



**Blue Water
Bridge Canada**

**Pont Blue
Water Canada**

REQUEST FOR QUOTES

HVAC OPERATION

And

MAINTENANCE SERVICE

CONTRACT

2012 to 2014

Canada

**Blue Water Bridge Canada
Request for Quotes
HVAC Operation And
Maintenance Service Contract**

Table of Contents

Appendix 1 (Pages 4 – 11)	Request for Quote Information & Tender Bid Form
Appendix 2	HVAC Unit Numbers and Locations
Appendix 3	Filter Sizes

APPENDIX 1

Preventive-Maintenance Service Contract

Blue Water Bridge Canada (BWBC) preventive-maintenance (PM) contract shall consist of a fixed fee and shall include a number of scheduled and rigorous activities such as the scope of maintenance performed during quarterly Equipment System Checks and filter changes. BWBC have approximately 84 units on site to be included in this service agreement. This contract shall extend for two years from the date of award.

GENERAL CONDITIONS

Whereas it shall be understood throughout the contract documents all references to Blue Water Bridge Canada or BWBC shall be interpreted as the same.

Contract price is to be binding for a period of 60 days from close of tender and thereafter for a period of two years from award of tender. The contract price shall not include Harmonized Sales Tax (HST).

The Contractor's services consist of those services performed by the Contractor, Contractors' employees as described in the Scope of Services Performed.

The Contractor agrees to employ only skilled and competent staff; render the Services with the degree of care, skill and diligence normally covered on work of a similar nature, and complies and/or observes all applicable laws and regulations in force at the execution of their Services.

The Contractor when entering onto the Blue Water Bridge Plaza at Point Edward, Ontario, they shall at all times be subject to such reasonable rules and/or regulations as may be enforced from time to time by BWBC.

The contractor shall do a thorough assessment of the buildings / booth systems before signing the contract. The contractor shall have and submit to BWBC for approval the supporting documentation stating the various tasks that are to be performed, hours to complete tasks and materials to be used prior to commencing the work.

The contractor shall use only environmentally safe products when servicing the building equipment.

The contractor shall provide to BWBC an itemized list of hourly rates for labour by skill level, rates for emergency service, overtime, and cost of parts for each service performed.

The contractor shall state a maximum response time for emergencies.

The contractor shall provide references from a one-year customer, a three-year customer and two customers of five or more years.

The Contractor must ensure all their employees or sub-contractors wear a high profile safety vest at all times when on BWBC property.

Conflict of Interest

The Contractor represents that no Board of Director, employee, or agent of Blue Water Bridge Canada has any interest, either direct or indirect in the contract and that no benefit has flowed directly or indirectly from the Contractor to any Board of Director, employee or agent of Blue Water Bridge Canada.

Health and Safety

All work by the Contractor shall be performed with due regard for the safety of the Blue Water Bridge plaza employees, the general public and any others and in full compliance with all requirements of all the authorities having jurisdiction over safety on projects in the Province of Ontario.

The Contractor shall be responsible for the health and safety of its employees for the extent of this contract. The Contractor and all its employees must be pre-cleared through BWBC security clearance screening process prior to being issued a photo identification that must be visible at all times while on site. The Contractor and all its employees shall attend BWBC Safety Awareness Training Session prior to being on site.

At the time the successful bidder signs the contract, they shall be in good standing with the Workers Compensation Board and remain in good standing during the duration of the contract and for a period of at least 30 days after the contract is completed.

WHMIS Requirements

- a. Workers shall be familiar with the Workplace Hazardous Materials Information system (WHMIS) which require the uniform labelling of all Hazardous Workplace Materials and Safety Data Sheets relating to all materials covered in this specification. Contractor shall ensure that all employees and Subcontractors representing their firm who work with, or in proximity to, hazardous materials fully understand all potential hazards and have been thoroughly trained to deal with any emergencies.
- b. **All workers shall be able to:**
 - 1) Recognize and understand the labelling on hazardous materials.
 - 2) Understand Materials and Safety Data Sheets and are knowledgeable on how to safely use, store, handle and dispose of hazardous materials.
 - 3) Contractor shall ensure all Materials and Safety Data Sheets (M.S.D.S.) pertinent to the completion of this project are on site.
 - 4) As part of the contract, the contractor is required to provide copies of Material Safety Data Sheets (MSDS) prior to bringing to the site any chemical required for performing a service task. Any chemicals brought on site shall be removed by the contractor, along with any waste associated with them, and that hazardous chemicals shall not be put into the owner's waste stream.

