

RETURN BIDS TO:

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**Bid Receiving - PWGSC / Réception des soumissions
- TPSGC**

11 LaurierSt./ 11, rue Laurier

Place du Portage, Phase III

Core 0A1 / Noyau 0A1

Gatineau

Québec

K1A 0S5

Bid Fax: (819) 997-9776

SOLICITATION AMENDMENT

MODIFICATION DE L'INVITATION

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

Comments - Commentaires

THIS DOCUMENT CONTAINS A SECURITY
REQUIREMENT"

"CE DOCUMENT CONTIENT UNE CONDITION
DE SÉCURITÉ"

Vendor/Firm Name and Address**Raison sociale et adresse du fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Maintenance & Professional Consulting Services

Division (FK)

11 Laurier St./ 11, rue Laurier

3C2, Place du Portage, Phase III

Gatineau

Québec

K1A 0S5

Title - Sujet PM Contract HVAC, 131 Queen	
Solicitation No. - N° de l'invitation EJ196-111800/B	Amendment No. - N° modif. 002
Client Reference No. - N° de référence du client R.041736.340	Date 2012-10-25
GETS Reference No. - N° de référence de SEAG PW-\$\$\$FK-289-61288	
File No. - N° de dossier fk289.EJ196-111800	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-11-08	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B.	
Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Maquilting(fk div), Amalia M.	Buyer Id - Id de l'acheteur fk289
Telephone No. - N° de téléphone (819) 956-5978 ()	FAX No. - N° de FAX (819) 956-3600
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	
PWGSC Various PPB buildings 131 Queen Street, Confederation, Fisher, CIBC, Victoria and 747 Belfast Road Ottawa, Ontario	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

This amendment is issued (1) to answer a question raised during the site visit; (2) to revise clause SW2.1.II, Included in the contract; (3) to revise clause SW2.2.II, Included in the contract; (4) to revise clause SW3.V.a on Call Backs/Emergency Calls; (5) to update SW 7 Equipment Inventory to increase 1 unit condenser at CIBC Building and to delete unit at Room 522 at Victoria Building; (6) to revise clause on 1.2.iii.a, mandatory response time of the RFP; and (7) to revise Section II, Financial Bid of the RFP.

1. Question: Are all emergency calls included in the contract?

Answer: Refer to the revised clause on SW2.1.II, SW2.2.II and SW3.V.a of the revised SOW

2-5 SOW Changes:

Please see attached revised SOW for changes on SW2.1.II, SW2.2.II, SW3.V.a., and inventory of equipment to add 1 unit at CIBC Building and to delete unit at Room 522 at Victoria Building. Changes are seen in bold.

6) Delete 1.2.iii.a, mandatory response time of the RFP and replace with:

1.2.iii, Mandatory Response Time

a. The Contractor must provide twenty-four (24) hour, seven (7) days a week emergency call back service for the duration of the contract, refer to SW2.1.II.g and SW2.2.II.h.

7) Delete Section II: Financial Bid in its entirety and replace with the following:

Section II: Financial Bid

Bidders must submit their firm rates in accordance with the Pricing Schedules detailed below. The total amount of Goods and Services Tax or Harmonized Sales Tax is to be shown separately, if applicable.

The following requirement MUST be strictly adhered to: Failure to do so shall render the bidders' proposal as non-responsive.

It is MANDATORY that bidders submit firm prices/rates for the five year period of the contract for all items listed hereafter.

Pricing Schedule 1 - Firm Price

Firm all inclusive prices including all necessary tools, services, materials, labour and all related costs as detailed in Annex A, Statement of Work EJ196-111800. All inclusive requirement applies to table 1 only.

Equipment Inventory

1. 131 QUEEN STREET (ALL INCLUSIVE PREVENTIVE MAINTENANCE)									
Units	Location Room No.	Make	Model	Serial No.	Year 1	Year 2	Year 3	Year 4	Year 5
1	Arcade Room	Fulton Electric Boiler	FB-075-L	109704	\$	\$	\$	\$	\$
1	Arcade Room	Lake wood Instruments Controller	1,575		\$	\$	\$	\$	\$
1	Arcade Room	Rema Dri-vac Corp	RP-3	9809	\$	\$	\$	\$	\$

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1	Arcade Room	DV Systems	TAPV-50 52-69MS	62333	\$	\$	\$	\$	\$
1	Arcade Room	AO Smith	DRE-120 100	946702579	\$	\$	\$	\$	\$
Total for each year (1)									
Total for 5 years (1)									

2. CONFEDERATION BUILDING (INSPECTION AND PREVENTIVE MAINTENANCE ONLY)									
Units	Location Room No.	Make	Model	Serial No.	Year 1	Year 2	Year 3	Year 4	Year 5
1	7th floor stairwell Room 764	Wiegand Industrial Boiler Electrical	CES-024 AS010-60 3	9939-18690	\$	\$	\$	\$	\$
Total for each year (2)					\$	\$	\$	\$	\$
Total for 5 years (2)									

