

REQUEST FOR QUOTES FOR

**Wind Monitoring Equipment
For the PEI Energy Corporation**

Request for Quote Number:

RFQ # 4925

Date Issued:

December 6, 2017

Submission Deadline:

December 21, 2017 – 200PM AST

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PART 1 – INVITATION AND SUBMISSION INSTRUCTIONS

1.1 Invitation to Proponents

This Request for Quotes (the “RFQ”) is an invitation by the Province Prince Edward Island (“the Province”) to prospective proponents to submit quotes for the provision of **Wind Monitoring Equipment** as further described in the **RFQ Particulars (Appendix C)** (the “Deliverables”).

Prince Edward Island has been a leader in the utilization of wind energy since their first wind project in 2001. The Province now generates 25% of its electricity from wind energy and plans to increase wind generation capacity further.

The Prince Edward Island Energy Corporation, a Crown Corporation of the Province, has been the vehicle for the development of provincially-owned wind projects. It has developed four wind projects since 2001, all of which it continues to own and operate. The Corporation now owns 73.5 MW of wind capacity.

The Corporation has been mandated with the responsibility to increase domestic wind capacity with an additional 30 MW of wind in 2020 and a subsequent addition of 40 MW in 2025. To proceed with these projects, the Corporation wishes to obtain additional wind data from various locations in PEI to quantify the extent of the wind resource.

1.2 RFQ Contact

For the purposes of this procurement process, the “RFQ Contact” shall be:

Heather MacLeod, Manager of Energy Assets email: hamacleod@gov.pe.ca

Proponents and their representatives are not permitted to contact any employees, officers, agents, elected or appointed officials or other representatives of the Province, other than the RFQ Contact or their designate, concerning this RFQ. Failure to adhere to this rule may result in the disqualification of the proponent and the rejection of the proponent’s quote.

1.3 RFQ Timetable

Issue Date of RFQ	6 December 2017
Deadline for Questions	13 December 2017
Deadline for Issuing Addenda	18 December 2017
Submission Deadline	2:00 pm, 12 December 2017
Anticipated Execution of Agreement	4 January 2018

The RFQ timetable is tentative only, and may be changed by the Province at any time.

1.4 Submission of Quotes

1.4.1 Quotes to be submitted at the Prescribed Location

Quotes must be submitted at:

PROCUREMENT SERVICES

95 Rochford Street
2nd Floor South, Shaw Building,
PO Box 2000, Charlottetown, PE, C1A 7N8

1.4.2 Quotes to be submitted on Time

Quotes must be submitted at the location set out above on or before the Submission Deadline as indicated in section 1.3. The Proponent is solely responsible for the delivery of its quote to the exact location (including floor, if applicable) indicated in this RFQ on or before the Submission Deadline. The Province does not accept any responsibility for quotes delivered to any other location by the Proponent or its delivery agents. Quotes submitted after the Submission Deadline will be rejected. The Province's time clock will be deemed to be correct.

1.4.3 Quotes to be submitted in Prescribed Format

In a sealed package, Proponents should submit their quote containing three (3) hard copies of their quote and one (1) electronic copy saved as a Portable Document Format (PDF) on a USB flash drive, unless otherwise indicated. The file name on the electronic copy should include an abbreviated form of the proponent's name and RFQ#. If there is a conflict or inconsistency between the hard copy and the electronic copy of the quote, the hard copy of the quote shall prevail. In the interest of environmental sustainability, please refrain from using binders, binding, plastic covers, or similar fastening or presentation materials when submitting the quote. Similarly, unless specifically requested in this solicitation document, proponents should not submit product catalogues, swatches, or other marketing materials with their bid. Sealed packages should be prominently marked with:

- the RFQ title and number (see RFQ cover)
- the full legal name and return address of the proponent

The Province will not accept quotes submitted by facsimile transfer, email, or any other electronic means.

