



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

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

11 LaurierSt./ 11, rue Laurier

Place du Portage, Phase III

Core 0B2 / Noyau 0B2

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 security requirements.

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 HVAC MAINTENANCE SERVICES	
Solicitation No. - N° de l'invitation EJ196-162246/A	Amendment No. - N° modif. 003
Client Reference No. - N° de référence du client 20162246	Date 2016-05-31
GETS Reference No. - N° de référence de SEAG PW-\$\$FK-290-70884	
File No. - N° de dossier fk290.EJ196-162246	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-06-14	
Time Zone Fuseau horaire Eastern Daylight Saving Time EDT	
F.O.B. - F.A.B.	
Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Ghoumrassi, Hakim	Buyer Id - Id de l'acheteur fk290
Telephone No. - N° de téléphone (873) 469-4910 ()	FAX No. - N° de FAX (819) 956-3600
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	

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 raised to update the statement of work and the financial bid.

1/ At Annex "A" – Statement of work,
Delete: Annex "A" in its entirety
Insert: Attached Annex A – Statement of work

2/ At 3.1 Bid Preparation Instructions,

DELETE Section II: Financial Bid in its entirety **AND REPLACE WITH**

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Pricing Schedule detailed below. The total amount of Applicable Taxes is to be shown separately.

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

It is **MANDATORY** that the bidders submit firm prices/rates for the five (5) year period of the contract for all items listed hereafter.

Pricing Schedule 1 - Firm Price

Submit a firm all inclusive prices including all necessary tools, equipment and services, consumable materials, labour for all inspections, transportation, testing, cleaning, maintenance services as detailed in Annex A, Statement of Work attached herein as Annex A.

Building: 79 Prince of Whales

# of Units	Location	Make	Model	Serial #	Year 1	Year 2	Year 3	Year 4	Year 5
1	Main Mech RM	SPIDER fire commercial Gas Domestic Water Heater System	GHE100ES-200(A)		\$	\$	\$	\$	\$
2	Main Mech RM	EERCO Hydronic Boilers Closed look heating	BMK1000		\$	\$	\$	\$	\$
1	Main Mech RM	SMARTD Condenser-less Chiller Gas =134A; Charge=250lbs	LA028.1BF0 6.F4AEBA	FF0010j191Q15 35	\$	\$	\$	\$	\$
1	Main Mech RM	DAIKIN MU2/ ACC - 3	M=DPS007A HMG5DN	FBOU14080001 6	\$	\$	\$	\$	\$
1	Main Mech RM	Daikin Air Handling Unit	CAH021GD AC	FB0U14070146 4	\$	\$	\$	\$	\$
1	Main Mech RM	Daikin Air Handling Unit	CAH012GD AC	FB0U14070132 9	\$	\$	\$	\$	\$
8	Building	Exhaust Fans			\$	\$	\$	\$	\$
4	Roof	DIAKIN	RKN18KEVJ U5 RKS30LVJU RKS36LVJU	G000671 E001027 E003211	\$	\$	\$	\$	\$
2	Main Mech Rm	Watts Backflow Preventer	1" Q2 175 PSI		\$	\$	\$	\$	\$
8	Building	Taco Pumps Including all flow valves, air valves and pressure release valves			\$	\$	\$	\$	\$
2	Main Mech Rm	Taco Heat Exchangers	PF022B1CT 15B0-D72	376606	\$	\$	\$	\$	\$
2	Main Mech Rm	General Filtration Pot Feeders 2-Gal 300-PSI Filter 175 PSI	PF2X4HP LM020-3/4		\$	\$	\$	\$	\$
39	Main Mech RM	IEC Fan-coil Units	CYP & HPY		\$	\$	\$	\$	\$
1	Entrance and Exits	In-wall Unit Heaters			\$	\$	\$	\$	\$
1	Roof	TEMPEFF ERU - 1	RG5500	ORD00389	\$	\$	\$	\$	\$
1	Roof	REF PLUS Dry-cooler ACC-1	MISC-31-KITRC35	D2015030524	\$	\$	\$	\$	\$
1	Roof	SERESCO ACC - 2	NE-003-NHI-I-A0NH0122N 0G2AD0	14051820A	\$	\$	\$	\$	\$
4	Roof	Cook Contour Supply Fans	90-QMXS	405SF3379901/0002001; /0002002/0000702;/0000701	\$	\$	\$	\$	\$
9	Room 255	Danfuss VLT HVAC Drives	Skv3007 Skv2508	000226H483 000326H483 000526H483	\$	\$	\$	\$	\$
2	Main Mech Rm	Edgetech			\$	\$	\$	\$	\$
1	Main Mech Rm	Glycol station			\$	\$	\$	\$	\$
Subtotal 1					\$	\$	\$	\$	\$
Total 1					\$				