3. FISHER BUILDING (INSPECTION AND PREVENTIVE MAINTENANCE ONLY)									
Units	Location Room No.	Make	Model	Serial No.	Year 1	Year 2	Year 3	Year 4	Year 5
1	Roof top unit	Armstrong Air	SCU10E3 6A-1A	8499L22244	\$	\$	\$	\$	\$
1	Roof top unit	Lennox	HS29-090 -2J	5602D05288	\$	\$	\$	\$	\$
1	Roof top unit	Keeprite	CAB090S NSAAA07 5NA1	L950672189	\$	\$	\$	\$	\$
	Roof top unit	Keeprite	CA3090U SA1867.8 33950	L922376857	\$	\$	\$	\$	\$
	Roof top unit	Keeprite	CA1060Q KAZ	L890669386	\$	\$	\$	\$	\$
					\$	\$	\$	\$	\$
Total for each year (3)					\$	\$	\$	\$	\$
Total for 5 years (3)									

4. CIBC BUILDING (INSPECTION AND PREVENTIVE MAINTENANCE ONLY)									
Units	Location Room No.	Make	Model	Serial No.	Year 1	Year 2	Year 3	Year 4	Year 5
2	Roof top unit	Trane 15Ton R=410A	TCD180 EWOOB A	104810913D	\$	\$	\$	\$	\$
1	Roof top unit	Carrier Air Handler	39AC10	41437	\$	\$	\$	\$	\$
					\$	\$	\$	\$	\$
Total for each year (4)					\$	\$	\$	\$	\$
Total for 5 years (4)									

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5. VICTORIA (INSPECTION AND PREVENTIVE MAINTENANCE ONLY)									
Units	Location Room No.	Make	Model	Serial No.	Year 1	Year 2	Year 3	Year 4	Year 5
2	S-Bsmt: Near Fire	Air Compressor #1			\$	\$	\$	\$	\$
2	S-Bsmt: Near Fire Pumps	Air Compressor #2			\$	\$	\$	\$	\$
1	S-Bsmt: under suspende d ceiling	Cooling Unit			\$	\$	\$	\$	\$
1	Bsmt: Men's locker room	AHU #1			\$	\$	\$	\$	\$
1	Bsmt: Men's locker room	AHU #2			\$	\$	\$	\$	\$
1	Bsmt: Room 015	AHU #3			\$	\$	\$	\$	\$
1	Bsmt: Room 015	AHU #4			\$	\$	\$	\$	\$
1	Bsmt: Room 023	Exhaust Fan			\$	\$	\$	\$	\$
1	Bsmt: Garbage Room (Prom.)	Lockers Exhaust Fan			\$	\$	\$	\$	\$
1	Room 138	AHU #5			\$	\$	\$	\$	\$
1	Room 202	AC unit			\$	\$	\$	\$	\$
1	Room 238 (left)	AC unit			\$	\$	\$	\$	\$
1	Room 238 (right)	AC unit			\$	\$	\$	\$	\$
1	Room 301	AC unit			\$	\$	\$	\$	\$
1	Room 338 (left)	AC unit			\$	\$	\$	\$	\$
1	Room 338 (right)	AC unit			\$	\$	\$	\$	\$
1	Room 400	AC unit			\$	\$	\$	\$	\$
1	Room 438	AC unit			\$	\$	\$	\$	\$
1	Room 500a	AC unit			\$	\$	\$	\$	\$
1	Room 538	AC unit			\$	\$	\$	\$	\$
1	Room 524	AC unit			\$	\$	\$	\$	\$
2	Room 601	AHU #7			\$	\$	\$	\$	\$
1	Room 638	AC unit			\$	\$	\$	\$	\$
1	Room 604	AC unit			\$	\$	\$	\$	\$
1	Room 706	AC unit			\$	\$	\$	\$	\$
1	Room 706 (ceiling)	AC unit			\$	\$	\$	\$	\$

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1	Room 700	AHU 700			\$	\$	\$	\$	\$
1	Room 702	AC unit			\$	\$	\$	\$	\$
1	Room 838	AC unit			\$	\$	\$	\$	\$
1	Front of elevator	AC unit			\$	\$	\$	\$	\$
1	Room 938	AC unit			\$	\$	\$	\$	\$
1	Room 906	AC unit			\$	\$	\$	\$	\$
1	Room 900	AC unit			\$	\$	\$	\$	\$
1	Diesel room	Fresh air			\$	\$	\$	\$	\$
1	Diesel room	MWR Exhaust Fan			\$	\$	\$	\$	\$
1	Diesel room	Washroom Exhaust Fan			\$	\$	\$	\$	\$
2	Roof	MAU # 6			\$	\$	\$	\$	\$
1	11	Fresh Air			\$	\$	\$	\$	\$
1	207	AC unit			\$	\$	\$	\$	\$
1	210	AC unit			\$	\$	\$	\$	\$
1	112	Fan Coil unit			\$	\$	\$	\$	\$
1	206B	Fan Coil unit			\$	\$	\$	\$	\$
Total for each year (5)					\$	\$	\$	\$	\$
Total for 5 years (5)					\$				

