

City of Coquitlam

Request for Proposals

RFP No. 18-01-13

Maintenance and Repair Services for
Boilers, Domestic Hot Water Systems,
Cooling Towers and Pumps

Issue Date: January 24, 2018

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- **Appendix B – Cooling Tower Equipment Inventory and Price Worksheet**
- **Appendix C – Pump Equipment Inventory**

[PROPOSAL SUBMISSION FORM](#)

DEFINITIONS

“Agreement” “Contract” means the contract for services or City Purchase Order that will be issued to formalize with the successful Contractor through negotiation process with the City based on the proposal submitted and will incorporate by reference the Request for Proposals, Specifications, Drawings, any additional subsequent information, any addenda issued, the Contractor’s response and acceptance by the City.

“City” means City of Coquitlam.

“Contractor” means the person(s) firm(s) or corporation(s) appointed by the City to carry out all duties, obligations, work and services first contemplated in the Request for Proposal and all associated documentation, which may also include mutually agreed revisions subsequent to submission of a Proposal. Both “Contractor” and “Proponent” are complementary in terms of duties, obligations and responsibilities contemplated at the Request for Proposals stage, through evaluation process, execution and performance of the services and Works.

“Proponent” means responder to this Request for Proposals.

“Proposal” means the submission by the Proponent.

“RFP” “Request for Proposals” shall mean and include the complete set of documents, specifications, drawings and addenda incorporated herein, and included in this Request for Proposals.

“Service” means and includes the provision by the successful Proponent of all services, duties and expectations as further described in this RFP.

“Supply” “Provide” shall mean supply and pay for and provide and pay for.

“Shall” “Must” “Will” “Mandatory” means a requirement that must be met.

“Work” shall unless the context otherwise requires, mean the whole of the work, tools, materials, labour, equipment, travel, and all that is required to be done, furnished and performed by the Contractor.

1. INSTRUCTIONS TO PROPONENTS

1.1 Description of Services

The City of Coquitlam (“City”) requests proposals from qualified experienced firms for **Boiler, Domestic Hot Water Systems, Cooling Towers and Pumps Maintenance and Repair Services.**

Firms are required to have experience in commercial **Boiler, Domestic Hot Water Systems, Cooling Towers and Pumps Maintenance and Repair Services**, including qualified technicians

The scope of services includes the provision of scheduled preventative maintenance as well as corrective maintenance (repair services) including emergency response at various City of Coquitlam Facilities.

Systems included:

- Pool Pumps
 - Thermenex System Pumps
 - Boilers
 - Expansion Tanks
 - Valves
 - Domestic Hot Water Systems
 - Cooling Towers
- **Refer to Appendix A – Boiler Equipment Inventory and Price Worksheet**
- **Refer to Appendix B – Cooling Tower Equipment Inventory and Price Worksheet**
- **Refer to Appendix C – Pump Equipment Inventory**

1.2 Term

The initial term shall be for a two (2) year period, commencing on approximately March 1, 2018 and completing on February 28, 2019.

This contract may be renewed for additional one year terms based on mutual agreement of price and service.

1.3 RFP Documents

RFP documents are available for downloading from the City of Coquitlam website:
www.coquitlam.ca/BidOpportunities

1.4 Prices

All Prices shall be in Canadian Funds, shall remain **FIRM** for the initial **two (2) year period**

Supply and delivery is to be included in the price, FOB: to the various locations in the City of Coquitlam.

Prices shall include the provision of all tools, materials, equipment, labour, transportation, fuel, supervision, management, overhead, materials, traffic control, services, all necessary packing and crating (where applicable), Canadian Customs import and export duties, freight, handling, transportation, insurance, all other associated or related charges, foreign, federal, provincial and municipal taxes, bonding costs, all licences, permits, inspections and all other requirements necessary for the commencement, performance and completion of services as described.

Taxes are to be shown separately at time of invoicing.

1.5 Instructions for Proposal Submission

Proposals will be received by the City of Coquitlam on or before 2:00 pm local time:

Tuesday, February 20, 2018

Proposal submissions are to be consolidated into one (1) .pdf file and uploaded through Qfile, the City's file transfer service accessed at website:

qfile.coquitlam.ca/bid

1. in the "Subject" field enter: RFP Number and Name
2. Add files in .pdf format and Send
(Ensure your web browser remains open until you receive 2 emails from Qfile to confirm upload is complete and was sent to email: bid@coquitlam.ca)

Proposals submitted shall be deemed to be successfully received when displayed as new email in the in-box of the City email address. The City will not be liable for any delay for any reason including technological delays, or issues by either party's network or email program, and the City will not be liable for any damages associated with Proposals not received.

The City reserves the right to accept Proposals received after the closing date and time but is under no obligation to evaluate.

Proposals will not be opened in public.

1.6 Non-Mandatory Site Visit

A non-mandatory Site Visit is scheduled for:

Date: Tuesday, February 6, 2018, at 9:00 a.m. local time

Location: City Centre Aquatic Complex (CCAC) - Meeting Room
1210 Pinetree Way, Coquitlam BC

The purpose of the site visit is to provide an opportunity for Proponents to review this specific facility and confirm the City's requirements as outlined in the Scope of Services described in this RFP in sections 3 & 4.

1.7 Inquiries

All inquiries are to be submitted in writing by email quoting the RFP name and number to: bid@coquitlam.ca

Questions are to be submitted in writing not less than 3 business days prior to the closing date.

If a change or additional information related to the original version of the Request for Proposal is warranted, the City's response will be communicated to all Proponents by means of written Addenda prior to the closing date and posted on the City's website.

The City shall determine, at its sole discretion, whether the query requires response, and such responses will be made available to all Proponents by issue of Addenda that will be posted on the City's website and will be incorporated into and become part of the RFP.

1.8 Addenda

Proponents are required to check the City's website for any updated information and Addenda issued before the Closing Date at the following website address:

<http://www.coquitlam.ca/BidOpportunities>

Upon submitting a Proposal, Proponents are deemed to have received all Addenda posted on the City website and deemed to have considered the information for inclusion in the Proposal submitted.

Should there be any discrepancy in the information provided; the City's original file copy shall prevail.

1.9 Evaluation Criteria

The criteria for evaluation of the Proposals may include, but is not limited to:

Corporate Experience, Reputation, Capacity and Resources

- Qualifications of Technical Service staff that would be assigned to the City
- Experience and references with service contracts for similar Building Systems, within facilities of various ages, sizes and complexities
- Company capacity

Technical

- Response time
- Approach and Methodology and understanding of City's requirements
- **Sample Field Report**
- **Sample Invoice**

Financial and Value Added

- Labour Rates
- Parts Mark-up Rates
- Value added benefits
- Sustainable benefits

These criteria will be used to determine best overall value to the City.

And, upon selection of one or more lead proponent(s):

- References may be contacted
- Interviews may be conducted
- Verification of the contractor's Insurance, WorkSafeBC and
- Health & Safety Plan

Should there be additional similar services required during the term of the contract, the city reserves the right to sole source with the successful proponent, or issue a new Request for Proposal,

No prices, scores or totals will be provided to any Proponent.

1.10 Negotiation

The City reserves the right, prior to contract award, to negotiate changes to the scope of the services or to the contract documents (including pricing to meet budget) with the proponent or any one or more proponents, proposing the “best value” without having any duty to advise any other proponent or to allow them to vary their proposal as a result of changes to the scope of the services or to the contract documents; and the City may enter into a changed or different contract with the proponent(s) proposing the “best value”, without liability to proponents who are not awarded the contract.

1.11 Irrevocability

The City requests that Proposals remain open for acceptance for a period of not less than sixty (60) days from the closing date and time.

1.12 Acceptance of Proposals

The City reserves the right to waive formalities in, accept or reject any or all Proposals or accept the Proposal deemed most favourable in the interest of the City.

The City will be under no obligation to proceed further with any submitted Proposal and should it decide to abandon same, it may, at any time, invite further Proposals for the supply of the described services or enter into any discussions or negotiations with any party for the provision of the services. No alterations, amendments or additional information will be accepted after the closing date and time unless invited by the City.

Should a Proposal be accepted, contract documents may be utilized to document the agreement.

1.13 Privacy Act

Proponents are advised that proposals will become the property and are subject to the Freedom of Information and Protection of Privacy Act and contents may be disclosed if required to do so pursuant to the Act.

1.14 Withdrawal of Proposal

Proposals may be withdrawn upon request by an authorized representative of the Proponent sent to email: bid@coquitlam.ca prior to the closing date & time.

1.15 Proponent Expenses

Proponents are solely responsible for their own expenses in preparing a proposal and for subsequent negotiations with the City, if any. The City will not be liable to any Proponent for any claims, whether costs or damages incurred by the Proponent in preparing the proposal, loss of anticipated profit in connection with any final contract, or any other matter whatsoever.

1.16 No Claim

Except as expressly and specifically permitted in these Instructions to Proponents, no Proponent shall have any claim for any compensation of any kind whatsoever, relating to this RFP including accepting a non-compliant bid, and by submitting a Proposal, each Proponent shall be deemed to have agreed that it has no claim.

1.17 No Contract

This is not a Tender process. No contractual, tort, or other legal obligations are created or imposed on the City, or any other individual, officer or employee of the City with respect to the RFP documentation or by submission or consideration by the City of any Proposal.

1.18 Conflict of Interest

Proponents shall disclose any actual or potential conflicts of interest and existing business relationships it may have with the City, its elected or appointed officials or employees.

1.19 Non-Solicitation

Proponents and their agents will not contact any member of the City Council with respect to this RFP at any time prior to the award of a Contract or the termination of the RFP, and the City may reject the Proposal of any Proponent that makes any such contact.

1.20 Liability for Errors

While the City has used considerable effort to ensure an accurate representation of information in this RFP, the information contained is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the City, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve the Proponents from forming their own opinions and conclusions with respect to the work in this RFP.

1.21 Proposal Submission

Proponents should complete and submit the information requested in this section of the RFP document on this Proposal Submission Form or in a format that has been approved and is acceptable to the City.

