



MUNICIPALITY OF
GREENSTONE

REQUEST FOR PROPOSAL NO. PS-2018-01

Arena Refrigeration Preventative Maintenance Services

Date of Posting	Friday, April 20, 2018
Deadline for Questions	Friday, May 4, 2018 @ 1:00 pm
Post Answers	Monday, May 7, 2018 @ 3:00 pm
Submission Deadline	Wednesday, May 16, 2018 @ 3:00 pm

Note: Although every attempt will be made to meet all dates, the Municipality reserves the right to modify any or all dates at its sole discretion.

P O Box 70 1800 Main Street, Geraldton, ON P0T 1M0, Canada 807-854-1100

NATURE'S HOME TOWN



INSTRUCTIONS TO BIDDERS

I. GENERAL DESCRIPTION

The Municipality of Greenstone was created in January 1, 2001, by the amalgamation of the former municipalities of the Town of Geraldton, the Town of Longlac, the Township of Nakina and the Township of Beardmore, and an extensive area of unincorporated territory (Caramat, Jellicoe, MacDiarmid and Orient Bay).

- Greenstone is located in the District of Thunder Bay and is 3,172 sq km (1224 sq mi) making it one of the largest incorporated municipalities in Canada.
- The Greenstone Region is home to several aboriginal communities – Aroland, Ginoogaming, Long Lake 58, Bingwi Neyaashi Anishinaabek (Sand Point), Biinjitiwaabik Zaaging Anishinaabek (Rocky Bay), and Animbiigoo Zaagi'igan Anishinaabek (Lake Nipigon).

Proposals are requested from qualified and experienced firms to provide preventative maintenance and maintenance services for the ice plant systems at the Municipality's ice surfaces located at:

Beardmore Community Centre, 100 Main Street, Beardmore, ON
Geraldton Community Centre, 200 Wardrope Avenue, Geraldton, ON
Longlac Sportsplex, 200 Picnic Point Road, Longlac, ON
Nakina Community Centre, 206 North Avenue, Nakina, ON

General Scope

- Provide a regularly scheduled inspection and preventative maintenance program for all ice plant systems at the locations at the arenas noted above.
- Any repairs or replacement costs over and above the preventative maintenance agreement will be subject to the Municipality's approval of a written estimate and will be at the Municipality's expense.
- As an alternate, please provide an "all inclusive" service agreement for the ice plant systems for the Municipality's consideration that is responsible for all repairs, labour, parts and replacement of faulty equipment except for items that fail because of normal wear and tear.
- Emergency services during regular business hours may be required. It is not expected to be part of a standard preventative maintenance agreement but maybe included in an "all inclusive" service agreement.
- After hours emergency services may be required. It is not expected to be part of a standard preventative maintenance agreement but may be included in an "all inclusive" service agreement.

2. DATE AND PLACE FOR RECEIVING REQUEST FOR PROPOSAL SUBMISSIONS

Proposals are to be submitted via email by 3:00 pm, local time, Wednesday, May 16, 2018 to Brian Aaltonen, Director of Public Services, as follows:

To: brian.aaltonen@greenstone.ca

Subject: RFP PS-2018-01 Arena Refrigeration Preventative Maintenance Services

Proposals received after 3:00 pm, local time, Wednesday, May 16, 2018 will not be considered.

It is the sole responsibility of the person(s) submitting to deliver the Proposal to the Director before the closing time.

Proposals should be signed by an officer of the company in a position to legally bind the company to the statements contained herein.

3. CLARIFICATION

It will be the bidder's responsibility to clarify any details in question before submitting a bid. Any inquiries must be emailed to:

Alan Clarke, Manager of Facilities & Parks
Greenstone Administration Office
Email: al.clarke@greenstone.ca

Deadline for queries is 1:00 pm, Friday, May 4, 2018.

An addendum will be issued up to 7 business days prior to the closing date for items that require clarification or if an error is identified. All Addenda shall become an integral part of the RFP Documents and allowed for by the Bidder in its RFP and RFP pricing.

It is the bidder's responsibility to check the Municipality's tender webpage at <http://www.greenstone.ca/content/tendersrequests-proposalsurplus-property> for any Addenda or updates prior to submitting a bid.

While the Municipality will endeavor to provide notification of the issuance of an addendum to prospective Bidders who have been invited to bid on the Tender/Proposal Call, the Municipality assumes no liability for the notification and it is the responsibility of each Bidder to monitor the Municipality's tender web page and determine whether any addenda have been issued by the Municipality.

