

1. Site visit called to order at 11:00AM
2. Change to Scope of Work from previous RFP: Tenant Kitchen Suppression Systems inspection and service are to be mandatory for all tenant systems in shared buildings (16 systems). Tenants will be billed back for repairs.
3. Sub-contracting: CMHC will not deal with sub-contractors directly; we will only deal with the winning proponent. You will not have a sub-contractor charge us directly; you will stick to your rates as listed in your submission.
4. All labour rates to be charged to CMHC (by the proponent for their own work or a sub-trade's work) must be submitted in the pricing proposal.
5. **Question:** What happens if a sub-contractor says they can't replace a panel for a week? Fire-watches to be instituted?

**Answer:** We have never had a situation where a panel is down for even a couple days. If you (or your subs) cannot provide the service, then you are not qualified.

6. CMHC expects a contractor to provide full service.
7. Explanation of submission procedures.
  - a. Send it by 11AM deadline (electronically), no exceptions
  - b. Questions are to be sent to Camille Attia; contact info on RFP
  - c. Sub-trades must be listed in RFP
8. **Question:** Substantial differences with last RFP?

**Answer:** Not many, other than change to Tenant Kitchen Suppression Systems. Please be detailed in hourly rates as we will be doing work in tenant spaces and will charge them back.

- a. There are 14 kitchens in the Private Market (PM), 1 in Net Loft, 1 in Railspur
  - b. Hourly rates/per inspection rates will be looked at to be competitive
9. Invoices: We want invoices to be broken down into what work was done; line items that can be matched up to what is in the contract.
10. We expect to meet or beat code.
11. **Question:** You expect inspections to be done 2 times a year?

**Answer:** Yes, we require 2 inspections per year. Annual requirements can be done on either visit. Semi-annual requirements will be done on both visits.

12. We are a 24/7 operation, your response time is important.

- a. Hours of the PM are 9AM to 7PM – kitchens are done afterhours
- b. We expect to work closely with and explain the site to technicians initially, but afterwards we expect your guys to be able to work more independently.

13. **Question:** Access issues with the site?

**Answer:** Maintenance crew will let you into locations (if the keys given to you are insufficient). Tenant spaces need to be arranged beforehand (tenants must be notified). Some systems are located in weird locations.

14. **Question:** Exit Lighting is a specific line item in the RFP?

**Answer:** No, that shouldn't be there; only emergency lights are to be part of contract, **to be clarified.**

**Clarification:** Inspection and maintenance of exit lights will not be part of the contract. Emergency lights will be part of contract (including battery testing of emergency lights).

15. **Question:** Fire hydrants to be painted red?

**Answer:** Yes, red.

16. **Question:** Length of contract?

**Answer:** 3 years, subject to cancellation.

17. We expect the winning proponent to cover everything, down to the nuts and bolts.

18. **Question:** If we can't perform a service and have to use a sub-contractor (ie. Simplex), we will have to cover that?

**Answer:** If you intend to hire a sub-contractor, we want you to list the price that you will charge us.

19. **Question:** Simplex changes their prices often, they are extremely expensive.

**Answer:** If it is not worth it to hire Simplex, then change the panel. Note prices down in the bid.

20. **Question:** Any confined spaces?

**Answer:** No, there are no confined spaces.

21. **Question:** The Public Market is not open on Mondays?

**Answer:** The PM is closed to the public on Mondays in January only. Contractors and maintenance staff still have access to do work.

22. **Question:** What about variable prices?

**Answer:** If you have different prices for stat holidays, overtime, etc., you can list these down. We generally do work after hours.

23. **Question:** What are the immediate priorities for this month? Winterizing?

**Answer:** As soon as we award the contract, we will require a full autumn inspection, including items like winterization of all dry systems.

24. **Question:** Are you governed under the City of Vancouver fire charter?

**Answer:** We are a federal site and are under the national fire code. The City of Vancouver provides fire/police/ambulance coverage; we remit taxes to CoV. Fire marshals occasionally perform spot inspections.

End of meeting. Tour to look at systems optional for proponents.

25. Visit to Net Loft panel: it's a really old Pyrene panel, targeted for eventual replacement.

**Question:** Who is the monitoring provider?

**Answer:** Arpel is our current provider.

26. Visit to PM valve near Sunlight Farms: all work here to be done at night/after hours.

**Question:** The ceiling is quite high. You will provide lifts?

**Answer:** Yes we will provide lifts so you can access.

**Question:** Low point drain #?

**Answer:** Yes we have them but we'll need to refer to previous reports.

**Question:** Information from previous reports will be accessible to us?

**Answer:** Yes we will give all the historical info to the winning proponent after we have a signed contract.

27. Visit to Bldg. 36 panel room: Simplex panel here has lots of problems.
28. We are not hesitant to change things and it is covered in the contract.
29. Subcontractors are your responsibility. If you quoted \$100/hr in your bid but the subcontractor charges you \$150/hr, you will be covering the extra amount; CMHC will not cover the difference.