

Request for Proposal  
RFP13-1437

**SUBJECT:**

**Refrigeration Service Calls and Annual System Checks**



DATE OF ISSUE:	October 24, 2013
TO RESPOND BY:	November 22 @ 1500 Hours (3:00 PM Pacific Time)
RESPOND TO:	Evelyn Evens, Purchasing Agent Purchasing Department University of Northern British Columbia 3333 University Way Prince George, BC V2N 4Z9
SIGNATURE AT ISSUE:	<i>E. Evens</i>

**MANDATORY SITE VISIT, MONDAY November 4, 2013 @ 1:30 PM, MEET IN OFFICE OF PURCHASING CONTRACT AND RISK MANAGEMENT, ROOM 1085 ADMINISTRATION BUILDING**

**RECEIPT CONFIRMATION FORM**  
**REQUEST FOR PROPOSAL**  
**RFP13-1437**  
**Refrigeration Service Calls and Annual System Checks**

Please complete this form and mail or fax **IMMEDIATELY** to:

Purchasing Department  
 University of Northern British Columbia  
 3333 University Way  
 Prince George, BC V2N 4Z9

Attn: Evelyn Evens, Purchasing Agent  
 Fax Number: (250) 960-5507

**Failure to return this form may result in no further communication regarding this Request for Proposal.**

COMPANY NAME:		
ADDRESS:		
CITY:	PROV:	POSTAL CODE:
CONTACT PERSON:		
CONTACT TELEPHONE:	CONTACT FAX:	
EMAIL:		

I have received a copy of the above noted Request for Proposal.

\_\_\_\_\_ Yes, I will be responding to this Request. Therefore, I authorize the University of Northern British Columbia to send further correspondence

\_\_\_\_\_ No, I will not be responding.

**UNIVERSITY OF NORTHERN BRITISH COLUMBIA  
REQUEST FOR PROPOSAL  
RFP13-1437  
Refrigeration Service Calls and Annual System Checks**

1.0 INFORMATION AND INSTRUCTIONS

1.1 PURPOSE

The University of Northern British Columbia, hereinafter referred to as the "University" is in the final stages of selecting a qualified Contractor to perform annual checks on server room and archive room AC units and to perform service calls. A standing blanket order will be set up with the successful Contractor with the term expiring in November 30, 2015 and with two options to renew for an additional one year term each.

This Request for Proposal states the instructions for submitting proposals, and the procedure and criteria by which a Contractor will be selected.

1.2 DEFINITIONS

Hereinafter, each company receiving this Request for Proposal is referred to as a "Contractor", and a Contractor's proposal in response to the Request for Proposal is referred to as a "Proposal".

1.3 ISSUING OFFICE

University of Northern British Columbia  
Purchasing Department  
3333 University Way  
Prince George, BC V2N 4Z9

Attention: Evelyn Evens, Purchasing Agent  
Fax: (250) 960-5507

1.4 KEY DATES

Listed below are the important events and the target dates and times by which the events are expected to be completed:

A.	Issue of Request for Proposal	October 24, 2013
B.	Return Receipt Confirmation Form	<b>Immediately</b>
C.	Respondent's Inquiries Up to the end of	November 14, 2013
D.	University's Answers Up to the end of	November 15, 2013
E.	Due Date for Submission of Proposals	November 22, 2013
F.	Blanket Order Start Date	December 1, 2013

## 1.5 CLOSING DATE AND TIME

Proposals, signed by the Contractor's authorized representative, must be received by the Issuing Office, **no later than 3:00:00 PM (1500 Hours) Pacific Time, November 22, 2013**

The University will not accept submissions of any Proposals after the closing date and time. Any submissions received after the closing date and time shall be considered disqualified and will be returned unopened to the Respondent who submitted the RFP. Under no circumstances, regardless of weather conditions, transportation delays, or any other circumstances, will this deadline be extended.

## 1.6 PROPOSAL SUBMISSION

**One copy of the Vendor's Proposal**, must be submitted to the Issuing Office on or before the closing date and time. The Proposal number and description are to be clearly marked on the outside of the envelope if submitting by mail or courier. In the essence of sustainability, the following practices are suggested regarding your submission.