Mandatory Pre-bid Meeting and Site Visit

- a) A mandatory pre-bid meeting is scheduled for **Friday, January 6, 2012 at 1:00 p.m. at the Media Room at the Ontario Travel Information Centre, 1455 Venetian Blvd, Point Edward, Ontario.** The meeting will include a visit of the site.

Examination of Site

- b) It is the responsibility of the Bidder to visit the Place of the Work before submitting a Tender for the Services to be rendered and to satisfy themselves by a personal examination as to the local conditions to be met as a result of conducting the Services to be rendered.
 - c) It is further the responsibility of the bidder to make their own estimate of the difficulties to be encountered in performing the services to be rendered.
 - d) No claims for extra payment to the Contractor will be allowed for extra work made necessary or difficulties encountered due to conditions of the site which were visible upon or reasonably inferable from an examination of said site.
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Contract Service Schedule

The Contractor shall start their scope of services on March 1, 2012 and complete their services on March 1, 2014 (two years).

Sales Tax

The contract price shall not include Harmonized Sales Tax (HST)

Service Technicians (employees)

- The contractor shall commit the same one or two technicians continuously to the maintenance of the building equipment.
- The contractor shall provide a qualified licensed technician with the appropriate level of skill to perform the work required to service the equipment.
- The technician shall be qualified to work on V.V.T. systems.
- The contractor shall have qualified licensed service technicians available 24 hours per day, 365 days per year.
- The contractor shall provide resumes for the primary technicians assigned to the contract for maintenance of the equipment.
- The contractor shall submit what percent of the contractor's business is maintenance service, how long have they been in business, and how many trucks do they have in their fleet.
- The contractor's test instruments must be calibrated at least annually and their calibration methods in accordance with applicable industry standards.

Documenting, Tracking, and Reporting Requirements

- The service technician shall sign a log when entering and leaving the Blue Water Bridge plaza.
 - The service technician shall be escorted by a BWBC maintenance person to the location where the service equipment is required.
 - The contractor shall document all information in BWBC maintenance service form and have the maintenance person sign the form upon completion of the service required. This includes a complete task sheet listing the equipment serviced, date and time for service, and explaining exactly what was done for every scheduled service call along with recommendations for improvements, repairs, and replacements.
 - The contractor must submit to BWBC an estimate for all repair work not included in this contract prior to proceeding with the work. All work completed by the contractor without such approval will not be paid by BWBC.
 - The contractor shall document on BWBC log cards placed at or close to each piece of equipment the date of last service and any new parts that were installed. Measurements, such as motor amps and volts, temperatures, and pressures, shall be taken and documented for each piece of equipment, either on the equipment's log card or on the service sheet.
 - The technician shall report any safety hazards or possible environmental quality problems directly to the BWBC.
 - The contractor is required to provide a copy of any test analysis results, such as oil analysis, water treatment analysis, or boiler combustion analysis, for BWBC review.
 - As part of the contract, the contractor is required to provide copies of Material Safety Data Sheets (MSDS) prior to bringing to the site any chemical required for performing a service task. Any chemicals brought on site shall be removed by the contractor, along with any waste associated with them, and that hazardous chemicals shall not be put into the owner's waste stream.
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- Ensure all moving parts are in proper operating condition.
- Verify drive belt tension and tension to factory specs.
- Check Bearings and blower pulleys
- Check for excessive vibration
- Test operation in cooling mode and heating modes.
- All heat exchangers are to be inspected pre-heating season.
- Verify proper air flow.
- Check operation of motors and compressors.
- Test temperature differential and superheat.
- Check oil level of operating compressors. .
- Verify economizer settings and test operation.
- Verify communication with building management system.
- Verify filters and filter rack installation.
- Supply and change filters quarterly(Use BWBC check list for quarterly filter changes)
- Replace belts as needed
- Record all amps, temps, and pressures
- Lubricate drive shaft bearings as necessary per factory specifications where applicable
- Power wash condenser and evaporator coils annually (split coils to be separated and washed between)
- Clean economizer and or outside air screens as needed.
- Check condensate drain pans and trap, clean if necessary.
- Check temperature set point schedules where applicable
- Properly secure unit panels
- Remove all trash, debris, screws, etc. from the rooftop
- Boiler water tests, amount of treatment used and filter replacements are to be documented
- Spring and Autumn HVAC unit checks on the following BWBC rental properties – 212, 216, 298, 300, 524 and 526 St. Clair Street, Point Edward

