

***Request for Quotation (RFQ)
HVAC System Maintenance and Repairs for
Brant County Health Unit (BCHU)***

This is an RFQ for a qualified experienced firm for HVAC Systems Preventative Maintenance and Repair Services for the Brant County Health Unit.

Applications must be submitted no later than 4:30 pm on Friday, November 6, 2020. Hard copy submissions in a sealed envelope will only be accepted.

Your quotation should be mailed to:

**Brant County Health Unit
Attn: Manager, Finance
194 Terrace Hill Street
Brantford, N3R 1G7
Ontario, Canada**

Acceptance and rejection of quotes

This RFQ should not be construed as an agreement to purchase. The lowest priced or any quotation will not necessarily be accepted, and the Brant County Health Unit is not bound to enter into a Contract with any Bidder.

Right to amend or cancel

The Brant County Health Unit reserves the right at its sole discretion at any time, and for whatever reason to, by addendum, modify, amend, or otherwise change this RFQ.

Background

The Brant County Health Unit is one of 34 health units in Ontario that serves a population of more than 136,000 people in Brant County and the City of Brantford. At present, the Brant County Health Unit owns and operates one (1) building at 194 Terrace Hill Street, Brantford, Ontario.

The Deliverables

The Brant County Health Unit requests quotations from qualified experienced firms for HVAC Systems Preventative Maintenance and Repair Services. Firms are required to have experience in the commercial HVAC business, including qualified HVAC technicians with universal refrigerant handling certification.

The scope of services includes the provision of scheduled preventative maintenance as well as corrective maintenance (repair services) including emergency response.

PREVENTIVE MAINTENANCE

- Labour to visually inspect and test equipment to determine operating condition; and
- Search for worn, failed or doubtful parts; and
- Filter changes, belt changes, and strainer cleaning; and
- Lubricate all serviceable motors; and
- Once a year washing of air-cooled condensers; and
- Make field adjustments; and
- Perform seasonal services.

EMERGENCY RESPONSE

- Emergency service, 24 hrs. a day - 7 days a week

CUSTOMER COMMUNICATION

- Following maintenance and service calls a detailed service report, outlining all work performed.

QUALITY ASSURANCE

- Ongoing communication with our customers providing a forum, to review our performance, exchange ideas and increase our understanding of our customer needs allowing us to exceed customer expectations.

Term

The initial term shall be for a three (3) year period, commencing on January 1, 2021 and completing on December 31, 2023. This contract may be renewed for additional one-year terms up to a maximum of two (2) additional years based on mutual agreement of price and service.

Pricing

All prices shall be in Canadian Funds and remain FIRM for the initial three (3) year period. Taxes are to be shown separately at time of invoicing.

Prices shall include the provision of all tools, materials, equipment, labour, transportation, fuel, supervision, management, overhead, materials, traffic control, services, all necessary packing and crating (where applicable), Canadian Customs import and export duties, freight, handling, transportation, insurance, all other associated or related charges, foreign, federal, provincial and municipal taxes, bonding costs, all licenses, permits, inspections and

all other requirements necessary for the commencement, performance and completion of services as described unless otherwise noted in the quotation.

Proposal Requirements

Proponents are asked to submit a quotation outlining their approach to achieving the above requirements. All quotations should include:

1. The full legal name of the company, address, and company website (if any).
2. Details of direct experience in performing services similar in size or nature to the Brant County Health Unit.
3. Pricing summary as detailed in Appendix B.
4. Detailed preventive maintenance schedule and included services.
5. Preventative maintenance equipment checklist.
6. The name and contact information of a person Brant County Health Unit can contact for further information/clarification of your quotation.
7. Any other information you feel is pertinent and relevant to this matter.
8. Three (3) client references, including the names and contact information.

Evaluation Criteria

		Weighting %
1	Company Capabilities, Resources, Experience and Capacity	25%
	A. Company Capabilities and Resources <ul style="list-style-type: none"> • Years in business • Qualifications of technical Service staff that would be assigned to the BCHU. • Company capacity 	
	B. Experience and Capacity <ul style="list-style-type: none"> • Experience with service contracts for similar building systems including set up and equipment brand, within facilities of various ages, sizes and complexities. 	
	C. Evaluation of references	
2	Technical	40%
	A. Response Times	
	B. Approach and Methodology and understanding of requirements	
	C. Sample Service Report	

3	Proposal Quality	5%
	A. Clarity <ul style="list-style-type: none"> Identifies and describes scope of work Demonstrates an understanding of needs of BCHU Clear commitment to assigning resources to fully support BCHU 	
4	Fee Proposal	30%

Negotiations

The BCHU reserves the right, prior to contract award, to negotiate changes to the scope of the services or to the contract documents (including pricing to meet budget) with the proponent or any one or more proponents, proposing the “best value” without having any duty to advise any other proponent or to allow them to vary their proposal as a result of changes to the scope of the services or to the contract documents; and the BCHU may enter into a changed or different contract with the proponent(s) proposing the “best value”, without liability to proponents who are not awarded the contract.