Any and all Addenda must be acknowledged in the bidder's pricing.

Failure to acknowledge addenda will result in automatic rejection of the bid, unless in the opinion of the Director and in consultation with the CAO, the addendum (addenda) does not significantly impact the bid, in which case the Bidder will be provided 4 business days to formally acknowledge the addendum (addenda) with no change or amendment permitted to the financial Bid.

5. SITE VISIT

The Municipality will accommodate requests for a site visit prior to the RFP closing date, providing that requests are made prior to the deadline for questions.

6. CONFIDENTIALITY, WITHDRAWAL OF PROPOSAL, DISQUALIFICATION OF BIDDERS, ERRORS AND CORRECTIONS, ACCEPTANCE OR REJECTION OF PROPOSALS

Refer to the Procurement By-law (By-law 17-23), posted on the municipal website at <http://www.greenstone.ca/content/tendersrequests-proposalsurplus-property>

Alternatively, contact the Municipal Clerk (Tel: 807-854-1100 ext. 2059).

STANDARD TERMS AND CONDITIONS

1. CONTRACT ANNOUNCEMENT

Tenders/RFP's are officially awarded in accordance with established policies. No announcement concerning the awarding of any Tender/RFP will be made until official approval is granted.

Notice to the successful bidder will be provided in written form to the address of the Contractor indicated on the Tender Form/RFP Proposal.

2. EVALUATION & AWARD

The award of this Tender/RFP is subject to the availability of finances and the review and approval by the Chief Administrative Officer and the Corporation's Council. Any of these parties may elect not to approve the award of this Tender/RFP for any reason.

Provided that at least one of the Tenders/RFPs received meets the Tender/RFP submission requirements an evaluation of the accepted bids shall be completed by using the following criteria, which are not in any particular order, as well as any other criteria outlined in the Tender/RFP specifications.

- The availability of funds to complete the task
- The required expertise, including professional qualifications and experience of the Contractor and all sub-contractors specified
- A demonstration of a thorough knowledge and understanding of the scope of work
- A demonstration of specific related experience relative to the nature of the Tender/RFP Call
- Record of past performance with the Corporation
- Past performance with other municipalities preferably in the Ontario marketplace, providing similar services
- Record of past performance with provincial and federal regulatory agencies including; but not limited to, Technical Standards and Safety Authority, Electrical Safety Authority, Ministry of the Environment and Climate Change, etc.
- Ability and experience to perform in accordance with the Terms of the Call for Tender/Proposal

3. CONTRACT

Each submission will be received with the understanding that a Notice of Award, a Purchase Order or Agreement which states acceptance of the offer to furnish all or any part of the commodities described therein shall constitute a contract between the bidder and the Municipality. This contract shall bind the bidder on their part to furnish and deliver the commodities at the prices given and in accordance with the conditions and specifications of said accepted offer, these Standard Terms and Conditions as provided with the tender documents, and the Terms and Conditions of the Municipality on its part to take delivery of and pay for the commodities at the contract price.

NO alterations or variations of the terms of the contract shall be valid or binding upon the Municipality unless authorized in writing by the Municipality.

It is mutually agreed and understood that the contractor shall not assign, transfer, convey, sublet or otherwise dispose of his contract or his right, title or interest therein, or his power to execute such contract, to any other person, firm, company or corporation without the previous written consent of the Municipality.

The contract may be cancelled by the Municipality upon non-performance of contract terms within fourteen (14) days from date of notification of same unless otherwise stated in the tender documents, or if service or product is deemed unsatisfactory or the supplier becomes insolvent or is adjudicated as bankrupt.

4. INSURANCE

A) LIABILITY INSURANCE

The successful bidder shall obtain and maintain Comprehensive General Liability Insurance against Bodily Injury and Property Damage claims.

1. Such insurance shall include coverage for:
 - i. Completed Operations,
 - ii. Non-Owned Automobile Liability,
 - iii. Occurrence Property Damage.
2. Shall contain a clause stating that such insurance shall remain in force and not be amended, cancelled or allowed to lapse without thirty (30) days prior written notice being given to each of the named insured.
3. Be subject to an inclusive limit of not less than \$2,000,000.00.

B) AUTOMOBILE INSURANCE

The successful bidder shall insure and maintain against liability for Bodily Injury and Property Damage caused by automobiles owned or leased by the successful bidder.