Building: 158 Gloucester Street

# of Units	Location	Make	Model	Serial #	Year 1	Year 2	Year 3	Year 4	Year 5
1	Back of Parking Lot	Lennox	CCS16-653-125-3J	5696C02538	\$	\$	\$	\$	\$
1	Back of Parking Lot	Lennox	GCS11-2753-450R-5J	5630H01881	\$	\$	\$	\$	\$
1	Back of Parking Lot	Goodman	WMC-18-1-KTAH	980800372	\$	\$	\$	\$	\$
2	Roof top	A/C units			\$	\$	\$	\$	\$
1	Roof top	Keeprite	NPGAA60G1K4	L971555016	\$	\$	\$	\$	\$
1	Roof top	Bousquet	SDM75-DR-THD-MN-G	97062697221	\$	\$	\$	\$	\$
1	Roof top	Premier Comfort	PGB09CH2SA	L970764518	\$	\$	\$	\$	\$
1	Roof top	PENN Exhaust Fan	0012550DYNAM0		\$	\$	\$	\$	\$
1	BSMT	NORBEC Walk-in Freezer	PP-330-12-L-C1	C47614-1	\$	\$	\$	\$	\$
1	BSMT	AO Smith Demestic Hot Water Heater and tank	BTRC251118		\$	\$	\$	\$	\$
1	BSMT	Premier Comfort	LS 0031	99020297	\$	\$	\$	\$	\$
1	BSMT	Larkin Heat craft	ACP6102AJ	08733	\$	\$	\$	\$	\$
Subtotal 2					\$	\$	\$	\$	\$
Total 2					\$				

Building: 149 Somerset Street

# of Units	Location	Make	Model	Serial #	Year 1	Year 2	Year 3	Year 4	Year 5
1	2 ND Flr Luc's Office	FUJITSU Halcyon HFI	AOU24RLXFZ	LUN021230	\$	\$	\$	\$	\$
2	2 ND Flr Main Office	FUJITSU Halcyon HFI	AOU24RLXFZ		\$	\$	\$	\$	\$
1	2 ND Flr Roof SE	ENG Air MAU	DJM2		\$	\$	\$	\$	\$
1	2 ND Flr Roof West	ENG Air MAU	DJ		\$	\$	\$	\$	\$
1	2 ND Flr Roof East	COLEMAN	TCJD24S41S3A	W1G3902131	\$	\$	\$	\$	\$
1	2 ND Flr Roof West	COLEMAN	TCJD24S41S3A	W1G3902135	\$	\$	\$	\$	\$
1	2 ND Flr Roof West	TRANE	YCD036C1HABE	R26103155D	\$	\$	\$	\$	\$
1	West Courtyard	COLEMAN	TCJD48S41S3A	W1E1026537	\$	\$	\$	\$	\$
1	West Courtyard	YORK	YHJD42S41S4B	W1L1330847	\$	\$	\$	\$	\$

