

Advance Contract Award Notice (ACAN)

Title: CARRIER VVT & EMCS MONITORING MAINTENANCE SERVICES HVAC – RTU OPERATIONAL at the David Florida Laboratory

9F030-20170100

1. Advance Contract Award Notice (ACAN)

An 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 meets the requirements set out in the ACAN, on or before the closing date stated in the ACAN, the contracting officer may then proceed with the award to the pre-identified supplier.

2. Definition of the requirement

Definition of Acronyms:

VVT = Carrier proprietary "Variable Volume & variable Temperature"

EMCS = Energy Monitoring & Control System

HVAC = Heating Ventilating & Air Conditioning

RTU = Roof Top Unit

AHU = Air Handling Unit

The scope of work will be as follows;

1. Weekly verifications of all operating parameters and set points of each system and sub-compartments, recorded in a log for each unit. Any abnormalities should be reported to the building engineer.
2. Review system operation and performance as compared to design and required performance. Report any anomalies to the building engineer.
3. Ensure that all critical points for each system are trended and all records are kept valid and readily accessible.
4. Back-up all systems and records on a monthly basis. Provide memory stick with records to the building engineer or their designated representative.
5. Obtain permission from the building engineer prior to changing any set points or modifying any programming.
6. Provide 24/7 emergency services with a maximum of 2hr response time upon detecting system failures or upon receiving call from Building Operations staff.
7. Provide a written report after each emergency occurrence or corrective maintenance. File reports in designated on-site binders.

8. As a minimum, once a week, perform a complete physical examination of all mechanical, electrical and control compartments to ensure their proper functionality and proper synchronization with the software values.
9. Allow for a one-time, 40 hour full time, hands-on training to a designated client staff member to bring him/her up to speed on all system functions and operations.
10. Calibrate all sensors once within three (3) months of commencement of this agreement. Submit calibration records in an annual commissioning report.
11. Equipment covered under this agreement;
 - a. Carrier VVT Comfort works and related network, control panels, devices and connected equipment and Air Systems.
 - b. Eight gas heating electric cooling roof top HVAC units as follows:
 - 3 – 27 ton RTU's on roof top of building 65;
 - 3 – 7.5 ton RTU's on roof top of building 65;
 - 1 – 15 ton RTU's on roof top of building 65;
 - 1 – 5 ton RTU on roof top of building 65;
 - 1 – 12.5 ton RTU ground mounted at building 87;
 - 1 – 10 ton RTU ground mounted at building 80.
12. Inspect, service and calibrate all of the above HVAC units in accordance with the manufacturer's instructions (maintenance manuals).
13. Replace filters four (4) times per year with 2" high efficiency pleated filters for the above HVAC units.
14. Perform preventative maintenance tasks as indicated below at a minimum of four (4) times per year to extend equipment life and assure proper operating condition and efficiency on all the above HVAC units. Typical activities include:
 - clean, align, calibrate, tighten, adjust, lubricate and paint equipment;
 - clean coil surfaces, fan impellers and blades; electrical contacts; burner orifices; passages and nozzles; pilot and igniters; cooling tower baffles, basin, sump and float; chillers, condenser and boiler tubes, etc;
 - align belt drives; drive couplings; air fins, etc;
 - calibrate safety controls; temperature and pressure controls etc;
 - tighten electrical connections; mounting bolts; pipe clamps; refrigerant piping fittings; damper sections etc;
 - adjust belt tension; refrigerant charge; super heat; fan RPM; water chemical feed and feed rate; burner fuel/air ratios; gas pressure; set point of controls and limits;
compressor cylinder unloaders; damper close-off; sump floats etc;
 - lubricate motors; fan and damper bearings; valve stems; damper linkages; fan vane linkages etc;
 - paint, for corrosion control, as directed by our scheduling system and on an as needed basis;
 - pressure wash the condenser coils once per year.

- provide refrigerant leak test of all units (once per year) and issue certificates for each unit.
- Provide halocarbon testing for each unit once per year and submit reports for record purposes.

3. Criteria for assessment of the Statement of Capabilities (Minimum Essential Requirements)

In order to successfully perform the required work, the **Supplier** must:

The supplier must provide at least one qualified technician that meets the following mandatory qualifications.