6. HOUSE OF COMMONS (PRINTING FACILITY) , 747 BELFAST (INSPECTION AND PREVENTIVE MAINTENANCE ONLY)									
Units	Location Room No.	Make	Model	Serial No.	Year 1	Year 2	Year 3	Year 4	Year 5
1	Office/Post Office	Lennox	GCS16-9 53-200-4J	5691B00826	\$	\$	\$	\$	\$
1	Main Plant/Post Office	Lennox	GCS16-1 603-270-3 J	5691D00305	\$	\$	\$	\$	\$
1	Post Office	Lennox	GCS16-1 603-270-3 J	5691D00308	\$	\$	\$	\$	\$
1	Lunch Room/Bath Room	Lennox	GCS16-6 53-125-1J	6391C55846	\$	\$	\$	\$	\$
1	Back-up Main Area	Trane	TTA180B W00CC	M351L2KAH	\$	\$	\$	\$	\$
1	Back-up Main Area	Weather Pack	PBP2355 H2843	97.1477M	\$	\$	\$	\$	\$
1	Print Shop	Lennox	GCS11-2 753-450A -7J	5691G01207	\$	\$	\$	\$	\$
1	2nd Floor Office/Print Shop	Lennox	GCS16-1 25-1J	6391D65247	\$	\$	\$	\$	\$
1	Shipping/Receiving	Lennox	GCS16-0 24-50-2P	5699G08716	\$	\$	\$	\$	\$
1	MAT Management	Lennox	LGA150S H2J	5698H05050	\$	\$	\$	\$	\$
1	MAT Management	Lennox	LGA150S H2J	5698H04048	\$	\$	\$	\$	\$
1	MAT	Lennox	LGA150S	5698H05051	\$	\$	\$	\$	\$

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	Managem ent		H2J						
1	Back Warehous e	Vantage	GTH125	88-0642	\$	\$	\$	\$	\$
1	Loading Dock	Lennox	LF4-165A -1	6388C34788	\$	\$	\$	\$	\$
1	Warehous e	Puresteam	PS-85 (5)	4224	\$	\$	\$	\$	\$
1	Loading Dock	Lennox	LF4-165A -1	6387G68953	\$	\$	\$	\$	\$
1	Warehous e	Trane	CPA7SA	499681	\$	\$	\$	\$	\$
1	Loading Dock 12A	Reznor	N/A	N/A	\$	\$	\$	\$	\$
1	Loading Dock 11	Reznor	N/A	N/A	\$	\$	\$	\$	\$
1	Rear Bay	Lennox	LF4-165A -1	6387G689662	\$	\$	\$	\$	\$
1	Warehous e	Trane	3P1731	499860	\$	\$	\$	\$	\$
1	Warehous e	ICG	UHG-175 -T	E431309	\$	\$	\$	\$	\$
1	Warehous e	Lennox	LF4-165A -1	6386C34773	\$	\$	\$	\$	\$
1	Back Warehous e	Vantage	GTH125	88-0642	\$	\$	\$	\$	\$
1	Mail Room	Phillips	D00-10	N/A	\$	\$	\$	\$	\$
1	Mail Room	Broam	N/A	N/A	\$	\$	\$	\$	\$
Total for each year (6)					\$	\$	\$	\$	\$
Total for 5 years (6)					\$				

Total for each year:(1) + (2) + (3) + (4) + (5) + (6)	\$	\$	\$	\$	\$
Total for 5 years : (1) + (2) + (3) + (4) + (5) + (6)	\$				

Summary of Pricing Schedule 1

Period	Firm Quarterly Rate	Number of Quarters	Firm Price
Year 1	\$	x 4	\$
Year 2	\$	x 4	\$
Year 3	\$	x 4	\$
Year 4	\$	x 4	\$
Year 5	\$	x 4	\$
Total for 5 Years			\$

Pricing Schedule 2: Extra Work - As and When Requested

Extra work as described in Annex A - PWGSC Statement of Work EJ196-111800, "Extra Work" will be conducted on an 'As and When Requested' basis where charges shall be made for actual labour and repair and replacement parts. Estimated quantity of hours per year for extra work is for evaluation purposes only.

When "As and When Requested" work is requested during the contract period, the contractor must complete and submit the Annex D "Cost Estimate Form for Extra Work". Written authorization must be obtained from the Technical Authority prior to conducting any extra work.

Submit a Firm All-inclusive Labour Rate (including Overhead, Profit, and all related Costs) and material cost in Canadian funds.