1	Roof above Attic	CARRIER	48TFE006-A-311	4305G50154	\$	\$	\$	\$	\$
1	Basement Boiler Room	LOCHINVAR Boiler			\$	\$	\$	\$	\$
1	Basement Boiler Room	COOPER Hydronic Boiler			\$	\$	\$	\$	\$
1	Basement Stables Area	FOSTER Walk-in Cooler	AK171ET-038-A2	AKA9455ZXD	\$	\$	\$	\$	\$
1	Basement Stables Area	HABCO Cooler	SF463X	48001725	\$	\$	\$	\$	\$
1	Basement Stables Area	TRUE FREEZER	T	7498236	\$	\$	\$	\$	\$
1	Basement Stables Area	NORBEC Walk-in Freezer	PP-3302-R-C	C-031377-1	\$	\$	\$	\$	\$
1	Basement Stables Area	FOSTER Cooler	OH-48-T	6896738	\$	\$	\$	\$	\$
1	Basement Stables Area	CURTIS Cooler	AJ202ET-188-A2	AJA7494ZXD	\$	\$	\$	\$	\$
1	Basement Stables Area	SILVER KING Cooler	B3		\$	\$	\$	\$	\$
1	Main kitchen	TURBO AIR M3 Cooler	N3R47-2		\$	\$	\$	\$	\$
1	Main kitchen	TRUE Cooler	TSSU-18	1-4015387	\$	\$	\$	\$	\$
1	Main kitchen	TRAULSEN Cooler	AR123HU T-FHS	233781C13	\$	\$	\$	\$	\$
1	Main kitchen	TRUE Cooler	TUC-27E-2	7664378	\$	\$	\$	\$	\$
1	Main kitchen	TRUE Cooler	TUC-48F-D-4	7693847	\$	\$	\$	\$	\$
1	Main kitchen	TRAULSEN Cooler	TUD-48QC	733642-C13	\$	\$	\$	\$	\$
1	Behind Main Bar	SCOTSMAN Ice Machine			\$	\$	\$	\$	\$
1	Behind Main Bar	MKE Cooler	BB-60SC	0810138	\$	\$	\$	\$	\$
1	Behind Main Bar	MKE Cooler	BB-60SC	0810139	\$	\$	\$	\$	\$
1	2 ND Flr O.P. Bar	MKE Cooler	BB-60SC	0810139	\$	\$	\$	\$	\$
1	2 ND Flr O.P. Bar	SCOTSMAN Ice Machine			\$	\$	\$	\$	\$
1	2 ND Flr O.P. Bar	BEVERAGE AIR Cooler			\$	\$	\$	\$	\$
1	2 ND Flr O.P. Bar	SCOTSMAN			\$	\$	\$	\$	\$
1	2 ND Flr Conference Rm	EUERST Cooler			\$	\$	\$	\$	\$
Subtotal 3					\$	\$	\$	\$	\$
Total 3					\$	\$	\$	\$	\$

Building: 188 Blvd Taché, Gatineau, Quebec

# of Units	Location	Make	Model	Serial #	Year 1	Year 2	Year 3	Year 4	Year 5
2	Basement Boiler Room	SLANTFIN Ltd	400 Series 14-S-400A	5-440838 000037	\$	\$	\$	\$	\$
2	Basement Boiler Room	Sump Pumps			\$	\$	\$	\$	\$
2	Basement Boiler Room	AO Smith Domestic Hot Boiler			\$	\$	\$	\$	\$
1	Basement Boiler Room	JOHN WOOD Hot H2O Boiler	JW70-300NED 0012217 968		\$	\$	\$	\$	\$
4	Main Drill Hall	ENGINEER ED AIR			\$	\$	\$	\$	\$
Subtotal 4					\$	\$	\$	\$	\$
Total 4					\$				

Summary of Pricing Schedule 1 (Table 1)

Note: The annual totals from each table shall be added together and these totals shall be placed in the 'Firm Price' column of each Summary table for each respective year. These annual Firm Price totals shall then be divided into quarterly rates and put in the appropriate Firm Quarterly Rate space.

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

Pricing Schedule 2: Extra Work - As and When

Extra work as described in Annex A - Scope of Work, "Extra Work" will be conducted on an as and when requested basis where charges shall be made for actual labor 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 C "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 Labor Rate (including Overhead, Profit, and all related Costs) in Canadian funds.

