

R E Q U E S T F O R Q U O T A T I O N

FOR

Heating Ventilation and Air Conditioning (HVAC) System
Inspections, Maintenance, and Repairs (Granville Island)

Date issued: May 30, 2017

Solicitation File # :
201701365

Solicitation Closes: 2:00 PM EDT,
June 13, 2017

Originating Department:
Granville Island

Inquiries: Camille Attia,
Procurement Advisor

Tel: 1 - (613) - 748- 5332
Email: cattia@cmhc-schl.gc.ca

Security Classification: PROTECTED

Ce document est disponible en français sur demande

Canada



All requirements in this RFQ are mandatory.

SCOPE OF WORK

1.1 Statement of Work

Canada Mortgage and Housing Corporation (CMHC) requires a proponent to undertake and provide all labour, parts, tools, and equipment necessary to test, inspect, service, and repair Heating, Ventilation and Air Conditioning (HVAC) systems in 16 buildings managed by CMHC on Granville Island.

The proponent will be responsible for, although not limited to, servicing the systems and locations outlined in Schedule A. The proponent will be required to update and maintain a complete list of all systems and locations serviced on Granville Island. The list must be provided to the Contract Administrator once completed and following any revision or update.

1.2 Response Time

The proponent must be available on-call, 24 hours a day, 7 days a week. Should an emergency arise the proponent's response time is critical and they must be available onsite within two (2) hours of notification.

1.3 Repairs and Replacements

Repairs of HVAC systems may be carried out after CMHC requested inspections, provided the proponent prepare a condition report / deficiency list, noting any required service, repairs or replacements and provides it to the Contract Administrator for approval.

1.4 Invoice

Invoicing will be a detailed breakdown of the services completed and their locations. All goods and services must be shown as line items to ensure ease of verification with contract pricing tables.

1.5 Other

CMHC will provide the successful proponent with the use of a scissor lift and boom lift as requested, when available, for necessary work included in the scope. The lifts will only be provided to a trained operator.

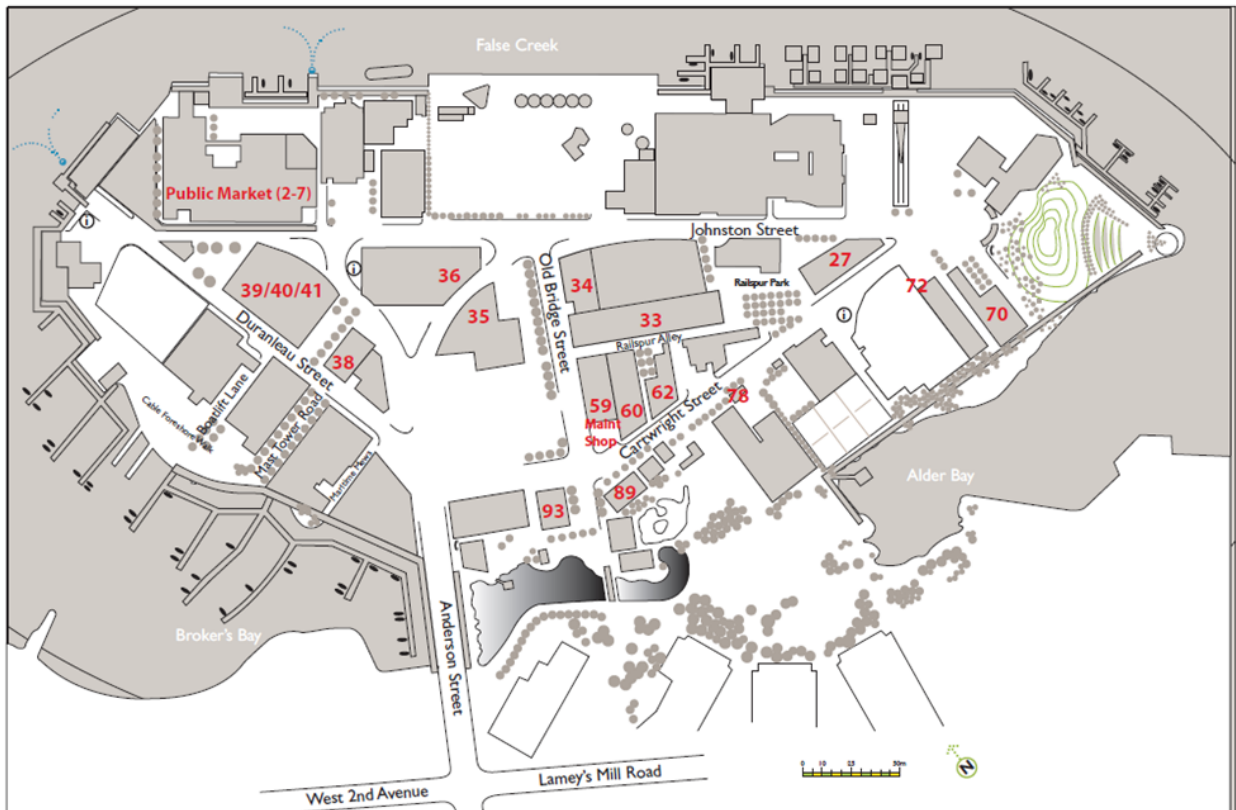
While the proponent is on-site performing work for CMHC, parking accommodations will granted.