1.4.4 Amendment of Quotes Prior to Submission Deadline

Proponents may amend their quotes prior to the Submission Deadline by submitting the amendment in a sealed package prominently marked with the RFQ title and number and the full legal name and return address of the proponent to the location set out in section 1.4.1. Any amendment must clearly indicate which part of the quote the amendment is intended to amend or replace. Any amendments received after the Submission Deadline will not be accepted. Amendment must be signed by the person who signed the original quote submission or by a person authorized to sign on his or her behalf.

1.4.5 Withdrawal of Quotes

Proponents may withdraw their quotes prior to the Submission Deadline. To withdraw a quote, a notice of withdrawal must be received by the RFQ Contact prior to the Submission Deadline and must be signed by an authorized representative of the proponent. The Province is under no obligation to return withdrawn quotes.

1.4.6 Quotes Irrevocable after Submission Deadline

Quotes shall be irrevocable for a period of Ninety (90) days from the Submission Deadline.

[End of Part 1]

PART 2 – EVALUATION OF QUOTES

2.1 Stages of Evaluation

The Province will conduct the evaluation of quotes in the following three stages:

2.2 Stage I: Mandatory Submission Requirements

Stage I will consist of a review to determine which quotes comply with all of the Mandatory Submission requirements. Quotes that do not comply with all of the Mandatory Submission requirements as of the Submission Deadline will be disqualified and not evaluated further.

The Mandatory Submission Requirements are as follows:

2.2.1 No Amendment to Forms

Other than inserting the information requested on the mandatory submission forms set out in the RFQ, a proponent may not make any changes to any of the forms. Any quote containing any such changes, whether on the face of the form or elsewhere in the quote, will be disqualified.

2.2.2 Submission Form (Appendix A)

Each quote must include a completed **Submission Form (Appendix A)** signed by an authorized representative of the proponent.

2.2.3 Submission Pricing Form (Appendix B)

Each quote must include a Submission Pricing Form (**Appendix B**) completed according to the instructions contained in the form.

2.3 Stage II – Evaluation

Stage II will consist of the following two sub-stages:

2.3.1 Mandatory Technical Requirements

The Province will review the quotes to determine whether the mandatory technical requirements as set out in the **RFQ Particulars (Appendix C)** have been met. Questions or queries on the part of the Province as to whether a quote has met the mandatory technical requirements will be subject to the verification and clarification process set out in Section 3.3.4. If the proponent fails to satisfy the mandatory technical requirements, its quote will be excluded from further consideration.

2.3.2 Rated Criteria

The Province will evaluate each compliant quote on the basis of the rated criteria as set out in Section D of the **RFQ Particulars (Appendix C)**. The following is an overview of the categories and weighting for the rated criteria of the RFQ. Proponents who do not meet a minimum threshold score for a category will not proceed to the next stage of the evaluation process.

Rated Criteria Category	Weighting (Points)	Minimum Threshold
C.3.1 Technical Description	45 points	N/A
C.3.1.1 Equipment Offered	10 points	N/A
C.3.1.2 Range of Operating Conditions	5 points	N/A

C.3.1.3 Energy Consumption	5 points	N/A
C.3.1.4 Data Acquisition and Retrieval	10 points	N/A
C.3.1.5 Warranty and Support	10 points	N/A
C.3.1.6 Additional Features	5 points	N/A
C.3.2 References	20 points	N/A
C.3.3 Relevant Experience	10 points	N/A
Subtotal A	75 points	N/A
Stage III Pricing – (Appendix B – Submission Pricing Form)	25 points	N/A
Total Points	100 points	N/A

2.4 Stage III – Pricing

Stage III will consist of a scoring of the submitted pricing of compliant quotes in accordance with the price evaluation set out in the **Submission Pricing Form (Appendix B)**. The evaluation of price will be undertaken after the evaluation of mandatory submission requirements, mandatory technical requirements, and rated criteria has been completed.

