REQUEST FOR QUOTATION 11-05-21

Project: HVAC Renewal for Victoria Hall

411 Greenfield Street, Petrolia, Ontario, N0N 1R0

CLOSING DATE: Nov. 30, 2021	**CLOSING TIME:** 12:00 P.M. EST
ISSUED DATE: Nov. 5, 2021	**MANDATORY WALK THROUGH:** Nov. 22, 2021; 1-3pm
DIVISION CONTACT: Rick Takacs, P.Eng. Project Management	**CONTACT:** rtakacs@cogeco.ca 905.483.9903

BID RECEIPT - Return your Bid by the following submission method: **E-mail contact: Leah Belan at lbelan@petrolia.ca**	
Deadline for Questions:	Bidders shall submit questions to the email contact by: **Date/Time: Nov. 24, 2021 at 12:00 pm EST.**

SUBMISSION FORM

Company Name:			
Address:			
Contact Name/Title:			
Telephone Nos:	Bus. No.:	Cell No.:	Fax No.:
E-mail Address:			

Total Cost per complete project scope as specified herein	**TOTAL UPSET LIMIT PRICE (transferred from Schedule 'A' – Price**	
	SUB-TOTAL	**$**_____
	H.S.T.	**$**_____
	TOTAL	**$**_____
Invoices to be sent to: **Town of Petrolia** **Attn: Accounts Payable Division** **411 Greenfield Street,** **Petrolia, ON N0N1R0** **Email: cfoster@petrolia.ca**	**NO BID ↑** **Reason:** _____	

Where there is a discrepancy between the unit price and the extended price, the unit price shall prevail.

Bidders must acknowledge receipt of Addendum/Addenda as indicated below. Failure to do so shall result in the bid being declared non-compliant.

I/We acknowledge receipt of addendum _____ to _____ dated _____ to _____.

Bidders are required to review, understand and comply with all Town of Petrolia Purchasing Policies and Procedures, which are available under governance/tenders at www.town.petrolia.on.ca .

I/We the undersigned offer to supply the above at the price and conditions hereon offered:

_____
Authorized Signature – I have the authority to bind the Corporation

THIS FORM SHALL BE COMPLETED, PROPERLY SIGNED (INCL. SIGNATURE ON PG. 6) AND RECEIVED ON OR BEFORE THE DATE AND TIME SPECIFIED, OR YOUR BID WILL BE DECLARED NON-COMPLIANT.

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411 Greenfield Street, Petrolia, Ontario, N0N1R0

1. BACKGROUND

1.1. Victoria Hall is owned by the Town of Petrolia and is located at 411 Greenfield Street, Petrolia, Ontario, N0N1R0. The facility operates as a local performing Arts Center.

1.2. An operational audit for Victoria Hall was performed in Feb. 2021 for the purpose of reviewing the condition, performance and reliability of all related HVAC facilities. This audit identified renewal priorities for all HVAC facilities to facilitate the approval of COVID resilience grants to the Town.

1.3. The subject building was originally constructed circa 1887 and was extensively rebuilt over 1991-92 after a major fire. Essentially all HVAC and connected facilities were renewed during this construction period. At the present date, this renovated asset is approaching 30 years age such that HVAC facilities are at or beyond end of their natural life cycle.

1.4. The Victoria Hall facility will be in operation during the period of construction with the operating schedule available to the winning proponent.

2. SCOPE OF WORK

2.1. **Renewal of Central Heating Boiler Plant**

2.2. The existing boiler plant is a gas fired, three boiler arrangement in a dedicated boiler room. These boilers are atmospheric, natural gas fired units with capacity 300,000 BTU/hr. each. Boiler plant piping shows a direct return arrangement including primary pumps.

2.3. New boiler plant is to be fully modulating and must have 100% standby capability. Sizing, plant and piping design, layout, venting and digital controls requirements are the responsibility of the successful bidder. Owner approval of construction layouts and vendor shop drawings is required prior to purchase commitments.

