

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**  
**11 Laurier St. / 11, rue Laurier**  
**Place du Portage, Phase III**  
**Core 0A1 / Noyau 0A1**  
**Gatineau, Québec K1A 0S5**  
**Bid Fax: (819) 997-9776**

**REQUEST FOR PROPOSAL**  
**DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

<b>Title - Sujet</b> Rooftop Air Handling Units		
<b>Solicitation No. - N° de l'invitation</b> K4A22-120077/B	<b>Date</b> 2013-02-08	
<b>Client Reference No. - N° de référence du client</b> K4A22-120077		
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$HP-912-62178		
<b>File No. - N° de dossier</b> hp912.K4A22-120077	<b>CCC No./N° CCC - FMS No./N° VME</b>	
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2013-03-04</b>		<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>		
<b>Address Enquiries to: - Adresser toutes questions à:</b> Pearson, Neil		<b>Buyer Id - Id de l'acheteur</b> hp912
<b>Telephone No. - N° de téléphone</b> (819) 956-3976 ( )		<b>FAX No. - N° de FAX</b> (819) 953-2953
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF THE ENVIRONMENT 335 RIVER RD ATT: Adam Kurz OTTAWA Ontario K1A0H3 Canada		

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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

**Issuing Office - Bureau de distribution**  
Vehicles & Industrial Products Division  
11 Laurier St./11, rue Laurier  
7A2, Place du Portage, Phase III  
Gatineau, Québec K1A 0S5

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**This bid solicitation cancels and supersedes previous bid solicitation number K4A22-120077/A dated 19 December 2012 with a closing of 29 January 2013 at 2:00 p.m. EST.**

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SK-1

## **PART 1 - GENERAL INFORMATION**

### **1. Security Requirement**

There is no security requirement associated with this requirement.

### **2. Requirement**

Canada is seeking proposals to procure Quantity two (2) Rooftop Air Handling Units as described in Annex “A” - Pricing and in accordance with Annex “B” - Purchase Description Rooftop Air Handling Units.

### **3. Debriefings**

After contract award, bidders may request a debriefing on the results of the bid solicitation. Bidders should make the request to the Contracting Authority within 15 working days of receipt of notification that their bid was unsuccessful. The debriefing may be provided in writing, by telephone or in person.

### **4. Interpretation**

The mandatory requirements stated in this Request for Proposal use the words "must" or "mandatory". Proposals not meeting all of the mandatory requirements will be given no further consideration.

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## PART 2 - BIDDER INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the Standard Acquisition Clauses and Conditions (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The **2003 (2012-11-19)** Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection **5.4 of 2003**, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

**Delete:** sixty (60) days

**Insert:** ninety (90) days

### 2. Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

### 3. Enquiries - Bid Solicitation

All enquiries must be submitted to the Contracting Authority no later than **seven (7) calendar days** before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a "proprietary" nature must be clearly marked "proprietary" at each relevant item. Items identified as proprietary will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

### 4. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in *Ontario*.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.

## **5. Environmental Considerations**

Canada is committed to greening its supply chain. In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to acquire products and services that have a lower impact on the environment than those traditionally acquired. Environmental performance considerations include, among other things: the reduction of greenhouse gas emissions and air contaminants; improved energy and water efficiency; reduced waste and support reuse and recycling; the use of renewable resources; reduced hazardous waste; and reduced toxic and hazardous substances. In accordance with the Policy on Green Procurement, for this solicitation:

- Offerors / suppliers are requested to provide all correspondence including (but not limited to) documents, reports and invoices in electronic format unless otherwise specified by the Contracting Authority or Project Authority, thereby reducing printed material.
- Offerors / suppliers should recycle (shred) unneeded copies of non-classified/secure documents (taking into consideration the Security Requirements).
- Product components used in performing the services should be recyclable and/or reusable, whenever possible.

## **6. Improvement of Requirement During Solicitation Period**

Should bidders consider that the specifications, Statement of Work or Purchase Description contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least **seven (7) days** before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **1. Bid Preparation Instructions**

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid ( 2 hard copies);

Section II: Financial Bid ( 1 hard copy);

Section III: Certifications and Additional Information (2 hard copies).

