) Years and types of experience. Please also provide a description of prior experience, including the following:
   i. Names;
   ii. Addresses;
   iii. Contact persons;
   iv. Telephone numbers;
c) The type of assistance that will be required from the KNC staff;
d) Price. A detailed breakdown description of Goods/Services, GST, and any additional taxes, freight quote (if applicable) to the identified location.
e) KNC procurement activities will be governed to ensure all vendors are treated fairly and have equal access to procurement activities; to the extent possible preference in awarding contracts will be given to First Nation organizations and/or First Nation individuals

8. Evaluation

An evaluation committee will be formed by the KNC and shall include employees and contractors of the KNC. All personnel will be bound by the same standards of confidentiality. The mandatory and desirable criteria against which proposals will be evaluated are identified below. Proponents should ensure that they fully respond to all criteria in order to be comprehensively evaluated. The KNC may request and receive clarification from any Proponent when evaluating a proposal. The evaluation committee may invite some or all of the Proponents to appear before the committee in order to clarify their proposals. In such event, the evaluation committee may consider such clarifications in evaluating proposals.

Price may or may not be the determining factor in the proponent selection process.

Evaluation and acceptance of any proposal shall be subject to purchase authorization.

The KNC reserves the right to reject any and all proposals after evaluation.
9. Short Listed Proponents

The short-list will comprise the three highest-ranked Proponents. Proponents which are short listed may be requested to interview in person, and/or teleconference, with the assessment panel to discuss certain aspects of their submitted proposal.

10. Additional RFQ Terms and Conditions

a) The proponent’s response to this RFQ must be sent to the KNC via email, as specified above.

b) Prices are in Canadian dollars quoted DAP (Delivered at Place) to the Ktunaxa Nation Council as indicated above, and includes all charges related to freight in-transit insurance and unloading the goods at the Ktunaxa Nation Council Destination. Title and risks remain with the Supplier until delivery to the KNC Destination. In the event of a discrepancy/error in the total prices indicated above or in the Supplier quotation the unit price will prevail.

c) GST and PST are applicable and should be included in the quoted prices. We are not tax exempt.

d) The KNC reserves the right to request any additional information that it deems necessary in order to make a decision on any proposal.

e) Price may or may not be the determining factor in Proponent selection process. The award may be made to the Proponent whose proposal is determined to be of highest value in terms of quality and price.

f) Proponent’s proposal shall be valid for sixty (60) days from the date of Proponent’s submission.

g) Terms of payment shall be Net 30 days from the receipt of Supplier’s invoice by KNC’s Accounts Payable Department.

h) Any proposal not supported by the information requested in the RFQ, or not complying with the RFQ requirements, may not be considered.