

FINANCE & ADMINISTRATION

REQUEST FOR PROPOSALS

Preventative Maintenance for Heating, Ventilation & Air
Conditioning (HVAC) and Similar Equipment
RFP50138 - Addendum 1

Release date: September 12, 2016

Proposals will be received up to
3:00:00 pm local time on Thursday, September 29, 2016

Contact: Michael Hatfield
Procurement Officer
Municipality of East Hants
Telephone: (902) 883-7098, Ext 232
Email: mhatfield@easthants.ca



EAST HANTS
We live it!

Contents

QUESTIONS..... 3

SITE VISIT 5



QUESTIONS

A Proponent has requested clarification on the following:

1. Instructions to Proponents, Cost Component, Section 1.9.1.1:

- a. can you please clarify what pm parts may be included in this statement "other PM Parts replaced during the Services"

In the deliverables, the Contractor is expected to provide a Preventative Maintenance Plan that will include a list of items which will be replaced as part of the Services (PM Parts). The statement in this section instructs the Proponent to include allowances for those costs in their rates.

As we cannot anticipate what a Proponent will include in their Parts List, we have included a list of items we expect would appear; "other PM Parts" are parts the Proponent intends to include but are not specifically listed. Proponents are encouraged to tell us in their proposal which PM Parts are in scope.

2. Instructions to Proponents, Proposal Requirements, Section 1.10.3:

Performance Maintenance Plan for each location

- a. What do you mean by Performance Maintenance Planis this our design maintenance plan we plan to propose to the Municipality?
- b. Can the Service Providers have a site visit at each location?
 - i. This will identify the equipment at site
 - ii. Where the equipment is located for ease and safety concerns
 - iii. What role the piece of equipment has in relation to the building systems and how critical this is to your operations

"Performance" Maintenance Plan is a typographical error. This clause is meant to refer to the Preventative Maintenance Plan specified in Schedule A. Sorry for the confusion.

More than one vendor has requested a site visit, so this addendum provides site visit details. The RCMP Building in Rawdon will be excluded from the site visit due to the security requirements for that site.

3. Schedule A, Preventative Maintenance Services, Section 2.2:

- a. Equipment Lists - not necessarily complete - If the successful service provider finds additional equipment on site and this will change the maintenance costs, can we add these costs be added on to the existing maintenance agreement?

The intent of this clause is to outline the scope of work which requires the Contractor to update the list of equipment over the course of the agreement.

We intend to be reasonable in administering this agreement; if the Contractor can demonstrate that there is an additional cost associated with a piece of equipment we have not listed or that we have listed incorrectly, we will either work with the vendor to determine a reasonable cost to complete the additional work or defer the service for that equipment, at our discretion (and risk).

4. Schedule A, Preventative Maintenance Services, Section 2.4:

- a. Equipment Lists - The contract must anticipate any other equipment which, though not listed specifically in our list, would typically be part of the equipment or system and provide time to service such additional equipment:
- b. Please clarify this statement....how would we price an anticipation of any other equipment?
- c. The equipment lists should be gathered and agreed upon between the service provider and the Municipality and if the lists change, the pricing changes accordingly

- d. Another reason why we would like scheduled site visits so we have as a complete list as possible to bid.

We have tried to provide a detailed list of equipment to give proponents as clear a view of our requirements as possible. We recognize that there may be equipment which we may have missed when creating the list which we cannot expect the Proponent to include in their pricing. The point of this clause is that if there is equipment which can be reasonably inferred from the other equipment listed, we don't wish to be penalized because that additional equipment isn't specifically listed.

If, for example, a fan assembly forms part of a piece of equipment we have listed, but we have not called it out separately, we expect that the Proponent will carry an allowance for parts and labour for this assembly. Similarly, if there is equipment listed where there is typically a companion piece of equipment (something always installed with the listed equipment), the Proponent should reasonably assume that the companion equipment is present.

If a Proponent notices any such gaps on our list, we encourage them to send us a question or comment during this process so that we can update the list. Similarly, if there are gaps noticed during the site visit, please bring them to Mike Hatfield's attention and he will update the list by addendum.

We can't expect you to predict we have equipment if there are no reasonable grounds to expect that such equipment will exist. We are looking for cost certainty from this process, but will act reasonably if our list is found to be deficient.

5. Schedule A, Preventative Maintenance Services, Section 2.8:

- a. Seems to suggest we can add additional equipment on to the existing agreement through discussions with the Municipality....we need to have a clear understanding of additions and deletions to the equipment lists and what the impacts will be for our pricing.

Our view of this process is that if a piece of equipment is identified to be added, we will ask the Contractor to provide a quotation for this additional work. If the amount of the quotation is reasonable as compared to similar work already being completed under the agreement, East Hants may, at our discretion, add the additional work to the agreement.

Your comment about deleting items is important. We have not contemplated a method to adjust cost if equipment is deleted. Edits to the list of equipment which do not affect the scope of work to be completed would not result in a change to cost. If, however, equipment is removed because it has been removed from service or does not exist, East Hants will expect a reasonable cost adjustment based on the number of hours and PM Parts the Contractor has specified in their PM Plan or had specified in the Cost Component of their proposal.

If equipment is replaced during the Term of the agreement, the conditions of the warranty for the new equipment will determine if the new equipment will be added to this agreement. If the warranty conditions allow, East Hants may request a quotation from the Contractor to provide such Preventative Maintenance and, if accepted, the Contractor will be expected to add the equipment to their PM Plan. New equipment must be added to the list of equipment regardless.

Nothing in this agreement shall obligate East Hants to use the services of the successful Proponent to repair or replace equipment that is under contract for Preventative Maintenance. East Hants will approach repairs and replacement of equipment in accordance with the administrative guidelines and Procurement Policy and to provide best value to the citizens of East Hants.

6. Schedule A, Preventative Maintenance Services, Section 2.9:

- a. list of filters and frequencies request - In order to properly provide this list and frequency, this should involve site visits to do an actual survey of filters and an understanding of the environment and criticality of the equipment, which will support the frequency required.
- b. Site visits will be required to get the proper count and frequency

The list of filters is a deliverable of the agreement and need not commence until after award. The point of specifying this here is so that the proponents can consider the costs associated with developing the list. Your point about the site visits being important to understanding this cost is understood.

7. Schedule A, Preventative Maintenance Services, Section 5.1:

- a. List of Equipment - Contractor is expected to infer and allow for any typical equipment that may ne normally be associated with the equipment we have listed....
- b. Assumptions if required are difficult to price. Additional equipment not listed or found during a site visit should always be added on after the start date with a fair price and validated price to add to the existing agreementplease explain??

This is a reiteration of the points covered in Section 2. Ideally we will identify any deficiencies in our list during this process. We will address any additional equipment as specified in the response to question 5.

SITE VISIT

There will be a site visit on Friday, September 16, 2016, beginning at 9:00AM local Nova Scotia time. The visit will commence at the Lloyd E. Matheson Centre and will then move to each additional location specified in the list of locations, with the exception of the Rawdon RCMP detachment. The order of the Locations has not been decided as of the publication of this addendum.

The site visit is not mandatory, but it is highly recommended for the reasons specified in this addenda.

Due to the limited space typical to mechanical rooms, Proponents may have to enter the spaces in small numbers which may take considerable time. Proponents will be allowed to take pictures in the mechanical areas.

Site briefing meeting area:

Lloyd E. Matheson Centre
15 Commerce Court
Elmsdale, NS B2S 3K5