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation;

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders are encouraged to:

- 1) use paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

### **2. Section I: Technical Bid**

In their technical bid, bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Bidders must complete and submit by the bid closing date and time the following;

- 1) Appendix “1” - Technical Information Questionnaire - Rooftop Air Handling Units;
- 2) Outline Shop Drawings;
- 3) Performance Data; and

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4) Product Characteristics.

### 3. Section II: Financial Bid

Bidders must submit their prices in Annex “A” - Pricing in accordance with the Basis of Payment described in **Part 6 - RESULTING CONTRACT CLAUSES**, at **Clause 6.1 Basis of Payment**.

#### 3.1 SACC Manual Clauses

C3011T	Exchange Rate Fluctuation	2010-01-11
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### 4. Section III: Certifications and Additional Information

Bidders must submit the certifications required under **PART 5 - CERTIFICATIONS**.

#### 4.1 Additional Information

Canada requests that bidders submit the following information:

##### 4.1.1 Delivery

##### 4.1.1.1 Firm Quantity

While delivery of the Rooftop Air Handling Units is requested by 31 March 2013, the best delivery that can be offered is as follows:

Item 001 – Quantity two (2) Rooftop Air Handling Units will be delivered within \_\_\_\_\_ calendar days from the effective date of the contract.



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## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **1. Evaluation Procedures**

- 1.1 Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- 1.2 An evaluation team composed of representatives of Canada will evaluate the bids.

### **2. Technical Evaluation**

- 2.1 The purpose of the technical evaluation is to determine if the goods and/or services offered meet all mandatory technical requirements outlined in the documents enumerated hereafter and as required in **Section I - Technical Bid of Part 3 - BID PREPARATION INSTRUCTIONS:**

- Appendix 1 - Technical Information Questionnaire Rooftop Air Handling Units; and
- Annex "B" - Purchase Description Rooftop Air Handling Units.

### **3. Financial Evaluation**

- 3.1 The purpose of the financial evaluation is to determine the aggregate price, based on the information submitted in Annex "A" - Pricing.
- 3.2 Aggregate Price Calculation

Bids will be evaluated on an aggregate price basis for the firm quantity.

### **4. Basis of Selection**

- 4.1 A bid must comply with the requirements of the bid solicitation and meet all mandatory requirements to be declared responsive. The responsive bid with the lowest evaluated aggregate price will be recommended for award of a contract

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## PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and related documentation to be awarded a contract. Canada will declare a bid non-responsive if the required certifications and related documentation are not completed and submitted as requested.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications, to provide the related documentation or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

### 1. Mandatory Certifications Required Precedent to Contract Award

#### 1.1 Code of Conduct and Certifications - Related documentation

1.1.1 By submitting a bid, the Bidder certifies, for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation hereinafter mentioned will help Canada in confirming that the certifications are true. By submitting a bid, the Bidder certifies that it is aware, and that its affiliates are aware, that Canada may request additional information, certifications, consent forms and other evidentiary elements proving identity or eligibility. Canada may also verify the information provided by the Bidder, including the information relating to the acts or convictions specified herein, through independent research, use of any government resources or by contacting third parties. Canada will declare non-responsive any bid in respect of which the information requested is missing or inaccurate, or in respect of which the information contained in the certifications is found to be untrue, in any respect, by Canada. The Bidder and any of the Bidder's affiliates, will also be required to remain free and clear of any acts or convictions specified herein during the period of any contract arising from this bid solicitation.

Bidders who are incorporated, including those bidding as a joint venture, must provide with their bid or promptly thereafter a complete list of names of all individuals who are currently directors of the Bidder. Bidders bidding as sole proprietorship, including those bidding as a joint venture, must provide the name of the owner with their bid or promptly thereafter. Bidders bidding as societies, firms, partnerships or associations of persons do not need to provide lists of names. If the required names have not been received by the time the evaluation of

bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply will render the bid non-responsive. Providing the required names is a mandatory requirement for contract award. Canada may, at any time, request that a Bidder provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form-PWGSC-TPSGC 229)

(<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>) for any or all individuals aforementioned within the time specified. Failure to provide such Consent Forms within the time period provided will result in the bid being declared non-responsive.