2.5 Selection of Highest Scoring Proponent

After the completion of Stage III, all scores from Stage II and Stage III will be added together and each proponent will be ranked based on its total score. The proponent with the highest score will be selected to enter into agreement with the Province. Upon finalization of agreement with the Province, the proponent shall thereafter be known as the successful proponent.

2.6 Notification to Other Proponents

Once an agreement is finalized and executed by the Province with a proponent, the other proponents will be notified in accordance with the Terms and Conditions of the RFQ Process (Part 3).

[End of Part 2]

PART 3 – TERMS AND CONDITIONS OF THE RFQ PROCESS

3.1 General Information and Instructions

3.1.1 RFQ Incorporated into Quote

All of the provisions of this RFQ are deemed to be accepted by each proponent and incorporated into each proponent's quote. A proponent who submits conditions, options, variations or contingent statements inconsistent with the terms set out in this RFQ, either as part of its quote or after receiving notice of selection, will be disqualified.

3.1.2 Proponents not to change terminology

Changes to the terminology of this RFQ are prohibited.

3.1.3 Proponents to Follow Instructions

Proponents should structure their quotes in accordance with the instructions in this RFQ. Where information is requested in this RFQ, any response made in a quote should reference the applicable section numbers of this RFQ.

3.1.4 Language

All quotes are to be in English, or both English and French. If there is a conflict or inconsistency between the English version and the French version of the quote, the English version of the quote shall prevail.

3.1.5 No Incorporation by Reference

The entire content of the proponent's quote should be submitted in a fixed form, and the content of websites or other external documents referred to in the proponent's quote but not attached will not be considered to form part of its quote.

3.1.6 References and Past Performance

In the evaluation process, the Province may include information provided by the proponent's references and may also consider the proponent's past performance or conduct on previous contracts with the Province.

3.1.7 Information in RFQ Only an Estimate

The Province makes no representation, warranty or guarantee as to the accuracy of the information contained in this RFQ, received from the RFQ contact or issued by way of addenda. Any quantities shown or data, or opinion contained in this RFQ or provided by way of addenda are estimates only and are for the sole purpose of indicating to proponents the general scale and scope of the Deliverables. It is the proponent's responsibility to obtain all the information necessary to prepare a quote in response to this RFQ.

3.1.8 Proponents to Bear Their Own Costs

The proponent shall bear all costs associated with or incurred in the preparation and presentation of its quote, including, if applicable, costs incurred for interviews, presentations or demonstrations.

3.1.9 Quote to be retained by the Province

The Province will not return the quote or any accompanying documentation submitted by a proponent.

3.1.10 No Guarantee of Volume of Work or Exclusivity of Contract

The Province makes no guarantee of the value or volume of work to be assigned to the successful proponent. The agreement to be negotiated with the selected proponent will not be an exclusive contract for the provision of the described Deliverables. The Province may contract with others for goods and services the same as, or similar, to the Deliverables or may obtain such goods and services from resources within the Province.

3.2 Business Registration

Proponents may be required to be registered to carry on business in accordance with applicable laws. For information on the business registration requirements of the Consumer, Corporate and Financial Services, Department of Justice and Public Safety, please consult:

<https://www.princeedwardisland.ca/en/topic/business-name-registration>

The status of a proponent's business registration does not preclude the submission of a quote in response to this RFQ. A quote can be accepted for evaluation, regardless of (i) whether the company is registered, or (ii) whether its business registration is in good standing. However, if the proponent is selected as the successful proponent, that proponent must bring itself into compliance prior to the execution of the agreement.

3.3 Communication after Issuance of RFQ

3.3.1 Proponents to Review RFQ

Proponents shall promptly examine all of the documents comprising this RFQ, and report any errors, omissions, or ambiguities; and direct questions or seek additional information in writing by email to the RFQ Contact on or before the Deadline for Questions. No such communications are to be directed to anyone other than the RFQ Contact. The Province is under no obligation to provide additional information, and the Province will not be responsible for any information provided by or obtained from any source other than the RFQ Contact. It is the responsibility of the proponent to seek clarification from the RFQ Contact on any matter it considers to be unclear. The Province will not be responsible for any misunderstanding on the part of the proponent concerning this RFQ or its process.