CMHC will coordinate access to the various buildings (see map below) as requested. All non emergency scheduled work will require 48 hours notice for access to be provided.

The proponent is responsible to obtain, including the related costs, any necessary permits and approvals required for the execution of this contract.

All HVAC systems are located in the following 16 buildings managed by CMHC on Granville Island.

CMHC - Building Nos.



DELIVERABLES

This agreement is expected to be for a period of three (3) years, commencing on July 1, 2017 and ending on June 30, 2020.

The agreement is expected to include a renewal period, executed at the sole discretion of CMHC, for one additional two (2) year period, not to exceed a cumulative total of five (5) years, including the initial term. At its discretion, CMHC shall within thirty (30) days prior to contract termination, advise the Contractor in writing of CMHC's wish to either extend or terminate the Agreement.

The value of this service is expected to range from \$55,000 to \$58,000 CDN, including all applicable taxes, per year.

CONTRACTOR’S INFORMATION

Company Name:			
Address:			
Phone #:		E-mail:	
Fax #:		Contact name/title:	
Legal Structure of Contractor (mark one <input 3"="" checked="" type="checkbox>):</td> <td>Limited Company</td> <td>Partnership</td> <td>Sole Proprietorship</td> </tr> <tr> <td>Names and titles/positions of officers, partners, principal</td> <td colspan="/>			
Year Established:			

QUALIFICATIONS

The proponent must confirm the company meets the following criteria:

Mandatory Criteria	Response (YES or NO)	Initials	Date
Minimum of ten (10) years of commercial/industrial inspection and repair of HVAC Systems and related skills, knowledge, ability and experience.			
Three (3) comparable projects completed in the province of British Columbia (The proponent must provide detailed project information in the forms provided in Appendix “A”)			
The contractor confirms being available on call, 24 hours per day, 7 days per week (including Statutory Holidays).			

If the response to any of the above is “NO”, your submission will be deemed non compliant and eliminated from further consideration.

PRICE QUOTATION

The proponent must submit a fixed (firm) price relative to all of the goods/services and deliverables outlined in this RFQ.

TABLE A – HVAC System Inspections

The price per unit for inspection must be inclusive of all goods and services (ex. travel, labour, tools, equipment, etc.) required to provide the testing and certification of the HVAC systems and equipment. The pricing provided in Table A (see Schedule A) must be valid for the term of the agreement.

TABLE B – Repairs, Replacements, and Additional Goods and Services

Additional costs may only be incurred for repairs and replacements at the rates specified in Table B. The proponent is responsible to list any additional fees in Table B – Other Services.