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

i) Regular Hours 8:00 to 16:00, Monday to Friday	YEAR 1 RATE	YEAR 2 RATE	YEAR 3 RATE	YEAR 4 RATE	YEAR 5 RATE
	\$_____/HR	\$_____/HR	\$_____/HR	\$_____/HR	\$_____/HR
Estimated quantity of hours per year:	42	42	42	42	42
Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
2.1 (i) SUB-TOTAL:					\$_____

ii) Outside regular hours Monday to Saturday	YEAR 1	YEAR 2 RATE	YEAR 3 RATE	YEAR 4 RATE	YEAR 5 RATE
	\$_____/HR	\$_____/HR	\$_____/HR	\$_____/HR	\$_____/HR
Estimated quantity of hours per year:	6	6	6	6	6
Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
2.1 (ii) SUB-TOTAL:					\$_____

iii) Sunday & Statutory Holidays	YEAR 1	YEAR 2	YEAR 3 RATE	YEAR 4 RATE	YEAR 5 RATE
	\$_____/HR	\$_____/HR	\$_____/HR	\$_____/HR	\$_____/HR
Estimated quantity of hours per year:	6	6	6	6	6
Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
2.1 (iii) SUB-TOTAL:					\$_____

2.2) 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
Mark-up	_____%	_____%	_____%	_____%	_____%
Estimated Expenditure:	\$6500.00	\$6500.00	\$6500.00	\$6500.00	\$6500.00
* Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
2.2 SUBTOTAL:					\$_____

* The Extended Price for materials is calculated by adding the mark-up quoted to the total estimated expenditure (Example: Year 1, \$650.00 estimated expenditure; 10% mark-up quoted = \$650.00 + (\$650.00 x 10%) = \$650.00). 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 Contractors' 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 (i), (ii), (iii) and 2.2 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 (i) to (iii)	= Subtotal \$	_____+
Pricing Schedule 2:	2.2	= 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.

OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.

1.0 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 statement of work on the equipment listed in SW 7.

- a. The Contractor must comply with all Laws and Regulations: Federal, Provincial or Municipal, relative to servicing the equipment (listed in SW 7.), and shall pay for any and all permits and certificates required.
- b. The Contractor must be registered with Technical Standards and Safety Authority (TSSA) or equivalent agency for the Province of Quebec, and a copy of the registration must be submitted to the contracting authority prior to contract award.
- c. Apprentices employed by the Contractor must be fully registered in a Boiler/Refrigeration Trades Program related to the services of this Statement of Work. Apprentices must work - at all times - under the direction supervision of a Boiler, and or Refrigeration Mechanic. Canada reserves the right to request proof of registration in a Tradesman Program at any time during the term of the contract.

2.0 SW 2. Scope of Work - Comprehensive Maintenance for 79 Prince of Whales only

I. General

- a. The Contractor must complete all required maintenance as per manufacturer's recommendations, including the items listed below, on the equipment listed in SW 7 Equipment Inventory.

II. Included in Contract

- a. Travel, labour and materials for all service calls: monthly inspections, cleaning, lubrication, testing, calibration, filter replacements, repairs, and manufacturer's recommended maintenance.
- b. Complete oil analysis and report annually – were applicable.
- c. Replace oil and filters in the first year of the contract. Then replace as per the manufacturer's recommendations, or base on recommendations from the oil analysis reports.
- d. Replace refrigerant filters annually or more frequently if necessary.
- e. Pressure-clean the condensers annually before July 31st of each year.
- f. Clean the evaporators in the first and fourth year of the contract.
- g. Inspect and maintain all electrical switches, disconnects, contacts, and fuses; including control components from the equipment to the MCC.
- h. Inspect, test and maintain the VFD drives – when accompanying equipment - as per manufacturer's recommendations.
- i. Inspect all relief valves (where accessible) annually or more frequent if necessary. Replace valves as per TSSA's recommendations.
- j. Leak-test the chillers and all AC units quarterly.
- k. Perform maintenance on compressed air systems twice per year, semi-annually.
- l. 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 acknowledged by the contractor, inclusive of travel, the labour to investigate the call, including the repair and confirmation to the National Service Call Centre (NSCC) that the call has been completed.
- m. Test and certify refrigerant monitors as per the manufacturer's regulations.

2.1 SW 2.1 Scope of Work – Inspection and Preventive Maintenance for 149 Somerset Street, 159 Gloucester Street and 188 BLVD TACHÉ, GATINEAU

I. General

- a. The Contractor must complete all required inspections and maintenance, on the equipment identified in SW 7 as per manufacturer's recommendations except where required more frequently herein.