2.1) LABOUR: Our firm hourly rate per qualified personnel Journeyman Refrigeration Mechanic shall be:

i) Regular Hours 8:00 to 16:00, Monday to Friday	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Hourly Rate	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR
Estimated number of hours	10	10	10	10	10
Extended Price:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2.1 (i) SUB-TOTAL:					\$ _____

ii) Outside regular hours Monday to Saturday	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Hourly Rate	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR
Estimated number of hours	10	10	10	10	10
Extended Price:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2.1 (ii) SUB-TOTAL:					\$ _____

iii) Sunday & Statutory Holidays	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Hourly Rate	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR
Estimated number of hours	10	10	10	10	10
Extended Price:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

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2.1 (iii) SUB-TOTAL:	\$_____
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2.2) LABOUR: Our firm hourly rate per qualified personnel Certified Gas Technician G1 shall be:

i) Regular Hours 8:00 to 16:00, Monday to Friday	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Hourly Rate	\$_____ /HR	\$_____ /HR	\$_____ /HR	\$_____ /HR	\$_____ /HR
Estimated number of hours	10	10	10	10	10
Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
2.3 (i) SUB-TOTAL:					\$_____

ii) Outside regular hours Monday to Saturday	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Hourly Rate	\$_____ /HR	\$_____ /HR	\$_____ /HR	\$_____ /HR	\$_____ /HR
Estimated number of hours	10	10	10	10	10
Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
2.3 (ii) SUB-TOTAL:					\$_____

iii) Sunday & Statutory Holidays	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Hourly Rate	\$_____ /HR	\$_____ /HR	\$_____ /HR	\$_____ /HR	\$_____ /HR
Estimated number of hours	10	10	10	10	10
Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
2.3 (iii) SUB-TOTAL:					\$_____

2.3 MATERIALS: Materials will be charged at our laid-down cost plus a mark-up of:

	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Percentage Mark-up	_____ %	_____ %	_____ %	_____ %	_____ %
Estimated Expenditure:	\$1000	\$1000	\$1000	\$1000	\$1000

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Extended Price:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2.5 SUBTOTAL:					\$ _____

* The Extended Price for materials is calculated by adding the mark-up quoted to the total estimated expenditure (Example: Year 1, \$500.00 estimated expenditure; 10% mark-up quoted = \$500.00 + (\$500.00 x 10%) = \$550.00). The estimated expenditures is for evaluation purposes only.

Parts will be supplied FOB Destination including all delivery charges. The following definitions have been used to arrive at the figures as noted:

i) MARK-UP - The difference between the Contractor's laid-down cost for product and resale price to the Crown. Mark-up includes applicable internal cost allocation by the Contractor such as material handling and general and administrative (G&A) expenses plus profit.

ii) LAID-DOWN COST - The cost incurred by a vendor to acquire a specific product or service for resale to the government. This includes but is not limited to the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage.

AUTHORIZATION FOR DELIVERY: The consignee shall request delivery of goods/services identified in Pricing Schedule 2., 2.1 to 2.2 (i), (ii), (iii) and 2.3 on an authorization form provided by the Technical Authority.

TOTAL ASSESSED PROPOSAL PRICE

Sum of Basis of Pricing

Pricing Schedule 1: Table 1 = Subtotal \$ _____ +

Pricing Schedule 2: 2.1 to 2.2 (i), (ii), (iii) = Subtotal \$ _____ +

Pricing Schedule 2: 2.3 = Subtotal \$ _____ =

Total assessed proposal price = \$ _____

IN THE CASE OF ERROR IN THE EXTENSION OF PRICES, THE UNIT PRICE WILL GOVERN.
CANADA MAY ENTER INTO CONTRACT WITHOUT NEGOTIATION.

No other changes apply

SW 1. General

The Contractor must furnish all necessary travel, tools, materials, services and labour to carry out the work required under the terms and conditions of this scope of work on the equipment listed in SW 7, Equipment Inventory.

- a. The Contractor must comply with all Laws and Regulations, Federal, Provincial or Municipal, relative to the servicing of the equipment (listed in SW 7) and shall pay for any and all permits and or certificates required.
- b. Contractor to be registered with Technical Standards and Safety Authority (TSSA). A copy of the TSSA registration must be submitted before contract award.
- c. Apprentices employed by the Contractor must be fully registered in a Tradesman Program related to the services in Annex A, Statement of Work. Apprentices must work, at any time, under the direction of a Journeyman Mechanic. Canada reserves the right to request proof of registration in a Tradesman Program at any time during the term of the contract.

SW 2. Scope of Work

SW2.1 All Inclusive Preventive Maintenance - Building at 131 Queen Street

I. General

The Contractor must complete all required maintenance as per manufacturer's recommendations, including but not limited to the items listed below on the equipment listed in SW 7, Equipment Inventory.