Such insurance shall be subject to an inclusive limit of not less than \$2,000,000.00.

C) INSURANCE CERTIFICATE

- i) Prior to the issuance of a purchase order and the commencement of any work under this contract the successful bidder must have filed with the Municipality of Greenstone, a CERTIFICATE OF INSURANCE, evidencing full compliance with the clauses pertaining to INSURANCE.
- ii) The Certificate of Insurance MUST be signed by AN INSURANCE AGENT.
- iii) Any updated Certificate of Insurance MUST be forwarded to the Municipality.
- iii) \$2,000,000.00 Certificate of Insurance SHALL BE REQUIRED from the successful bidder.

5. WORKERS' COMPENSATION

a) CONTRACTORS (WITH EMPLOYEES)

- i) Upon notice of the contract award, the successful bidder shall provide to the Municipality of Greenstone a copy of a valid CERTIFICATE of CLEARANCE, from the Workers' Safety Insurance Board (WSIB).
- ii) No form of contract will be authorized without confirmation of good standing from WSIB.

b) CONTRACTORS (WITHOUT EMPLOYEES - INDEPENDENT OPERATORS)

(An "independent operator" is a person who carries on an industry set out in Schedule 1 or Schedule 2 of the Act and who does not employ any workers for that purpose.)

- i) Upon the receipt of a successful bid the Independent Operator shall obtain a Determining Worker / Independent Operator Status form from the Municipality of Greenstone to apply for an INDEPENDENT OPERATOR LETTER from the Workers' Safety Insurance Board (WSIB).
- ii) The Municipality will not issue a purchase order to any contractor until CONFIRMATION from the WSIB is received.

If further information on WSIB is required, the bidder is advised to contact the WSIB directly.

6. PERFORMANCE SURETY REQUIREMENTS

Performance surety binding the Company faithfully to fulfill the obligations of the bid as accepted, may be required by the Municipality within 10 working days from the date of request.

7. OCCUPATIONAL HEALTH & SAFETY

All work shall be performed in compliance with the Occupational Health and Safety Act and Regulations (including WHMIS Regulations), Highway Traffic Act and Regulations, Transportation of Dangerous Goods Act and Regulations, and all other applicable federal, provincial and municipal legislation.

All shipments must comply with WHMIS Classification, Labeling and MSDS Requirements, all in strict accordance with the WHMIS Legislation or shipments will be refused by the Municipality of Greenstone.

Successful bidder(s) must be prepared and will be expected to demonstrate, illustrate and make aware of all applicable features of equipment being purchased by the Municipality in regards to health and safety concerns.

A) HEALTH & SAFETY CONTRACTOR REQUIREMENTS PACKAGE

Contractors are required to comply with established corporate health and safety policies and procedures.

All Contractors engaging in business with the Municipality of Greenstone are required to complete and return to the Municipality prior to the commencement of work:

- i) Contractor Prequalification Form (as per corporate Health & Safety Contractors policy)
- ii) Declaration of Accessibility Compliance

8. LIQUIDATED DAMAGES

It is agreed by the Parties to the Contract that in case all the Work called for under the Contract is not finished by the completion date specified in the Tender/RFP or as amended by the Contract

Administrator, damage will be sustained by the Owner. Since it is and will be impracticable and extremely difficult to ascertain and determine the actual loss or damage which the Owner will sustain in the event of and by reason of such delay the Parties hereto agree that the Contractor will pay to the Owner the sum of **\$500.00 for Liquidated Damages** for each and every calendar days delay in completing the Work beyond the date of completion prescribed.

9. FORCE MAJUEURE

It is understood and agreed that the contractor shall not be held liable for any losses resulting if the fulfillment of the terms of the contract shall be delayed or prevented by wars, acts of public enemies, strikes, fires, floods, acts of God, or for any other cause not within the control of the contractor and which by the exercise of reasonable diligence, the contractor is unable to prevent. Should the performance of any contract be delayed or prevented herein set forth, the contractor agrees to give immediate written notice and explanation of the cause and probable duration of any such delay and to provide written notice as to when Contract obligations resume. In any case, such delay shall not exceed the length of time of the interruption/disruption.

10. RESPONSIBILITY FOR DAMAGE

The Contractor shall repair, replace or restore to its original condition any material, surface or item damaged by their operation.