II. Include, sections II, III & IV

- a. Travel, labour and materials for all inspection, cleaning, lubrication, testing, calibration and regular maintenance as per manufacturer's recommendation.
- b. Replacement of belts
- c. Replacement of filters
- d. Replacement of motor pulleys and fan pulleys
- e. Replacement of pump floats systems
- f. Replacement of pump coupling, and flow stitches
- g. Cleaning of pump strainers
- h. Replacement of Trap-kits - trap repairs.
- i. Replacement of air release valves – De-airators
- j. Replacement of fuses, switches and contactors form the equipment to the MCC, or main distribution panel.
- k. Replacement gaskets as per manufacturer's recommendations.
- l. Replacement of safety valves as per manufacturer's recommendations.
- m. **All Halo-carbon** systems must be leak tested quarterly and submit a copy of the electronic report to the Technical Authority.
- n. Emergency Calls are also included if the cause or reason for the problem was due to faults with items [a to m] above. All other repairs to the equipment listed in SW8 are extra; and the contractor must follow the instructions outlined in SW4.I, Extra Work.

III. Control Systems

- a. Conduct 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.

IV Oil and Filters

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

3.0 SW 3. Service

I. Inspection and Maintenance

All equipment must be inspected monthly. Seasonal startup and shutdown of the equipment must be coordinated with the PWGSC site authority. The work must be performed in such manner that ensures operation of the complete system(s) based on original design or subsequent approved design modifications and must be as recommended by the manufacturer(s).

II. Repair and Replacement Parts/Components

The Contractor must have and maintain access at all times, sufficient direct replacement parts - OEM Parts - for immediate repair of component to ensure continuous operation of equipment.

III. Wiring Diagrams - Adjustments Procedures and Operational Descriptions

- a. Provide to the Technical Authority, when requested, a 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 for the respective equipment

IV. Scheduling

- a. Preventive maintenance must be performed during regular working hours, 08:00 to 15:00 hours Monday through Friday, excluding legal holidays.
- b. Within 30 days after contract award, the Contractor must provide a detailed schedule of maintenance to be applied for the term of this contract.
 - i. This schedule must contain and reflect the manufacturer's recommended maintenance and all requirements of this Statement of Work.
 - ii. The proposed schedule must be reviewed by the Technical Authority and may require revision by the Contractor to meet the Technical Authority's requirements. Any such changes must be considered as part of this Statement of Work. 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 at no extra cost, refer to SW2.II.m and SW2.I.II.n.
- b. The Contractor must respond within 30 minutes of each request; 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 service call and contact the Trouble Desk within 4 hours to close out the ticket once each issue is resolved.**

V. Non-working Service Manager

- a. The non-working Service Manager must be in full charge of the services provided 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.
- b. 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.

VI. Maintenance Plan

- a. The Contractor must provide 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. The plan must identify the maintenance that will be performed annually, semi-annually, quarterly and monthly.
 - i. The maintenance plan must reflect the manufacturer's recommended maintenance and all requirements of this Statement of Work.
- b. Submit the proposed maintenance plan for review to the Technical Authority. The Contractor may be requested to revise the plan to meet Technical Authority's requirements. Any such changes must be considered as part of the Statement of Work.
- c. The 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.
- d. 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 30 calendar days after award of the Contract.

4.0 SW 4. Extra work and Exclusions

I. Extra Work

- a. The Contractor must notify the Technical Authority by phone within an hour and subsequently follow up with a written report by e-mail within 24 hours of any equipment failure requiring repair(s) and/or negligent operation or misuse of the equipment by others. If requested, the Contractor must make the repair(s) or replace the 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.I.a), modifications or improvements (SW 4.I.b) in accordance with "Pricing Schedule 2". If requested the Contractor must complete the work at the agreed costs (Pricing Schedule 2) in a timely manner.

II. Exclusions

- a. The Contractor is not required, as part of this contract, to make renewals or repairs necessitated by reasons of the negligent operation or misuse of the equipment by others; or by reason of any other cause beyond the Contractor's control (i.e. Acts of God and Manufacturer's defect).
- b. If the responsibility for the repair is contested, the contractor must provide a clear and concise report delineating the cause of the failure to the Technical Authority

5.0 SW 5. Health and Safety Requirements

I. Environmental Protection

The Contractor must conform to all applicable environmental laws and regulations in effect including the Federal Halocarbon Regulations in provision of services under this contract.