II. Included in Contract

- a. **Travel**, labour and materials for all services, inspections, cleaning, lubrication, testing, calibration, maintenance and repairs.
- b. All boiler controls.
- c. All replacement parts and components for the boiler, compressor system, vacuum, system domestic hot water system, and water conditioning (softener) system.
- d. Original Equipment Manufacturer (OEM), gaskets, lubricants, seals heat transfer media (e.g. Glycol) as well as all related piping, pumps on boilers, valves and associated electrical and control components including motor starters.
- e. Replace any defective system components with matching original OEM or "as new" rebuilt warranted components, provided they are approved by the Technical Authority.
- f. Full oil change and filter(s) replacement at intervals as per manufacturer's recommendations or more often if conditions indicate deterioration.
- g. **The cost of service calls (24/7) is also included in the contract and is defined as the labour from the time a service call is initiated with the contractor inclusive of travel, the labour to investigate the service call including the repair and confirmation to the National Service Call Centre (NSCC) that the call has been rectified.**

III. Water Treatment (softener) as per manufacturer's recommendation

- a. Provide "Boiler Water Treatment"
- b. Supply and replace salt
- c. Test water

IV. Control Systems

- a. Conduct semi-annual tests of the control systems where applicable, to ensure all circuits and settings are properly adjusted.
- b. Test the controls according to the manufacturer's specifications.
- c. Record all limit and control settings and submit along with the quarterly reports.

V. Boilers

- a. The boilers must be inspected as per manufacturer's recommendations:
 - i. Season Start Up inspection
 - ii. Combustion tests
- b. Weekly, monthly, quarterly, semi-annual, and annual inspections
- c. Mid-season inspection
- d. Shutdown and annual cleaning and inspection as per manufacturer's recommendations.
 - i. Replace all gaskets
- e. Annual inspection reports should include a detailed description of the boiler, interior and exterior.

VI. Vacuum

- a. Inspect and maintain vacuum as per manufacturer's recommendations

VII. Domestic Water Heater

- a. Hot water heating system and storage tank must be inspected as per manufacturer's recommendations and as required by TSSA.

SW 2.2 Scope of Work – Inspection and Preventive Maintenance – Buildings at Victoria, CIBC, Fisher, Confederation and 747 Belfast Road.

I. General

The Contractor must complete all required maintenance as per manufacturer's recommendations, including but not limited to the items listed below on the equipment listed in SW7, Equipment Inventory.

II. Included in Contract

- a. **Travel**, labour and materials for all services, inspections, cleaning, lubrication, testing, calibration and maintenance.
- b. Replacement of belts.
- c. Replacement of filters.
- d. Replacement of motor pulleys
- e. Electrical and control components: fuses.
- f. Replace any defective system components with matching OEM parts, or "as new" rebuilt warranted components, provided they are approved by the Technical Authority.
- g. All Halo-carbon systems must be leak tested quarterly and submit a copy of the electronic report to the Technical Authority.
- h. **Emergency Calls are also included in the contract for the repair of items mentioned in (a) to (f) above. Other repairs are extra and the contractor must follow the instructions outlined in SW4.II, Extra Work.**

- III. Full oil change and filter(s) replacement at intervals as per manufacturer's recommendations or more often if conditions indicate deterioration.

SW 3. Service

- I. All equipment shall be inspected in accordance with the frequency identified in SW 7, Equipment Inventory or more frequently if found necessary to provide trouble free operation of the equipment. Seasonal startup and shutdown of the equipment shall be coordinated with the PWGSC site authority. The performance of the work required shall provide for operation of the complete system(s) based on original design or subsequent approved design modifications and shall be as recommended by the manufacturer(s).
- II. The Contractor must have and maintain access at all times, sufficient direct replacement parts, OEM for immediate repair of component to ensure continuous operation of equipment.
- III. Wiring Diagrams - Adjustments Procedures and Operational Descriptions
 - a. Prove to the satisfaction of the Technical Authority when requested, possession of complete schematic wiring diagrams, detailed adjustment procedures and detailed operational descriptions of all equipment included in this Statement of Work.
 - b. Verify all electrical drawings and provide numbering and reference for all cabinet wiring as required during the first year of the Contract; and
 - c. Provide revisions/updates of all electrical drawings to the Technical Authority for electrical drawing amendments.
- IV. Scheduling
 - a. Preventive maintenance shall be performed during regular working hours, 08:00 to 15:00 hours Monday through Friday excluding legal holidays. Within 30 days after contract award, the Contractor shall provide a detailed schedule of maintenance to be applied for the term of this contract. This schedule shall contain and reflect the manufacturer's recommended maintenance and all requirements of this Statement of Work. The proposed schedule shall be reviewed by the Technical Authority and may require revision by the Contractor to meet the Technical Authority's requirements. Any such changes shall be considered as part of this Statement of Work.
 - b. The Technical Authority must approve any variance from this schedule.

V. Call Backs/Emergency Calls

- a. **The Contractor must provide twenty-four (24) hour, seven (7) days a week emergency call back service for the duration of the contract, refer to SW2.1.II.g and SW2.2.II.h.**
- b. The Contractor must respond within 30 minutes and be on site ready to work within two (2) hours of receiving the emergency call. All work for emergency service must be executed by a qualified service personnel named in the Contract and such work must proceed continuously until the system is returned to safe operating condition.
- c. The Contractor must update the Trouble Desk of the status of each request and contact the Trouble Desk within 4 hours to close out the ticket once each issue is resolved.