1.22 Examination of Proposal Documents and Work Sites

The Proponent must carefully examine the Proposal Documents, Facilities and Assets (Equipment). The Proponent may not claim, after the submission of a Proposal, that there was any misunderstanding with respect to the requirements and conditions imposed by the City of Coquitlam.

There will be no opportunity to make any additional claim for compensation or invoice for additional charges that were not considered and included in the Proposal price submitted, unless the City, at its sole discretion, deems that it would be unreasonable to do so, or there are additional work requirements due to unforeseen circumstances.

1.23 Extension of Offer

The successful Proponent agrees to allow other local public agencies with similar needs in adjoining municipalities to participate in this contract.

Additional public agencies may opt to enter into a contract with the Contractor for the purchase of the services described in this RFP based on the terms, conditions, prices, and percentages offered by the Contractor to the City of Coquitlam with possibly only minor changes negotiated.

This condition is intended to be means of promoting cooperative purchasing efforts with the public sector, and provide additional value to the Contractor.

Any additional contract would be subject to mutual agreement between the Contractor and other public agencies.

2. GENERAL CONDITIONS

2.1 Notification of Award

The City will notify the successful Proponent (“Contractor”) in writing of its decision to award the services. The contract will incorporate by reference the RFP document, addendum issued, the Proposal submitted and will include all correspondence, negotiations and agreed to additional provisions.

The following general conditions apply to this contract.

2.2 Health and Safety Requirements

The Contractor shall strictly comply with the current Industrial Health and Safety regulations of WorkSafeBC and the safety policies/procedures of the City of Coquitlam. Other applicable federal, provincial and local regulations and policies concerning the health and safety of workers and general public shall also be followed.

2.3 One Year Guarantee

The Contractor shall guarantee to maintain the new work and materials against any defects arising from faulty installation, faulty materials supplied under the contract, or faulty workmanship, which may appear within one (1) year from the date of acceptance of the work by the City. Faulty materials shall be replaced, and any defects discovered or failures which occur during the guarantee period, shall be rectified to the satisfaction of the City on-site within 24 hours of notification. This shall be at no cost to the City of Coquitlam.

All supplied and installed material or equipment coming with a manufacturer’s warranty exceeding the 1 year minimum warranty period shall have its warranty duration indicated on the invoice. Warranty documents or certificates indicating the item(s) covered, warranty duration and start date, shall be attached to the invoice for the work.

2.4 Warranties

The Contractor shall provide a full statement of the warranty period and terms, including extended warranty options. This warranty should clearly describe the terms under which the Contractor accepts responsibility for their suppliers and manufacturers to cover the cost to repair defects caused by faulty design, quality of the work or materials and for the applicable period of time after delivery.

2.5 Indemnity

The Contractor and any Sub-Contractors shall at all times indemnify and save harmless the City, the Consultant, and Sub-Consultants or any of their officers, employees or agents from and against all claims and demands, losses, costs, damages, actions, suit fees, or other proceedings by whomsoever made, brought or prosecuted, in any manner based upon, occasioned by or attributable to the execution of this assignment, or any action taken or things done or maintained by virtue of this assignment or the exercise in any manner of rights except claims for damage resulting from the negligence of any officer, servant or agent of the City, the Consultant, and Sub-Consultants while acting within the scope of their duties of employment.

2.6 Insurance Requirements

The Contractor shall submit, upon award by the City of Coquitlam, a Certificate of Insurance signed by the Insurance Company certifying that the required insurance policies are in force. Such certificate is to be provided as

[Certificate of Insurance – Contractor Form](#)

- a) Commercial General Liability (**CGL**) Insurance policy satisfactory to the City in the amount of FIVE MILLION DOLLARS (\$5,000,000) per occurrence covering losses to a third party for bodily injury or death, property damage and unlicensed vehicle , and attached equipment operation with a deductible not greater than \$10,000;
- b) **City of Coquitlam** shall be named as “additional insured” and the policy shall contain the Separation of Insureds and Cross Liability;
- c) CGL insurance shall be placed with insurers licensed to do business in British Columbia, Canada and shall exclude any rights of cross claim against the City or any rights of the insurer or insurers, whether subrogation or otherwise, against the City and against those for whom the City is in law responsible;
- d) Products and Completed Operations Insurance coverage on an all risk basis with a minimum per occurrence limit of FIVE MILLION DOLLARS (\$5,000,000). Completed operations coverage in respect of all the Works shall be maintained for at least twelve (12) months after acceptance of all the Works by the City;
- e) The policy shall not be cancelled, lapsed, transferred, assigned or materially altered without at least thirty (30) days written notice to the City of Coquitlam and the City’s written approval of the cancellation, transfer, assignment or alteration;

- f) Automobile Liability insurance, and maintain third party liability in an amount of not less than TWO MILLION DOLLARS (\$2,000,000.) per occurrence, is required on all licensed vehicles owned or used by the Contractor;
- g) Contractor's Equipment Insurance is required for all equipment owned or rented by the Contractor and employees that provides coverage against all risks of loss or damage with coverage sufficient to allow for immediate replacement, and shall contain a waiver of subrogation against the City; and
- h) The Contractor shall ensure that all Sub-Contractors carry insurance in the form and limits specified in this clause.

Note that the effective date for Certificate of Insurance will be the date of the Notice of Award.

2.7 Independent Contractor

The Contractor is an independent Contractor and this contract does not render the Contractor an agent or employee of the City.

2.8 Business Licence

The Contractor shall maintain a valid City of Coquitlam Business License or Tri Cities Inter-municipal Business License. For information, contact the City's License Department (Tel: 604-927-3085).

[City of Coquitlam Business License](#)

2.9 WorkSafeBC Coverage

The Contractor shall be in good standing with WorkSafeBC and provide a WorkSafeBC Registration Number.

The contractor is responsible for having the site secured in accordance with WorkSafeBC regulations and to perform the work so that there is no risk or danger of hazard to the staff and public at any time during the progress of the work.

2.10 Permits and Licenses

The Contactor will provide and pay for all licenses and permits required to carry out the work.

2.11 Clean Up

At the end of each day and at the conclusion of work, the Contractor shall leave the work site in a clean and tidy condition, and dispose of waste materials in accordance with all applicable regulations.

2.12 Operations and Coordination of the Services

The Contractor shall agree to coordinate the execution of the Services with the City such that disruption of the work of all involved is minimized. Operations will continue and the facilities will be in full use by staff and public.

2.13 Equipment, Materials and Workmanship

The Contractor shall ensure that they are qualified and experienced and have the necessary resources for the successful completion of the work including any amendments as they may occur during the execution of the work.

All work shall be performed by skilled, qualified and experienced Trades personnel.

All equipment, materials and labour utilized and all workmanship shall comply with all current codes, standards, regulations and statutes pertaining to the services including, but not exclusively:

- a) Canadian Standards Association (CSA)
- b) WorkSafeBC
- c) BC Provincial Motor Vehicle Act
- d) BC Building Code and National Building Code
- e) City of Coquitlam relevant by-laws and codes

Equipment must be in good mechanical repair and not require excessive maintenance or create excessive down time that jeopardizes the Contractors ability to provide the services agreed to.

All equipment installation shall be new and the City is to be provided with complete manufacturer's warranties.

2.14 WHMIS

All products purchased by the City are considered to be required for use in the workplace. All products are required to be labelled as a hazardous or controlled product and a material safety data sheet (MSDS) are to accompany the shipment and are required as a condition of purchase. Shipment of goods which do not comply will be returned to the Contractor at their expense.

2.15 CSA

All items where applicable must be approved by the Canadian Standard Association (CSA) and will bear the appropriate approval sticker prior to arriving at the designated delivery site. For items arriving without this approval, the City of Coquitlam may deduct the necessary dollar amount per item from the price and arrange for the necessary approval, or return the item(s) at the Contractor's expense for replacement or full credit.

2.16 Qualifications

Firms are required to have experience in the commercial **Boiler, Domestic Hot Water Systems, Cooling Towers and Pumps Maintenance and Repair Services**, including qualified Boiler certification technicians.

Personnel shall be qualified, maintain current Province of British Columbia trade qualifications ticket and be experienced in the preventive maintenance and repair services.

2.17 Identification of Employees

All personnel employed by the Contractor shall at all times be readily identifiable as being an employee of the Contractor. At all times while working on City premises the Contractors employees and sub-trades shall carry on their person, personal photographic identification. Service vehicles shall also have the Contractor's business name clearly marked.

Only employees of the Contractor (or Contractor's approved sub-Contractor(s)) specifically assigned to carry out the work will be allowed to enter the City facilities. While the Contractors employees are on the City's premises, the Contractor shall require them to conduct themselves in a professional manner.

Contractor shall report in and out to the City Site Contact Person when attending sites.

2.18 Inspection of Services

- a) All services provided shall be subject to inspection and shall meet the approval of the City. The City shall have the right to reject the work or to require correction.
- b) Acceptance or rejection of the work shall be made as promptly as practical, but failure to accept or reject the work shall not relieve the Contractor from responsibility for services provided not in accordance with the contract.
- c) The City will not be deemed to have accepted the services by virtue of a partial or full payment for it.

2.19 Force Majeure

The Contractor will not be liable for any excess costs if failure to perform is due to strike, lockout, or other circumstances beyond control. The City will not be liable where delivery sites are not available due to strike, lockout, or other unique circumstances.

2.20 Damage and Defects

The Contractor shall use due care so that no persons are injured, or no property damaged or lost in providing the services. The Contractor shall be solely responsible for all loss, damages, costs and expenses in respect of any injury to persons, damage of property, or infringement of the rights of others incurred in the performance of the services or caused in any other manner whatsoever by the Contractor or its employees. The Contractor shall rectify any loss or damage for which, in the opinion of the City, the Contractor is responsible, at no charge to the City and to the satisfaction of the City.

Alternatively, the City may repair the loss or damage and the Contractor shall pay to the City the costs of repairing the loss or damage upon demand from the City. Where, in the opinion of the City, it is not practical or desirable to repair the loss or damage, the City may estimate the cost of the loss or damage and deduct such estimated amount from the amount owing to the Contractor.

