



Request for proposals

Replacement of the existing Make-up Air Unit
1601 Cowan Crescent, Regina, Saskatchewan

Document: 161219 RFP MUA

Tender publishing date: December 19th, 2016

Closing date: December 29th, 2016 at 14:00

Proposals are to be delivered to:

Conseil des écoles francsaskoises
1440-9th Avenue North, office 201
Regina, Saskatchewan (S4R 8B1)

RFP submission timetable

Event	Dates and times
RFP issue date	Monday, December 19 th 2016
Bidder's deadline for questions	Friday December 23 th , 2016
RFP Submission deadline	Thursday December 29 th , 2016 at 14:00
CEF commitment to proceed with the summer 2017 installation of the new MUA.	January 6 th 2017

Attachments:

Engineered Air – original specification sheet
Drawings

Overview

The Conseil des écoles fransaskoises invites proposals from qualified contractors to replace (1) one rooftop make-up air unit at 1601 Cowan Crescent, Regina, Saskatchewan.

Scope of work

Provide all necessary labour, material and equipment for the disconnection, removal and disposal of the existing make-up air unit; Supply and installation of the new make-up air unit including accessories, controls, connections and services.

Make-up air replacement

Removal and disposal

- Assure all required safety precautions and compliance with WHIMIS and the Saskatchewan Employment Act .
- Disconnect and or lockout all electrical power supplied to the unit.
- Disconnect all power cables and controls wiring from the MUA.
- Close and lockout all natural gas supply lines to the MUA.
- Disconnect existing supply air ductwork from the discharge side of the MUA. Safely store existing duct connections.
- Disconnect the existing MUA from the roof curb.
- Install temporary watertight covers over existing openings in the roof to prevent material and moisture from entering the ventilation shafts during the removal and reinstallation period.
- Precautions to ensure that the existing roof deck and roof curb are not damaged during the MUA unit replacement.
- RMIS Engineering will attend the site prior to removal and after installation of the MUA to inspect the roof condition and roof curb. In the event of any roof damage Duncan Roofing will repair the roof at the cost of the contractor.

Preparation

- Prior to installing the new MUA, the exiting supply air ductwork system shall be cleaned from the roof opening down in throughout the building supply ducts. The existing supply air ductwork system includes the main ventilation shaft, and the distribution ducts located throughout the resource center and gymnasium.
- The natural gas line across the rooftop are to be sanded, cleaned and repainted safety yellow. All isolation valves are to be installed as to prevent unauthorised operation.

Installation of the MUA (Mechanical)

- Install new MUA on the roof curb designed for the MUA in the same orientation as the previous MUA unit.
- Supply and install new ventilation ductwork if the re-use of the existing ductwork is not possible.
- Ensure that the new supply air ductwork is sealed watertight. Supply and install thermal / acoustic insulation around all ductwork exposed to the elements on the rooftop.
- Connect existing natural gas piping to the new MUA as per the manufacturer's instructions. Supply and install any new piping and or accessories as required.
- Supply and install new condensate drain piping/tubing as per manufacturers instructions.

Installation of the MUA (Electrical)

- Supply and install a new local disconnect switch box/adjacent to the MUA.
- Connect all wiring and cables to the MUA.
- Connect main power cables to the local disconnect switch box and then to the unit.

Equipment testing & Commissioning

- The function and operation of all components of the MUA shall be tested, including but not limited to the following terms:
 - Operation of the blower(s);
 - Natural gas flow and pressure from the gas regulator to the burner(s);
 - Air temperature rise through the MUA unit;
 - The condensate drain from the heat exchangers;
 - Electrical disconnect switches;
 - Smoke sensor shut down signal;
 - The MUA unit start-up and shut down sequence;
 - The operation of the actuated intake dampers;
 - The static air pressure discharge from the unit.
- A testing and balancing (TAB) report shall be submitted once all the newly installed equipment has been tested and proven to be functioning correctly.

Other equipment

- Supply and install new air filters in the new MUA as per manufacturer's instructions. Also provide on set of spare filters for the MUA to be left with the school custodian.
- Supply and install a new label / sticker to the MUA indicating the date of installation and the contractor that installed the unit. The sticker shall have black legible print on a white background and be placed in a location that is easily visible on the outer shell of the unit.

Products:

Make-up Air Unit

- Original Engineered Air Model: FWB-313/DGL-125-0 replaced by FWE313/DJS140/0

Site Visit

- Each bidder is to visit the site of the work before submitting the tender and must examine the local conditions that will be encountered during the design, delivery, installation and commissioning of the work. No claims for extra fees will be accepted for misunderstanding of the terms and conditions of the contract relating to site conditions.

Clean-up

- Contractors shall remove all waste materials from the building rooftop and property upon completion of the scope of work and leave the building rooftop and property in a clean looking condition.

Inspections/Certificates

- Any inspections, certificates, permits or approvals required for completing the scope of work shall be the responsibility of the contractor(s), including the associated costs of achieving or receiving the required certifications.

Shop drawings

- Submit shop drawings for the new MUA prior to purchasing or ordering.

Maintenance Materials

- Include a copy of the manufacturer's installation, operation and maintenance manual in clear waterproof bag.

Warranty

- Mechanical and electrical contractors shall provide certificates warranting the materials supplied for one year from the date of installation.
- The new MUA manufacturer shall provide a certificate warranting the equipment supplied for one year from the date of installation.
- The roof curb and roofing shall be warranted to remain watertight for a two years period.

Completion

- All work is to be completed by August 15th 2017.

Pricing

- Pricing is to remain firm for 30 days from date of quotation.
- Pricing to be net of taxes.
- Lowest or any tender not necessarily accepted.

Questions and inquiries

All questions and inquiries related to this RFP shall be directed in writing via electronic mail or fax to:

Gilbert Hautcoeur, directeur des projets
Conseil des écoles fransaskoises
1440 9th Avenue North
Regina, Saskatchewan (S4R 8B1)

Tender Submission

Submission of a tender indicates acceptance by the proponent of the conditions contained in the RFP document unless clearly and specifically noted in the tender response and in any contract or purchase order between the CEF and the successful bidder.

Tenders received after the closing date shall not be accepted.

A bid submission may be withdrawn at any time prior to the closing date and time of this RFP with proper written authorisation from the proponent.

Cancellation

The CEF reserves the right to cancel this RFP without penalty or cost to the CEF.

The CEF will not be responsible for or reimburse proponents for any expenses incurred for the preparation of the RFP response.

Insurance and Indemnification for the successful contractor

The successful proponent shall, at its own expense, obtain and maintain for the duration of the contract comprehensive liability insurance for no less than two million dollars (\$2,000,000) and shall include the CEF as an additional insured with respect to the CEF operations, acts and omissions relating to its obligations under the contract, such policy to include non owned automobile liability, personal injury, broad form property damage, contractual liability, owners' and contractors' protective, products and completed operation, contingent employers liability, cross-liability and severability of interest clauses.

Award

The CEF reserves the right to refuse any or all tenders received and is not obligated to accept the lowest priced tender.

The tender shall bind the bidder to deliver the goods and or services at the specified prices and in accordance with the conditions of the accepted tender.

Payment

The standard payment terms are net 30 days unless otherwise accepted by the CEF. Payment will be made by a cheque or an electronic fund transfer.