Table B – Repairs, Replacements, and Additional Goods and Services			
Additional Services			
Hourly Rate for Regular Hours (Monday to Friday 7:00 a.m. to 7:00 p.m.)	Hourly Rate		
	Y1	Y2	Y3
Journeyman	\$	\$	\$
Apprentice	\$	\$	\$
Helper	\$	\$	\$
Hourly Rate for OT Hours (Monday to Friday from 7:00 p.m. to 7:00 a.m., Saturday, Sunday, and Statutory Holidays)			
Journeymen	\$	\$	\$
Apprentice	\$	\$	\$
Helper	\$	\$	\$
Other Services (i.e. truck charge, call out rate, etc.)			
Rate for materials / equipment / supplies	Cost+___%	Cost+___%	Cost+___%
1.	\$	\$	\$
2.	\$	\$	\$
3.	\$	\$	\$
4.	\$	\$	\$
5.	\$	\$	\$
6.	\$	\$	\$
7.	\$	\$	\$
8.	\$	\$	\$

Should the proponent have any rates or titles or services not listed above, for which they intend to charge out for preventative maintenance or repair and replacement services, these must be included in the submission. ALL rates must be included as CMHC will not pay for any goods/services excluded or omitted from the pricing tables.

All prices and amounts of money are to be quoted in Canadian dollars and be exclusive of the Goods and Services Tax (GST), Harmonized Sales Tax (HST), and Provincial Sales Tax (PST), as applicable, unless otherwise indicated.

SUBMISSION INSTRUCTIONS

Proponents are required to submit their **signed** quote to EBID@cmhc-schl.gc.ca, by 2:00 PM EDT (11:00 AM PDT), June 13, 2017. The subject line of the transmission must state: **RFQ, File #201701365.**

Please be advised that EBID has a size limitation 10 MB. It is advisable and recommended that proponents submit their quote in multiple smaller files.

Timely and correct delivery of quotes to the exact specified quotation delivery address is the sole responsibility of the proponent. All risks and consequences of incorrect delivery of quotes are the responsibility of the proponent. CMHC will not assume or have transferred to it those responsibilities. All registered times will be in accordance with the time CMHC computer servers **receive** the submission, not the time the quotation was sent by the proponent*. Submissions received after CLOSING TIME (2:00 PM EDT on June 13, 2017) will not be accepted.

* Please be advised that electronic transmissions may not necessarily be immediate and can experience lengthy delivery delays. Proponents should ensure that sufficient delivery time is allowed for quotations to be received.

Format

Quotations may be submitted in MS Word or Adobe Acrobat PDF in English or in French.

NOTE: In certain email programs the "Send" format may need to be specified as either "HTML" or "Plain Text". Rich Text formatted or Compressed (Zipped) documents cannot be opened by CMHC.

PROPONENT SELECTION

The policy pertaining to the selection of suppliers is based on the principle that all suppliers must be treated fairly and equally. Suppliers are defined as an individual or firm that could provide, or has provided, goods or services or construction under contract.

CMHC utilizes the Supplier Information (SI) database, maintained by **Business Access Canada** as the Official CMHC source list. All proponents **must** be registered with **Business Access Canada** prior to submitting a proposal. The Procurement Business Number (PBN) provided by **Business Access Canada** must be included with your proposal. If you are not registered, and you wish to do so, you may access **Business Access Canada** (<https://buyandsell.gc.ca/>) or you may call their Information Line at: 1-800-811-1148). Present Suppliers not registered with Business Access Canada are required to self-register on the SI via the Business Access Canada Web site.

CMHC shall conduct the RFQ process in a visibly fair manner and will treat all proponents equitably. It is intended that the lowest cost quotation will be accepted, however, CMHC reserves the right to accept or reject any or all quotations and to verify that the supplier is able to meet the conditions outlined in the RFQ prior to awarding a contract.