2.21 Default

The City reserves the right, at its sole discretion, to immediately terminate the contract, in whole or in part, and utilize the services of any other Contractor, if the successful Contractor:

- a) Fails to make delivery of the services
- b) Fails to perform any provision of the contract within the time specified, or within a reasonable amount of time if no time is specified, as determined by the City
- c) Fails to meet the City's standard of expected and agreed level of service and performance
- d) Be adjudged bankrupt or makes general assignment for the benefit of creditors

2.22 Cancellation

The contract may be cancelled by either party for any reason without cause or penalty upon 60 days written notice.

The Contractor would be paid for services completed at time of cancellation.

2.23 Dispute Resolution

The parties will make reasonable efforts to resolve any dispute, claim or controversy arising out of this contract using the following dispute resolution procedures:

- a) Negotiation – the parties will make reasonable efforts to resolve any dispute by amicable negotiations and will provide frank, candid and timely disclosure of all relevant facts, information and documents to facilitate negotiations.
- b) Mediation – If all or any of a Dispute cannot be resolved by good faith negotiations within 30 days, either party may refer the matter to mediation. Within 10 days of delivery of notice, the parties will mutually appoint a mediator. If the parties fail to agree on the appointment of the mediator, then either party may apply to the BC International Commercial Arbitration Centre for appointment of a mediator. The parties will continue to negotiate in good faith to resolve the Dispute with the assistance of the mediator. The place of mediation will be Coquitlam, British Columbia. Each party will bear its own costs of participating in the mediation.
- c) Litigation – If within 90 days of the request of the mediation, the Dispute is not settled, or if the mediator advises that there is no reasonable possibility of the parties reaching a negotiated resolution, then either party may without further notice, commence litigation in Metro Vancouver area.

2.24 Confidentiality

The Contractor agrees that proprietary City information obtained in providing the services will be treated as confidential and not disclosed.

2.25 Advertisement

The Contractor shall not advertise its relationship with the City without prior written consent from the City.

2.26 Subletting

The Contractor will not, without the written consent of the City of Coquitlam, assign, and sublet or transfers any subsequent contract or any part thereof.

2.27 Law

The RFP and any resultant award shall be governed by and construed in accordance with the laws of the Province of British Columbia.

2.28 Non-exclusivity

The intent of the City is to have one service provider but the acceptance of any proposal, and upon award, does not entitle any Contractor to exclusive rights for the provision of the services.

The City may, at its option, issue a written scope of work for specific projects, requesting from the Contractor a written quote to perform the work based on lump sum or the accepted hourly rates, or the City may at its option, choose to competitively bid large scope special projects.

2.29 Payments – Invoicing

- a) Service calls & repairs shall be invoiced at the completion of each visit, according to the service rates established in this Contract.
- b) All invoices are to be in .pdf format sent to email: apinvoices@coquitlam.ca
- c) Invoices shall include, at a minimum, the following information:
 - Current Open/Standard Purchase Order Number
 - City Work Order Number
 - Facility Name and address of where work was completed
 - Hourly rates and charges
 - Total number of hours worked
 - Detailed List of materials supplied and installed including costs and mark-up
 - Description of work performed

Contractor is required, upon request of the City, to provide back-up documentation to verify material supplies and equipment costs and detailed breakdown of hours used in repairs/installations.

- d) The Contractor shall be paid net 30 days from receipt of valid invoice and acceptance of the goods and/or services, whichever is the later, unless alternate payment terms have been agreed to between the Contractor and the City.
- e) Invoices shall show taxes separately.

Failure to comply with invoice criteria listed above may result in invoices being returned for correction and payment delayed until above criteria has been provided.

A City Contract Purchase Order for the services will be issued to the successful Proponent based on the proposal submitted and as finally negotiated.
Invoice rates in excess of the PO will not be accepted.

3. SCOPE OF SERVICES

3.1 Services

Services shall include but are not limited to the following;

Preventative and Corrective maintenance, including inspections, servicing and general repairs of **Boiler, Domestic Hot Water Systems, Cooling Towers and Pumps.**

- a) Is responsible for maintaining the assets to a high standard of performance.
- b) Provide supervision, labour, tools, materials, equipment, transportation, permits and licenses.
- c) Is responsible to assign a qualified foreman/supervisor to oversee the inspection of the assets to ensure that equipment is in conformance with the plans, specifications, and special requirements of the Original Equipment Manufacturer (OEM).
- d) The assigned technician must report to designated City staff, keeping the City appraised of status of work being done (e.g. date/time/and delays.)
- e) Test all safety devices and governors when and where applicable.
- f) Assist the City in maintaining the equipment asset lists.

3.2 Excluded Equipment

The following are excluded from this service contract:

- hot water on demand systems
- pool filtration systems and arena refrigeration systems
- pumps that are directly associated with the HVAC Systems
- sump pumps

3.3 Energy Management

Contractor shall ensure that all repairs and/or replacement materials shall take into account the City's directive and objective for a more Energy Efficient Management Program for City Facilities.

All repairs and/or replacement materials shall be of the same or higher standard in terms of Energy Consumption to achieve significant and sustainable savings in energy use and cost efficiencies.

The Contractor is required to identify all opportunities during the course of maintenance or repair services within City Facilities for installation of products and equipment that

would reduce electrical energy consumption, or provide other forms of environmental benefits. This includes utilization of BC Hydro Power Smart recommended products and rebate or incentive programs.

3.4 Regular Working Hours

The regular working hours shall be 7:00am to 5:00pm, Monday through Friday. No work will be performed outside of regular working hours without the prior approval of the City.

3.5 Emergency Repair Services Requests

The Contractor shall maintain a twenty-four (24) hour emergency response service for the duration of the Agreement and have one or more qualified technicians available for after hour emergencies.

Contractors must have their contacts respond within thirty (30) minutes from the time a call-out is made by means of calling back to the source.

Emergency callouts shall be attended within one (1) hour of responding to the call.

Note: If the Contractor does not respond within the expected timeframe, the City reserves the right to utilize the services of other Contractors.

3.6 Scheduled After Hours Services Requests

Contractors must be prepared to work as required on weekends and outside of normal working hours, if requested by the City.

3.7 Preventative Maintenance Services

The contractor is expected to maintain all assets as per the City's PM schedule.

Repairs required outside the scope of the PM Service shall be identified and discussed with designated City staff. Written quotation and approval (follow up work order) will be required prior to proceeding with repairs outside the scope of the PM Service.

If the equipment is "End of Life" (EOL) The Contractor shall report all equipment which is determined to be at end of life and the basis for the assessment

3.8 Additional Sites and Equipment

Additional sites and equipment may be added onto this contract. The Contractor shall submit a price proposal to the City, which if approved through cost review, will be added to the contract by the City.

3.9 Worksite Security Procedures

The Contractor will be required to report to the City designated staff upon arrival, before starting any work and prior to departure from the work site. An identity badge, parking pass and/or keys for equipment room access may be required.

Contractor's personnel required to perform work at the Public Safety Building, and any other sites as designated by the City, shall be required to successfully complete and maintain a security clearance for the duration of this contract. The Contractor must have on call, at least one security cleared employee for after-hours callouts to the Public Safety Building or other security designated sites. Any employees denied security clearance shall be restricted from entering the designated worksites, and the Contractor shall provide an employee who has obtained a security clearance.

Any costs for obtaining security clearance will be the responsibility of the Contractor.

3.10 Work Requests

Preventative Maintenance: The City Maintenance Management System will issue PM work orders as per the contract agreement.

Corrective Maintenance: The City Maintenance Management System will issue CM work orders "as needed and when required" basis for any unscheduled service or repairs necessary at any City facility.

3.11 Contractor Maintenance Inspection Report

A worksheet/field report must be completed by the Contractor for any work performed at a work site. The worksheets shall specify the labour type, number of hours, materials and any other charges. Worksheets may include pictures detailing the condition of the area in need of repair, both before commencement and after completion of the work.

A copy of the worksheet must be attached to the invoice upon submission.

Where applicable, worksheets for preventive maintenance work may include checklists of items inspected and/or serviced, and are to be signed by the technician.

Worksheets, Invoices and reports must correctly identify asset tag ID of equipment being serviced. Should assets be without identification, then the Contractor and the City shall devise an identification system whereby to label and identify.

3.12 Facility Contact Sheet

The City shall provide to the successful Contractor, a staff contact list for all buildings.

4. PREVENTATIVE MAINTENANCE INSPECTIONS

4.1 Boilers / Domestic Hot Water Systems Inspection / Service

PM – COQ – Annual – Major Boiler / Domestic Hot Water – Inspection and Service

- Inspect boiler and controls to make sure they are operating correctly and safely.
- Check boiler for corrosion and leaks.
- Remove boiler casing to check the functioning of its main components.
- Gas pressure check to ensure boiler is operating at the correct gas pressure.
- Flue gas / combustion test to ensure boiler operating efficiency
- Boiler's parts to be cleaned as required. (Major PM only)
- Boiler's casing to be put back on and properly sealed.
- Provide a checklist (Service Report) of the relevant information for the operation and safety of boiler.
- Visual Check of DHW systems > pressure vessels / exchangers / valves

PM – COQ – Annual – Minor Boiler / Domestic Hot Water – Inspection and Service

The minor PM encompasses the operation and safety checks of the Major PM, with elimination of deep cleaning.

The City requests that a spare hot surface igniter or thermal coupler be stored on site as required.

City Hall, Public Safety Building and Poirier Sport and Leisure Centre (Pool) require an A Ticket Technician

Boiler Checklist and Service Report

A sample of your Service Report / Checklist should be included with your submission

These are general guidelines for information to be included on a service report where applicable. Contractor may have additional information.

