

MINUTES - Proponent's Site visit

June 6, 2017 (10:00 AM)

File #201701365

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

1. Introductions

- a) **Kyle Robertson**, Operations Coordinator
- b) **Dennis Costain**, Maintenance Department
- c) **Ryan Lemay**, Procurement Coordinator
- d) **Camille Attia**, Procurement Advisor in Ottawa, primary point of contact during procurement process

2. Submission Instructions

- a) Tender closes on Tuesday, June 13, 2017 at 2PM ET (**11:00AM LOCAL**)
- b) Specific instructions on tender delivery are outlined on page 5.
- c) File size limit of 10MB on EBID; split files up if document is even close to that number
- d) Subject of all transmissions must state "RFQ, File #201701365"
- e) Deadline for questions is Friday June 9, 2017
- f) All correspondence should be sent to Camille and the buyandsell website
- g) Any additional information from CMHC will be posted on the buyandsell website

3. Addendum

- a) Addenda #1 included updated insurance requirements
- b) Addenda #2 included this site visit

4. General Overview of the project

- a) Scheduled preventative maintenance services
- b) As requested HVAC repair services
- c) 3 year term with optional 2 year renewal

5. Questions regarding the tender instructions and criteria?

- a) The tour included the Net Loft Buildings and The Public Market Buildings.
- b) Hours of access are generally from 7:00 am to 4:00 pm. Access outside of these hours can be arranged with the CMHC Maintenance Supervisor.
- c) Parking access is accommodated and coordinated through CMHC
- d) Working documents are for Pricing Table A will be posted on the buyandsell website to allow proponents input their pricing and include it as part of their submission.

MINUTES - Proponent's Site visit

June 6, 2017 (10:00 AM)

File #201701365

- e) CMHC will accept a total price per building instead of a price per unit, with the understanding that the pricing per building is comprised of the units outlined in Pricing Table A.
- f) HVAC Filters are replaced by CMHC Staff and should not be included in the proponent's pricing or services.
- g) Changing Belts is included as part of the services.
- h) The Public Market is closed on Monday's in January to allow for maintenance and repairs (including interior units, as required)
- i) Unit replacement may be included as part of the agreement if required. It will be assessed on a unit by unit basis.