- a) there is no need to include the front end of this document (pages 1-16). The University has the original.
- b) to minimize the amount of paper used, do not submit anything that is not required or does not add value to your submission, where possible, duplex the pages (print both sides).
- c) as an alternative to submitting a paper copy, the Proposal may be submitted in MS Word, MS Excel, and/or Adobe format on a flash drive, or electronically to [evens@unbc.ca](mailto:evens@unbc.ca) with the correct tender document number in the subject line. The signature page, schedule II must be signed. The signature page may be faxed to 250-960-5507 prior to the closing date and time. **Faxed Proposal replies will not be accepted.**
- d) Regardless of the method of submitting the Proposal, whether it be in print form in an envelope, on a cd, on a flash drive, or e-mailed. All information must be received prior to the closing date and time.
- e) UNBC has an Email file limit of 20MB total size, it may be necessary to break large files into more than one email.
- f) Email Responses – UNBC's inability to receive an email, or email attachment for any reason, shall not constitute an exception to the mandatory requirement to receive a response before the date and time specific in section 1.4.

For any and all Proposals, regardless of the method of submission, the University accepts no responsibility for non-receipt and delays in receipt caused by facsimile transmission and reception problems, equipment failure, or any other similar cause.

Vendors may not make modifications to their Proposals after the closing date and time except as may be allowed by the University pursuant to Section 1.10.

Amendments to a Request for Proposal by facsimile will be accepted provided that the amendment amount is shown and not the total offer. Amendments must be received in writing prior to the Closing Time to be considered as part of the Vendor's Proposal.

The University accepts no responsibility for non-receipt and delays in receipt caused by facsimile transmission and reception problems, equipment failure, or any other similar cause. Amendments received after the Closing Time will not be considered and will not form any part of the Proposal submitted.

SECTIONS 1.0, 2.0, Part 1 , SCHEDULES I, II, IIa, III, addenda, specifications, terms and conditions, and any attachments hereto shall become part of any contract entered into between the successful Vendor and the University of Northern British Columbia.

Proposals which contain qualifying conditions may be disqualified or rejected.

Proposals will be opened immediately after the Closing Time at the office of the Purchasing Division, University of Northern British Columbia, Room 1085, 3333 University Way, Prince George, BC V2N 4Z9. Vendors are invited to attend the Proposal Opening. Only the names of the Vendors and the total proposed amount (before taxes) will be disclosed by the University of Northern British Columbia and only at this time and only to the Vendors in attendance.

The University may reproduce any of the Vendor's Proposal and supporting documents for internal use or for any other purpose required by law.

The University will not be obligated in any way by the Vendor's Proposal. The University will not return any of the Vendor's Proposal and supporting documents to the Vendor.

#### 1.7 WITHDRAWAL OF PROPOSAL

Proposals may be withdrawn personally, by written notice or by fax, provided such notice of withdrawal is received by UNBC prior to the Proposal closing time.

#### 1.8 PROPOSAL COSTS

The Contractor has the sole responsibility for any costs associated with preparing and submitting its Proposal in response to the Request for Proposal.

In no event will the University be responsible for the costs of preparation or submission of any Proposal.

#### 1.9 IRREVOCABLE OFFER

Proposals submitted to the University shall constitute a valid and irrevocable offer which is open for acceptance by the University from and after submission until the

expiration of the 60<sup>th</sup> day following the Closing Date specified in Section 1.5.

The University reserves the right to accept the Proposal, which it deems most advantageous, and the right to reject any or all Proposals.

The University will not be liable under any contract in connection with this Request for Proposal, or the submission of Proposal, unless and until the University has accepted one or more Proposals.

#### 1.10 INQUIRIES AND CHANGES

Any inquiries regarding this Request for Proposal **MUST** be faxed before the end of November 14, 2013 to:

Evelyn Evens, Purchasing Agent Fax: (250) 960-5507

#### **EMAILED INQUIRIES WILL NOT BE RESPONDED TO**

Answers from the University of Northern British Columbia will be issued in written form in the way of an Addendum. Any Addendum shall be considered as part of the Proposal Documents. All Addendum will be posted on the UNBC Purchasing website [www.unbc.ca/purchasing/](http://www.unbc.ca/purchasing/) listed as "Active Tenders & RFP's". In the event the University's server is not available, or for any other situation the University deems reasonable, then the addendums will be faxed to all parties registered as having returned the Receipt Confirmation form and/or submitted an inquiry on time. Any Respondent who does not submit the RECEIPT CONFIRMATION may not be sent any amendments or addenda.

It is the responsibility of each Contractor to inquire about and clarify any requirements of this Request for Proposal which are not understood.

The University of Northern British Columbia shall not be responsible for, and the Respondent shall not rely upon, any instructions or information given to any Respondent other than in writing in accordance with the requirements of the Request for Proposal.