- Facility
- Asset Tag
- Make / Model / Serial Number
- Gas pressure
- Gas Pressure Manifold – Static/ Firing
- Voltage Primary / Secondary

- Heat Exchanger Condition
- Pressure Safety – Set Port / Condition / Date Tag
- System Pressure
- LWCO (Low Water Cut Out) Test
- Flow Switch Operation Tested
- High Limit Set Point
- Operating Stat Set Point
- Pilot – Clean and Reset
- Primary Control Type (Firing Box)
- Burner Condition
- Flue Gas / Combustion Analysis (attach print out)
- Refractory Condition
- Thermal Couples Replaced
- Gauges Condition
- Ventilation Air (Clean / Dirty)
- Combustion Air (Clean / Dirty)
- Oil Circulating Pumps (City Hall and Public Safety Building)
- Expansion Tank / Check if flooded
- Observations Noted
- Sign Log Book

Refer to Appendix A - Boiler Equipment Inventory and Price Worksheet

Request contractor to provide a cost per boiler “Inspection and Service” for Major and Minor PM

For cases where a part needs to be replaced on a malfunctioning boiler, the Contractor must review with the assigned Coordinator / Supervisor for the facility prior to proceeding. In most cases a quote will be requested.

If quoted repairs are approved by the City, a Follow Up work order will be issued for work outside the scope of the preventative maintenance.

Should the proposed repairs exceed 50% of the cost of the boiler, a quote for replacement should also be submitted for consideration.

4.2 Cooling Tower Inspection / Service

PM - COQ - 6 Month - Cooling Tower - Inspection and Service

- Physically clean the screen of all debris.
- Operate float or electronic make-up to ensure proper operation.
- Check for excessive vibration in motors, fans, and pumps.
- Check for loose fill, connections, leaks, rust, corrosion, etc.
- Check all belts and pulleys and adjust as needed.
- Inspect the condition of pulleys and/or belts.
- Check motor supports for excessive wear and secure fastening.
- Inspect motor alignment and coupling.
- Assure that all bearings are lubricated per the manufacturer's recommendations.
- Inspect and clean nozzles as needed.
- Inspect fan blades for cracks and clean as needed.
- Remove and clean strainer in sump.
- Check bottom of hot and cold decks for corrosion and rust.
- Check the condition of the fan motor.
- Check Dampers
- Inspect vibration safety device.

If the unit requires > Power wash and / or scale remover, record on the service report and notify the City's Coordinator / Supervisor. If approved, a follow up work order will be issued for this work.

Testing of pond heaters will be completed In House.

Chemical Treatment completed by others

Cooling Tower Service Report

Submit a sample copy of your Service Report / Checklist with your submission.

These are general guidelines for expectations to be on a service report where applicable. Contractor may have additional information.

- Facility
- Asset Tag
- Make / Model / Serial Number
- Check Motors
- Check Fans
- Check Pumps
- Check Nozzles
- Belt Condition

- Pulley Condition
- Check Dampers
- Inspect Water Tank
- Tank Cleaning
- Inspect Unit Finish
- Check Make Up water Fill (treatment by others)
- Observations noted
- Sign Log Book

Refer to Appendix B - Cooling Tower Equipment Inventory and Price Worksheet

Contractors must provide a cost for each Cooling Tower “Inspection and Service” for each Preventative maintenance Service completed bi-annually.

Note: The CCAC Cooling Tower is isolated during the winter

When a part on a malfunctioning cooling tower, needs to be replaced, the Contractor must review this with the assigned Coordinator / Supervisor for the facility and provide a quote for the work.

If the additional work is approved a Follow up Work Order will be provided to the Contractor.

When the proposed repairs exceed 50% of the cost of the boiler, a quote for replacement should also be submitted for consideration.

4.3 Pumps Inspections / Service

The Pump preventative maintenance will be completed “time and material” (T&M), using the hourly rate and material markup quoted by the contractor.

The following are preventative maintenance work orders completed by the contractor;

PM - PSLC (POOL) - Annual - Special Facilities Pool - Pump Service

PM - PSLC (ARENA) - Annual - Special Facilities Arena -
Pump Service (Thermenex / Refrigeration Plant)

PM - PSLC (ARENA) - 6 Month - Pump - P119 (System M) / Replace Side Stream Filter

PM - CCAC - Annual - Special Facilities Pool - Pump Service

PM - City Hall - Annual - Special HVAC Systems - Pump Service (Thermenex / Room 117)

PM - Evergreen Cultural Centre - Annual - HVAC - Pump Service – Contractor

PM - Glen Pine Pavilion - Annual - HVAC - Pump Service – Contractor

PM - Public Safety Building (RCMP) - Annual - HVAC - Pump Service – Contractor

PM - Coquitlam City Centre Library - Annual - HVAC - Pump Service – Contractor

PM - Town Centre Fire Station - Annual - HVAC - Pump Service - Contractor

Pump manufacturers manual with recommended maintenance procedures must be followed. The preventive maintenance shall include the following:

- Operational check
- Lubricate as per manufacturer’s recommendation.
- Check for unusual sounds, vibrations, temperatures and odors.
- General visual condition assessment.
- Check and clean strainers
- Check isolation valves

Pool Pumps Only - Wet End Inspection

When a pump is being taken apart, take the opportunity to examine the complete pump for signs of fatigue, excessive wear, and cracks. Any worn parts should be replaced.

- Mechanical seal
- Shaft
- Impeller
- Coupler (where applicable)
- Bearings
- Pump Body

Note: for the “Pool Pumps Only > Wet End Inspection” the replacement parts will be covered under the PM Work Order.

If a part on a malfunctioning pump requires replacement, the Contractor must provide a quote and review this with the assigned Coordinator / Supervisor for the facility

In most cases this work shall proceed under the preventative maintenance work order. However, should the proposed repair exceed 50% of the cost of the pump, a quote for possible replacement should be provided.

Pump Service Report

Refer to Appendix C – Pump Equipment Inventory

All pumps listed must be inspected and / or serviced. Those pumps that require parts or replacement (quote required) must be identified on the Service Report.

Contractors will use Time and Materials billing for Pump Equipment Maintenance Services.

City of Coquitlam RFP 18-01-13
Maintenance and Repair Services for Boilers, Domestic Hot Water Systems, Cooling Towers and Pumps
Appendix A - Boiler Equipment Inventory & Price Worksheet

Asset	Description	Location	Asset Tag	Model #	Serial #	Major PM Cost (taxes extra)	Minor PM Cost (taxes extra)
70975	Boiler, B-1 , Mech Room, Radiant System, Burke Mountain Firestation	BD0302.D3020	B-1	KBN 400			
53876	Condensing boiler (96% eff), B-1, Mech Rm., Heating water - TC Fire Admin	BD0334.D3020	B-1	C230-80			
53877	Condensing boiler (96% eff), B-2, Mech Rm., Heating water - TC Fire Admin	BD0334.D3020	B-2	C230-80			
72206	Boiler, B-1, Mechanical Room , Evergreen	BD0346.D3020	B-1	SL80-399	SL80399-81891		
72207	Boiler, B-2, Mechanical Room , Evergreen	BD0346.D3020	B-2	SL80-399	SL80399-82177		
72208	Boiler, B-3, Mechanical Room , Evergreen	BD0346.D3020	B-3	SL80-399	SL80399-81892		
66588	Boiler, B-1, Upper Floor Mechanical Room, Place Des Arts Upper	BD0348.D2020	B-1	SG-315-N-E-D	3 = SEJ-1775		
56393	Boiler, B-1, Place Maillardville	BD0350.D3020	B-1	SS-270	SH6838		
45719	Boiler, B-1, Basement Boiler Mechanical, Super Hot, Poirier Community Centre	BD0363.D3020	B-1	N/A	N/A		
70345	Boiler, B-1, South Boiler Room, IBC 95% efficient, Poirier Admin	BD0369.D3020	B-1	SL 45-260	SL-45260-01064		
77669	Boiler, B-2, North Boiler Room, Poirier Admin (Youth Side)	BD0369.D3020	B-2	SG315-N-E	SAJI-2937		
53805	Boiler B-1, Boiler Mechanical Room, Camus, CCAC	BD0375.D3020	B-1	DFNH - 3001	081113548		
59308	Boiler, B-2, Boiler Mechanical Room, Camus, CCAC	BD0375.D3020	B-2	DFNH-3001	091216301		
72484	Boiler, B-3, Boiler Mechanical Room, IBC, CCAC	BD0375.D3020	B-3	SL80-399	SL-80399-82167		
45468	Boiler, Water Tube, , B-01, Boiler Room, Cleaver Brooks, City Hall	BD0377.D3020	B-01	FLX	BT-5887		
45469	Boiler, WaterTube, B-02, Boiler Room, Cleaver Brooks, City Hall	BD0377.D3020	B-02	FLX	BT-5886		
45527	Boiler, B-1, Boiler Room, Bryan, Public Safety Building	BD0378.D3020	B-1	CL150-W-DFDG0	78578		
45528	Boiler, Watertube, B-2, Boiler Room, Bryan, Public Safety Building	BD0378.D3020	B-2	CL150-W-DFDG1	78579		
45705	Boiler, B-1, Mechanical Room , Viesmann, Charles Best Fieldhouse	BD0394.D3020	B-1	GS1-42	7133933-00002		
45227	Boiler, Cast Iron Sectional, B-01, Boiler Mechanical Room, Buderus, PSLC (Pool)	BD0412.D3020	B-01	G615/9	63130070-5292-0060		
45228	Boiler, Cast Iron Sectional, B-02, Boiler Mechanical Room, Buderus, PSLC (Pool)	BD0412.D3020	B-02	G615/9	63130070-5292-0058		
45364	Boiler (Domestic), HWB-1, Boiler Room, Glen Pine	BD0424.D2020	HWB-1	HW300-104	L0614825		
45370	Boiler, B-1, Boiler Room, Lochinvar, Glen Pine Pavilion	BD0424.D3020	B-1	PBN1001-M9	AC7H00193911		
58713	Boiler, B-1, Parking Mechanical Room - CCCL	BD0431.D3020	B-1	850 WBX 125A-IFC			
77511	Boiler, B-1, Gas Fired, Upper Mechanical, Burquitlam Care Facility	BD0435.D3020	B-1	AA2520M	80 AM1 4263		
77507	Water Heater, WH1 - Gas, Burquitlam Care Facility	BD0435.D2020	WH1				
56801	Boiler, B-1, Pool Hot Water, 1,790,000 BTU, RBI, Eagle Ridge Pool	BD0975.F1000	B-1	HW1790	121160577		
46503	Boiler, Watertube, B-2, Domestic Hot Water, RBI, Mundy Park Spani Pool	BD0979.D3020	B-2	HW0735NOE2A2G	090436464		
52590	Boiler, Watertube, B-1, Pool Water Heat, RBI, Mundy Park Spani Pool	BD0979.F1000	B-1	HP1790	031158254		