THE CONTRACTOR SHALL AGREE TO PROVIDE CHARGE OUT RATES FOR EMERGENCY SERVICE DURING REGULAR COMPANY SCHEDULED HOURS, AFTER HOURS AND HOLIDAYS.

Insurance and Indemnity

The Contractor shall purchase from and maintain, in a company or companies lawfully authorized to do business in the Province of Ontario, insurance for protection from claims under Workplace Safety and Insurance Act and other health and safety, which are applicable, claims for damages because of bodily injury, including death and from claims for damages to persons or property which may arise out of or result from the Contractors operations.

The insurance coverage required by the Workplace Safety and Insurance Act shall be written for not less than the limits of liability as set out hereto or required by law, whichever coverage is greater and shall include contractual liability insurance applicable to the Contractors obligations under this Agreement. Certificates of such insurance shall be filed with BWBC prior to the commencement of the work.

Any One Person	-	\$5,000,000.00
Any One Accident	-	\$5,000,000.00

The Contractor shall purchase from and maintain, in a company or companies lawfully authorized to do business in the Province of Ontario, professional liability insurance and shall provide proof of such insurance to BWBC prior to the commencement of the work.

The Contractor shall indemnify and save harmless BWBC from and against all claims, actions, law suits, expenses including legal fees and costs of defending any actions, costs or damages which BWBC's, its employees, officers or agents may suffer as a result of any errors, omissions or negligent acts in the performance of the Services by the Contractor, its employees, in the performance of Services.

Contract Termination

The service contract shall be terminated at any time by Blue Water Bridge Canada should any of the following violations occur:

- Failure to respond to an emergency within the contracted time period
- Poor conduct or service work on the part of the service technician
- Failure to perform the contracted Preventative Maintenance tasks adequately or in a timely manner
- Interference with the owner's operations or personnel

Protocols

The contractor shall follow BWBC's procedures for the following:

- Special security or access areas
- Designated smoking areas
- Staging areas for installation work and storage areas for ladders and tools
- Parking requirements
- Special safety requirements
- Lock-out/tag-out requirements.
- Recycling requirements.

General Contract Requirements

The following is a list of some general contract requirements:

- The contractor cannot under any circumstances subcontract the work to another firm unless approved by BWBC.
- A copy of the contractor's safety/accident records for the past two years. This should include the number of "lost day cases" for that
- The contractor shall provide all personal protective equipment (PPE) such as harnesses, hardhats, safety glasses, high profile vests and breathing protection, and that the service personnel are all trained and qualified in their use.
- The contractor shall provide evidence that the contracting firm holds regular safety meetings with its staff technicians.
- The contractor shall also provide a copy of liability insurance.
- Workmen's compensation coverage limits and proof of coverage.
- All work by the Contractor shall be performed with due regard for the safety of the Blue Water Bridge plaza employees, the general public and any others and in full compliance with all requirements of all the authorities having jurisdiction over safety on construction projects in the Province of Ontario.

EVALUATION OF CONTRACT SUBMISSIONS BLUE WATER BRIDGE CANADA

The award of this contract will be based on both qualifications and price, and therefore will not necessarily be awarded to the lowest price.

The submission shall include two sealed envelopes. The Qualifications Document shall be included in Envelope 1 (four copies) and the Tender Submission shall be included in Envelope 2. Both Envelopes must include Company name on exterior.