The RFP is not to be discussed with any other University of Northern British Columbia employee except at the direction of the Purchasing Agent. Failure to do so could result in the rejection of your bid.

Contractors must obtain their own information on all matters and things that may in any way influence them in making their Proposal and fixing prices.

Contractors must satisfy themselves in all respects as to the risks and obligations to be undertaken by them.

If a Contractor discovers any inconsistency, discrepancy, ambiguity, errors, or omissions in this Request for Proposal, it must notify the University immediately in

writing.

The University may, at any time, make and stipulate changes to this Request for Proposal.

The University may provide additional information, clarification or modification by written addenda. All addenda shall be incorporated into and become part of the Request for Proposal. The University shall not be bound by oral or other informal explanations or clarifications not contained in written addenda.

#### 1.11 SELECTION PROCESS

Because the University bases any decision to award a contract on the Proposals submitted, Contractors should include all requirements, terms or conditions it may have in their Proposal, and should not assume that any opportunity will exist to add such matters after the Proposal is submitted.

If the University determines, in its sole discretion, that one Contractor is clearly more highly qualified than the others under consideration, it may decide to award a contract directly to that Contractor.

The University reserves the right, at its sole discretion, to negotiate, clarify, and request additional information with any Contractor as it sees fit, or with another Contractor or Contractors concurrently. In no event will the University be required to offer any modified terms to any other Contractor. The University shall incur no liability to any other Contractor as a result of such negotiations or modifications.

#### 1.12 BASIS OF SELECTION

The University will not necessarily accept the lowest price or any Proposal. Any implication that the lowest or any Proposal will be accepted is hereby expressly negated.

The University will not be limited as to its criteria for evaluation of Proposals. The University may take into account whatever criteria and considerations it wishes to. These may include:

- 1.12.1 Any features or advantages which are unique to the Contractor's Proposal, which the University has not listed in Attachment A.
- 1.12.2 The Contractor's relevant experience, qualifications and success in providing service and product described in Attachment A.
- 1.12.3 The quality and duration of the Contractor's proposed warranty period, specifically: items covered; period covered; items not covered; preventative maintenance plan; remedial maintenance response time; availability of trained technicians and parts; equipment upgrades; engineering support; and any other factor that should be considered by the University in evaluating this

aspect of the Contractor's Proposal.

1.12.4 The Contractor's price.

### 1.13 RIGHT TO REJECT

UNBC reserves the right to reject any or all bids and to accept any bid it considers advantageous. The lowest or any Proposal may not necessarily be accepted if UNBC determines, at its sole discretion and after appropriate investigation and evaluation, that:

1.13.1 The Proposal must be cancelled due to financing problems or changing economic circumstances

1.13.2 Information becomes available after Proposal closing which significantly changes the scope or extent of the project

1.13.3 The bids, or any of the bids, exceed the projected spending approval

### 1.14 CONTRACTUAL OBLIGATION

Mandatory Contractual Provisions (Mandatory Provisions) that will govern any subsequent contract issue are outlined in this Request for Proposal. The Contractor's Proposal is automatically deemed to include the Contractor's agreement to the Mandatory Provisions unless the Contractor expressly and specifically provides otherwise in its Proposal.

Mandatory Provisions are listed in Section 3.0. The Contractor may not modify any Mandatory Provisions in its Proposal. If the Contractor has any Mandatory Provision or wished to incorporate or use any Contractor standard terms and conditions, the Contractor shall append such materials to its Proposal and indicate thereon such Mandatory Provisions. The Contractor's Mandatory Provisions will also be considered as part of the selection process.

### 1.15 CONTRACT PROVISIONS BY REFERENCE

The University's acceptance of the Contractor's Proposal by issuance of a Standing Blanket Order shall create a contract between the University and such Contractor containing all specifications, terms and conditions in the Proposal except as amended in the Standing Blanket Order. Any exceptions taken by the Contractor which are not included in the Standing Blanket Order will not form part of the contract.

In the event of a conflict between the terms and conditions of the Request for Proposal and information submitted by a Contractor, the terms and conditions of this Request for Proposal and the Standing Blanket Order will govern.



## 1.16 CONFIDENTIALITY

The Contractor acknowledges that the University is a public body subject to the *Freedom of Information and Protection of Privacy Act* (the Act). The Contractor shall review the Act and determine the categories of records which are exempted from disclosure under the Act. The Contractor shall clearly mark "Confidential" all information regarding the items and conditions, financial and/or technical aspects of the Contractor's Proposal, which in the Contractor's opinion are of a proprietary or confidential nature at the relevant item or page.