11. CONTRACTOR'S LIABILITY

The Contractor shall be responsible for all damages caused by them or their employees, agents or any works or persons employed by them, or under control, or arising from the prosecution of the work, or by reason of the existence or location or condition of work or any materials, plant or machinery used thereon, or therein, or which may happen by reason of their failure or the failure of those for whom they are responsible, to do or perform any or all of the several acts or things required to be done by them under the contract, and agrees to hold the owner safe and harmless from any such claims by third parties, including any legal costs incurred by the owner in connection therewith on a solicitor/client basis.

12. INDEMNITY

The Contractor shall indemnify and save harmless the Corporation of the Municipality of Greenstone from and against all liens, damages, losses, claims, demand payments, suits, actions, recoveries and judgments of every nature and description brought against him and/or the Municipality by reason of any act or omission of the said contractor, his agents, or

employees in the execution of, or as a result of the work or in the guarding of it. All permits and fees applicable shall be acquired and paid for by the Contractor.

13. CONTRACTORS' PERSONNEL

- (a) The Contractor shall employ sufficiently experienced and competent trained employees to adequately perform all the specified duties and services.
- (b) Contractor's employees shall only be allowed on or in the premises for the performance of contract services.

14. ACCESS TO WORKSITE

The Contractor shall provide 24 hours advanced notice to the assigned municipal representative prior to performing work on-site.

15. TERMS OF PAYMENT

Unless progress payments or any alternative payment terms are specified in the contract, the contract price may be invoiced after delivery and shall be payable 30 days from receipt of invoice. The Municipality shall have the right to withhold from any sum otherwise payable to the Company such amount as may be sufficient to remedy any defect or deficiency in the work, pending correction of the same.

All taxes must be SHOWN SEPARATELY on invoicing i.e. Harmonized Sales Tax (HST).

16. CONTRACTOR'S UNDERSTANDING

It is understood and agreed that the Contractor has by careful examination, satisfied himself as to the nature and location of the work, the quality of materials to be encountered, the character of equipment and facilities needed in the completion of the work.

17. FREEDOM OF INFORMATION

All information obtained by the Municipality in connection with this bid is the property of the Municipality of Greenstone and must be treated as confidential. It may not be used for any purpose other than for replying to this bid, and for fulfillment of any subsequent contract.

Any Company who requires that the information in its bid be kept confidential must explicitly advise the Municipality of that fact.

The Company may declare confidentiality of their bid; however, the Municipality is required by law to adhere to the requirements of the Municipal Freedom of Information and Protection of Privacy Act, as amended.

Questions about the collection, use or disclosure of personal information shall be directed to the Municipal Clerk (Tel: 807-854-1100 ext. 2059).

18. ACCESSIBILITY

The Municipality of Greenstone is committed to the accessibility principles of preventing and removing barriers in accessing goods and services for people with disabilities and is bound by the Standards under the Accessibility for Ontarians with Disabilities Act, 2005 as may be amended from time to time.

Regulations enacted under the Act apply to every designated public sector organization and other third parties that provide goods and services to the members of the public.

The consultant/contractor, and all sub-contractors hired by the consultant/contractor in the completion of its work, will meet or exceed compliance with all applicable regulations under the Accessibility for Ontarians with Disabilities Act, 2005 as may be amended from time to time.

It is the consultant/contractor's responsibility to ensure they are fully aware of, and meet all requirements under the Act. A Declaration of Accessibility Compliance will be required by the successful bidder.

SCOPE OF WORK & EVALUATION CRITERIA

ARENA REFRIGERATION PREVENTATIVE MAINTENANCE SERVICES

1. OBJECTIVE

The primary objective is to solicit the best overall Proposal (Technical, Management and Financial) for the ice surface refrigeration preventative maintenance services of a qualified refrigeration service provider.

The Municipality intends to select the Service Provider that presents a Proposal that best fulfils the Municipality's objectives and satisfies the evaluation criteria.

The Municipality reserves the right to carry out any or all of the Works by other means.

Proponents are being asked to develop an overall plan to complete the work identified as well as approximate hours and costs.

Consideration will be given to Proposals that encompass assistance in staff training and education and assistance regarding energy reduction initiatives.