Without changing the intent of this RFQ or the lead proponent's quotation, CMHC will enter into discussions with the lead proponent for the purpose of finalizing the contract. If at any time CMHC decides that the lead proponent cannot satisfy CMHC's requirements, CMHC may terminate negotiations. If at this time CMHC feels that the secondary proponent may meet the requirements, CMHC will continue the process with the secondary proponent and so on.

Announcement of the successful proponent will be made to all proponents following the signing of a contract.

Appendix A – Comparable Project Form

PROJECT 1

Project Name : _____

Name of the Client : _____

Contact Person and Contact Information: _____

Description of the project and relevance to present requirements:

Awarded contract cost: \$ _____ Final contract cost: \$ _____

Scheduled completion date: _____ Actual completion date: _____

Reason for exceeding cost and/or schedule (if applicable): _____

PROJECT 2

Project Name : _____

Name of the Client : _____

Contact Person and Contact Information: _____

Description of the project and relevance to present requirements:

Awarded contract cost: \$ _____ Final contract cost: \$ _____

Scheduled completion date: _____ Actual completion date: _____

Reason for exceeding cost and/or schedule (if applicable): _____

PROJECT 3

Project Name : _____

Name of the Client : _____

Contact Person and Contact Information: _____

Description of the project and relevance to present requirements:

Awarded contract cost: \$_____ Final contract cost: \$_____

Scheduled completion date:_____ Actual completion date:_____

Reason for exceeding cost and/or schedule (if applicable):_____

Schedule A - HVAC Systems and Locations

TERMS AND CONDITIONS OF THE REQUEST FOR QUOTATION

1. INVOICING

The Contractor must allow 30 days from delivery of invoice for payment without interest charges. The Contractor may not invoice prior to performance of the service or delivery of the goods.

2. NON-COMPLIANCE OR DEFAULT BY CONTRACTOR

If the Contractor fails to comply with a direction or decision of CMHC properly given under the terms of this RFQ, or is in default in any other manner under any ensuing contract, CMHC may do such things and incur such costs as it deems necessary to correct the Contractor's default, including without limitation the withholding of payment due or accrued due to the Contractor for services rendered pursuant to the contract, which moneys may be set off by the Corporation against any expenses that it may incur in remedying a default or failures as described above.

3. OWNERSHIP

(a) Any and all information prepared exclusively for the Corporation shall remain the property of the Corporation and all copyrights thereto are the property of the Corporation and neither the Contractor nor its servants or agents shall divulge, release or publish any such documentation.

(b) Any and all information relating to the Corporation and obtained by the Contractor during the course of execution of its duties under any ensuing contract shall remain the property of the Corporation and shall not be used in any way or disclosed to anyone without the prior written consent of the Corporation.

4. DELIVERY

Unless instructed otherwise, delivery of the services and/or goods hereunder shall be made free and clear of all liens and encumbrances, in the manner and to the destination stipulated. CMHC reserves the right to refuse pre shipment and, in addition to any other remedy or remedies which CMHC may have, CMHC reserves the right to cancel any ensuing contract in whole or in part if deliveries are not made as stipulated in any ensuing contract.

5. CONFIDENTIALITY

All plans, drawings, specifications and other information, patterns, dies and other tools supplied by CMHC, and any information derived therefrom are confidential to CMHC and shall not be disclosed by the Contractor to any third party without the prior written consent of CMHC, or made use of by the Contractor except for the purpose of executing the work hereunder. All such plans, drawings, specifications and other information, patterns, dies and other tools shall be and remain the property of CMHC and shall be returned by the Contractor to CMHC upon request.

6. INSPECTION AND ACCEPTANCE

All goods and/or services supplied under any ensuing contract are subject to inspection and acceptance by CMHC within a reasonable time after receipt thereof. CMHC will notify the Contractor in writing of the rejection of any goods and/or services which are not in accordance with the description or specifications stipulated in any ensuing contract, and such goods and/or services will then be held at the Contractor's risk for disposition by it and subject to all charges accruing as a result of such rejection.