Irrevocability

The BCHU requests that Proposals remain open for acceptance for a period of not less than sixty (60) days from the closing date and time.

Conflict of Interest

Proponents shall disclose any actual or potential conflicts of interest and existing business relationships it may have with the BCHU, the members of the Board of Health or employees.

Liability for Errors

While the BCHU has used considerable effort to ensure an accurate representation of information in this RFQ, the information contained is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the BCHU, nor is it necessarily comprehensive or exhaustive. Nothing in this RFQ is intended to relieve the Proponents from forming their own opinions and conclusions with respect to the work in this RFQ.

Examination of Proposal Documents and Work Site(s)

The Proponent must carefully examine the Proposal Documents, Facilities and Assets (Equipment) List. The Proponent may not claim, after the submission of a Proposal, that there was any misunderstanding with respect to the requirements and conditions imposed by the BCHU.

There will be no opportunity to make any additional claim for compensation or invoice for additional charges that were not considered and included in the Proposal price submitted, unless the BCHU, at its sole discretion, deems that it would be unreasonable to do so, or there are additional work requirements due to unforeseen circumstances.

Health and Safety Requirements

The successful Proponent shall strictly comply with the current federal, provincial, and local Health and Safety regulations and the safety policies/procedures of the BCHU.

The successful Proponent shall be required to complete a contractor's agreement outlining their responsibility to comply with all health and safety regulations, legislation and safety rules, and procedures of the BCHU.

The successful Proponent shall submit a copy of their company Health and Safety policy, as well as a copy of their company Health and Safety manual before beginning work at BCHU. Proof of training and verification of certificates of qualification may be requested at any time by BCHU. The successful Proponent shall submit copies of required certifications by request.

Confidentiality

Confidential information supplied may be disclosed by the Board of Health where it is obliged to do so under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), or otherwise required by a court of law.

The successful Proponent shall be required to complete a Declaration of Confidentiality form.

Insurance Requirements

The successful Proponent shall submit, upon award by the BCHU, a Certificate of Insurance signed by the Insurance Company certifying that the required insurance policies as detailed below are in force.

- Commercial General Liability (CGL) Insurance policy satisfactory to the BCHU including but not limited to bodily injury and personal injury liability, property damage, products liability, completed operations liability, owners & contractors protective liability, blanket contractual liability, premises liability, broad form property damage, employer's liability and voluntary compensation and contingent employer's liability coverage, having an inclusive limit of not less than \$2,000,000 per occurrence and \$4,000,000 in the aggregate.
- Standard Form Automobile Liability Insurance that complies with all requirements of the current legislation of the Province of Ontario.
- Property Installation Floater (All Risks) Insurance. The amount of coverage to be provided by the Contractor shall be adequate to insure the Contractor's ownership interest in equipment and materials. The coverage shall provide for the full replacement value of the property, repairs, additions or equipment being installed, handled, or stored on or off premises awaiting installation and while in transit.

Any insurance coverage acquired under this Contract shall in no manner discharge, restrict or limit the liabilities assumed by the Contractor under this Contract. The dollar limit of insurance coverage shall not be limited by the dollar amount of this Contract.

The certificate(s) must list the BCHU; as a Certificate Holder with notification of cancellation and non-renewal.

The policies shall not be cancelled, lapsed, transferred, assigned, or materially altered without at least thirty (30) days written notice to the BCHU.

Standard Warranty

The Contractor shall promptly repair or replace, at no cost to the BCHU, all defects in materials or workmanship of which the Contractor has been properly notified within a period of one year from the date of completion of the Work.

This warranty shall not apply where a different warranty is specified in the Cover Contract, Terms of Reference or Specifications.

Trade Agreements

The RFQ is subject to Ontario's trade agreements.

Post Award

Bidders or proponent are entitled to a post-award debriefing. Protest are to be submitted in writing within 15 days of the award.

If you have any questions regarding this RFQ prior to submission, please contact:

Manager, Health, Wellness and Safety
Kent.Bigrigg@bchu.org

Appendix A – Equipment List

Type	Make	Model	Serial Number	Location
Distribution Pump 1 (DP1)	Armstrong	751176-364	015103H497	Boiler Room/Mechanical Room
Design Envelope pumping Unit (Underneath DP1)	Armstrong	4300IVS-4X4X10	845420	Boiler Room/Mechanical Room
Distribution Pump 1A	Armstrong	751176-364	014603H317	Boiler Room/Mechanical Room
Design Envelope Pumping Unit (Underneath DP1A)	Armstrong	4300IVS-4X4X10	845419	Boiler Room/Mechanical Room
Heat Transfer	Alfa Laval	M3-FG	30113-95392	Boiler Room/Mechanical Room
Heat Injection Pump 3 (H32 and P-3)	Armstrong	81011 9MF-003		Boiler Room/Mechanical Room
Hot Water Radiator Loop Pump P6A	Armstrong	2B 4360B-00	748992	Boiler Room/Mechanical Room
Armstrong, Hot Water Radiator Loop Pump P6	Armstrong	2B 4360B-00	748992	Boiler Room/Mechanical Room
Glycol Pump with Mixer (houses Glycol P-100-N and water mixture and pumps it into the Heat Pump loop)	Carostan Controls	CS-14336-1		Boiler Room/Mechanical Room
Secondary Pump on Glycol Pump Unit	Albany Pump Company Ltd.	CEP93-3-STD	107J140378	Boiler Room/Mechanical Room
HRV1 (Make Up Air unit in Boiler room),	EngA,	LM-1-C	15588 HV-1	Boiler Room/Mechanical Room
Boiler 1 Panel N-CCT 37	Viessmann	B2HA 285	7554705901072112	Boiler Room/Mechanical Room
Boiler 2 Panel N-CCT 39	Viessmann	B2HA 285	7554705901074116	Boiler Room/Mechanical Room
Boiler 3 Panel N-CCT 35	Viessmann	B2HA 285	7554705901073119	Boiler Room/Mechanical Room
Vitogate 300 Controller	Viessmann	7559706		Boiler Room/Mechanical Room
HW Pump P2A, Hot water Primary Loop Pump,	Armstrong	2X2X6 4380	843415,	Boiler Room/Mechanical Room
HW Pump P2, Hot water Primary Loop Pump	Armstrong	2X2X6 4380	843416	Boiler Room/Mechanical Room
Small pump by Hot	Armstrong	810119 MF-001		Boiler Room/Mechanical

Water Tank				Room
Hot Water Tank	Rheem	CNRHE50	CNCNA181307949	Boiler Room/Mechanical Room
Pot Feeder2	General Filtration	PF2X4HP		Boiler Room/Mechanical Room
Filter 1	General Filtration	GF020-3/4		Boiler Room/Mechanical Room
Filter 2	General Filtration	GF020-3/4		Boiler Room/Mechanical Room
By-Pass Feeder	Neptune Chemical Pump Company	VTF-2		Boiler Room/Mechanical Room
Central Cooling Air Conditioner in boiler room (custom made)	U.S. Alumacoil Company, L.P.,	CSCF3642N6DA	1807156978	Boiler Room/Mechanical Room
West Wall Small pump	Armstrong	S-35-EF		Boiler Room/Mechanical Room
Nisco, SK 300 Series, Humidifier	Neptronic & Vapac	SK-344	033410429	Boiler Room/Mechanical Room
Proportional Actuator	Dura Drive	MS61-7203	1-0945-0311	Boiler Room/Mechanical Room
Proportional Actuator	Dura Drive	MS40-7043	2-0940-0643	Boiler Room/Mechanical Room
Condensate pump (these work with the Heat Pumps)	Dayton	Part #: 3HGE4		Boiler Room/Mechanical Room
Exhaust Fans *various exhaust fans installed throughout the building	Zepher Electric	Z-7		Boiler Room/Mechanical Room
Exhaust Fans	Penn Ventilator Co.	Z-9		Boiler Room/Mechanical Room
Water Softener	Enpress LLC	1054		Boiler Room/Mechanical Room
Heat Pump - Water Sourced	Carrier	50PCH012ECC3ACA1 (small unit)		Boiler Room/Mechanical Room
Heat Pump - Water Sourced * There are a total of 56 Heat Pumps made up of the small and larger units listed above.	Carrier	50PCH018ECC3ACA1 (large unit)		Boiler Room/Mechanical Room
A/C Condenser for	Goodman	ASXC180361BA	1805579196	Attached to Building Exterior

Boiler room Make Up Air	Manufacturing Company L.P			
IT server room A/C Condenser, (South side of building)	Daiken Industries, LTD.	RK36NMVJU		Attached to Building Exterior
IT server room A/C Condenser, (East side of building)	Daiken Industries, LTD.	RKS36LVJU		Attached to Building Exterior
Rooftop A/C Condenser unit	Luxaire		N1L4218925	Rooftop
Rooftop Exhaust Fan (East)	S&P Canada		SDB14PH1S	Rooftop
Rooftop Exhaust Fan (West)	S&P Canada		SDB14PH1S	Rooftop
Rooftop Make Up Air Unit	Engineered Air		M16307 HRV-1	Rooftop
Rooftop Cooling Tower	Baltimore Aircoil		89800677	Rooftop

Appendix B – Pricing Summary

Description	Unit of Measure	Year 1 (excluding HST)	Year 2 (excluding HST)	Year 3 (excluding HST)	Total Cost (excluding HST)
Preventative Maintenance		\$	\$	\$	\$
Corrective Maintenance and Repairs Rates (Straight Time and Overtime)					
Emergency Services Rates (Straight Time and Overtime)					
Parts and Materials Mark Up					