2. BACKGROUND

The Municipality operates eight (8) sheets of ice in four locations:

<u>Facility Name</u>	<u>Facility Address</u>
Beardmore Community Centre	100 Main Street, Beardmore, ON
Geraldton Community Centre	200 Wardrope Avenue, Geraldton, ON
Longlac Sportsplex	200 Picnic Point Road, Longlac, ON
Nakina Community Centre	206 North Avenue, Nakina, ON

Typically the Geraldton and Longlac facilities operate for up to a 6 month period from Fall to Spring. The Beardmore and Nakina facilities operate for up to a 4 month period typically beginning in late Fall. Start and end dates are variable from year to year and between each facility. The Municipality provides at least two weeks' notice to the Service Provider to schedule start up and shut down maintenance activities.

The maintenance schedule is subject to change, based on municipal service delivery review and management of the assets.

Major Equipment - Beardmore Community Centre					
QUANTITY	COMPONENT	MODEL#	MANUFACTURER	S/N	MOTOR & STARTER HP
CURLING					
1	3-Sheet Rink Pak	RP-3	CIMCO		20 HP
1	A/C Condenser	DDC-13	CIMCO		
1	Underfloor Heat	CCN	CIMCO		
1	Underfloor Pump	2B1-11/2 A	VIKING		3 HP
ARENA					
1	Compressor	C3-04-A	SABROE		50 HP
1	Compressor	C1-06-A	SABROE		30 HP
1	Condenser	LCC-55	CIMCO		5 HP
1	Brine Pump	1510-5BC	B/G		15 HP
1	Brine Chiller		CIMCO		

Major Equipment - Geraldton Community Centre				
QUANTITY	COMPONENT	MODEL#	MANUFACTURER	OTHER
CURLING				
1	Brine Pump	4030	Armstrong	10 HP
1	Chiller	12"x10'	CIMCO	30 Tr.
ARENA				
2	Compressor	N6WA	MYCOM	50 HP
1	Brine Pump	4030	Armstrong	15 HP
1	Chiller	16" x 16'-0	CIMCO	90 Tr.
1	Condenser	ATC105	Evapco	2 x 3 HP
1	Receiver	24" x 96" Vert	CIMCO	Ammonia
1	Glycol Pump	ACE100 LP	Monarch	1 HP
1	Electrical Panel	1204-PR155-R2	CIMCO	575/3/60

Major Equipment - Longlac Sportsplex				
QUANTITY	COMPONENT	MODEL#	MANUFACTURER	OTHER
CURLING				
1	Rink Pak	4 Sheet	CIMCO	30 HP
1	Brine Pump	CE2508	TACO	7.5 HP
1	Condenser	DDC-26	B/N	2-1 HP
ARENA				
1	Compressor	N6A	MYCOM	50 HP
1	Compressor	N4WA	MYCOM	30 HP
1	Condenser	CE60	CIMCO	
1	Chiller	16 x 14	CIMCO	
1	Brine Pump	FE4008	TACO	20 HP

Major Equipment - Nakina Community Centre					
QUANTITY	COMPONENT	MODEL#	MANUFACTURER	S/N	MOTOR & STARTER HP
CURLING					
1	Rink Pak	RP-3	CIMCO		20 HP
1	A/C Condenser	DC-13	CIMCO		
ARENA					
1	Compressor	5H60	CARLYLE		50 HP
1	Compressor	5H40	CARLYLE		30 HP
1	A/C Condenser	DDC-59	CIMCO		4-1 HP
1	Brine Pump	4095-5	TACO		15 HP

3. SCOPE OF SERVICES

This request for proposal is for a maintenance agreement between the Municipality of Greenstone and the Refrigeration Service Contractor. This agreement is for the Municipality of Greenstone Refrigeration Plants. The intent of this proposal is to define the annual maintenance work and costs associated with this maintenance.

The Contractor shall:

- (a) maintain the efficiency, safety and rated capacity of all units and controls covered. Contractor shall also provide coverage, operations inspections on the quantity of equipment (brand names and equipment sizes and configurations subject to change). The work includes the performance of service work; recurring services such as preventive maintenance, and seasonal shut-down and start-up of equipment; regularly scheduled operational checks. The services to be performed under this Proposal shall consist of providing all labour, supervision, tools, materials, equipment, transportation, permits and licenses and management
- (b) provide Non-Scheduled and Scheduled maintenance, inspections, servicing and general repairs (including Seasonal Start-up Services, Mid-Season Inspection and Seasonal Shutdown Services) of refrigeration and associated mechanical building service equipment. In this function, the Contractor will look after the Municipality's interest in regards to the maintaining of the equipment to a high standard of performance. The objectives of the Contractor are to provide supervision and inspect the Facilities equipment to assure that equipment performance is satisfactory, and guarantee that the Facility equipment is in conformance with the plans, specifications, special requirements of the Original Equipment Manufacturer.
- (c) clean all coils, condensers, fans, and other related equipment as required for efficient operation. Contractor shall perform requirements of these contracted services in a manner that will not affect normal building temperature.
- (d) test all safety devices and governors where applicable.

