

An advanced contract award notice (ACAN) is a public notice indicating to the supplier community that a department or agency intends to award a contract for goods, services or construction to a pre-identified supplier, thereby allowing other suppliers to signal their interest in bidding, by submitting a statement of capabilities. If no supplier submits a statement of capabilities that meet the requirements set out in the ACAN, on or before the closing date and time stated in the ACAN, the contracting officer may then proceed with the award to the pre-identified supplier.

1. Definition of requirement:

The Correctional Service Canada has a requirement under the Canada Labour Code, Part II to assure that the level of ventilation, temperature, humidity are in accordance with CSA Z204-94 Guideline for Managing Indoor Air Quality in Office Buildings, ASHRAE 62-1989, entitled Ventilation for Acceptable Indoor Air Quality, Section A-2.3.5.2 of Appendix of the National Building Code, Treasury Board Policy in regards to the Occupational Health and Safety Directive, Health Canada Guideline – Air Quality and the National Fire Code of Canada 2005. The work will involve the following:

1.1 Objectives:

To perform maintenance, upgrades, modifications and emergency repair service to an existing Heating Ventilation Air Conditioning (HVAC) Alerton BACtalk control system to ensure the provision of adequate ventilation, temperature and humidity levels in accordance with the above legislation, guidelines and policy.

1.2 Tasks:

To perform maintenance, upgrades, modifications and emergency repair service to an existing Heating Ventilation Air Conditioning (HVAC) Alerton BACtalk control system.

Furnish all necessary tools, equipment, materials and labour to maintain, inspect, test, investigate and evaluate the HVAC systems and devices.

Perform all programming changes as required.

Perform preapproved maintenance and repairs to the HVAC systems using Alerton BACtalk Control or preapproved genuine replacement.

Provide daily verification of temperature ranges and verification of alarms during the regular hours from Monday to Friday not including Holiday through dial-up connections and report deficiencies.

Develop an approved Preventive Maintenance program for all HVAC equipment.

1.3 Expected results:

Completion of required maintenance, upgrades, modifications and emergency repair service to an existing Heating Ventilation Air Conditioning (HVAC) Alerton BACtalk control system to ensure the provision of adequate ventilation, temperature and humidity levels in accordance with the above legislation, guidelines and policy.

1.4 Performance standards:

Only Alerton BACtalk Control or preapproved genuine replacement parts are to be used for replacement or repair on all systems.

All technicians and programmers are required to be factory trained in the following:

- ✓ Alerton BACtalk Control Systems and its components.
- ✓ Only qualified technicians and programmers will carry out work on these systems.

All regular maintenance and repair work shall be performed during the regular working hours (08:00 to 16:30 hours) of the regular working days, Monday to Friday.

Emergency service during and after regular hours shall be provided with a maximum on-site response time of 24 hours.

1.5 Deliverables:

1.5.1 Completion of required maintenance, upgrades, modifications and emergency repair service to an existing Heating Ventilation Air Conditioning (HVAC) Alerton BACtalk control system to ensure the provision of adequate ventilation, temperature and humidity levels in accordance with the above legislation, guidelines and policy.

1.5.2 Paper consumption:

- a. Should printed material be required, double sided printing in black and white format is the default unless otherwise specified by the Project Authority.
- b. The Contractor must ensure printed material is on paper with a minimum recycled content of 30% and/or certified as originating from a sustainably managed forest.
- c. The Contractor must recycle unneeded printed documents (in accordance with Security Requirements).

1.6 Constraints:

1.6.1 Location of work:

- a. The Contractor must perform the work at:

Atlantic Institution
13175 Route 8
PO Box 102
Renous, New Brunswick
E9E 2E1

- b. Travel

No travel is anticipated for performance of the work under this contract.

1.6.2 Language of Work:

The contractor must perform all work in English.

1.6.3 Security Requirements:

There are no security requirements associated to this contract.

2. Minimum essential requirements:

Any interested supplier must demonstrate by way of a statement of capabilities that it meets the following requirements:

Experience:

The contractor must have a minimum of one year experience in the past three years performing maintenance and repair on Alerton BACtalk Control Systems and its components.

Academic qualifications:

No specific academic qualifications.

Professional designation, accreditation and/or certification:

Certification as an HVAC technician.

Certification that all technicians and programmers are factory trained in the following:

- ✓ Alerton BACtalk Control Systems and its components.
- ✓ Only qualified technicians and programmers will carry out work on these systems.

Certification of training performing maintenance and repair on Alerton BACtalk HVAC control systems.

3. Applicability of the trade agreement (s) to the procurement

This procurement is not subject to any trade agreement.

4. Set-aside under the Procurement Strategy for Aboriginal Business

This procurement is not subject to any set-asides for Aboriginal Suppliers.

5. Comprehensive Land Claims Agreement (s)

This procurement is not subject to a Comprehensive Land Claims Agreement.

6. Justification for the Pre-Identified Supplier

The contractor has proprietary rights on Alerton BACtalk Control Systems and its components and is the only authorized factory trained representative for the distribution of Alerton BACtalk product line including database generators in the Atlantic Provinces.

7. Government Contracts Regulations Exception(s)

The following exception to the Government Contracts Regulations is invoked for this procurement under subsection:

- (d) only one person is capable of performing the contract.

8. Exclusions and/or Limited Tendering Reasons

The following exclusion (s) and/or limited tendering reasons are invoked under the section of the trade agreement (s) specified:

This procurement is not subject to any trade agreement.

9. Ownership of Intellectual Property

Ownership of any foreground intellectual property arising out of the proposed contract will vest with the Contractor.

10. The period of the proposed contract or the delivery date(s)

The proposed contract is for a period of 1.3 years, from **December 1, 2013** to **March 31, 2015**.

11. A cost estimate of the proposed contract

The estimated value of the contract, including option (s), is **\$41,769.00** (GST/HST extra).

12. Name and address of the pre-identified supplier

Name: Advanced Energy Management

Address: *105 Henri Dunant Street
Moncton, NB
E1E 1E4*

13. Suppliers' right to submit a statement of capabilities

Suppliers who consider themselves fully qualified and available to provide the goods, services or construction services described in the ACAN, may submit a statement of capabilities in writing to the contact person identified in this notice on or before the closing date and time of this notice. This statement of capabilities must clearly demonstrate how the supplier meets the advertised requirements.

14. The closing date and time for a submission of a statement of capabilities

The closing date and time for accepting statements of capabilities is December 9, 2013 at 14:00 ADT.

15. Enquiries and submission of statement of capabilities

Enquiries and statement of capabilities are to be directed to:

Andrea Nugent
Regional Contracts Officer
1045 Main Street, 2nd Floor
Moncton, NB E1C 1H1
Telephone: **506-851-6977**
Facsimile: **506-851-6327**
E-mail: **andrea.nugent@csc-scc.gc.ca**