- a. During repair of systems containing refrigerant or replacing refrigerant the Contractor must use closed-loop refrigerant recovery equipment to minimize refrigerant emissions.
- b. A complete leak test on all refrigeration systems must be performed quarterly – unless otherwise requested herein. The Contractor must make repairs as required and the units must be tagged as leak free when completed.
- c. The Contractor must prevent oil spills or damage to surfaces and roofing systems by providing protection (plywood or plastic) under the equipment during service operations. In the event of an accidental spill, the Contractor must notify the Technical Authority immediately so that remedial action can be taken.
- d. The Contractor must not leave waste materials on site unless approved by the Technical Authority.
- e. The Contractor must not dispose of waste or volatile materials, (mineral spirits or paints and oil thinner) into waterways, storm or sanitary sewers.
- f. The Contractor must control the disposal of the runoff of water containing suspended materials or other harmful substances in accordance with the Environmental Laws: Municipal, Provincial and Federal.

II. WHMIS/GHS and Safety Training

- a. The Contractor must comply with the requirements of the Workplace Hazardous Materials Information System (WHMIS)/Global Harmonization System (GHS) regarding use, handling, storage, and disposal of hazardous materials, 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 products being used on site by the Contractor.
 - ii. Ensure that all service personnel have all the applicable safety training to perform the work under this contract.
 - iii. The training must include, but be limited to: Fall protection, Confined spaces, First Aid & CPR 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 annually
 - i. The Contractor must ensure that the work area is maintained in a safe condition at all times during performance of work.
- c. Complete the attached forms and submit to the Technical Authority before performing regular maintenance or scheduled repairs: Annex D:
 - Hazardous Assessment
 - Emergency Response
 - Safety orientation Checklist

6.0 SW 6.Reporting

I. All Reports are to be type written, and submitted electronically via Email in PDF format, or USB key.

II. Interim or incident Reporting

- a. The Contractor must report to the Technical Authority verbally, and follow-up by E-mail within twenty-four (24) hours of every visit for other than regular maintenance.
 - i. The report must detail the work completed, work outstanding and reasons, and an estimated time of completion. **A copy of this report MUST also be left on site.**
 - ii. Call to the attention of the Technical Authority any improper procedures noted on site and include in the quarterly reports.
 - iii. Report all Halocarbon losses and complete the applicable forms - in accordance with the Federal Halocarbon Regulations (FHR) - within two (2) hours after discovery of a release to the Technical Authority. Provide the Technical Authority a copy of the FHR release report once the leak is isolated and the amount refrigerant of release determined.

III. Equipment report cards

- a. A completed service report card outlining all services performed on the equipment must be enclosed in a clear vinyl envelope and affixed safely to the equipment - each system.
- 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 when the cards are complete or upon contract completion or termination.

IV. Service Reports

- a. Provide all services reports in Electronic format (via E-mail or USB key) - in PDF format.
- b. Provide the manufacturers recommended checklist for each piece of equipment in accordance with the manufacturer's recommend maintenance - with every quarterly report.
- c. A signed, written service report must be completed and left with the Technical Authority each time service is performed.
- d. Submit to the Technical Authority quarterly: inspection and maintenance reports complete with respective checklists.
- e. Provide report of test and verification of the Release Detection Systems within 30 days of completion.

V. All reports must include

- a. date and time of inspection or repair
- b. building name and location
- c. technician's name and signature
- d. equipment identification - including make, model and serial numbers
- e. description of work performed
- f. parts replaced
- g. condition of equipment

6.0 SW 6.Reporting Cont'd

VI. Invoicing

- a. All invoices must provide clear details of the work being invoiced and must include the following:
 - i. PWGSC contract number (e.g.EJ196-162246)
 - ii. Building name & address
 - iii. Description of work
 - iv. Period covered by invoice
- b. Invoices other than regular maintenance can be submitted as soon as the work is completed and accepted.
- c. Invoices will be returned unpaid if not accompanied by inspection and/or repair checklists and service reports.
- d. Invoices for regular maintenance must be submitted "Quarterly" to:
Public Works and Government Services Canada
Maintenance and Operational Assurance
400 Cooper Street, 6th Floor,
OTTAWA, Ontario K1A 0S5:
Attention: Technical Authority

