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## For: Agriculture and Agri-Food Canada (AAFC)

An Advance Contract Award Notice (ACAN) is a notification through the open bidding methodology of the intent to award a directed contract.

An Advance Contract Award Notice (ACAN) allows departments and agencies to post a notice, for no less than fifteen calendar days, indicating to the supplier community that it intends to award a good, service or construction contract to a pre-identified contractor. If no other supplier submits, on or before the closing date, a statement of capabilities that meets the requirements set out in the ACAN, the competitive requirements of the government's contracting policy have been met. Following notification to suppliers not successful in demonstrating that their statements of capabilities meets the requirements set out in the ACAN, the contract may then be awarded using the Treasury Board's electronic bidding authorities.

If other potential suppliers submit Statements of Capabilities during the fifteen calendar day posting period, and meet the requirements set out in the ACAN, the department or agency must proceed to a full tendering process on either the government's electronic tendering service or through traditional means, in order to award the contract.

### **Applicability of trade agreements and other obligations:**

N/A

### **Objective:**

AAFC requires Technical Support contract for the Delta Controls Building Automation Systems and oxygen sensors which monitors and controls the HVAC and refrigeration equipment at the main Complex located at 440 University Avenue, Charlottetown, PE and Building 64, at 64 Lily Pond Drive, Charlottetown, PE.

### **Statement of Work:**

The contractor is required to:

- Building Automation services to be carried out by qualified trained technicians directly employed by Controls & Equipment.
- Provide two site visits per year (May and October) for maintenance inspection of all our Building Automation System at the main complex.
- Provide two site visits per year (May and October) for maintenance inspection and calibration of our four (4) oxygen sensors. Inspection and calibration to include: check alarm limits, check alarm sequence, check ventilation sequence when sensors go into alarm, verify system integrity, provide certification of performance and supply of calibration gas.
- Provide one site visit per year (July) for maintenance inspection of all our BAS in building 64.
- Calibrate and Verify operation of all electronic actuators, sensors, valves, relays, starters, coils, power to controls components, transducers and digital switches. Confirm programming and backup database. Estimated to be 498 Direct Digital Control (DDC) points between the main complex and building 64.
- Supply four (4) hours of phone support, 24 hours per day, 7 days per week.



- All parts and labour to do repairs are extra above this contract.
- All repairs needed to bring control systems up to par must be quoted and approved by the Facilities Manager.
- Provide 24 hours per day, 7 days per week emergency service. Regular hour emergency calls are at an extra cost of \$92.00 per hour above the contract price.
- Contractor shall provide a detailed electronic report within 15 days of the service site visit to the Facilities Manager, detailing all inspection findings and recommendations before the invoice can be paid.
- Services shall be invoiced after each site visit.

The Contractor's responsibilities:

- Work schedule shall be coordinated with the Facilities Manager.
- All personnel must have security clearance through Agriculture and Agri-Food Canada (AAFC).
- Lock out/tag out all live equipment related to this contract when working on the equipment.
- Any hot work requires an AAFC Hot Work Permit.
- Supply and install new material only.
- Only CSA or UL certified equipment and material to be used.
- Execute work with least possible interference to the buildings operations.
- Perform work in accordance with the most recent National Building Code of Canada, Canadian Electrical Code, PEI Electrical Code and any other codes related to this work.
- All work must follow Workers Compensation Board, Provincial and Federal Health and Safety rules and regulations.
- Proper Personal Protective Equipment (PPE) is to be worn while on site.
- Any permits or fees associated with this contract will be the responsibility of the contractor.
- The Contractor must recognize that building occupants will be affected by the implementation of this contract. The Contractor must perform the work with utmost regards for safety and convenience of building occupants and users. All work activities must be planned and scheduled with this in mind.
- Provide temporary barriers and warning signs in and around your work areas to prevent unauthorized entry to these area.
- Maintain work areas in a tidy condition, free from accumulations of waste material and debris.
- It will be the responsibility of the Contractor to remove all surplus materials from the work site daily and to dispose of it in an environmentally acceptable manner.
- Work to be carried out during our regular business hours (8am-4:30pm, Monday-Friday)

**Estimated Value:**

	<b>Bi-Annual Payment</b>
<b>January 1, 2020 to December 31, 2020 (Year 1)</b>	
May Technical Support Site Visit Main Complex	\$3,993.00
July Technical Support Site Visit Bldg. 64	No Charge
October Technical Support Site Visit Main Complex	\$3,993.00
<b>January 1, 2021 to December 31, 2021 (optional year 1)</b>	
May Technical Support Site Visit Main Complex	\$3,993.00
July Technical Support Site Visit Bldg. 64	No Charge



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October Technical Support Site Visit Main Complex	\$3,993.00
<b>January 1, 2022 to December 31, 2022 (optional year 2)</b>	
May Technical Support Site Visit Main Complex	\$3,993.00
July Technical Support Site Visit Bldg. 64	No Charge
October Technical Support Site Visit Main Complex	\$3,993.00
<b>January 1, 2023 to December 31, 2023 (optional year 3)</b>	
May Technical Support Site Visit Main Complex	\$3,993.00
July Technical Support Site Visit Bldg. 64	No Charge
October Technical Support Site Visit Main Complex	\$3,993.00
<b>January 1, 2024 to December 31, 2024 (optional year 4)</b>	
May Technical Support Site Visit Main Complex	\$3,993.00
July Technical Support Site Visit Bldg. 64	No Charge
October Technical Support Site Visit Main Complex	\$3,993.00

**Time Frame:**

The contract shall be for the period of one (1) year from January 1, 2020 to December 31, 2020.

The Contractor grants to Canada the option to extend the duration of the Contract by up to four (4) additional one (1) year periods under the same terms and conditions.

**Proposed supplier:**

**Controls & Equipment LTD**  
161 St. Peters Rd Suite 49  
Charlottetown, PE C1A 5P7

**Justification for use of a single-source supplier:**

The Main Complex and Building 64, at the Charlottetown Research and Development Centre currently has a BAS that is supplied and serviced by Controls & Equipment Ltd. **The controls and software are proprietary to Controls & Equipment Ltd.**

**Suppliers' right to submit a Statement of Capabilities:**

Suppliers who consider themselves fully qualified and available to provide the services 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 stated requirements.

Closing date for the submission of the Statement of Capabilities:

**November 29, 2019 at 2 p.m. (EST)**



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Inquiries and Submission of Statements of Capabilities: requests for information shall be submitted **IN WRITING** to the contracting authority:

Carol Rahal  
Accommodation and Contracting Senior Officer  
Agriculture and Agri-Food Canada  
2001 Robert-Bourassa, suite 671 TEN  
Montréal QC H3A 3N2

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