VI. Non-working Service Manager

The non-working Service Manager must be in full charge of the operations of the contractor in the performance of the services and must be authorized to accept any notice, consent, order, direction, decision or other communication on behalf of the contractor that may be given under the contract.

In the event that there is an emergency, the Technical Authority may request that the Contractor's non-working Service Manager respond on-site within two (2) hours of receiving the call on a 24 hour, 7 day basis.

VII. Maintenance Plan

The Contractor must produce a detailed maintenance service plan specific to the equipment inventory which must outline all tasks, procedures, all maintenance routines and frequencies to meet or exceed manufacturers' recommendations identifying the maintenance that will be performed annually, semi-annually, quarterly and monthly. This maintenance plan must contain and reflect the manufacturer's recommended maintenance and all requirements of this Statement of Work. The proposed maintenance plan must be reviewed by the Technical Authority and may require revision by the Contractor to meet Technical Authority's requirements. Any such changes must be considered as part of the Contract. This plan must fully list all operating inspections, maintenance schedules and tests necessary to maximize equipment longevity and ensure the optimum level of performance over the full operating range of the equipment. The maintenance service plan must be submitted to the Technical Authority in the Microsoft Office Suite format (including sample inspections sheets for all routines), within 60 calendar days after award of the Contract.

SW 4. Extra work and Exclusions

I. Exclusions

The Contractor is not required as part of this contract to make renewals or repairs to the equipment beyond routine maintenance.

II. Extra Work

- a. The Contractor must notify the Technical Authority by phone within an hour and subsequently to follow up with a written report by fax or e-mail within 24 hours of any equipment failure requiring a repair(s) and/or negligent operation or misuse of the equipment by others. The Contractor may be required to make the repair(s) or replace components necessitated by such occurrence at extra cost.
- b. The Contractor must identify modifications or improvements to the equipment or system(s) that will enhance equipment serviceability, life expectancy and/or efficiency.
- c. The Contractor must calculate the cost of the repairs (SW 4.II.a), modifications or improvements (SW 4.II.b) based on Basis of Pricing "Pricing Schedule 2". The Contractor may be called upon to effect this work.

SW 5. Health and Safety Requirements

I. Environmental Protection

The Contractor shall conform to all applicable environmental laws and regulations in effect including the Federal Halocarbon Regulations.

- a. During repair or replacements the Contractor shall use closed-loop refrigerant recovery equipment to minimize refrigerant emissions. A complete leak test on all refrigeration systems shall be performed quarterly and make repairs as required. Units shall then be tagged as leak free.
- b. The Contractor must ensure against oil spills or damage to surfaces and roofing system by providing protection such as plywood or plastic under the equipment during service operations. In the event of an

accidental spill, the Contractor shall notify the Technical Authority immediately so that remedial action can be taken.

- c. The Contractor must not leave waste materials on site unless approved by the Technical Authority.
- d. The Contractor must not dispose waste or volatile materials, such as mineral spirits or paints and oil thinner into waterways, storm or sanitary sewers.
- e. The Contractor must control the disposal of the runoff of water containing suspended materials or other harmful substances in accordance with local authority requirements.

II. WHMIS and Safety Training

- a. The Contractor must comply with the requirements of the Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage, disposal of hazardous materials, regarding labeling and the provision of material safety data sheets acceptable to Human Resources Development Canada, Labour Program.
 - i. Provide a blue binder with all up to date material safety data sheets (MSDS) for the chemicals being used by the Contractor for maintenance.
 - ii. Ensure that all service personnel have all the applicable safety training to perform the work on this contract.
 - iii. The training shall include but are not limited to: fall protection, confined spaces, and any other safety training required by all applicable Acts, Codes and Regulations for the performing the work required by the contract.
- b. The Contractor must provide a copy of its "Safe Work Policy" to the Technical Authority within two (2) weeks after the contract is awarded and provide it again for review at the end of each year.
 - i. The Contractor must ensure that the work area is maintained in a safe condition at all times during performance of work.

SW 6. Reporting

I. Interim or incident Reporting

The Contractor must report to the Technical Authority verbally, and follow-up by E-mail within twenty-four (24) hours of every visit other than regular maintenance.

- a. The report shall detail the work completed, outstanding work and reasons; and an estimated time of completion.
- b. Call to the attention of the Technical Authority any improper procedures noted and provide written report.
- c. Report all Freon losses and complete the applicable forms - in accordance with the Federal Halo Carbon Regulations (FHR) within twenty-four (24) hours of release to the Technical Authority.