Qualifications Document

The Qualifications Document shall be printed on 8.5" x 11" paper with a minimum of a 12 point font and one inch margins. It shall include five categories as follows.

1. **Contractor Qualifications:** This section of the submission shall present the qualifications of the Contractor. The submission shall include but not be limited to:
 - Address and location of main office
 - Percent of the contractor's business is maintenance service, how long they have they been providing this service in business, and how many trucks do they have in their fleet.
 - Company Business Portfolio stating services available, years in business, and Principles of Company.
 - The contractor shall also provide a copy of liability insurance.
 - Maximum response time for emergency

2. **Technicians Qualifications:** This section of the submission list shall include an Organization Chart that shall include the Principal Owner(s) and the Technicians that will be assigned to this service contract. Where possible an alternative Technician shall also be identified. For each identified staff person, the following shall be included:
 - Training and years of relevant experience
 - Years with the Company and (optional) previous employment
 - Contracts in last five years where individuals served in a similar role
 - Areas of expertise including extent of experience

Copy of License/ Certification of Technicians responsible for contract services must be provided prior to Contractor commencing Contract Services.

3. **Reference Letters:** All letters must include Owner's or their designate contact name and phone number responsible for service/ construction contract.
 - Supply reference letters from a one-year customer, a three-year customer and two customers of five or more years

4. **Additional Scope:** Any Additional service work the Contractor suggests should be included in general maintenance of agreement shall be listed separately from Scope of Maintenance Performed.

5. **Safety:** The submission shall include the following:
 - A copy of the contractor's safety/accident records for the past two years. This should include the number of "lost day cases" for that
 - The contractor shall confirm all personal protective equipment (PPE) is provided such as harnesses, hardhats, safety glasses, and breathing protection, and that the service personnel are all trained and qualified in their use.
 - The contractor shall provide evidence that the contracting firm holds regular safety meetings with its staff technicians.
 - Workmen's compensation coverage limits and proof of coverage.

In addition to the above, the Contractor may include Brochures, Resumes, Letters of Recommendation, and Previous Projects including photographs.

Tender Submission

The Tender submission shall include the following:

- Price reflecting all work specified in Scope of Maintenance Performed.
- An itemized list of hourly rates for labour by skill level, rates for emergency service, overtime, and holidays.
- Price for additional service work the Contractor suggests should be included in the general maintenance agreement not identified in the Scope of Maintenance Performed.

All submitted documents must be complete, and must all be signed and sealed as indicated. Otherwise the submission may be rejected by BWBC.

Evaluation of Submissions

BWBC shall evaluate the Qualifications Document using a predetermined evaluation methodology. The methodology includes a weighted rating system for each of the following categories equaling 80% of the overall submission:

Contractor Qualifications	15
Technician Qualifications	20
Reference Letters	15
Additional Scope	5
Safety	20
Complete Submission	5

A score of zero to 40 means that the submission and/or qualifications have failed to meet acceptable standards and the submission will be rejected by BWBC.

All accepted submissions will then be ranked based on the achieved score.

Where a Qualifications Document has been rejected, the Tender Submission in Envelope 2 shall be returned un-opened. All other Contractors shall be considered as Qualified.

The Tender Submission of all Qualified Contractors shall then be opened. The Tender Price shall be evaluated by completeness of submission and price and represent only 20 % of the overall submission. The Tender evaluation score will be added to the Qualification score to determine the ranking of the contractor.

The Contract will be awarded to the Contractor with the highest Award Score.

Final bids will be evaluated according to how well they meet the owner's specifications required in the Request for Quote documents and price.

All quotes are to be submitted by **January 19, 2012 by 2 p.m.** to the attention of:

Dennis Curts,
Supervisor, Maintenance Department
Blue Water Bridge Canada
Blue Water Bridge Corporate Centre
1555 Venetian Boulevard, 4th Floor
Point Edward, ON N7T 0A9
Tel: (519) 337-9622 Fax: (519) 336-9224
Email: dcurts@bwbc.gc.ca

TENDER BID FORM

A. Proposal of _____ (hereby called the Bidder) doing business as _____ in the City / township of _____.

B. In compliance with BWBC Contract Documents for Bids, the Bidder hereby proposes to perform ALL WORK for HVAC Operations and Maintenance Services in strict accordance with the General Conditions, Scope of Services and Detailed Specifications attached to this document for the following Bid amounts.