7.0 SW 7. Equipment Inventory

Units	Location Room No.	Make	Model	Serial No.	Details
1. 79 PRINCE OF WHALES					
1	Main Mech RM	SPIDER fire commercial Gas Domestic Water Heater System	GHE100ES-200(A)		Incl. lines, tanks and valves
2	Main Mech RM	EERCO Hydronic Boilers Closed loop heating	BMK1000		The whole system including tanks, lines and valves
1	Main Mech RM	SMARTD Condenser-less Chiller Gas =134A; Charge=250lbs	LA028.1BF06.F4AE BA	FF0010j191Q1535	The whole system including chemical water treatment
1	Main Mech RM	DAIKIN MU2/ ACC - 3	M=DPS007AHMG5DN	FBOU140800016	
1	Main Mech RM	Daikin Air Handling Unit	CAH021GDAC	FB0U140701464	
1	Main Mech RM	Daikin Air Handling Unit	CAH012GDAC	FB0U140701329	
8	Building	Exhaust Fans			
4	Roof	DIAKIN	RKN18KEVJU5 RKS30LVJU RKS36LVJU	G000671 E001027 E003211	R-410a
2	Main Mech Rm	Watts Backflow Preventer	1" Q2 175 PSI		
8	Building	Taco Pumps Including all flow valves, air valves and pressure release valves			Including lines, tanks and valves
2	Main Mech Rm	Taco Heat Exchangers	PF022B1CT15B0-D72	376606	Including lines and valves
2	Main Mech Rm	General Filtration Pot Feeders 2-Gal 300-PSI Filter 175 PSI	PF2X4HP LM020-3/4		Including filters and chemicals
39	Main Mech RM	IEC Fan-coil Units	CYP & HPY		Heating & Cooling including line strainers and valves
1	Entrance and Exits	In-wall Unit Heaters			
1	Roof	TEMPEFF ERU - 1	RG5500	ORD00389	
1	Roof	REF PLUS Dry-cooler ACC-1	MISC-31-KITRC35	D2015030524	
1	Roof	SERESCO ACC - 2	NE-003-NHI-I-A0NH0122N0G2AD0	14051820A	
4	Roof	Cook Contour Supply Fans	90-QMXS	405SF33799-01 /0002001; /0002002 /0000702; /0000701	

9	Room 255	Danfuss VLT HVAC Drives	Skv3007 Skv2508	000226H483 000326H483 000526H483	FROM 3 TO 7.5 Hp. Pumps and Fans
2	Main Mech Rm	Edgetech			Gas monitors
1	Main Mech Rm	Glycol station			Including valves and lines and chemical treatment

Units	Location Room No.	Make	Model	Serial No.	Details
4. 158 GLOUCERTER STREET					
1	Back of Parking Lot	Lennox	CCS16-653-125-3J	5696C02538	Heating for the Basement 1996 March
1	Back of Parking Lot	Lennox	GCS11-2753-450R-5J	5630H01881	Main AHU
1	Back of Parking Lot	Goodman	WMC-18-1-KTAH	980800372	2 nd floor office A/C, Slim
1	Roof top	Keeprite	NPGAA60G1K4	L9715 55017	
1	Roof top	Keeprite	NPGAA60G1K4	L9715 55016	
1	Roof top	Bousquet	SDM75-DR-THD-MN-G	97062697221	
1	Roof top	Premier Comfort	PGB09CH2SA	L970764518	
1	Roof top	PENN Exhaust Fan	0012550DYNAM0		
1	BSMT	NORBEC Walk-in Freezer	PP-330-12-L-C1	C47614-1	
1	BSMT	AO Smith Demestic Hot Water Heater and tank	BTRC251 118		Natural Gas
1	BSMT	Premier Comfort	LS 0031	99020297	
1	BSMT	Larkin Heat craft	ACP6102AJ	08733	