2.4. The existing boiler plant control utilizes remote DDC control & operation with a Johnson Metasys platform through a Network Control Engine NCE-25. The existing maintenance authority for the BAS is a Johnson Controls Metasys service representative (“the JCI service rep”) who is to be incorporated into the project as a subcontractor and utilized for the following responsibilities:

- Supply of DDC plant controllers for new facilities. These are to be N2 capable FX-PC plant controllers to allow for future modernization of the Metasys platform;

- BAS programming of DDC plant controllers. Prime Contractor to supply/install new relays, devices and sensors where required and re-use existing N2 facilities and power/communication trunks;
- Facilitation of plant start-up commissioning in consultation with the mechanical contractor, TAB contractor and supplier representatives as applicable;
- Final BAS commissioning for reporting of operational status, sequences of operation and schematics as As-Built documents;
- The JCI service rep is responsible to restore the N2 communications and functionality complete to accommodate all facilities modified or added from this Project. All materials and devices (excluding plant controllers) are the supply and installation responsibility of the successful bidder in collaboration with JCI.
- The JCI service rep has reviewed the facility in October, 2021 and is familiar with the existing setup. **The JCI contact is Adam Wallace, Account Representative at 225-235-3343.**

2.5. **Hot Water Distribution**

2.6. The existing heating plant includes twin centrifugal pumps which are controlled through the BAS. The existing distribution pumps are constant speed, 2HP, 208V, 3phase. In addition, there is a glycol make-up pump package in operation. Perimeter heating is achieved with hot water radiators with local thermostatic valve control, however due to complaints several radiators have been upgraded to electric actuated control valves for remote BAS control.

2.7. Completion of thermal insulation complete with PVC jacket is required for accessible portions of the distribution system (ie. both primary and distribution piping within the mechanical room).

2.8. Project scope includes distribution pump and drive replacement and resizing complete with Variable Frequency Drive (VFD) operation. Allow for renewal of triple duty valves and associated appurtenances for a complete update to the distribution pump facility, including full BAS integration as directed by the design authority in consultation with the JCI service rep.

2.9. Successful bidder is required to start-up, commission and verify operation of all operating modes and hot water heating loops. An allowance is included in the project budget for upgrade of additional radiators with control valves and actuators.

2.10. **Air Testing and Balancing (TAB) services** should be included for all heating boiler and distribution renewal scope. This phase should follow the sign-off of equipment start-up and BAS operational capability in consultation with the JCI service rep.

2.11. **Renewal of Domestic Hot Water Heating**

2.12. The existing domestic hot water plant includes electric coil hot water heaters in two locations in the building. The basement boiler room contains a 30 USgal. electric coil hot water tank which serves all basement level washrooms and hot water loads. The second electric coil tank is located on the main floor and services all washrooms, kitchen, wet bar, change rooms and shower loads.

2.13. Both electric heaters should be retired complete and the system is to be upgraded to commercial tankless (instantaneous) electric coil type with modulating output as an energy savings initiative. They are to be upgraded at the same locations and connected into the same piping distribution systems.

2.14. Plant Sizing requires a load review to ensure current usage patterns and peak demand are being satisfied properly. Remote monitoring through the BAS is required to optimize energy efficiency and heating plant reliability overall. The BAS review will include a joint recommissioning (RCx) process with JCI for verification of both units.

2.15. Contractor to check and verify all safety controls and appurtenances on the existing systems and upgrade to suit in accordance with manufacturers recommendations for system operation.

2.16. Completion of thermal insulation complete with PVC jacket is required for accessible portions of the distribution system.

2.17. **Air Handling Upgrades: AHU-1, AHU-4 (Built-Up Units)**

2.18. Existing air handlers in scope are as follows:

AHU-1: (Clock Tower, M/R 306): Service to Main Auditorium, Eng Air Model LM-8-C, 208V-3ph.;

AHU-4: (Mechanical Room B30): Service to Council chamber and Main Floor office areas, Eng Air Model LM-X-C, 208V, 3ph., 3000 CFM.