City of Coquitlam RFP 18-01-13
Maintenance & Repair Services for Boilers, Domestic Hot Water Systems, Cooling Towers and Pumps
Appendix B - Cooling Tower Equipment Inventory & Price Worksheet

Asset	Description	Location	Asset Tag	Model #	Serial #	Cost per Unit (completed every 6 months)
70786	THX Cooling Tower, CT-1, outside of mechanical room - CCAC	BD0375.D3090	CT-1	BAC FXV-0812B-24Q-N	N/A	
51692	Cooling Tower, CT-1, Outside Refrigeration Room, TGH Cooling - PSLC ARENA	BD0421.F1210	CT-1		N/A	
58753	Cooling Tower, CT-1, located in Parkade - CCCL	BD0431.D3030	CT-1 (FLC-1)		N/A	

Note: Chemical Treatment completed by others

City Of Coquitlam RFP 18-01-13
Maintenance and Repair Services for Boilers, Domestic Hot Water Systems, Cooling Towers and Pumps
Appendix C - Pump Equipment Inventory List

Asset	Description	Location	Asset Tag	Serial #	Model #
BD0301	Austin Heights Firestation	428 Nelson Ave			
56351	Pump, P-1	BD0301.D2020	P-1		0010-F2
BD0302	Burke Mountain Firestation	3501 David Avenue			
70979	Pump (Boiler Loop), P1-A, Mech Room, Entire Bldg, Burke Mountain Firestation	BD0302.D3020	P1-A		JM002404DPS
70980	Pump (Boiler Loop), P1-B, Mech Room, Entire Bldg, Burke Mountain Firestation	BD0302.D3020	P1-B		JM002404DPS
BD0323	Dogwood Pavilion	1655 Winslow Avenue			
45600	Pump, P-01, Domestic Water Distribution System Circulation, Dogwood Pavilion Mechanical Room	BD0323.D2020	P-1		UP1510B7
BD0329	Mariner Firestation	775 Mariner Way			
56379	Circulation Pump, P-1	BD0329.D2020	P-1		H41AB
BD0334	Town Centre Fire Administration Building	1300 Pinetree Way			
53923	Pump, P-1, Mezz Mech Rm, Heating water	BD0334.D3040	P-1		Series '90' 1-1/2A
53924	Pump, P-2, Mezz Mech Rm, Heating water	BD0334.D3040	P-2		Series '90' 1-1/2A
53925	Pump, P-3, Mezz Mech Rm, Chilled water	BD0334.D3040	P-3		Series '80' 2X2X9-1/2B
53926	Pump, P-4, Mezz Mech Rm, Chilled water	BD0334.D3040	P-4		Series '80' 2X2X9-1/2B
53927	Pump, P-5, Mezz Mech Rm, AHU-1	BD0334.D3040	P-5		RedFox NRF-25
53928	Pump, P-6, Admin Mech Rm, AHU-2	BD0334.D3040	P-6		RedFox NRF-25
53929	Pump, HRP-1	BD0334.D3040	HRP-1		NBF-36
BD0336	Mackin House Museum	1116 Brunette Ave			
56381	Circulation Pump, CP-2	BD0336.D2020	CP-2	180200-657	ARMFLOE8
45714	Pump, CP-01, Boiler Circulation, Mackin Museum Basement Mechanical Room	BD0336.D3020	CP-1	100	B&G
BD0339	Poirier Forum (Arena / Dry Floor)	618 Poirier St			
72078	CIRC PUMP, P-1, CHANGE ROOMS DHW, CHANGE ROOMS DHW, Poirier Forum	BD0339.D2020	P-1		ASTRO 250SS
BD0341	Mundy Park Fieldhouse	629 Hillcrest Street			
75781	Recirc Pump, RP-1, Mechanical Room 106, DHW For Building, Mundy Park F/H	BD0341.D2020	RP-1		UP 15-10 SU7P/TLC
BD0346	Evergreen Cultural Centre	1205 Pinetree Way			
45578	Primary HW Pump, Mechanical Room	BD0346.D2020	P2		3008
45583	Pump, P-05, Primary Cold Water, Evergreen Mechanical Room	BD0346.D2020	P-5		111
45584	Pump, P-06, Primary Cold Water, Evergreen Mechanical Room	BD0346.D2020	P-6		121
45585	Primary CW Pump, Mechanical Room	BD0346.D2020	P7		110
45575	Pump, P-14, Domestic Hot Water Distribution System , Evergreen Mechanical Room	BD0346.D2020	P-14		UP43-75BF
45576	Pump, P-15, Domestic Hot Water Distribution System , Evergreen Mechanical Room	BD0346.D2020	P-15		UP43-75BF
45577	Primary HW Pump, Mechanical Room	BD0346.D2020	P1		3008
45586	Pump, P-08, Primary Cold Water, Evergreen Mechanical Room	BD0346.D2020	P-8		110
45587	Primary CW Pump, Mechanical Room	BD0346.D2020	P9		110
45588	Pump, P-10, Primary Cold Water, Evergreen Mechanical Room	BD0346.D2020	P-10		110
45589	Pump, P-11, Primary Cold Water, Evergreen Mechanical Room	BD0346.D2020	P-11		121
45590	Pump, P-12, Primary Cold Water, Evergreen Mechanical Room	BD0346.D2020	P-12		120
45591	Pump, P-13, Primary Cold Water, Evergreen Mechanical Room	BD0346.D2020	P-13		110
45581	Pump, THX P-F-1 (pulls Hot or Cold from Thermenex)(Original P3)	BD0346.D3090	P-3		3010
45582	Pump, THX P-F-2 (pulls Hot or Cold from Thermenex)(Original P3)	BD0346.D3090	P-4		3010
BD0348	Place Des Arts	1120 Brunette Ave			
45685	Pump, CP-02, Domestic Water Distribution Circulation, Place Des Arts Upper Floor Mechanical Room	BD0348.D2020	CP2	1095	H-52-1-BF
45684	Pump, P-1, Domestic Hot Water Circ Pump at Place Des Arts Upper Floor Mechanical Room	BD0348.D2020	P-1		UPS 26-99 BFC
45693	Pump, P-01, Boiler Circulation, Place Des Arts Mechanical Room - Ryan House	BD0348.D3020	P-1	N/A	N/A
BD0350	Place Maillardville	1200 Cartier Ave			
56395	Pump, P-1	BD0350.D3020	P-1	K50	189105
56396	Pump, P-2	BD0350.D3020	P-2	7711	H518F
BD0363	Poirier Community Centre	630 Poirier Street			
56405	Circulation Pump, Lower Floor, P-1	BD0363.D3020	P-1		U-1
BD0369	Poirier Administration	640/644 Poirier Street			
72867	Pump, P-1, Primary Hot Water Circ Pump, Boiler Room - Poirier Admin (South)	BD0369.D3020	P-1		
72868	Pump, P-2, Boiler Pump, Boiler Room - Poirier Admin (South)	BD0369.D3020	P-2	103400 1K31	NRF-36
72869	Pump, P-3, Secondary Htg Water Circ Pump, Boiler Room - Poirier Admin (South)	BD0369.D3020	P-3	103350 C20	NRF-33
72870	Pump, P-4, Domestic Water Htg Pump, Boiler Room - Poirier Admin (south)	BD0369.D3020	P-4	103251 1G41	NRF-22
BD0375	City Centre Aquatic Complex - CCAC	1210 Pinetree Way			
47334	Pump, P-27B, Domestic Hot water, CCAC Boiler Room	BD0375.D2020	P-27B		
47333	Pump, P-27A, Domestic Hot water, CCAC Boiler Room	BD0375.D2020	P-27A		
47335	Pump, P-40, Sanitary Waste Submersible, CCAC Exterior Manhole	BD0375.D2030	P-40		
47336	Pump, P-41, Sanitary Waste Submersible, CCAC Exterior Manhole	BD0375.D2030	P-41		
47337	Pump, P-25, Boiler Circulation, Boiler # 1, CCAC Boiler Room	BD0375.D3020	P-25		80BF4X7
45323	Pump, P-23, Hot Water Circulation Loop, CCAC Boiler Room,	BD0375.D3020	P-23	58859L39	80BF2X7
45324	Pump, P-24, Hot Water Circulation Loop, CCAC Boiler Room	BD0375.D3020	P-24	58859L40	80BF5X7
45325	Pump, P-26, Boiler Circulation , Boiler # 2, CCAC Boiler Room	BD0375.D3020	P-26	58862139	80BF4X7
3056	Pump, P-28 - Leisure Pool Heating (Increase Flow Through HE -2)	BD0375.D3040	P-28	593643	4380
3057	Pump, P-29 (Spare) See 3056	BD0375.D3040	P-29	593642	4380
70759	THX pump, MTEC unit circulation, upper mechanical room	BD0375.D3090	THX-P-B-1	N/A	UPS-80-160F Model C
70760	THX pump, MTEC unit circulation, upper mechanical room	BD0375.D3090	THX-P-B-2	N/A	UPS-80-160F Model C
70761	THX pump 3, swirl pool heating water, boiler room	BD0375.D3090	THX-P-E-3	10000470	40-180 F 216
70762	THX pump, warm transfer, (connected to City Hall)	BD0375.D3090	THX-P-C-2	1971095675-10A	131-60957-640101-2723 EEX
70763	THX pump, domestic heating water, boiler room	BD0375.D3090	THX-P-D-1	N/A	UPS-50-160F Model C
70764	THX pump, domestic heating water, boiler room	BD0375.D3090	THX-P-D-2	N/A	UPS-50-160F Model C
70765	THX pump, domestic heating water, boiler room	BD0375.D3090	THX-P-D-3	N/A	UPS-32-160 Model C
70766	THX Pump, AHU 2 and re-heat coils, upper mechanical room (with VSD)	BD0375.D3090	THX-P-F-1	10000176	100-120 F 450
70767	THX pump, cool transfer, (connected to City Hall and with VSD)	BD0375.D3090	THX-P-G-2	1971095675-10A	131-60957-640101-2723-EEX
70768	THX pump, heat re-claim, upper mechanical room (with VSD)	BD0375.D3090	THX-P-G-3	1971095675-10A	131-60957-640101-2723-EEX
70769	THX pump, AHU 3 heat / cool, upper mechanical room	BD0375.D3090	THX-P-H-1	10000182	100-120 F 450
70770	THX pump, AHU 4 heating, upper mechanical room	BD0375.D3090	THX-P-I-1	10001038	100-120 F 216
70771	THX pump, AHU 5 heat / cool, upper mechanical room	BD0375.D3090	THX-P-J-1	10001080	100-120 F 216
70772	THX pump, AHU 6 heat / cool, upper mechanical room	BD0375.D3090	THX-P-K-1	10001064	100-120 F 216
72860	Pump, THX-P-A-3, Boiler Circulation, Boiler Room - CCAC	BD0375.D3090	THX-P-A-3	10000470	98126808
3081	Pump, P-01, Main Pool, CCAC Pool Mechanical Room	BD0375.F1110	P-1		
3082	Pump, P-02, Main Pool, CCAC Pool Mechanical Room	BD0375.F1110	P-2		
3083	Pump, P-03, Leisure Pool, CCAC Pool Mechanical Room	BD0375.F1110	P-3		
3084	Pump, P-04, Swirl Pool, CCAC Pool Mechanical Room	BD0375.F1110	P-4		
3089	Pump, P-11, Rain Drop Feature, CCAC Pool Mechanical Room	BD0375.F1110	P-11		