7. WARRANTY

The Contractor warrants and guarantees that the goods and/or services supplied under any ensuing contract are fit for the particular purpose or use for which they are purchased by CMHC and will perform in accordance with specifications and the Contractor also warrants and guarantees the goods against any and all defects in material, workmanship or design. This warranty and guarantee is in addition to any and all warranties and guarantees of the Contractor arising by operation of law and nothing contained herein shall be construed as limiting or restricting such warranties or guarantees or any right or remedy which CMHC may have.

8. INSURANCE

Commercial General Liability Insurance

The Contractor will provide and maintain Commercial General Liability insurance with an insurer licensed to do business in Canada with a limit of not less than \$5,000,000 per occurrence for bodily injury or damage to property including loss of use of such property. This policy shall include the following extensions:

- a) cross liability including severability of interest
- b) personal Injury
- c) broad form completed operational
- d) broad form property damage
- e) blanket contractual
- f) employers liability (or confirmation that all employees including sub-contractors and independent contractors are covered by Workers Compensation)
- g) non owned automobile liability
- h) Canada Mortgage and Housing Corporation to be added as additional insured
- i) 30 days prior written notice of cancellation to Granville Island Administration Office, 1661 Duranleau Street, 2nd Floor, Vancouver, British Columbia, V6H 3S3
- j) Contractors liability to include operations of independent contractors (if not provided then each subcontractor must provide a certificate of insurance confirming that they have liability insurance as detailed in the RFQ).

Automobile Insurance: The Contractor will provide and maintain Automobile Insurance with an insurer licensed to do business in Canada with limits of not less than \$2,000,000. Third Party Liability for all motor vehicles used by the Contractor in the performance of this Contract.

Other conditions: If there are material changes in the scope of Services provided under this Agreement, CMHC may, via the Service Level Change Procedures, request changes to the minimum insurance coverages set out above.

All insurance policies required to be maintained by the Contractor pursuant to Section 4.23 shall be primary with respect to this Agreement and any valid and collectible insurance of CMHC shall be excess of the Contractor's insurance and shall not contribute to it.

All Certificate of Insurance shall mention that insurers will provide CMHC with at least thirty (30) days' written notice prior to cancellation of any insurance referred to under Section 4.23. In addition the Contractor shall provide written notice to CMHC forthwith upon learning that an insurer described in Section 4.23 intends to cancel, or intends to make or has made a material change to, any insurance referred to in Section 4.23. A Certificate of Insurance meeting the above requirements shall be delivered to CMHC upon execution of this Agreement and for each renewal thereafter.

Without in any way restricting CMHC's direction to grant or withhold its consent to a request to subcontract pursuant to Section 4.23, the Contractor agrees that it shall contractually obligate any subcontractor or independent contractor retained in connection with this Agreement to maintain insurance against such risks and in such amounts that having regard to such subcontractor's or independent contractor's involvement in the provision of the Services could reasonably be expected to be carried by Persons acting prudently and in a similar business to that of such subcontractor or independent contractor.

It shall be the sole responsibility of the Contractor to decide whether or not any other insurance coverage, in addition to the insurance requirements stipulated herein, is necessary for its own protection or to fulfill its obligation under the contract. All insurance policies shall be provided and maintained by the Contractor at its own expense.

9. INCOME TAX REPORTING REQUIREMENT

As a federal Crown Corporation, CMHC is obliged under the Income Tax Act and Regulations to report payments made by the Corporation to suppliers of goods and/or services by using a T1204 supplementary slip. CMHC must therefore obtain the necessary information from suppliers (including the Contractor's social insurance number and/or corporate identification number) in order to allow it to complete the T1204 supplementary slip. The Winning Proponent will be required to complete and sign a Supplier - Direct Deposit and Tax Information Form (CMHC/SCHL 3085) prior to execution of any ensuing contract.

10. COMPLIANCE WITH LAWS

The Contractor shall comply fully with all applicable laws, ordinances, rules, regulations, code and standards, whether federal, provincial, or local, and shall furnish CMHC such evidence of compliance as CMHC may require at any time.