2.19. Existing Air Handler operations: Facilities management notes that the following component replacements have occurred within the last several years: AHU-1 : new fan and fan components; AHU-4 : new supply air dampers and control. The units operate through remote BAS control of fans, dampers and heating & chilled water distribution from internal coils, with local control valves on each coil.

2.20. Renewal scope for AHU-1: This scope includes heating and cooling coils, balancing valves, control valve & actuators, drip pan, condensate pump and overflow sensor, damper actuators and control sensors as required to accommodate the restored operation. Allow for N2 compatible sensor upgrades in consultation with the JCI service rep. and re-use existing N2 communications infrastructure where possible.

2.21. Renewal scope for AHU-4: This renewal includes the full AHU-1 scope noted above plus fan and fan drive upgrades to Variable Frequency Drive operation.

2.22. For both AHU packages, internal inspection of acoustic duct main sections is required to assess condition. Allow for replacement of any loose material, in situ repairs as required and verify sound pressure levels for acceptable levels (per BOMA) during commissioning.

2.23. For both AHU packages, a full BAS review will include a joint recommissioning (RCx) process with JCI to verify and document full functionality of air handler operations and updated Sequence of Operations to suit; Successful bidder is also required to verify sound pressure levels for acceptable levels (per BOMA).

2.24. **Air Testing and Balancing (TAB) services** should be included for all air handler renewal scope. This phase should follow the sign-off of equipment start-up and BAS operational capability in consultation with the JCI service rep.

2.25. Fire & smoke detection and protection facilities and related sequencing are out of scope for this project. The existing programming and setup previously established by Johnson Controls is to remain in operation to ensure fire regulations and code requirements are met.

2.26. **General Project Requirements:**

2.27. Successful Bidder is to include a Professional Engineer for complete oversight as the design authority with all construction drawings to be stamped and signed. In addition, the successful bidder is responsible to provide updated mechanical and controls schematics and sequences of operations ("As-Built"), air & water balancing reports and maintenance manuals to client prior to project close-out.

2.28. Demolition and removal of all affected facilities is required with adjustments to concrete housekeeping pad(s) and other building openings or finishes to suit. Replace firestopping and/or caulking to suit where affected.

3. QUOTATION SUBMISSION REQUIREMENTS

3.1. In order to be considered for award, Proponent must provide the following information with their bid:

a) Signed and completed Submission Form (page 2 of this package) including acknowledgement of addenda issued (if applicable);

b) Completed Schedule A – Price Form, which includes the project cost breakdown for the base scope of work;

c) Completed Project Team Sheet (pg. 9 of this bid package);

d) Signed COVID-19 policy attestation letter;

e) WSIB coverage letter (full project term);

f) Completed Project Schedule (Appendix A).

Note that Insurance Certificates are not required at the time of bid submission. The winning bidder is required to submit all certificates prior to mobilization. Submission of bids will be understood to be a warranty that all insurance requirements will be met (as outlined below).

4. INSURANCE REQUIREMENTS

4.1. The successful Vendor agrees to purchase and maintain in force, at its own expense and for the duration of the services, the following policies of insurance, which policies shall be in a form and with an insurer acceptable to the Town. A certificate evidencing these policies signed by the insurer or an authorized agent of the insurer must be delivered to the Town prior to Site Mobilization:

4.2. **Commercial General Liability** provided that the policy:

(i) is in the amount of not less than Two Million Dollars ($2,000,000.00), per occurrence;

(ii) adds the Town of Petrolia as an additional insured;

(iii) includes Non-Owned Automobile Liability, Employer's Liability and/or Contingent Employer's Liability, and any other provision relevant to the services;

(iv) includes a clause which will provide the Town with thirty (30) days' prior written notice of cancellation (15 days if cancellation is due to non-payment of premium).

4.3. **Professional Liability (Errors and Omissions) coverage** provided that the policy:

(i) is in the amount of not less than One Million Dollars ($1,000,000);

(ii) Will extend to infringement of copyright and other intellectual property, including misuse of trade secrets, if appropriate.