City Of Coquitlam RFP 18-01-13
Maintenance and Repair Services for Boilers, Domestic Hot Water Systems, Cooling Towers and Pumps
Appendix C - Pump Equipment Inventory List

Asset	Description	Location	Asset Tag	Serial #	Model #
3097	Pump, P-20, Ozone Main Pool, CCAC Ozone System Room	BD0375.F1130	P-20		
3098	Pump, P-21, Ozone Leisure Pool, CCAC Ozone System Room	BD0375.F1130	P-21		
3099	Pump, P-22, Ozone Swirl Pool, CCAC Ozone System Room	BD0375.F1130	P-22		
3092	Pump, P-13, Chlorine Injector (Main Pool), CCAC Chlorine Room	BD0375.F1140	P-13		
3093	Pump, P-14, Chlorine Injector (Swirl Pool), CCAC Chlorine Room	BD0375.F1140	P-14		
3091	Pump, P-12, Chlorine Injector (Leisure Pool), CCAC Chlorine Room	BD0375.F1140	P-12		
3094	Pump, P-15, Chemical Injector (Main Pool), CCAC Soda Ash Room	BD0375.F1150	P-15		
3095	Pump, P-16, Chemical Injector (Leisure Pool), CCAC Soda Ash Room	BD0375.F1150	P-16		
3096	Pump, P-17, Chemical Injector (Swirl Pool), CCAC Soda Ash Room	BD0375.F1150	P-17		
3090	Pump, P-10, Rapids (Leisure Pool), CCAC Pool Mechanical Room	BD0375.F1170	P-10		
3085	Pump, P-05, Jets (Swirl Pool), CCAC Pool Mechanical Room	BD0375.F1170	P-5		
3086	Pump, P-07, Boat Gun and Jets / Tree / Side Outlets(Leisure Pool), CCAC Pool Mechanical Room	BD0375.F1170	P-7		
3087	Pump - P-08 - Leisure Tot Pool - Poppy Flower / Trough	BD0375.F1170	P-8		
3088	Pump, P-09, Island Spray Feature (Leisure Pool), CCAC Pool Mechanical Room	BD0375.F1170	P-9		
47452	Pump, P-36, Tot Pool Bubble Pit Compressor CCAC Pool Storage Room	BD0375.F1170	P-36		
BD0377	City Hall	3000 Guildford Way			
45475	Pump, Boiler Room 115, Boiler fuel transfer	BD0377.D3020	OP-1	X4468	F182
45478	Pump, Boiler Room 115, Day tank transfer	BD0377.D3020	OP2	X4466	F182
59977	Pump, P-106, Penthouse Mechanical Room, City Hall ICT Server Room	BD0377.D3030	P-106		Series 60-
59974	Pump, P-103, Penthouse Mechanical Room, City Hall ICT Server Room	BD0377.D3030	P-103		Series 60-
59976	Pump, P-105, Penthouse Mechanical Room, City Hall ICT Server Room	BD0377.D3030	P-105		Series 60-
59972	Pump, P-101, Penthouse Mechanical Room, City Hall ICT Server Room	BD0377.D3030	P-101		Series 60-
59973	Pump, P-102, Penthouse Mechanical Room, City Hall ICT Server Room	BD0377.D3030	P-102		Series 60-
59975	Pump, P-104, Penthouse Mechanical Room, City Hall ICT Server Room	BD0377.D3030	P-104		Series 60-
45453	Pump, P-08, AC-09 Heating coil, City Hall Mechanical Room.502	BD0377.D3040	P-8	12397	S-25-BF
45476	Pump, THX-P-A-2-1 (to Boiler), Boiler Room 115, (Original P1)	BD0377.D3090	THX-P-A-2-1	81443	4X4X6
45477	Pump, THX-P-A-2-2 (to Boiler), Boiler Room 115, (Original P2)	BD0377.D3090	THX-P-A-2-2	81442	4X4X6
45479	Pump, THX-P-B-2-1 (to Floor Radiant Heating) Boiler Room 115 (Original P4)	BD0377.D3090	THX-P-B-2-1	81147	2X2X8
45399	Pump, THX-P-C-2-1 (to AC 1 - 9), Room 115 (Original P-03A)	BD0377.D3090	THX-P-C-2-1	822293	3X3X8
45400	Pump, THX-P-C-2-2 (to AC 1 - 9), Room 115 (Original P-03B)	BD0377.D3090	THX-P-C-2-2	822294	3X3X8
75736	Pump, THX-P-B-2-2 (to South Radiant Panels) Boiler Room 115	BD0377.D3090	THX-P-B-2-2		Magna3
75752	Pump, THX-P-H-1 (to heat exchanger) ICT Server Room / Penthouse Mechanical	BD0377.D3090	THX-P-H-1	96408692	UPS 40-80/4 F
75753	Pump, THX-P-A-1 (Cond / Heat to MTEC-1) Room 117	BD0377.D3090	THX-P-A-1	10000181	3-100-120-F-450
75754	Pump, THX-P-A-2 (Evap / Cool to MTEC-1) Room 117	BD0377.D3090	THX-P-A-2	10000187	3-100-120-F-450
75755	Pump, THX-P-A-3 (Cond / Heat to MTEC-2) Room 117	BD0377.D3090	THX-P-A-3	10000186	3-100-120-F-450
75756	Pump, THX-P-A-4 (Evap / Cool to MTEC-2) Room 117	BD0377.D3090	THX-P-A-4	10000188	3-100-120-F-450
75757	Pump, THX-P-A-5 (Cond / Heat to MTEC-3) Room 117	BD0377.D3090	THX-P-A-5	10000186	3-100-120-F-450
75758	Pump, THX-P-A-6 (Evap / Cool to MTEC-3) Room 117	BD0377.D3090	THX-P-A-6	10000185	3-100-120-F-450
75760	Pump, THX-P-A-8 (Evap / Cool to MTEC-4) Room 117	BD0377.D3090	THX-P-A-8	10000184	3-100-120-F-450
75761	Pump, THX-P-B-1 (to Cooling Tower) Room 117	BD0377.D3090	THX-P-B-1	1971095675-70A	131-5012A-6A0101-2723EEX
75762	Pump, THX-P-B-2 (to Cooling Tower) Room 117	BD0377.D3090	THX-P-B-2	1971095675-70B	131-5012A-6A0101-2723EEX
75763	Pump, THX-P-C-1 (Warm Transfer to CCAC) Room 117	BD0377.D3090	THX-P-C-1	1971095675-90A	131-60957-6A0101-2723EEX
75764	Pump, THX-P-D-1 (Chilled Water to P5B) Room 117	BD0377.D3090	THX-P-D-1	1971095675-30	131-40127-6A0101-2663EEX
75765	Pump, THX-P-E-1, (Chilled water to cooling coils), Room117	BD0377.D3090	THX-P-E-1	1971095675-50A	131-5012A-6A0101-2723EEX
75766	Pump, THX-P-E-2, (Chilled water to cooling coils), Room117	BD0377.D3090	THX-P-E-2	1971095675-50B	131-60957-6A0101-2723EEX
75767	Pump, THX-P-G-1 (Cool Transfer to CCAC) Room 117	BD0377.D3090	THX-P-G-1	1971095675-90B	131-5012A-6A0101-2723EEX
75759	Pump, THX-P-A-7 (Cond / Heat to MTEC-4) Room 117	BD0377.D3090	THX-P-A-7	10000183	3-100-120-F-450
75739	Pump, THX-P-B-2-3 (to North Radiant Panels) Boiler Room 115	BD0377.D3090	THX-P-B-2-3		
BD0378	Public Safety Building - RCMP	2986 Guildford Way (RCMP)			
45536	Pump, Boiler Room, Boiler 01	BD0378.D3020	P1	H99	M10532
45537	Pump, Boiler Room, Boiler 02	BD0378.D3020	P2	N/A	LD3/J59
45539	Pump, Boiler Room, South heating zone	BD0378.D3020	P4	1979996	Series 60
45538	Pump, Boiler Room, North heating zone, Public Safety Building	BD0378.D3020	P5	1E79995	SeriesHV
45516	Pump, AHU-1	BD0378.D3040	P6	N/A	Series HV
45542	Pump, THX-P-C-1-1, Primary Hot Water - Boiler Room (Original P3A)	BD0378.D3090	THX-P-C-1-1	64108F69	8013F
45543	Pump, THX-P-C-1-2, Primary Hot Water - Boiler Room (Original P3B)	BD0378.D3090	THX-P-C-1-2	64108F69	8013F
75734	Pump, THX-P-B-1-1, South Heating Zone, Boiler Room	BD0378.D3090	THX-P-B-1-1	100001081	3-40-120-F-216
75733	Pump, THX-P-B-1-2, North Heating Zone, Boiler Room	BD0378.D3090	THX-P-B-1-2	100001065	3-40-120-F-216
BD0394	Charles Best Fieldhouse	2525 Como Lake Ave			
45702	Pump, P-1, Heating Water Circulation	BD0394.D3020	P-1	180200643	E7
45703	Pump, P-2, Heating Water Circulation	BD0394.D3020	P-2	180200-643	E7
BD0400	Animal Shelter	500 Mariner Way			
56490	Pump, P-1	BD0400.D3020	P-1	52722330	UP-26-64F
BD0412	Poirier Sport and Leisure Complex (PSLC) - POOL	633 Poirier Street			
45215	Pump 005, Boiler Room, Domestic Hot Water Circulation	BD0412.D2020	P-5	1BL068L80	PL55-B
45216	Pump 006, Boiler Room, Heat Exchanger 5	BD0412.D2020	P-6	1BL068L70	PL55-B
45217	Pump 007, Boiler Room, Heat Exchanger 4	BD0412.D2020	P-7	1BL068L90	PL55-B
45218	Pump 008, Boiler Room, Heat Pump Loop	BD0412.D2020	P-8	1BL068L50	PL55-B
45219	Pump 009, Boiler Room, Solar Storage loop	BD0412.D2020	P-9	1BL068L60	PL55-B
45223	Pump 010, West Crawl Space, Water Cistern	BD0412.D2040	P-10		1531-BF
45224	Pump 011, Roof, Irrigation Water Collection	BD0412.D2040	P-11		
45231	Pump 3, Boiler Room, Heating Circulation	BD0412.D3020	P-3	704643A	Series 80-BF
45229	Pump 001, Boiler Room, Boiler 1 Circulation	BD0412.D3020	P-1		Series 80
45230	Pump 002, Boiler Room, Boiler 2 Circulation	BD0412.D3020	P-2		Series 80
45232	Pump 004, Boiler Room, Heating Circulation	BD0412.D3020	P-4	704643B	Series 80-BF
51689	Fan (EF-114), Fire Pump Ventilation, Exhaust	BD0412.D3040	EF-114		
51735	Pump (P-121), Existing Pool Room, EX-ST-1	BD0412.D3090	P-121		
51737	Pump (P-123A), Corridor 1078, Change Room Tempered Water Re-circ	BD0412.D3090	P-123A		
51740	Pump (P-132), Women 1153, Change Room Tempered Water Re-circ	BD0412.D3090	P-132		
51729	Pump (P-107), Mechanical 2029, Under Rink Slab recirc pump	BD0412.D3090	P-107		
51731	Pump (P-114), Existing Pool Room, Pool Heat Exchangers, System B.1	BD0412.D3090	P-114		
51733	Pump (P-116), Existing Pool Room, Geothermal Field Circulation	BD0412.D3090	P-116		
51736	Pump (P-122), Storage 1132, ZFB-1,2	BD0412.D3090	P-122		
51738	Pump (P-123B), Corridor 1078, Change Room Tempered Water Re-circ	BD0412.D3090	P-123B		
51726	Pump (P-101A), Refrigeration 1022, Refrigeration Heat Recovery	BD0412.D3090	P-101A		