11. INDEMNITY

The Contractor shall indemnify and save harmless CMHC from and against all claims, debts, demands, suits, actions and causes of action whatsoever and all losses, costs, damages, expenses and liabilities which may be suffered or incurred by CMHC, arising out of or in connection with (whether directly or indirectly, or by reason of negligence or otherwise) the supplying of goods under any ensuing contract or any matter or thing done, suffered or permitted or omitted to be done by, or the operations of the Contractor, its subcontractors, or its or their employees or agents, under said contract.

12. TERMINATION

If the Contractor shall become insolvent or shall make any assignment for the benefit of creditors or a receiver or trustee shall be appointed for all or part of its property, or if the contractor shall default in the observance or performance of any of its obligations hereunder, the contract may forthwith be cancelled at the option of CMHC without liability.

13. ASSIGNMENT

The Contractor may not assign the whole or any part of its rights or obligations arising out of any ensuing contract without the prior written consent of CMHC.

14. DECLARATION RE: BID RIGGING, COLLUSION AND GRATUITIES

In submitting its quotation, the Contractor certifies that:

- (a) prices as submitted have been arrived at independently from those of any other Contractor;
- (b) the prices as submitted have not been knowingly disclosed by the Contractor, and will not knowingly be disclosed by the Contractor prior to award, directly or indirectly, to any other Contractor or competitor; and
- (c) no attempt has been made, nor will be made, to induce any other person to submit, or not to submit, a quotation, for the purpose of restricting competition.
- (d) In submitting its quotation, the proponent certifies that no representative for the Contractor has offered or given a gratuity (e.g. an entertainment or gift) to any CMHC employee, Board member or Governor-in-Council appointee; and intended, by the gratuity, to obtain a contract or favourable treatment under a contract.

15. ACCESS TO CMHC PROPERTY

CMHC agrees to permit access by the Contractor's employees onto CMHC's premises for the purpose of fulfilling its obligations under any ensuing contract. However, CMHC reserves the right to refuse entry of the Contractor's personnel in cases of emergencies.

CMHC further reserves the right to remove from and/or refuse entry to the work site, at any time, any Contractor's personnel who are incompetent or intemperate, or who violate CMHC's Safety and/or Security regulations or interfere with CMHC's operations.

The Contractor shall be fully responsible to CMHC for the acts and omissions (including negligence) of its subcontractors and of persons directly or indirectly engaged by such subcontractors as if such acts and omissions were those of the Contractor.

16. CMHC PROPERTY

The Contractor shall be responsible for all loss or damage to CMHC's property delivered to, or in custody of, the Contractor in connection with a contract from the time of such delivery or custody until said property is returned to CMHC.

17. INDEPENDENT CONTRACTOR

Any ensuing contract is an agreement for the provision or performance of goods and/or services and neither the Contractor, nor any of its employees, officers, or agents is engaged as an employee or agent of CMHC. The Contractor agrees to so advise its employees, officers, and agents.

18. EXTRAS

Except as otherwise provided in any ensuing contract, no payment for extras shall be made unless such extras and the price thereof have been authorized in writing by CMHC.

19. SECURITY CLEARANCE

The Contractor agrees that it or any other persons for which it is responsible who are to perform the Contractor's obligations under any ensuing contract shall not be acceptable to CMHC unless, at the request of CMHC, those persons have received a security clearance from CMHC's Corporate Security and Risk Management. It is agreed that should the Contractor or any other person who is to perform work under any ensuing contract and for whom the Contractor is responsible, fail to receive such a security clearance, that CMHC shall have the sole discretion to exclude such person from performing any work on any ensuing contract, or to terminate an existing contract immediately.

20. SEVERABILITY

If any provisions of the Terms and Conditions of any ensuing contract shall for any reason be held illegal or unenforceable, such provision shall be deemed separable from the remaining provisions of the Terms and Conditions of any ensuing contract and shall in no way affect or impair the validity or the enforceability of the remaining provisions of the contract.