## **2. Additional Certifications Precedent to Contract Award**

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

### **2.1 Federal Contractors Program - over \$25,000 and below \$200,000**

Suppliers who are subject to the Federal Contractors Program (FCP) and have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive federal government contracts over the threshold for solicitation of bids as set out in the Government Contracts Regulations. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100 employees. Any bids from ineligible contractors, including a bid from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

The Bidder, or, if the Bidder is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Bidder or the member of the joint venture

- (a) ( ) is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;
- (b) ( ) is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;

- (c) ( ) is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC, having not bid on requirements of \$200,000 or more;
- (d) ( ) has not been declared an ineligible contractor by HRSDC, and has a valid certificate number as follows: \_\_\_\_\_.

Further information on the FCP is available on the HRSDC Web site.

[Http://www.hrsdc.gc.ca/eng/labour/equality/fcp/index.shtml](http://www.hrsdc.gc.ca/eng/labour/equality/fcp/index.shtml)

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## PART 6 - RESULTING CONTRACT CLAUSES

### 1. Security Requirement

There is no security requirement associated with this requirement.

### 2. Requirement

The Contractor must deliver quantity two (2) Rooftop Air Handling Units as described in Annex "A" - Pricing and in accordance with Annex "B" - Purchase Description Rooftop Air Handling Units.

### 3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<http://sacc.pwgsc.gc.ca/sacc/index-e.jsp>) issued by Public Works and Government Services Canada.

#### 3.1 General Conditions

**2010A (2012-11-19) General Conditions - Goods (Medium Complexity)**, apply to and form part of the contract.

### 4. Term of Contract

#### 4.1 Delivery of Rooftop Air Handling Units

##### 4.1.1 Firm Quantity

Delivery date of the Rooftop Air Handling Units must be made as follows:

Item 001 - **Rooftop Air Handling Units** must be delivered on  
or before \_\_\_\_\_ (Date to be inserted by PWGSC the Contracting Authority at  
time of contract award.)

### 5. Authorities

#### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Neil Pearson  
Title: Supply Specialist

Organization: Public Works and Government Services Canada - Acquisitions Branch  
 LEFT Directorate, HP Division,  
 7A2, Place du Portage, Phase 3, 11 Laurier Street, Gatineau Quebec,  
 K1A 0S5  
 Telephone: 819 956-3976  
 Facsimile: 819 953-2953  
 E-mail: neil.pearson@pwgsc-tpsgc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

## 5.2 Procurement Authority

The Procurement Authority for the Contract is:

Name: \_\_\_\_\_ (To be inserted by PWGSC at time of contract award.)  
 Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
 Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
 E-mail: \_\_\_\_\_

The Procurement Authority is the representative of the department or agency for whom the Work is being carried out under the Contract. The Procurement Authority is responsible for the implementation of tools and processes required for the administration of the Contract. The Contractor may discuss administrative matters identified in the Contract with the Procurement Authority however the Procurement Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of Work can only be made through a contract amendment issued by the Contracting Authority.

## 5.3 Technical Authority:

The Technical Authority for the Contract is:

Name: \_\_\_\_\_ (To be inserted by PWGSC at time of contract award.)  
 Title: \_\_\_\_\_

Organization: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_

Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_

E-mail: \_\_\_\_\_

The Technical Authority named above is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority, however the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

#### 5.4 Contractor's Representative

Name and telephone number of the person responsible for :

##### General enquiries

Name: \_\_\_\_\_ (To be inserted by PWGSC at time of contract award.)

Title: \_\_\_\_\_

Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_

Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_

E-mail: \_\_\_\_\_

##### Delivery follow-up

Name: \_\_\_\_\_ (To be inserted by PWGSC at time of contract award.)

Title: \_\_\_\_\_

Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_

Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_

E-mail: \_\_\_\_\_

## 6. Payment

### 6.1 Basis of Payment - Firm Unit Price(s)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid the firm unit price(s) specified in Annex "A" - Pricing, and as follows:

**Basis of Payment (BOP) Type 1:**

Firm unit prices in Canadian dollars, Delivered Duty Paid at destination, Incoterms 2000, including Canadian Custom Duties and Excise Taxes included where applicable, Goods and Services tax/Harmonized Sales Tax extra.

**6.2 SACC Manual Clauses**

C2000C	Taxes - Foreign-based Contractor	2007-11-30
H1000C	Single Payment	2008-05-12

**7. Invoicing Instructions**

The Contractor must submit invoices in accordance with the section entitled "Invoice submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed. Offerors / suppliers are requested to provide invoices in electronic format unless otherwise specified by the Contracting Authority or Project Authority, thereby reducing printed material.