3.3.2 All New Information to Proponents by Way of Addenda

This RFQ may be amended only by addendum in accordance with this section. If the Province, for any reason, determines that it is necessary to provide additional information relating to this RFQ, such information will be communicated by addendum on the **Prince Edward Island Tendering Site**. Each addendum forms an integral part of this RFQ and may contain important information, including significant changes to this RFQ. Proponents are responsible for obtaining all addenda issued by the Province and will be deemed to have read all posted addenda.

3.3.3 Post-Deadline Addenda and Extension of Submission Deadline

If the Province determines that it is necessary to issue an addendum after the Deadline for Issuing Addenda, the Province may extend the Submission Deadline for a reasonable period of time.

3.3.4 Verify and Clarify

During the evaluation process, the Province may request further information from the proponent or third parties in order to verify or clarify the information provided in the proponent's quote, including but not limited to clarification with respect to whether a quote meets the mandatory technical requirements set out in the RFQ Particulars (Appendix C). The Province may revisit and re-evaluate the proponent's response or ranking on the basis of any such information.

3.4 Execution of Agreement, Notification and Debriefing

3.4.1 Selection of Proponent and Execution of Agreement

The Province will notify the selected proponent in writing. The selected proponent shall execute an agreement and satisfy any other applicable conditions of this RFQ within fifteen (15) days of notice of selection.

3.4.2 Failure to Enter into Agreement

In addition to all of the Province's other remedies, if a selected proponent fails to execute an agreement or satisfy any other applicable conditions within fifteen (15) days of notice of selection, the Province may, in its sole and absolute discretion and without incurring any liability, withdraw the selection of that proponent and proceed with the selection of another proponent or cancel the RFQ Process.

3.4.3 Notification of Outcome of Procurement Process

Once an agreement is executed by the Province with a proponent, notification of the outcome of the procurement process will be posted on the **Prince Edward Island Tendering Site**.

3.4.4 Debriefing

Proponents may request a debriefing after notification of the outcome of the procurement process. All requests must be in writing to the RFQ Contact and must be made within sixty (60) days of notification of the outcome of the procurement process. The intent of the debriefing information session is to aid the proponent in presenting a better quote in subsequent procurement opportunities. Any debriefing provided is not for the purpose of providing an opportunity to challenge the procurement process or its outcome.

3.5 Conflict of Interest and Prohibited Conduct

3.5.1 Conflict of Interest

The Province may disqualify a proponent for any conduct, situation or circumstance, determined by the Province, in its sole and absolute discretion, to constitute a Conflict of Interest. For the purposes of this Section, "Conflict of Interest" has the meaning ascribed to it in the **Submission Form (Appendix A)**.

3.5.2 Disqualification for Prohibited Conduct

The Province may disqualify a proponent, or terminate an agreement entered into if the Province, in its sole and absolute discretion, determines that the proponent has engaged in any conduct prohibited by this RFQ.

3.5.3 Prohibited Proponent Communications

A proponent shall not engage in any communications that could constitute a Conflict of Interest and must take note of the Conflict of Interest declaration set out in the Submission Form (Appendix A).

3.5.4 Proponent not to Communicate with Media

A Proponent may not at any time directly, or indirectly, communicate with the media in relation to this RFQ or any agreement entered into pursuant to this RFQ without consent of the Province, and then only in coordination with the Province.

3.5.5 No Lobbying

A proponent shall not, in relation to this RFQ or the evaluation and selection process, engage directly or indirectly in any form of political or other lobbying whatsoever to influence the selection of the successful proponent.