II. Equipment report cards

- a. A completed service report card outlining all services performed on each equipment must be enclosed in a clear vinyl envelope and affixed safely to each equipment.
- b. The report cards are to remain with the equipment for the duration of the contract and are to be turned over to the Technical Authority upon contract completion or termination.

III. Service Reports

- a. Submit all services reports in Electronic format (via E-mail or CD) in MS Word or PDF
- b. Submit a checklist for each piece of equipment covered under this contract.
- c. A signed, written service report must be completed at each time service is performed.
- d. Submit to the Technical Authority quarterly inspection and maintenance reports, completed checklists and invoices.

IV. All reports are to include

- a. Date and time of inspection
- b. Building name and location
- c. Service Personnel's name and signature
- d. Equipment identification (model and serial number)
- e. Description of work performed
- f. Parts replaced
- g. Condition of equipment

V. Invoicing

- a. All invoices must be accompanied by the respective service and or inspection report, otherwise invoices will not be processed. Invoices must include:

- i. PWGSC reference number EJ196-111800
- ii. Period covered by invoice
- iii. Building name, address, (inventory, if for emergency repairs) and location
- b. Invoices must be sent "Quarterly" to the attention of:
Public Works and Government Services Canada
Maintenance and Operational Assurance
400 Cooper Street, 6th Floor, OTTAWA, Ontario K1A 0S5
Attention of: Technical Authority

SW 7. Equipment Inventory

1. BUILDING AT 131 QUEEN STREET (ALL INCLUSIVE PREVENTIVE MAINTENANCE)					
Units	Location Room No.	Make	Model	Serial No.	Maintenance Frequency
1	Arcade Room	Fulton Electric Boiler Steam Boiler - Year 2009	FB-075-L	109704	Weekly
1	Arcade Room	Lake wood Instruments Controller: Water Softener	1,575		Quarterly
1	Arcade Room	Rema Dri-vac Corp Vacuum System	RP-3	9809	Quarterly
1	Arcade Room	DV Systems Compressed Air System	TAPV-5052- 69MS	62333	Quarterly
1	Arcade Room	Domestic Water Heater	DRE-120 100	946702579	Quarterly

2. CONFEDERATION BUILDING (INSPECTION AND PREVENTIVE MAINTENANCE ONLY)					
Units	Location Room No.	Make	Model	Serial No.	Maintenance Frequency
1	7th Floor Stairwell Rm. 764	Wiegand Industrial Boiler Electrical Pressure Vessel: M Voltage: 600, Amps: 23 A, Phase: 3, Kw: 24 Max lb/h: 64, Hz: 60 Allowable working pressure: 100 psi Boiler Part: 022 - 300135-552	CES-024AS010- 603	9939-18690	Quarterly

SW 7. Equipment Inventory (Cont'd)

3. FISHER BUILDING (INSPECTION AND PREVENTIVE MAINTENANCE ONLY)					
Units	Location Room No.	Make	Model	Serial No.	Maintenance Frequency
1	Roof top unit Complete w/ condenser	Armstrong Air	SCU10E36A-1A	8499L22244	Quarterly
1	Roof top unit Complete w/ condenser	Lennox	HS29-090-2J	5602D05288	Quarterly
1	Roof top unit Complete w/ condenser	Keeprite	CAB090SNSAAA 075NA1	L950672189	Quarterly
1	Roof top unit Complete w/ condenser	Keeprite	CA3090USA1867. 833950	L922376857	Quarterly
1	Roof top unit Complete w/ condenser	Keeprite	CA1060QKAZ	L890669386	Quarterly

4. CIBC BUILDING (INSPECTION AND PREVENTIVE MAINTENANCE ONLY)					
Units	Location Room No.	Make	Model	Serial No.	Maintenance Frequency
2	Roof top unit CW/condens er	Trane (15 Ton) R.= 410A	TCD180EWOBA Con:RAUTC405C B03ABDFG0010	104810913D Con:c11c016 32	Quarterly
1	Roof top unit	Carrier Air Handler (F=8-20x20x2) 15 Hp motor	39AC10	41437	Quarterly

SW 7. Equipment Inventory (Cont'd)

5. VICTORIA BUILDING (INSPECTION AND PREVENTIVE MAINTENANCE ONLY)					
Units	Location Room No.	Make	Model	Serial No.	Maintenance Frequency
2	S-Bsmt: Near Fire Pumps	Air Compressor #1			Quarterly
2	S-Bsmt: Near Fire Pumps	Air Compressor #2			Quarterly
1	S-Bsmt: under suspended ceiling	Cooling Unit			Quarterly
1	Bsmt: Men's locker room	AHU #1			Quarterly
1	Bsmt: Men's locker room	AHU #2			Quarterly
1	Bsmt: Room 015	AHU #3			Quarterly
1	Bsmt: Room 015	AHU #4			Quarterly
1	Bsmt: Room 023	Exhaust Fan			Quarterly
1	Bsmt: Garbage Room (Prom.)	Lockers Exhaust Fan			Quarterly
1	Room 138	AHU #5			Quarterly
1	Room 202	AC unit			Quarterly
1	Room 238 (left)	AC unit			Quarterly
1	Room 238 (right)	AC unit			Quarterly
1	Room 301	AC unit			Quarterly
1	Room 338 (left)	AC unit			Quarterly
1	Room 338 (right)	AC unit			Quarterly
1	Room 400	AC unit			Quarterly
1	Room 438	AC unit			Quarterly