**7.1. Invoices must be distributed as follows:**

- (a) The original must be forwarded to the following address for certification and payment:

Environment Canada  
 Finance and Corporate Branch  
 ACEMD  
 335 River Road  
 Ottawa, Ontario  
 K1A 0H3

Attention:

- (b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

Note 1: Invoices of Delivered Duty Paid, Incoterms 2000 contract will not be submitted prior to shipment of materiel.

**8. Certifications**

Compliance with the certifications and related documentation provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the



Contract. If the Contractor does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

## 9. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

## 10. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) 2010A (2012-11-19) General Conditions - Goods (Medium Complexity);
- (c) Annex "A" - Pricing;
- (d) Annex "B" - Purchase Description - Rooftop Air handling Units
- (e) Appendix 1- Technical Information Questionnaire -Rooftop Air handling Units
- (f) the Contractor's bid dated \_\_\_\_\_

## 11. SACC Manual Clauses

A1009C	Work Site Access	2008-05-12
C2800C	Priority Rating	2011-05-16
C2801C	Priority Rating - Canadian-based Contractors	2011-05-16
D3010C	Dangerous Goods/Hazardous Products	2012-07-16
D9002C	Incomplete Assemblies	2007-11-30

## 12. Inspection and Acceptance

The Technical Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

## 13. Preparation for Delivery

The equipment must be serviced, adjusted and delivered in condition for immediate use. The interior and exterior must be cleaned before leaving the factory and being released to the client department personnel at the final delivery location.

All equipment delivered to the consignee are to be delivered between the hours of 8:00 am and 4:00 pm Monday through Friday, except Federal holidays. Any attempt by the carrier to deliver the equipment before or after these hours may be refused unless arrangements have been made for authorized, qualified personnel to be available to perform inspections and to accept the delivery. When the carrier is required to return due to its failure to make an appointment for delivery, Canada will not be liable to pay for additional costs.

#### **14. Shipping Instructions - Delivery at Destination (For Firm quantities)**

14.1 The Contractor must ship the goods prepaid DDP - Delivered Duty Paid (as detailed at Annex "A"- Pricing). Unless otherwise directed, delivery must be made by the most economical means. The Contractor is responsible for all delivery charges, administration, costs and risks of transport and customs clearance, including the payment of customs duties and taxes.

14.2 The Contractor must deliver the goods by appointment only. The Contractor or its carrier must arrange delivery appointments by contacting the contacts specified in Annex "A"- Pricing. The consignee may refuse shipments when prior arrangements have not been made.

#### **15. Post-Contract Award Meeting/Pre-Production Meeting**

Within ten (10) working days of the receipt of the Contract, the Contractor must contact the Technical Authority to determine the details of a pre-production meeting. The meeting will be held at the Contractor's plant \_\_\_\_\_ (specify location). Cost of holding such pre-production meeting must be included in the price of the bid. Please note that the travel and living expenses for Government Personnel will be arranged and paid for by the Canada.

#### **16. Condition of Material**

The Contractor must provide material that is new production of current manufacture supplied by the principal manufacturer or its accredited agent. The material must conform to the latest issue of the applicable drawing, specification and part number, as applicable, that was in effect on the bid closing date.

#### **17. Packaging**

Solicitation No. - N° de l'invitation

K4A22-120077/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

hp912

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

K4A22-120077

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The methods used for preservation and packaging must be in conformity with the Contractor's normal standard for domestic shipment or, if necessary, with standards for overseas shipment as below deck cargo.

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**ANNEX "A" - PRICING****Item 001 "Rooftop Air Handling Units" (Firm Quantity)**

The Contractor must deliver the equipment including all deliverables in accordance with the attached Annex "B" - Purchase Description - Rooftop Air Handling Units.

The "Rooftop Air Handling Units" and related items must be delivered to:

Environment Canada  
335 River Road  
Ottawa, Ontario  
K1A 0H3

Delivery contact: \_\_\_\_\_ (Name to be inserted by PWGSC at time of contract award.)

Date of delivery: \_\_\_\_\_ (Date to be inserted by PWGSC at time of contract award.)

Firm unit price of \$ \_\_\_\_\_ per Rooftop Air Handling Units, including all deliverables, in accordance with Basis of Payment Type 1 (as detailed at Clause 6.1 Basis of Payment).