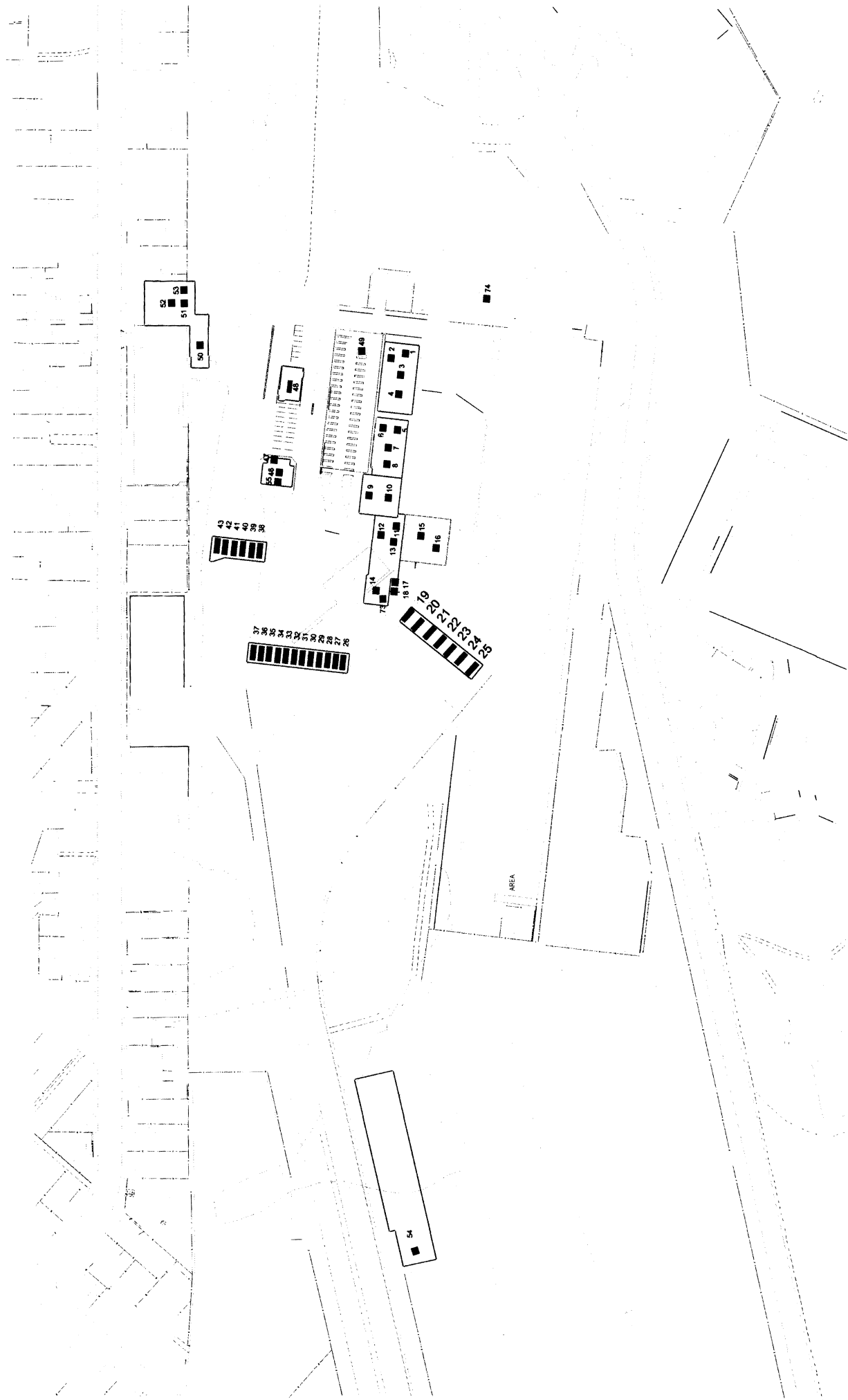
2012 2013

Bid for each Contract Year (\$ _____) (\$ _____)

C. By Submission of this Bid, the Bidder certifies that this Bid has been arrived at independently, without consultation, communication or agreement as to any matter relating to this Bid with any other Bidder or with any competitor.