3.5.6 Illegal or Unethical Conduct

Proponents shall not engage in any illegal business practices, including without limitation activities such as bid-rigging, price-fixing, bribery, fraud, coercion or collusion. Proponents shall not engage in any unethical conduct, including lobbying, as described above, or other inappropriate communications; offering gifts to any employees, officers, agents, elected or appointed officials or other representatives of the Province; submitting quotes containing misrepresentations or other misleading or inaccurate information; or any other conduct that compromises or may be seen to compromise the competitive process provided for in this RFQ.

3.5.7 Rejection of Quotes

The Province may reject a quote based on past performance or based on inappropriate conduct, including but not limited to the following:

- (a) illegal or unethical conduct as described above;
- (b) the refusal of the proponent to honour its submitted pricing or other commitments;
- (c) any conduct, situation or circumstance determined by the Province, in its sole and absolute discretion, to have constituted an undisclosed Conflict of Interest;
- (d) the Province's past experience with the proponent within the 18 month period prior to the Submission Deadline for similar or related services; or
- (e) any information provided to the Province by any references of the proponent, pursuant to either section 3.1.6 or section 3.7.1(e) of this RFQ.

3.6 Confidential Information

3.6.1 Confidential Information of the Province

All information provided by or obtained from the Province in any form in connection with this RFQ either before or after the issuance of this RFQ

- (a) is the sole property of the Province and must be treated as confidential;
- (b) is not to be used for any purpose other than replying to this RFQ and the performance of the agreement for the Deliverables;
- (c) must not be disclosed without prior written authorization from the Province; and
- (d) must be returned by the proponent to the Province immediately upon request of the Province.

3.6.2 Confidential Information of Proponent

A proponent should identify any information in its quote or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by the Province. The confidentiality of such information will be maintained by the Province, except as otherwise required by law or by order of a court or tribunal. Proponents are advised that their quotes will, as necessary, be disclosed, on a confidential basis, to advisers retained by the Province to advise or assist with the RFQ process, including the evaluation of quotes.

Proponents are also advised that all documents forming part of the RFQ process, including all submitted quotes, are subject to the *Freedom of Information and Protection of Privacy Act* R.S.P.E.I. 1988, Cap. F-15.01 ("FOIPP"). A copy of FOIPP is available online at:

https://www.princeedwardisland.ca/sites/default/files/legislation/f-15-01_0.pdf

3.6.3 Personal Information

The *Freedom of Information and Protection of Privacy Act* R.S.P.E.I. 1988, Cap. F-15.01 ("FOIPP") governs the collection, use and disclosure of personal information by the Province and its service providers. The successful proponent shall be required to comply with all requirements of FOIPP during the term of the agreement.

A copy of FOIPP is available online at:

https://www.princeedwardisland.ca/sites/default/files/legislation/f-15-01_0.pdf

3.7 Reserved Rights, Limitation of Liability and Governing Law

3.7.1 Reserved Rights of the Province

The Province reserves the right to:

- (a) make public the names of any or all proponents;
- (b) request written clarification in relation to a proponent's quote;
- (c) waive minor formalities that do not constitute Mandatory Submission requirements or Mandatory Technical requirements;
- (d) verify with any proponent or with a third party any information set out in a quote;
- (e) check references other than those provided by any proponent;
- (f) disqualify any proponent whose quote contains misrepresentations or any other inaccurate or misleading information;
- (g) disqualify any proponent or the quote of any proponent who has engaged in conduct prohibited by this RFQ;
- (h) amend this RFQ process without liability at any time prior to the execution of a written agreement between the Province and a proponent. These changes are issued by way of addendum in the manner set out in this RFQ;
- (i) cancel this RFQ process without liability at any time prior to the execution of a written agreement between the Province and a proponent. A cancellation is communicated by way of addendum in the manner set out in this RFQ. The Province may in its sole discretion issue a new RFQ for the same or similar Deliverables; or
- (j) reject any or all quotes.