(e) make all necessary adjustments in order to keep the equipment in full operational condition. Contractor shall provide informal training on an as-needed basis for Municipal employees to enable them to make daily adjustments to the equipment.

i) Annual Maintenance

The annual maintenance required includes, but is not limited to, the following refrigeration equipment for each of the 8 ice plants:

1. Compressors
2. Electric motors
3. Condensers
4. Receivers
5. Chillers
6. Pumps (and associated speed drives)
7. Controls
8. Valves and associated safety devices
9. Piping
10. Drives, seals
11. Insulation
12. Refrigerant
13. Brine

ii) Equipment Maintenance

The scope of the refrigeration plant maintenance includes, but is not limited to the following:

- Plant start-up
- Mid-Season inspection
- Plant shutdown
- Compressor maintenance
- Condenser maintenance
- Chiller maintenance
- Pump maintenance
- Pipe, valve and insulation maintenance
- Leak checks and refrigerant charging
- Leak detection equipment maintenance, calibration and testing
- Compressor oil replacement, compressor topping up and oil draining from chiller
- Purging
- Brine tests
- Motor cleaning
- Emergency service repairs

The refrigeration contractor is to have a previous record of refrigeration plant

maintenance and provide a list of references for this work.

The refrigeration contractor is to employ qualified journeyman refrigeration mechanics with experience in refrigeration.

All maintenance is to be based on the machine-specific manufacturer's guideline.

iii) General Notes

1. All service calls at each arena are to be logged in the engineers log book. The service work done is to be noted, the name of the mechanic is to be recorded and a copy of the service report is to be left with the operator.
2. Parts and labour not covered in the agreement are to be invoiced separately.
3. The maximum value of extra work performed under this contract without written approval is \$ 500.00. All work over \$ 500.00 requires written approval from the Manager of Facilities & Parks, or authorized designate.

iv) Code Requirements

The successful proponent must meet or exceed the requirements of the Occupational Health and Safety Act, CAN/CSA B52 Mechanical Refrigeration Code, ANSI B31.1, B31.5, the Electrical Safety Authority (ESA), CSA C22.1, TSSA Ontario Regulation 219/01 Operating Engineers Code, Boilers and Pressure Vessels, Ministry of Environment (waste disposal) and the Ontario Building Code, Fire Code, CGR Arena Safe Work Procedures all in conjunction with latest revisions and updates in effect at the time of installation and all other codes and specifications as applicable.

The successful proponent will be responsible for managing any required transition from primary refrigerants to any updated regulatory standard, ensuring the Municipality of Greenstone is compliant.

v) Unscheduled and/or Emergency Service

The Contractor shall maintain a twenty-four (24) hours emergency service for the duration of the Agreement, under which they shall provide on call for the Municipality the services of one or more qualified tradesmen at the location of the emergency work associated with equipment covered by an Agreement.

Emergency service would be required for repairs which, if not done, would:

- Create a safety hazard;
- Affect the customers ability to occupy or use the building;
- Cause damage to the building or equipment; or
- Adversely affect normal workflow.

Emergency service is also defined as any request made by the customer which, in their opinion, is an emergency.

vi) Energy Management

The successful bidder shall ensure that all repairs and/or replacement materials shall take into account the Municipality's directive and objective for a more energy efficient management program for the various municipal arenas.

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 successful bidder is required to identify all opportunities during the course of maintenance or repair services within the ice refrigeration equipment rooms for installation of products and equipment that would reduce electrical energy consumption, or other forms of environmental benefits. This includes utilization of any Hydro or other incentive programs or recommended.

vii) Subcontracting

Subcontracting any service work under this contract must be approved by the Municipality. The Municipality reserves the right to carry out any or all of the works by other means should it be required to do so for operating purposes or in emergency situations.

4. TERM OF CONTRACT

This contract shall start on the effective date of July 1, 2018 and shall continue in effect for a term of five years, ending on July 1, 2023 (the "Initial Term"), and then may be renewed for a successive five-year term (the "Renewal Term") upon agreement between the Parties, unless terminated, ending on July 1, 2028.