4.4. Notwithstanding anything to the contrary contained in this Agreement, kept in full force and effect for a period of time ending no sooner than TWO YEARS after the termination or expiry of this Agreement, as the case may be.

4.5. **Automobile Liability insurance** with a minimum limit of One Million Dollars ($1,000,000) for all owned or leased licensed motorized vehicles used in the performance of services.

4.6. General Provisions: It is understood and agreed that the coverage and limits of liability noted above are not to be construed as the limit of liability of the Vendor in the performance of services. It is also agreed that the above insurance policies may be subject to reasonable deductible amounts, which deductible amounts shall be borne by the Vendor. At the expiry of the policies of insurance, original signed Certificates evidencing renewal will be provided to the Town without notice or demand.

4.7. The successful Vendor is responsible for any loss or damage whatsoever to any of its materials, goods, equipment or supplies and will maintain appropriate all-risk coverage as any prudent owner of such materials, goods, supplies and equipment. The successful Vendor shall have no claim against the Town or the Town's insurers for any damage or loss to its property and shall require its property insurers to waive any right of subrogation against the Town.

5. COMMUNICATION

5.1. Should Proponent have any questions about any aspect of this Informal Quotation, they should direct their inquiries in writing by e-mail, to the attention of:

Leah Belan
Operations Division
Tel. No.: 519.882.2350
E-mail: lbelan@petrolia.ca

5.2. Proponent is encouraged to submit written questions and specification concerns to the Contact(s) specified above, no later than Nov. 24, 2021 at 12:00 pm EST. Addendae may be issued as a result of questions and comments received prior to the Deadline for written questions at the sole discretion of the Town. Questions received after the Deadline for written questions may not be addressed.

5.3. If the Town does not amend the RFQ by way of addendum then the requirements of the RFQ remain unchanged. Additional terms or exceptions submitted with the Quotation will not be considered and will render the Quotation non-compliant.

SCHEDULE "A" – PRICE FORM

Item	Base Scope Deliverables	Price ($) * (Lump Sum)
A	**Boiler Plant Renewal**	
A.1	Heating Boiler Plant and Distribution	**$**
A.2	Domestic Hot Water Renewal	**$**
	Total A	**$**
B	Air Handler Renewal	
B.1	Air Handler (AHU-1, AHU-4) Renewal	**$**
	Total B	**$**
C	Digital Controls	
C.1	DDC Plant Controllers & BAS Commissioning as outlined	**$**
	Total C	**$**
D	**Contingency Allowances****	
D.1	Project Contingency Allowance	**$ 7,500.00**
	***TOTAL (A+B+C+D)**	**$**
	HST @ 13%	**$**
	TOTAL UPSET LIMIT PRICE (HST INCLUDED)	**$**

*Transfer Total (A+B+C+D) to page 2 under Sub-Total
*Contingency Allowances are for additional work authorized by Change Order, in writing.

PROJECT TEAM

Identify the key individual team members and sub-contractors that make up the project team. Provide their professional qualifications, and their actual roles and responsibilities on this project. At a minimum, identify the Professional Engineer (or firm) as the engineering design authority as well as a Project Manager as the single point of contact (SPOC), and key support staff by completing table below:

LIST OF KEY PERSONNEL/SUBCONTRACTORS ASSIGNED TO THE PROJECT

(ADD As Applicable)

Proposed Name (Firm & Staff Member)	Specialty / Expertise	Role on this Project	Hourly Rate	Per Diem Rate
	P.Eng.	**Managing Engineering Design Authority**	**$**	
	Project Manager	**SPOC**	**$**	
	TAB Services	**TAB** **(Air & Water Balancing)**	**$**	
Johnson Controls	**Building Automation**	**BAS scope as outlined**	**$**	
			$	
			$	
			$	

APPENDICES

A Terms & Conditions

B Project Schedule

C Town of Petrolia COVID-19 policy & attestation