These reserved rights are in addition to any other express rights or any other rights that may be implied in the circumstances, or that the Province has at law.

3.7.2 Limitation of Liability

By submitting a quote, each proponent agrees that:

- (a) neither the Province nor any of its employees, officers, agents, elected or appointed officials, advisors or representatives will be liable, under any circumstances, for any claim arising out of this quote process including but not limited to costs of preparation of the quote, loss of profits, loss of opportunity or for any other claim; and
- (b) the proponent waives any claim for any compensation of any kind whatsoever, including claims for costs of preparation of the quote, loss of profit or loss of opportunity by reason of the Province's decision to not accept the quote submitted by the proponent, to enter into an agreement with any other proponent or to cancel this quote process, and the proponent shall be deemed to have agreed to waive such right or claim.

3.7.3 Governing Law and Interpretation

These terms and conditions of the RFQ Process (Part 3):

- (a) are intended to be interpreted broadly and independently (with no particular provision intended to limit the scope of any other provision);
- (b) are non-exhaustive and shall not be construed as intending to limit the pre-existing rights of the parties to engage in pre-contractual discussions in accordance with the common law governing direct commercial negotiations; and
- (c) are to be governed by and construed in accordance with the laws of the province of Prince Edward Island and the federal laws of Canada applicable therein.

[End of Part 3]

APPENDIX A – SUBMISSION FORM

A.1 Proponent Information

Please fill out the following form, naming one person to be the proponent’s contact for the RFQ process and for any clarifications or communication that might be necessary.	
Full Legal Name of Proponent:	
Any Other Relevant Name under which Proponent Carries on Business:	
Street Address:	
City, Province/State:	
Postal Code:	
Phone Number:	
Fax Number (if any):	
Company Website (if any):	
Proponent Contact Name and Title:	
Proponent Contact Phone:	
Proponent Contact Fax (if any):	
Proponent Contact Email:	
HST / GST Registration Number (Leave blank if NOT applicable):	

A.2 Offer

The proponent has carefully examined the RFQ documents and has a clear and comprehensive knowledge of the Deliverables. The proponent represents and warrants its ability to provide the Deliverables in accordance with the requirements of the RFQ for the rates set out in the completed Pricing Form (Appendix B).

A.3 Mandatory Forms

The proponent encloses as part of the quote the mandatory forms set out below:

FORM	INITIAL TO ACKNOWLEDGE
Submission Form (Appendix A)	
Pricing Form (Appendix B)	

A.4 Pricing

The proponent has submitted its pricing in accordance with the instructions in the RFQ and in the **Pricing Form (Appendix B)**. The proponent confirms that it has factored all provisions, including insurance and indemnity requirements, into its pricing assumptions and calculations.

A.5 Addenda

The proponent is deemed to have read and taken into account all addenda issued by the Province.

A.6 No Prohibited Conduct

The proponent declares that it has not engaged in any conduct prohibited by this RFQ.

A.7 Conflict of Interest

For the purposes of this RFQ, the term "Conflict of Interest" includes, but is not limited to, any situation or circumstance where:

- (a) in relation to the RFQ process, the proponent has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to (i) having, or having access to, confidential information of the Province in the preparation of its quote that is not available to other proponents, (ii) communicating with any person with a view to influencing preferred treatment in the RFQ process (including but not limited to the lobbying of decision makers involved in the RFQ process), or (iii) engaging in conduct that compromises, or could be seen to compromise, the integrity of the open and competitive RFQ process or render that process non-competitive or unfair; or
- (b) in relation to the performance of its contractual obligations under an agreement for the Deliverables, the proponent's other commitments, relationships or financial interests (i) could, or could be seen to, exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgement, or (ii) could, or could be seen to, compromise, impair or be incompatible with the effective performance of its contractual obligations.