Units	Location Room No.	Make	Model	Serial No.	Details
4. 149 SOMERSET STREET					
1	2 ND Flr Luc's Office	FUJITSU Halcyon HFI	AOU24RLXFZ	LUN021230	R-410A, 4LBS-14OZ
2	2 ND Flr Main Office	FUJITSU Halcyon HFI	AOU24RLXFZ		R-410A, 4LBS-14OZ NOTE: All 3 has same condenser 2 nd flr Roof East
1	2 ND Flr Roof SE	ENG Air MAU	DJM2		Natural Gas
1	2 ND Flr Roof West	ENG Air MAU	DJ		Natural Gas
1	2 ND Flr Roof East	COLEMAN	TCJD24S41S3A	W1G3902131	R-410A 3LBS-13OZ Main Women's WC
1	2 ND Flr Roof West	COLEMAN	TCJD24S41S3A	W1G3902135	R-410A 3LBS-13OZ Main Men's WC
1	2 ND Flr Roof West	TRANE	YCD036C1HABE	R26103155D	Senate Room
1	West Courtyard	COLEMAN	TCJD48S41S3A	W1E1026537	R-410A 4LBS-9OZ Library and Workshop
1	West Courtyard	YORK	YHJD42S41S4B	W1L1330847	R-410A 4LBS-9OZ Basement Infantry Room
1	Roof above Attic	CARRIER	48TFE006-A-311	4305G50154	R-22
1	Basement Boiler Room	LOCHINVAR Boiler			Domestic Hot H2O Boiler
1	Basement Boiler Room	COOPER Hydronic Boiler			Hot H2O Heating
1	Basement Stables Area	FOSTER Walk-in Cooler	AK171ET-038-A2	AKA9455ZXD	
1	Basement Stables Area	HABCO Cooler	SF463X	48001725	
1	Basement Stables Area	TRUE FREEZER	T	7498236	
1	Basement Stables Area	NORBEC Walk-in Freezer	PP-3302-R-C	C-031377-1	
1	Basement Stables Area	FOSTER Cooler	OH-48-T	6896738	
1	Basement Stables Area	CURTIS Cooler	AJ202ET-188-A2	AJA7494ZXD	
1	Basement Stables Area	SILVER KING Cooler	B3		
1	Main kitchen	TURBO AIR - M3 Cooler	N3R47-2		
1	Main kitchen	TRUE Cooler	TSSU-18	1-4015387	

1	Main kitchen	TRAULSEN Cooler	AR123HUT-FHS	233781C13	
1	Main kitchen	TRUE Cooler	TUC-27E-2	7664378	
1	Main kitchen	TRUE Cooler	TUC-48F-D-4	7693847	
1	Main kitchen	TRAULSEN Cooler	TUD-48QC	733642-C13	
1	Behind Main Bar	SCOTSMAN Ice Machine			ICE MACHINE
1	Behind Main Bar	MKE Cooler	BB-60SC	0810138	Beer Fridges R-134A
1	Behind Main Bar	MKE Cooler	BB-60SC	0810139	Beer Fridges R-134A
1	2 ND Flr O.P. Bar	MKE Cooler	BB-60SC	0810139	Beer Fridges R-134A
1	2 ND Flr O.P. Bar	SCOTSMAN Ice Machine			ICE MACHINE
1	2 ND Flr O.P. Bar	BEVERAGE AIR Cooler			
1	2 ND Flr O.P. Bar	SCOTSMAN			ICE MACHINE
1	2 ND Flr Conference Rm	EUERST Cooler			

Units	Location Room No.	Make	Model	Serial No.	Details
6. 188 BLVD TACHÉ, GATINEAU, QUE					
2	Basement Boiler Room	SLANTFIN Ltd	400 Series 14-S-400A	5-440838 000037	Natural Gas. Include traps, valves and PRVs
2	Basement Boiler Room	Sump Pumps			
2	Basement Boiler Room	AO Smith Domestic Hot Boiler			Including Receivers
1	Basement Boiler Room	JOHN WOOD Hot H2O Boiler	JW70- 300NED0012217968		
4	Main Drill Hall	ENGINEERED AIR			24 Feet above ground Include steam traps

Note: A lift is necessary for this site