Quantity: Two (2)

**Part 1 GENERAL**

- .1 Submit shop drawings for review. Submit product characteristics and performance data. Refer to drawing SK-1 which indicates maximum outside physical dimensions, and which forms part of this specification.

**Part 2 PRODUCTS**

**2.1 Air Handling Units AHU-70 and AHU-71**

- .1 Air Handling Units must be built to the level of quality as herein specified. Basic performance: 100% outdoor air unit, 2,585 L/s @ 250 Pascals E.S.P., 181 kW heat with direct fired natural gas, exhaust fan motor, supply fan motor, 600VAC, 3 phase, 20 Amp breaker single point electrical connection, 350 mm high seismic roof curb, nominal weight of 1,600 kg. Unit must be complete with unit manufacturer's exhaust air discharge stack with rain sleeve and guy wires.
- .2 Substitution of any product other than that specified, must assure no deviation below the stated capacities, air flow rate, heat transfer rate and filtration efficiency. Power requirements must not be exceeded, and where specifically defined, sound power levels must not be exceeded. Applications for "equal" or "alternate" must address these factors.
- .3 Unless stated otherwise, air handling units are to be shipped to the job in one piece, factory assembled. Modular units assembled to achieve a close proximation to the intent of this specification will not be considered equal. All equipment must where specified and applicable, be pre-wired, and factory certified by an approved testing agency such as CETL, ETL, ULC, CSA prior to shipment.
- .4 Prewired air handling units must bear an approved label with all the necessary identification marks, electrical data, and any necessary cautions as required by the National Electric Code, Part 2 (Canada).
- .5 All electrical circuits must undergo a dielectric strength test, and must be factory tested and checked as to proper function.
- .6 Provide a system of motor control, including all necessary terminal blocks, motor contractors, motor overload protection, grounding lugs, control transformers, auxiliary contactors and terminals for the connection of external control devices or relays.
- .7 Fire alarm circuits (where required) must be powered from a relay in unit circuitry.
- .8 Factory installed and wired non-fused disconnect switch in CEMA/NEMA 1 configuration.
- .9 Automatic controls must be housed in a control panel mounted in or on the air handling unit, which will meet the standard of the specific installation.
- .10 The air handling units and major components must be products of manufacturers regularly engaged in the production of such equipment and with a minimum of fifteen continuous years of proven production experience.
- .11 Manufacturer must have a fully implemented and auditable quality assurance program, equal to the ISO-9002 Quality Standard.

## 2.2 Unit Construction

- .1 Unit casing must be of minimum 1.27 mm satin coat galvanized sheet metal. Surfaces must be cleaned with a degreasing solvent to remove oil and metal oxides and primed with a two part acid based etching primer. Finish coat must be electrostatically applied enamel, to all exposed surfaces. All unprotected metal and welds must be factory coated.
- .2 All walls, roofs and floors must be of formed construction, with at least two breaks at each joint. Joints shall be secured by sheet metal screws or pop rivets. Wall and floor joints must be broken in and, on all outdoor units roof joints broken out (exposed) for rigidity. All joints must be caulked with a water resistant sealant.
- .3 Units must be provided with access doors to the following components: fans and motors; filters; dampers and operators; access plenums and humidifiers/wet cells/ electrical control panels; burner compartments; compressor compartments. Access doors must be large enough for easy access. Removal of screwed wall panels will not be acceptable. Hinged access doors, with e-profile gasket, fully lined, and a minimum of two lever handles, operable from both sides for all units.
- .4 Casings must be supported on formed galvanized steel channel or structural channel supports, designed and welded for low deflections. Integral lifting lugs must be provided for hoisting.
- .5 All units must be internally insulated with 50 mm thick nominal 24 kg./cu.m. density acoustic insulation
- .6 The following components must be provided with a .85mm solid, or .70mm perforated (40% free area) galvanized metal liner over insulated areas:

	Solid Liner	Perf. Liner
- Fan Sections	<u>  X  </u>	<u>      </u>
- Coil Sections	<u>  X  </u>	<u>      </u>
- Filter Sections	<u>  X  </u>	<u>      </u>
- Access Sections	<u>  X  </u>	<u>      </u>
- .7 Coil cavity to be supplied for future cooling coil. Fan and motor to be sized for future pressure drop.
- .8 Cooling coil drain pans must be fabricated of stainless steel and are an integral part of the floor paneling, a minimum of 51mm deep, with welded corners. Drain pans must extend a minimum of 152mm downstream of coil face and be provided with a 38mm S.S. M.P.T. drain connection. Drain pans must have a fast pan and be sloped and pitched such that there is no standing water. Intermediate fast pans must be provided between cooling coils where required for effective moisture removal.
- .9 Provide full perimeter seismic roof mounting curb of heavy gauge sheet metal, minimum of 356mm high, and complete with wood nailer, neoprene sealing strip, and fully welded "Z" bar with 25mm upturn on inner perimeter, to provide a complete seal against the elements.