City Of Coquitlam RFP 18-01-13
Maintenance and Repair Services for Boilers, Domestic Hot Water Systems, Cooling Towers and Pumps
Appendix C - Pump Equipment Inventory List

Asset	Description	Location	Asset Tag	Serial #	Model #
51727	Pump (P-101B), Refrigeration 1022, Refrigeration Heat Recovery	BD0412.D3090	P-101B		
51732	Pump (P-113), Existing Pool Room, Back Up Heat for Thermex, System B.2	BD0412.D3090	P-113		
51739	Pump (P-130), Existing Pool Room, TGH Domestic Hot Water Preheat	BD0412.D3090	P-130		
51728	Pump (P-102), Refrigeration 1022, Refrigeration Heat Recovery	BD0412.D3090	P-102		
51730	Pump (P-110), Existing Pool Room, Evaporator Circulation (CH-1)	BD0412.D3090	P-110		
51734	Pump (P-120), Existing Pool Room, HX-105	BD0412.D3090	P-120		
45310	Pump 201, Mechanical Room, Belle Spray	BD0412.F1100	P-201		JM3108-5
45311	Pump 203, Mechanical Room, Spray Arch	BD0412.F1100	P-203		JM3108-5
45312	Pump 204, Mechanical Room, Lemon Drop	BD0412.F1100	P-204	700852	1531-BF
45313	Pump 205, Mechanical Room, Geyser	BD0412.F1100	P-205		JM3108-5
45314	Pump 206, Mechanical Room, Lazy River	BD0412.F1100	P-206	700853	1531-BF
45315	Pump 208, Mechanical Room, Therapy Spray	BD0412.F1100	P-208	700834	1561-BF
45306	Pump, P-100, Leisure Pool Circulation, PSLC (Pool) Basement Mechanical Room	BD0412.F1110	P-100	700847B	1531-BF
45307	Pump, P-101, Main Pool Circulation, PSLC (Pool) Basement Mechanical Room	BD0412.F1110	P-101	700847A	1531-BF
45308	Pump, P-102, Hot Tub Circulation, PSLC (Pool) Basement Mechanical Room	BD0412.F1110	P-102	700848	1531-BF
45309	Pump, P-103, Hot Tub Pool Jets, Pslc (Pool) Basement Mechanical Room	BD0412.F1110	P-103	700849	1531-BF
BD0421	Poirier Sport and Leisure Complex (PSLC) - ARENA	633 Poirier Street			
51660	Pump (P-119), Refrigeration 1022, AHU-1,2,3	BD0421.D3040	P-119		KV3009
51656	Pump (P-109A), Mechanical 2028, Under Ice Slab Heating	BD0421.D3090	P-109A		KV1507
51687	Pump (P-115B), Existing Pool Room, Library HP Loop Circulation	BD0421.D3090	P-115B		
51658	Pump (P-109C), Mechanical 2028, Under Ice Slab Heating	BD0421.D3090	P-109C		KV1507
51655	Pump (P-106), Mechanical 2028, Heat Pump Loop	BD0421.D3090	P-106		KS6009
51653	Pump (P-104), Kitchen Storage 2045, TF-1	BD0421.D3090	P-104		1915
51654	Pump (P-105), Mechanical 2028, Heat Pump Loop	BD0421.D3090	P-105		KS6009
51657	Pump (P-109B), Mechanical 2028, Under Ice Slab Heating	BD0421.D3090	P-109B		KV1507
51659	Pump (P-117), Mechanical 2028, MUA-1 and AHU-1	BD0421.D3090	P-117		KV3007
51661	Pump (P-129), Storage 1004, Under Floor Heating/Cooling	BD0421.D3090	P-129		008B-IFC
51686	Pump (P-115A), Existing Pool Room, Library HP Loop Circulation	BD0421.D3090	P-115A		
51694	Pump (P-103B), Refrigeration 1022, CT-1	BD0421.F1210	P-103B		
51693	Pump (P-103A), Refrigeration 1022, CT-1	BD0421.F1210	P-103A		
51755	Brine Pump (P-2), Compressor Room, Main Rink	BD0421.F1210	P-2		
51757	Brine Pump (P-4), Compressor Room, Back up	BD0421.F1210	P-4		
51756	Brine Pump (P-3), Compressor Room, Rec Rink	BD0421.F1210	P-3		
51695	Pump (P-128), Refrigeration 1022, Arena Compressor Jacket Cooling	BD0421.F1210	P-128		
51754	Brine Pump (P-1), Compressor Room, Curling Rink	BD0421.F1210	P-1		
51710	Pump (P-126), Zamboni 1139, Snow Melt Heating Circulation	BD0421.F1270	P-126		
51708	Pump (P-124), Zamboni 1030, Snow Melt Heating Circulation	BD0421.F1270	P-124		
51709	Pump (P-125), Zamboni 1133, Snow Melt Heating Circulation	BD0421.F1270	P-125		
51703	Pump (P-135B), Zamboni 1139, Server Room	BD0421.I1000	P-135B		
51701	Pump (P-134), Zamboni 1139, Server Room	BD0421.I1000	P-134		
51704	Pump (P-136), Zamboni 1139, Server Room	BD0421.I1000	P-136		
51700	Pump (P-133), Zamboni 1139, Server Room	BD0421.I1000	P-133		
51702	Pump (P-135A), Zamboni 1139, Server Room	BD0421.I1000	P-135A		
BD0424	Glen Pine Pavilion	1200 Glen Pine Court			
45357	Pump, P-01, Heating Water System, Glen Pine Pavilion Mechanical Penthouse,	BD0424.D2020	P-1		
45358	Pumps, Mechanical Penthouse, Heating Water System	BD0424.D2020	P-2		
45359	Pumps, Mechanical Penthouse, Heating Coil HC Circ.	BD0424.D2020	P-3		DOJ5617D5535h
45360	Pumps, Boiler Room, DHW Recirc.	BD0424.D2020	P-4		
45361	Pumps, Boiler Room, DHWT-1 T-1 Circ.	BD0424.D2020	P-5		
BD0431	Coquitlam City Centre Library	1169 Pinetree Way			
58710	DOMESTIC HOT WATER TANK PUMP - Parking Mechanical Room	BD0431.D2020	P-10		ASTRO 250-SS
58711	DOMESTIC TEMPERED HOT WATER RECIR. PUMP - Parking Mechanical Room	BD0431.D2020	P-11		ASTRO 250-SS
58707	BOILER PUMP - Parking Mechanical Room	BD0431.D3020	P-7		SERIES 4280 1.5x1x6
58708	HEAT PUMP COLD SIDE - Parking Mechanical Room	BD0431.D3030	P-8		SERIES 4280 4x3x8.5
58709	HEAT PUMP HOT SIDE - Parking Mechanical Room	BD0431.D3030	P-9		SERIES 4280 3x2.5x6
58703	HWS DISTRIBUTION PUMP (RUN) - Parking Mechanical Room	BD0431.D3040	P-3		SERIES 4270 2x1.5x5.5
58704	HWS DISTRIBUTION PUMP (STANDBY) - Parking Mechanical Room	BD0431.D3040	P-4		SERIES 4270 2x1.5x5.5
58705	CHWS DISTRIBUTION PUMP (RUN) - Parking Mechanical Room	BD0431.D3040	P-5		SERIES 4030 3x2x10
58706	CHWS DISTRIBUTION PUMP (STANDBY) - Parking Mechanical Room	BD0431.D3040	P-6		SERIES 4030 3x2x10
BD0971	Blue Mountain Park Wading Pool (Pool and Guard Shack)	975 King Albert Ave.			
36427	Pumps, Blue Mtn Wading Pool, Blue Mtn Pool Storage Shed	BD0971.F1000	P-1		
BD0972	Blue Mountain Water Spray Park	975 King Albert Ave.			
46453	Circulation Pump, Blue Mtn Water Spray Park	BD0972.F1000	Pump -1	HT020402B	W21 BJ
BD0975	Eagle Ridge Pool	2689 Guildford Way			
75424	Pump - P1 - Cast Iron, Bronze Fitted, Pool Circulation Pump with 6z strainer	BD0975.F1000	P-1		530SC-K
75432	Pump - P2 - Sanitary Waste Sump Pump	BD0975.F1000	P-2		SKV40AW1
BD0979	Spani Pool	635 Hillcrest Ave.			
72872	Pump - P-3 - Domestic Water Heating Pump - Mech Rm - Mundy Park Spani Pool	BD0979.D3020	P-3	1BL035	PL-75B
52591	Pump, P-01, Boiler Circulation, Mundy Park Spani Pool, Wagner Wedge	BD0979.F1000	P-1		
72871	Pump, P-2 - Pool Water Heating Pump - Mech Rm - Mundy Park Spani Pool	BD0979.F1000	P-2		M80121 F01
BD0980	Town Centre Spray Park	1299 Pinetree Way			
46552	Pump, P-2, Spray Park Main, TC Water Spray Park, GE	BD0980.F1000	P-2	5KCR48UN2101AX	C1307
46454	Water Spray Park - Circulation Pump Motor, Bell & Gosset	BD0980.F1000	PM-1	A10A231R059F	TS93A
46456	Water Spray Park - Circulation Pump, Bell & Gosset	BD0980.F1000	Pump-1	1510 CC1047	P77 162