Contractor Signature (_____) Total Bid 2 years \$ _____

APPENDIX 2



Plaza HVAC Units

61 62 63

60

64

65

66

67

68

72

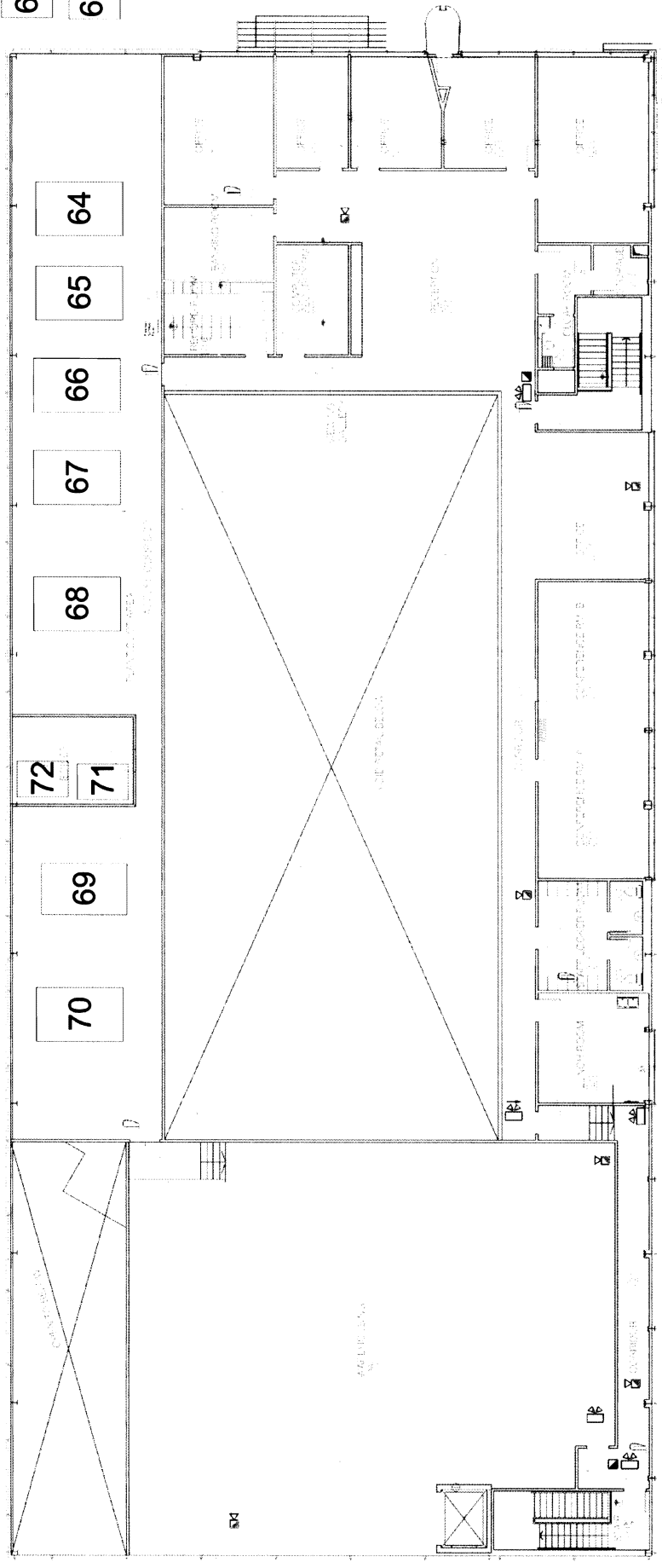
71

69

70

45

44



Duty Free Store
 HVAC / Boiler Units

Staff Parking

Loading

56

59

Travel Information
Centre

57

58

Drop Off

APPENDIX 3