Proponents should disclose the names and all pertinent details of all individuals (employees, advisers, or individuals acting in any other capacity) who participated in the preparation of the quote; **AND** were employees of the Province within twelve (12) months prior to the Submission Deadline.

If the box below is left blank, the proponent will be deemed to declare that (a) there was no Conflict of Interest in preparing its quote; and (b) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the RFQ.

Otherwise, if the statement below applies, check the box.

- The proponent declares that there is an actual or potential Conflict of Interest relating to the preparation of its quote, and/or the proponent foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the RFQ.

If the proponent declares an actual or potential Conflict of Interest by marking the box above, the proponent must set out below details of the actual or potential Conflict of Interest:

A.8 Quote Irrevocable

The proponent agrees that its quote shall be irrevocable for a period of **Ninety (90)** days following the Submission Deadline.

A.9 Disclosure of Information

The proponent hereby agrees that any information provided in this quote, even if it is identified as being supplied in confidence, may be disclosed where required by law or by order of a court or tribunal. The proponent hereby consents to the disclosure, on a confidential basis, of this quote by the Province to the advisers retained by the Province to advise or assist with the RFQ process, including with respect to the evaluation of this quote.

A.10 Execution of Agreement

The proponent agrees that in the event its quote is selected by the Province, it will finalize and execute an agreement in accordance with the terms of this RFQ.

Signature of Witness

Signature of Proponent Representative

Name of Witness

Name of Proponent Representative

Title of Proponent Representative

Date

I have the authority to bind the proponent.

APPENDIX B – SUBMISSION PRICING FORM

1. Instructions on How to Complete Submission Pricing Form

- (a) Rates shall be provided in Canadian funds, inclusive of all applicable duties and taxes except for HST, which must be itemized separately.
- (b) Rates quoted by the proponent shall be all-inclusive and shall include all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery, all costs of installation and set-up, including any pre-delivery inspection charges, and all other overhead, including any applicable fees or other charges

2. Evaluation of Pricing

Pricing is worth 25 points of the total score.

Pricing will be scored based on a relative pricing formula using the rates set out in the Pricing Form. Each proponent will receive a percentage of the total possible points allocated to price for the particular category it has bid on, which will be calculated by dividing that proponent's price for that category into the lowest bid price in that category. For example, if a proponent bids \$120.00 for a particular category and that is the lowest bid price in that category, that proponent receives 100% of the possible points for that category ($120/120 = 100\%$). A proponent who bids \$150.00 receives 80% of the possible points for that category ($120/150 = 80\%$), and a proponent who bids \$240.00 receives 50% of the possible points for that category ($120/240 = 50\%$).

Lowest rate

----- x Total available points = Score for second-lowest rate

Second-lowest rate

Lowest rate

----- x Total available points = Score for third-lowest rate

Third-lowest rate

And so on, for each quote.

Pricing Form

Bidders should propose a financial model that clearly defines how they propose to be compensated for all of the required services.

Prepare a fixed price for your proposed services. Provide appropriate details to support these figures, including estimates of the work effort and a breakout of expected expenses.

B.1 Fixed Cost – Time and Materials for Initial Contract Period

Provide pricing for the offered equipment with the following areas:

- Supply of remote sensors: FOB Charlottetown PEI
- Energy Supply option for remote unattended operation

Prepare the following table for inclusion in your quote:

Cost Element	Cost (CDN)
Materials & Equipment	\$
Warranty & Support	\$
Delivery	
Other Expenses (C.2)	\$
Total	\$

B.2 Other Expenses

Estimate any other project expenses that may be incurred. These types of expenses will require **prior approval** from the client organization after the contract begins and must comply with Prince Edward Island Government standards. Provide relevant details to support your estimates. These are to be included in your estimated costs.