The Municipality may terminate this contract forthwith for reason of unsatisfactory performance by the Contractor.

Either party may terminate this agreement for any reason on sixty (60) days written notice. Written notice shall be in the form of a Registered Letter and the sixty (60) days shall be calculated from the registration date of the letter.

5. INFORMATION REQUIRED

The selected refrigeration service contractor will provide the following information as part of their proposal:

1. Annual cost for each arena for performance of the required maintenance.
2. List of qualified personnel including mechanic that will be dedicated to this service and

back up available.

3. Response time for normal daytime hours. Advise your firm's normal daytime hours.
4. Response time for work outside daytime hours.
5. Service Report Form to be regularly provided to the Manager of Facilities & Parks, or authorized designate.
6. Three (3) references from clients currently serviced by the dedicated mechanic proposed for the Municipality of Greenstone. Current Municipal clients preferred.
7. Assessment of existing plant condition required and cost of this assessment. Price separately from Maintenance Service. Provide a detailed estimate of any additional repairs required or first time start up costs.
8. Detail of work to be done on start up and shut down of each arena. Provide a written schedule of maintenance including recommended service hours for major equipment inspections.
9. Include the Addendum Acknowledgement Form in the Proposal.

6. EVALUATION CRITERIA

Corporate Information 10%

- Where located? Head office. Nearest service branch.
- Qualifications & Experience of the Company.
- Company size and resources available.
- Provide references of your 3 nearest customers to the Municipality of Greenstone including contact name, telephone number and email address. Do not include the Municipality as a reference.

Personnel 25%

- How many trained and qualified technicians are available to service the Municipality's equipment.
- Names, qualifications & certifications, experience areas of specialty, where they are located.
- Where are techs located? Do service technicians get called out from home or a designated service location?
- How many fully equipped service vans are available to support the Municipality's account.
- How do you plan to assign personnel to the Municipality's account? Do you designate certain personnel or? Please explain.

Methodology 35%

- Complete details of what is included in the Inspection & Preventative Maintenance Program including but not limited to frequency, parts, rebuilds inspections, reports, etc.

- How is data collected?
- What reports will be provided?
- What is your planned service frequency?
- What parts, labour, travel and equipment are included in your PM program?
- What process do you have in place to advise the Owner of items that will need to be repaired or replaced to extend the life of the existing equipment?
- How does your company plan to add value to the Municipality assisting with life cycle costing and equipment replacement?
- Parts. How do you manage to best support your service technicians? Describe your firm's ability to purchase products demonstrating how your process adds value to the Municipality.
- What training are you prepared to offer Municipality staff as part of this agreement?
- Response times for regular call outs during regular business hours, emergencies during regular business hours, response times for after-hours emergency services.
- Provide details on how the various methods to log service requests
- Advise your system and protocol to manage service requests.

Safety 10%

- Describe your Company's Health & Safety Standards.
- Describe your safety program.
- Describe how you advise your customers of safety improvements they can implement.
- Describe your company's environmental philosophy and practices.

Fee Schedule 20%

- Fixed price for Inspections & Preventative Maintenance Program for each site. Advise how long pricing is firm. How are price increases implemented?
- Please provide a copy of your firm's standard service agreement for information.
- Detailed fee schedule for all services available outside the PM program including, but, not limited to, normal hours of business, when overtime hours are in effect, when emergency hours are in effect, statutory hours, rates for all hours, minimum call outs hours, etc. Advise how long rate sheet is firm. How are price increases implemented?
- Parts mark up for items outside the PM program

**REQUEST FOR PROPOSAL PS-2018-01
ARENA REFRIGERATION PREVENTATIVE MAINTENANCE SERVICES**

ADDENDUM ACKNOWLEDGEMENT FORM

Failure to complete this form when addendums have been issued may render your Tender/Proposal as non-compliant. Please ensure you complete this form and include it with your bid submission.

If awarded the contract, the Bidder agrees to complete the work in accordance with the contract specifications and the following Addenda:

Addendum No. _____, dated _____.

Addendum No. _____, dated _____.

Addendum No. _____, dated _____.

Addendum No. _____, dated _____.

Addendum No. _____, dated _____.

Addendum No. _____, dated _____.

I have read, acknowledge and understand all terms, conditions and requirements contained in this Tender/Proposal document:

Company Name: _____

Signature: _____

"I have the authority to bind the Corporation/Company/Partnership"