- a. The proposed technician must be licensed in the refrigeration/air conditioning trade and gas fitter 1 trade for more than fifteen (15) years.
Refrigeration/air conditioning license and gas fitter 1 license number must be provided.
- b. Demonstrated fifteen (15) years of experience in a variety of air handlers including high efficiency rooftop units.
- c. Demonstrated fifteen (15) years of experience with Rooftop units containing 20 or more VVT zones on a single system with Ottawa's (or similar geographic location) unique environmental conditions.
- d. Demonstrated at least twenty (20) years of experience with the Carrier Comfort Network Architecture and associated hardware.
Training certificates shall be provided for Carrier Generation III 1996, Carrier Comfort Network 1996, Carrier ComfortVIEW 1999, Carrier 3V 2005.

The supplier shall provide, at a minimum, three (3) references that demonstrate its ability within the last five years, to perform work of a similar magnitude as outlined in this contract (at the discretion of the owner, the references may be contacted.)

Provide the following:

- Brief description of each project (year, description of equipment maintained, scope, size)
- Brief description of the type of controls on each project (year, list manufacturer, the contractor involvement in the controls, programming and setup)
- The client for whom the work was performed
- Reference name, title, email and telephone number
- Year in which the work was performed (Indicate if the contract is completed or ongoing)

4. Justification for the Pre-Identified Supplier

Modern Niagara has more than 25 years of experience servicing the equipment at the DFL and they are the only entity capable of troubleshooting old and new equipment using Controls system which monitors most of rooftop units.

There is not enough technical expertise from other contractors for this service given Modern Niagara has almost unique technical experience and training, and in addition a strong support by Carrier manufacturer with original parts.

5. Government Contracts Regulations Exception(s)

The following exception(s) to the Government Contracts Regulations is (are) invoked for this procurement under subsection 6(d) - only one person is capable of performing the work.

6. Ownership of Intellectual Property

Canada intends to retain ownership of any Foreground Intellectual Property arising out of the proposed contract on the basis that the main purpose of the contract is to generate knowledge and information for public dissemination.

7. Period of the proposed contract or delivery date

The proposed contract is from July 1st, 2017 till June 30, 2018.

8. Option to extend the contract period

The Contractor grants to government of Canada the irrevocable option to extend the term of this contract by four (4) years, one year at the time, under the same terms and conditions. Government of Canada may exercise this option at any time by sending a notice to the Contractor at least 30 calendar days prior to the contract expiry date.

9. Cost estimate of the proposed contract

The estimated value of the contract is:

Base Period: \$ 31,754.12 before tax (July 1st, 2017 till June 30, 2018)

Option 1: \$ 32,155.43 before tax (July 1st, 2018 till June 30, 2019)

Option 2: \$ 32,562.73 before tax (July 1st, 2019 till June 30, 2020)

Option 3: \$ 32,976.20 before tax (July 1st, 2020 till June 30, 2021)

Option 4: \$ 33,395.85 before tax (July 1st, 2021 till June 30, 2022)

10. Name and address of the pre-identified supplier

Modern Niagara Ottawa Inc.
85 Denzil Doyle Court
Kanata, Ontario
K2M 2G8

11. 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 of this notice. The statement of capabilities must clearly demonstrate how the supplier meets the advertised requirements.

12. Closing date for a submission of a statement of capabilities

The closing date and time for accepting statements of capabilities is June 22, 2017 at 2:00 p.m. EDT.

13. Inquiries and submission of statements of capabilities are to be directed to:

Claudine Morin
Contracting officer, Procurement and contracts administration
Canadian Space Agency / Government of Canada
6767 route de l'aéroport
Saint-Hubert Québec J3Y 8Y9
Phone: 450-926-4427 Fax: 450-926-4969
email: claudine.morin@canada.ca

The Canadian Space Agency is exempt from all of Canada's national and international trade agreements.

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

The file number, the CSA contact name and the closing date of the ACAN must appear on the outside of the envelope in block letters or, in the case of a facsimile transmission, on the covering page.

The Crown retains the right to negotiate with suppliers on any procurement. Documents may be submitted in either official language of Canada.