APPENDIX C – RFQ PARTICULARS

The objective of the project is to procure a remote wind sensing device for two purposes:

- We wish to use the remote sensor to assess the wind resource in a potential wind plant area and correlate the data from the remote sensor to data collected from an adjacent 60-meter wind monitoring tower that is operating concurrently.
- We plan to use the remote sensing device for ongoing measurement programs within existing wind plants to assess wind profiles into operating wind turbines.

The remote sensing device may not have access to local grid supply through the winter months and offers of a suitable power supply are requested as an option.

C.1 The Deliverables

Proponents are asked to prepare a quotation on remote wind sensing equipment. Proponents are required to respond to each of the items outlined below in response to the preferences outlined. These are not mandatory but will be considered in the evaluation of proposals. Additional information may be added below or as attachments.

- Technical Description of Equipment Offered
 - Equipment Offered
 - Designation of Equipment Offered
 - Salient points on the advantages of the technology on offer
- Range of Operating Conditions
- Energy Consumption
- Data Acquisition and Retrieval
- Added Value

C.2 Mandatory Technical Requirements

The Corporation has several requirements that are deemed Mandatory when submitting a response to this RFQ. Failure to comply with the mandatory requirements will result in disqualification of the Proponent's Quote and removal of the Quote from further considerations during the evaluation process.

The Corporation has identified the following criteria to be mandatory and therefore critical to the success of the project:

- Quotes must be received prior to the specified Quote Submission Deadline.
- Quotes must clearly state the total proposed costs and expenses.
- Prices proposed must be stated in actual dollars and cents expressed in Canadian funds.
- The quote must contain a detailed description of the proposed equipment and services to be supplied by the bidder.
- The bidder must provide three (3) references for similar equipment installed in Canada or in temperate and northern applications.

C.3 Rated Criteria

The following is an overview of the categories and weighting for the rated criteria of the RFQ. Proponents who do not meet a minimum threshold score for a category will not proceed to the next stage of the evaluation process.

C.3.1 Technical Description of Equipment Offered (45 points)

C.3.1.1 Equipment Offered (10 points)

- Designation of Equipment Offered
- Salient points on the advantages of the technology on offer

C.3.1.2 Range of Operating Conditions (5 points)

- Elevation measurement range from 10 meters to 200 meters
- Wind speed Measurement 0 – 30 m/s
- Operating Temperature -40°C – 40°C
- Data Recovery (see table)

Typical data recovery rates under the following conditions	
Rain	
Cold temperatures (-30 C)	
Snow / Sleet	
Clear air	
Typical data recovery rates on an annual basis	
Explain what factors reduce data recovery rates to less than 100%	

C.3.1.3 Energy Consumption (see table) (5 points)

Energy & Peak Power Requirements Under the Following Conditions			
Ambient Temperature	Clear	Snow	Rain
10 C			
0 C			
-20 C			
-40 C			

C.3.1.4 Data Acquisition and Retrieval (10 points)

- Sample rate: one -Hertz data acquisition;
- Processed Data: ten-minute averages and standard deviations of wind speed, wind direction, temperature, relative humidity and barometric pressure;
- Details on daily upload of data; and
- Details on data storage and retrieval from sensor.

C.3.1.5 Warranty and Support (10 points)

Proponents to provide details regarding the following:

- Equipment warranty and support
- Extended warranty options

C.3.1.6 Additional features (5 points)

If applicable, proponents to add additional pertinent commentary or documentation, in particular:

- Comment on portability
- References in Canada or in temperate and northern applications

C.3.2 References (20 points)

Provide **three references** for any work done by you in the past five years that is similar in nature to the requirements defined in this RFQ. Select references from a comparable climate, and provide a contact name, along with his/her phone number, fax number and email address. The reference information provided should identify the size of the projects conducted for the reference as well as demonstrate the extent of your previous experience, the reference's overall satisfaction with your equipment, services and the results achieved, including your adherence to interim and final deadlines.

C.3.3 Relevant Experience in Similar Environment (10 points)

Outline experience with comparable projects. Describe any similarities to or differences from this project.