SW 7. Equipment Inventory (Cont'd)

5. VICTORIA BUILDING					
(INSPECTION AND PREVENTIVE MAINTENANCE ONLY)					
Units	Location Room No.	Make	Model	Serial No.	Maintenance Frequency
1	Room 500a	AC unit			Quarterly
1	Room 538	AC unit			Quarterly
1	Room 524	AC unit			Quarterly
2	Room 601	AHU #7			Quarterly
1	Room 638	AC unit			Quarterly
1	Room 604	AC unit			Quarterly
1	Room 706	AC unit			Quarterly
1	Room 706 (ceiling)	AC unit			Quarterly
1	Room 700	AHU 700			Quarterly
1	Room 702	AC unit			Quarterly
1	Room 838	AC unit			Quarterly
1	Front of elevator	AC unit			Quarterly
1	Room 938	AC unit			Quarterly
1	Room 906	AC unit			Quarterly
1	Room 900	AC unit			Quarterly
1	Diesel room	Fresh air			Quarterly
1	Diesel room	MWR Exhaust Fan			Quarterly
1	Diesel room	Washroom Exhaust Fan			Quarterly
2	Roof	MAU # 6			Quarterly
1	11	Fresh Air			Quarterly
1	Room 207	AC unit			Quarterly
1	Room 210	AC unit			Quarterly
1	Room 212	Fan coil unit			Quarterly
1	Room 206B	Fan Coil unit			Quarterly

SW 7. Equipment Inventory (Cont'd)

6. 747 BELFAST ROAD (INSPECTION AND PREVENTIVE MAINTENANCE ONLY)					
Units	Location Room No.	Make	Model	Serial Number	Maintenance Frequency
1	Office/Post Office Unit #1 HVAC RT	Lennox	GCS16-953- 200-4J	5691B00826	Quarterly
1	Main Plant/Post Office Unit #2 HVAC RT	Lennox	GCS16-1603- 270-3J	5691D00305	Quarterly
1	Post Office Unit #3 HVAC RT	Lennox	GCS16-1603- 270-3J	5691D00308	Quarterly
1	Lunch Room/Bath Room Unit #4 HVAC RT	Lennox	GCS16-653- 125-1J	6391C55846	Quarterly
1	Back-up Main Area Unit #5 Condenser	Trane	TTA180BW00C C	M351L2KAH	Quarterly
1	Back-up Main Area Unit #6 MUA	Weather Pack	PBP2355H2843	97.1477M	Quarterly
1	Print Shop Unit #7 HVAC RT	Lennox	GCS11-2753- 450A-7J	5691G01207	Quarterly
1	2nd Floor Office/Print Shop Unit #8 HVAC RT	Lennox	GCS16-125-1J	6391D65247	Quarterly
1	Shipping/Receiving Unit #9 HVAC RT	Lennox	GCS16-024-50- 2P	5699G08716	Quarterly
1	MAT Management Unit #11 HVAC	Lennox	LGA150SH2J	5698H05050	Quarterly
1	MAT Management Unit #12 HVAC	Lennox	LGA150SH2J	5698H04048	Quarterly
1	MAT Management Unit #15 HVAC	Lennox	LGA150SH2J	5698H05051	Quarterly
1	Back Warehouse Unit #27,	Vantage	GTH125	88-0642	Quarterly
1	Loading Dock Unit # 18	Lennox	LF4-165A-1	6388C34788	Quarterly
1	Warehouse UNIT # 30	Purestea m	PS-85 (5)	4224	Quarterly
1	Loading Dock Unit # 19	Lennox	LF4-165A-1	6387G68953	Quarterly
1	Warehouse Unit # 20	Trane	CPA7SA	499681	Quarterly
1	Loading Dock 12A Unit # 21	Reznor	N/A	N/A	Quarterly
1	Loading Dock 11 Unit # 22	Reznor	N/A	N/A	Quarterly
1	Rear Bay Unit # 23	Lennox	LF4-165A-1	6387G689662	Quarterly
1	Warehouse Unit # 24	Trane	3P1731	499860	Quarterly
1	Warehouse Unit # 25	ICG	UHG-175-T	E431309	Quarterly
1	Warehouse Unit # 26	Lennox	LF4-165A-1	6386C34773	Quarterly
1	Back Warehouse Unit # 27	Vantage	GTH125	88-0642	Quarterly
1	Mail Room Unit # 39	Phillips	D00-10	N/A	Quarterly
1	Mail Room Unit # 40	Broam	N/A	N/A	Quarterly