

Request for Pricing
Building Maintenance Contract for Credit Union Place: May 2024 to March 2027

Sealed quotes clearly marked "**Building Maintenance Contract for 2024-2027**" will be received up until **12:59:59pm AST, Friday, April 12th, 2024**, at Summerside City Hall, 275 Fitzroy Street, Summerside, PEI, C1N 1H9.

Instructions:

1. Price quotation form must be completed, signed and dated.
2. Prices shall not include HST. These taxes are to be added when invoiced.
3. The City of Summerside reserves the right to accept or reject any or all bids.
4. Late submissions WILL NOT BE ACCEPTED.
5. Faxed or emailed submissions WILL BE ACCEPTED.
6. Quotations to be signed ONLY by authorized personnel.
7. All product literature on products quoted to be enclosed with submission.

For further information or clarification, please contact Adam Blacquiere, 902-786-6765
adam.blacquiere@city.summerside.pe.ca

Adam Blacquiere
Facilities Supervisor
City of Summerside

(Date)

NOT A TENDER CALL

This Request for Proposals (RFP) is not a tender call, and the submission of any response to this RFP does not create a tender process. This RFP is not an invitation for an offer to contract, and it is not an offer to contract made by the City. By this RFP, the City reserves to itself the absolute and unfettered discretion to invite submissions, consider and analyze submissions, select short-listed Proponents or attempt to negotiate an agreement with the Successful Proponent, if any, as the City considers desirable. Without limiting the generality of the foregoing, the City reserves the right to:

- a) reject, consider or short-list any submission whether or not it contains all information required by this RFP;
- b) require clarification where a submission is unclear;
- c) reject any or all submissions without any obligation, or any compensation or reimbursement, to any Respondent, intended Proponent, or any other person associated with this RFP process;
- d) not necessarily accept all or any proposals, as the acceptance remains within the exclusive discretion of the City;
- e) disqualify or reject any submission without discussion with the submitting party;
- f) reject any or all submissions that the City considers are not in its best interests.

NO OBLIGATION TO PROCEED

Though the City fully intends at this time to proceed with the awarding of a building maintenance contract for Credit Union Place as contemplated herein, the City is under no obligation to do so. The receipt by the City of any information shall not impose any obligations on the City. There is no guarantee by the City, its officers, employees or agents, that the process initiated by the issuance of this RFP will continue, or that this RFP process or any RFP process will result in a contract with the City for the provision of building maintenance as noted above.

CITY'S DECISION-MAKING POWER

The City has the power to make any decision, or to exercise any contractual right or remedy, contemplated in this RFP at its own absolute and unfettered discretion, and no public law duty, whether arising from the principles of procedural fairness or the rules of natural justice, applies to the City.

The City of Summerside (The City) is requesting pricing to supply an eighteen (18) visit maintenance contract for the Credit Union Place in Summerside. This maintenance contract will consist of eighteen (18) site visits in the first week of every second month to perform inspection, maintenance, and calibration on our heating, cooling and air circulation system. This will be a three (3) year contract, commencing May 1st, 2024.

Site visit schedule as follows:

- 2024: First week of May, July, September and November
- 2025: First week of January, March, May, July, September and November
- 2026: First week of January, March, May, July, September and November
- 2027: First week of January and March

Inspection, Maintenance and Calibration to be performed on the following:

- | | |
|--------------------------------|---------------------------|
| ▪ RTAC Units (5) | ▪ Dehumidifiers (4) |
| ▪ Dectron Unit (Pool) | ▪ HRVs (12) |
| ▪ Circulating Pumps (35) | ▪ Exhaust Fans (21) |
| ▪ KEF (2) | ▪ MAU Fans (5) |
| ▪ Unit Heaters (12) | ▪ In floor Manifolds (26) |
| ▪ Water Source Heat Pumps (38) | ▪ RTHP Units (3) |
| ▪ Templifiers (2) | ▪ Remote Condenser |
| ▪ Gas Detectors (2) | |

Duties will include checking the following:

Fans and Drives

1. Wear of fan bearing and lubrication
2. Any dirt and clean
3. Tightness or replacement of belts
4. Tightness and rotate fan blades
5. Clean and inspect fan contacts
6. Vibration and noise
7. Shaft alignment
8. Current and voltage
9. Motor mounts

Heating and Cooling Coil

1. Proper operation
2. Corrosion and leaks
3. Coil

Condenser Fan, Coil and Motor

1. Wear of bearing and lubrication
2. Drive coupling
3. Tightness of belts
4. Coil for leaks, blockage and corrosion
5. Motor mounts

Compressors

1. Crankcase heater
2. Oil and refrigerant leaks
3. Oil level
4. Fan motor
5. Refrigerant charge/pressure
6. Noise and vibration
7. Amperage
8. Test unloaders
9. Drive belts and couplings
10. Discharge and suction pressure

Cooling Start Up

1. Energize electrical circuit
2. Open refrigerant valves
3. Record compressor amp
4. Record run amps

Cooling Shut Down

1. Drain water lines, pumps, condenser/tower
2. Pull disconnect and remove fuses
3. Pump down refrigerant system
4. Add oil into water pump housing
5. Check low ambient control

Water Source Heat Pump

1. Inspection of fan motor
2. Lubricate and check bearings
3. Check refrigeration circuit
4. Check and clear drain pan and trap
5. Check for blockage in drain pipe
6. Replace filters
7. Tightening or replacement of belts
8. Check safety controls
9. Check the heat/cool reversing cycle

Gas Detectors

1. Check alarm limits
2. Check alarm sequence (lights, ventilation system, etc.)
3. Verify system integrity
4. Provide certification of performance
5. Check and calibrate sensors (2) twice per year
(calibration gas included)

Heating Section (Electrical)

1. All electrical connections are tight
2. Calibrate operating-safety control
3. Heating coils

Circulating Pumps

1. Lubricating bearings (pump and motor)
(as per manufacturing recommendations)
2. Alignment and couplings
3. Inspect electrical connections
4. Voltage and motor current
5. Blow down strainers
6. Check hand valves

Price:

Invoice **per visit** in the amount of \$_____ plus HST for a total amount of \$_____ plus HST for all eighteen (18) visits. The labor price of \$_____ per hour will be applied to any extra work, **over and above**, the contract agreement. Price \$_____ per Kilometer of travel for any work performed, **over and above**, the contract agreement.