## 2.3 Fans

- .1 Centrifugal fans must be rated in accordance with AMCA Standard Test Code, Bulletin 210. Fan manufacturer shall be a member of AMCA. All fans and fan assemblies must be dynamically balanced during factory test run. Fan shafts must be provided with a rust inhibiting coating.
- .2 Single low pressure forward curved fans of 450 mm or less diameter, must be equipped with permanently lubricated cartridge ball bearings, supported by a 3 point "spider" bearing bracket in the fan inlets. All other forward curved fan assemblies must be equipped with greaseable pillow block bearings, supported on a rigid structural steel frame.
- .3 Drives must be adjustable on fans with motors. All drives must be provided with a rust inhibiting coating.
- .4 Motor, fan bearings and drive assembly must be located inside the fan plenum to minimize bearing wear and to allow for internal vibration isolation of the fan-motor assembly, where required. Motor mounting must be adjustable to allow for variations in belt tension.
- .5 Fan-motor assemblies must be provided with vibration isolators. Isolators must be bolted to steel channel welded to unit floor which is welded to the structural frame of the unit.
- .6 Fan motors must be ODP super high efficiency.
- .7 Provide variable air volume fan control for units, via adjustable frequency drive which must be mounted in a NEMA approved weather-proof enclosure and must be labeled by an approved testing agency such as ULC. VFD's must be provided for supply and exhaust motors and be integral to the air handling unit.
- .8 Sine wave carrier input, PWM output. IGBT transistors. Adjustable acceleration and deceleration timing.
- .9 Unit mounted manual VFD bypass switch locks out VFD, fan runs on maximum set volume. Bypass switch and all interlock contacts are factory mounted and pre-wired.
- .10 Drive must be factory supplied and installed on both the supply fan motor and exhaust fan motor.
- .11 Burner must be suitable to function with a minimum turndown of 40% on airflow through the burner section.
- .12 Low Limit: Provide a discharge air low limit equipped with an automatic by-pass time delay to allow for cold weather start-up. On a heating system failure this device will shut down the fan and close the outdoor air damper. This device must require resetting by interrupting the electrical circuit.

## **2.4 Air Handling Units (AHU-70 & AHU-71) – Direct Fired**

- .1 Air Handling Units must have a direct fired heating section and be C-ETL, approved as a complete package including accessories and controls for both sea level and high altitude areas. Operating natural gas pressure at unit(s) manifold must be 1750 Pa w.c.
- .2 Burner: Burner assembly must be a line type capable of modulating turn down ratio of 25:1. The assembly must be constructed in a draw through arrangement. Outside air is drawn across the burner section at a constant velocity, within the allowable limits of the burner design.
- .3 All burner combustion air openings must be located in stainless steel burner plates to maintain design combustion air requirements at all inputs.
- .4 Burner assembly and piping to include modulating flow ration valve, fail-safe shut off valve(s), main and pilot pressure regulators, manual shut off valves and electric pilot valve. The gas train must be in a cabinet enclosure.

## **2.5 Controls**

- .1 Unit must start from exhaust system interlock (by others) wired to unit control terminal strip as indicated on field wiring diagram. Unit discharge air temperature must be maintained constant by a discharge air sensor which must modulate the main flow ratio gas valve.
- .2 Direct fired burners must be equipped with a programmed logic controller to provide discharge air temperature control and burner management functions.
- .3 Controllers for direct fired burners must include the following standard features:
  - A built in discharge air setpoint adjustment to allow discharge air setpoint between 8.3°C and 72°C
  - Self-checking of discharge air sensor to identify out of range or fault conditions
  - Built in auto by-pass low limit with alarm contact
  - Flame relay monitoring
  - Air sensor self test
  - Air flow monitoring
  - LED indicator lights for status indication of different status functions including: burner status, flame status, fan status, low limit and operation status.
- .4 (Electronic Discharge Air Control standard) Provide electronic controller to modulate the gas valve to maintain set point with a discharge air sensor. Discharge air to be set from Building Automation System (BAS).
- .5 (Variable Air Volume) Provide adjustable frequency drive to achieve variable air volume operation (to 40% minimum). The air velocity across the burner must be automatically adjusted to maintain design standards. Control of the air volume shall be by BAS system.