**City of Coquitlam
REQUEST FOR PROPOSALS
RFP No. 18-01-13**

**MAINTENANCE & REPAIR SERVICES FOR
BOILERS, DOMESTIC HOT WATER SYSTEMS, COOLING TOWERS AND PUMPS**

Proposals will be received on or before 2:00pm local time on:

Tuesday, February 20, 2018
(Closing date and time)

INSTRUCTIONS FOR PROPOSAL SUBMISSION

Proposal submissions are to be consolidated into one (1) .pdf file and uploaded electronically through QFile, the City's file transfer service accessed at website: qfile.coquitlam.ca/bid

- 1. In the "Subject Field" enter:** RFP Number and Name
- 2. Add files in .pdf format and Send**
(Ensure your web browser remains open until you receive 2 emails from Qfile to confirm upload is complete.)

Proponents are to allow ample time to complete the Proposal Submission process.
If assistance is required phone: 604-927-3060

Proposal Submission Form

Complete and return this section together with:

- Appendix A – Boiler Equipment Inventory and Price Worksheet**
- Appendix B – Cooling Tower Equipment Inventory and Price Worksheet**

1. PRICE

Price for the Preventive Maintenance on various Boiler, Domestic Hot Water Systems, Cooling Towers and Pumps equipment including associated electrical components all in accordance with the operational and scope of work requirements as outlined in **Sections 3 & 4.**

Services provided are to be in accordance with all governing regulatory authorities within the City of Coquitlam, including, but not limited to, the BC Building Code and WorkSafeBC.

1.1. Pumps & Boilers Tradesperson Labour Rates

The Tradesperson Labour Rates are all inclusive including, without limitation, wages, benefits, vehicle, fuel, tools, mobilization and demobilization, overhead and profit.

Materials will be itemized and charged separately.

The following labour rates for tradespersons including General Foremen are firm for a minimum period of **two (2) years.**

	Tradesperson Labour Rates	Price per Hour (exclude tax)
1.	State Worker Type:	
(a)	Regular time (state hours):Monday to Friday	\$
(b)	Overtime (State Hours):Monday to Friday	\$
(c)	Sat/Sun/Statutory Holidays	\$
	Minimum Call out Hours	
2.	State Worker Type:	
(a)	Regular time (state hours):Monday to Friday	\$
(b)	Overtime (State Hours):Monday to Friday	\$
(c)	Sat/Sun/Statutory Holidays	\$
	Minimum Call out Hours	

1.1. Pumps & Boilers Tradesperson Labour Rates (cont'd)

	Tradesperson Labour Rates	Price per Hour (exclude tax)
3.	State Worker Type:	
(a)	Regular time (state hours): Monday to Friday	\$
(b)	Overtime (State Hours): Monday to Friday	\$
(c)	Sat/Sun/Statutory Holidays	\$
	Minimum Call out Hours	

1.2. Materials

Mark-up rate on materials, rental equipment and Sub-Contractor costs = _____ %.

Provide examples of commonly required material costs:

1.3. Vehicle Rates

Provide vehicle expense rates for any additional charges not included in the Tradesperson Labour rates:

	Truck / Vehicle Rate	Per Hour
1.		\$
2.		\$

1.4. Crew Size

State the number and type of workers used in a normal crew for service calls/work requests:

2. **SUB-CONTRACTORS**

The following sub-contractors may be utilized in provision of the services and will comply with all the terms and conditions described in this RFP.

	Name and Type of Service Provided	Contact Name and Phone Number
1.		
2.		
3.		
4.		

3. RESPONSE TIME

MANDATORY – MUST BE COMPLETED

In addition to regular service, emergency repairs may be required. Provide the maximum response time in these instances:

	Type of Service	Confirm Response in Hours
1.	Regular Service Response Time :	
2.	Emergency Service Response Time during regular and outside regular hours will be within 1 hour:	

4. EQUIPMENT AND VEHICLES

Equipment used at the work site must be clearly identified. Please list Contractor’s vehicles and equipment which is owned or leased and would be used in providing the services. Demonstration of the equipment offered may be required and must comply in all respects with the standards, requirements and governing regulations of the BC Motor Vehicle Act.

Equipment and Vehicles		
Equipment	Make / Model	Year

5. PERSONNEL

Provide list of personnel currently employed with the company that have obtained the required qualifications (BCTQ), Refrigeration Technician, Gas Fitter, etc. The City may request verification and copies of certificates for any personnel listed. Only qualified personnel will be permitted to service City facilities.

Personnel		
Name	Qualifications	Work Experience

6. APPROACH AND METHODOLOGY

Describe the general approach and methodology that the Contractor would take in performing the Services:

7. COMPLIANCE

Confirm compliance to all inspection requirements and deliverables detailed in **Section 3 – Scope of Services** and **Section 4 – Preventative Maintenance Inspections** or describe any and all variations:

8. EXAMPLE REPORTS

Include the following with your submission:

1. An example **Maintenance Inspection Report**
2. An **Invoice** that corresponds with the example Maintenance Inspection Report

9. CONTACT PHONE NUMBERS

Contractors shall provide one or more telephone numbers for contacting a company representative at any time, regular time, after daytime working hours and for emergency repair services:

		Name and Phone Number
1.	During Regular Hours:	
2.	Outside Regular Hours:	
3.	Emergency:	

10. HEALTH AND SAFETY PROGRAM

The quality of Contractor's in-house program to manage safety shall be considered in the evaluation.

a) Does your firm have a written safety program in place that meets the requirements of WorkSafeBC?

Yes No

If no is checked, please describe how safety training is accomplished:

b) Do you have a safety and health orientation for new employees?

Yes No

11. QUALITY ASSURANCE PROGRAM

Does your firm have a quality assurance program?

Yes No

If no is checked, please describe how quality assurance is accomplished:

12. VALUE ADDED

Please provide information on what makes your firm innovative, what is your competitive advantage, and what other services your firm provides that would assist or be of benefit to the City:

13. SUSTAINABLE PRACTISES AND INITIATIVES

Describe all initiatives, policies, programs or products that illustrate your firm's efforts towards sustainable practises and responsibility. Describe how these programs will provide benefit to the City and its' citizens.

(Social/Ethical, Environmental, Economic/Financial)

EXPERIENCE AND REFERENCES

Contractors shall be competent and capable of performing the services requested.
 Contracts indicated below should be related to operations similar in size, scope and complexity:

Year Started	
Year Completed (or on-going)	
Description of Contract Services	
Company	
Contact Person	
Telephone and Email	
Approx. Annual Value of Services	

Year Started	
Year Completed (or on-going)	
Description of Contract Service	
Company	
Contact Person	
Telephone and Email	
Approx. Annual Value of Services	

Year Started	
Year Completed (or on-going)	
Description of Contract Services	
Company	
Contact Person	
Telephone and Email	
Approx. Annual Value of Services	

14. ACCEPTANCE

The City requests that proposals remain open for acceptance for a period of not less than sixty (60) days from the closing date. We confirm that this proposal is open for acceptance by the City for a period of _____ days.

15. ADDENDA

We acknowledge receipt of the following Addenda related to this Request for Proposals and have incorporated the information received in preparing this Proposal:

Addendum No.	Date Issued

16. AUTHORIZATION

We hereby submit our Proposal for the services as specified and undertake to carry out the work in strict accordance with all referenced Terms & Conditions, Regulations and Codes, Specifications, and information provided in **the Appendices** applicable to this RFP.

Company Name:	
Address:	
Phone:	
GST Registration No.:	
Project Contact: Name and Title of Individual <i>for communication related to this RFP</i> (please print)	
Contact Email:	
Name & Title of Authorized Signatory: (please print)	
Signature:	
Date:	

The signature is an authorized person of the organization and declares the statements made in their submission are true and accurate.

For the purpose of this RFP, electronic signatures will be accepted.