- .6 Factory testing of direct fired gas heating section.
- .7 Tests must be performed after complete final unit assembly, just prior to shipping to job site. The tests must be performed in accordance with the equipment standard that the gas heating section is certified.
- .8 Burner must be clocked with a dedicated calibrated gas meter to insure proper set up of the gas manifold to match the flow rate to the application.
- .9 The blowers flow rates must be set to the design airflow conditions.
- .10 Controls must be checked and set to ensure proper operation as per unit order.
- .11 A copy of the test report must be provided.
- .12 Ambient Lock-Out Thermostat. Provide ambient thermostat, unit mounted, to lock out heat at 18°C.
- .13 The Unit Controller will provide the following functions: status, monitoring, command and reset signals. Unit must be capable to accept additional control signals from the BAS.

## **2.6 Filters**

- .1 Filter sections must be provided with adequately sized access doors to allow easy removal of filters. Filter removal must be from one side.
- .2 For units with filter banks up to 1825 mm high, the filter modules must be designed to slide out of the unit. Side removal 25 mm or 50 mm filters must slide into a formed metal track, sealing against metal spacers at each end of the track.
- .3 Pleated Panel Disposable Filters: 50 mm Non-woven cotton and synthetic fabric media with a metal support grid and rigid heavy-duty board enclosing frame with diagonal support members bonded to the air entering and air exiting side of each pleat. Permanent re-usable metal enclosing frame. The filter media must have a minimum MERV 6 per ASHRAE 52.2.

## **2.7 Dampers**

- .1 Dampers must be extruded aluminum, low leak, thermally broken, insulated blade.
- .2 Two position inlet dampers must be parallel blade type.
- .3 Makeup Air Inlet Damper Control must provide a two position, normally closed electric damper operator. This damper operator must be interlocked so that when the unit is shut down, or on a power failure, the damper must return to the closed position.

**APPENDIX 1**  
**TECHNICAL INFORMATION QUESTIONNAIRE**  
**Air Handling Units**

This Questionnaire covers technical information, which MUST be provided for the evaluation of the equipment offered.

**Company Name** - \_\_\_\_\_

**Name of Representative** - \_\_\_\_\_ - **Signature** - \_\_\_\_\_

**Manufacturer's Name** - \_\_\_\_\_

**Compliance**

Equipment provided complies with all specified requirements? Yes ☐ No ☐

**SPECIFICATION PARAGRAPHS**

**1.1 General** - Mandatory Requirement - Complies? Yes ☐ No ☐

Deliverables to be submitted with Proposal:

Performance Data.	Attached Yes <input type="checkbox"/> No <input type="checkbox"/>
Outline Shop drawings.	Attached Yes <input type="checkbox"/> No <input type="checkbox"/>
Product Characteristics.	Attached Yes <input type="checkbox"/> No <input type="checkbox"/>

Please identify make/model/year (where applicable) for the Equipment being proposed:

Equipment	
Make	
Model	
Year	

Are components used within their published capacities? Yes ☐ No ☐

**Overall dimensions** - Mandatory Requirement - Complies? Yes ☐ No ☐

Please attach a product brochure. Attached Yes ☐ No ☐

**2.1 Air Handling Units (AHU 70 & 71)**

Mandatory Requirement - Complies? Yes ☐ No ☐

**2.2 Unit Construction** - Mandatory Requirement - Complies? Yes ☐ No ☐

**2.3 Fans** - Mandatory Requirement - Complies? Yes ☐ No ☐

**2.4 Air Handling Units (AHU 70 & 71)- Direct Fired**

Mandatory Requirement - Complies? Yes ☐ No ☐

**2.5 Controls** - Mandatory Requirement - Complies? Yes ☐ No ☐

**2.6 Filters** - Mandatory Requirement - Complies? Yes ☐ No ☐

**2.7 Dampers** - Mandatory Requirement - Complies? Yes ☐ No ☐