If the University receives a request for information under the Act which includes information provided by the Contractor, the University will give the Contractor notice of such request and the Contractor will respond to such notice within 20 days or less. If the Contractor does not respond to the notice from the University, the University will proceed to process the request for information. The University shall use all reasonable efforts to hold all information marked "Confidential" by the Contractor in strict confidence but shall not be liable for any inadvertent disclosure.

If the University's response to a request under the Act is appealed to the Office of the Information and Privacy Commissioner, the Contractor shall have the burden of proof per section 57 (3) of the Act. The Contractor shall be responsible for all costs related to its confidentiality requirements.

If the University declares and marks certain information about the University to be received by the Contractor as "Confidential", the Contractor must not disclose such "Confidential" information to any third parties unless authorized to do so in writing by the University.

The Contractor and The University agree that the reciprocal obligations of confidentiality will survive the termination of any contract that might arise between the parties.

## 2.0

### 2.1 COSTS

All prices must be quoted duty exempt and goods & services tax (G.S.T.) and B.C. provincial sales tax (P.S.T.) excluded. Each Contractor shall provide separate prices for:

2.1.1 Any charges not specified in the above which will or may be billed to the University by the Contractor in performing the work proposed. In addition, the Contractor shall clearly indicate any known possibility for unanticipated charges to the University, other than the Contractor's hourly charges specified in its Proposal, as well as make any suggestions for cost savings in any area.

2.1.2 The University will not pay in addition to the amount quoted for overtime hours or hours worked on weekend days.

2.1.3 The successful bidder shall protect UNBC's property and equipment from damage and shall be responsible for damage which may arise as the result of his operations under the Contract except damage which occurs as the result of:

1. errors in the Contract documents
2. acts or omissions by UNBC

2.1.4 Should the successful Contractor, in the performance of this Contract, damage UNBC's property or equipment or any other owner's property or equipment, the successful Contractor shall be responsible for the making good of such damage at his expense.

2.1.5 Proposed Labour Rates as detailed in Attachment "A".

## 2.2 DELIVERY DATES

The Contractor must specify the amount of advance notification it requires in order to perform a service call or a call for annual system check.

2.2.1 Time is of the essence in any contracts resulting from this proposal. The University of Northern British Columbia reserves the right to invoke all available remedies for non-performance. All work will be requested by UNBC Chief Engineer or designate.

## 3.0 MANDATORY CONTRACTUAL PROVISIONS

The following terms and conditions are mandatory and shall be deemed to be incorporated.

### 3.1 THE UNIVERSITY'S AUTHORIZED REPRESENTATIVES

The only persons who are or shall be authorized to speak or act for the University in any way with respect to any standing blanket order resulting from this Request for Proposal are those in the positions of Purchasing Agent and Chief Engineer and/or his designate.

It is hereby declared and agreed by the Contractor that all the Proposal submitted to the University by the Contractor have been prepared on the basis of its own knowledge of the nature of the work to be performed or of the goods to be supplied, the location, quality, and character of the equipment and facilities needed, as well as general and local conditions and all other such matters which can affect the Contractor's performance under any contract between the parties that might result from the Contractor's Proposal.

The Contractor further agrees that it does not rely upon any information given or statements made by representatives of the University with regard to the Contractor's Proposal or work to be performed.

### 3.2 AMENDMENTS

No amendment of the contract resulting from this proposal process shall be effective unless it is reduced to writing and executed by the University's Purchasing Agent and by the individual signing the Contractor's Proposal.

### 3.3 NOTICES

All notices provided hereunder shall be given in writing and delivered in person, by facsimile, or by registered or certified mail, return receipt requested addressed as follows:

If to the University:

Purchasing Department  
University of Northern British Columbia  
Attention: Evelyn Evens, Purchasing Agent  
3333 University Way  
Prince George, BC V2N 4Z9

Fax No. (250) 960-5507

The person signing the Contractor's Proposal in response to the University's Request for Proposal, at the Contractor's address indicated in such Proposal; or to such other person or address as either may designate for itself in writing and provide to the other. Notice shall be deemed given when delivered the third business day following the day such notice is deposited in the mail, or upon facsimile transmission. In the event of any interruption in the ordinary postal service, any such notice shall be delivered or sent by facsimile transmission and not mailed.

### 3.4 INDEMNITY

The Contractor shall indemnify the University for all damage suffered by it due to the negligent actions or wrongful acts of the Contractor, its employees, servants or agents. The Contractor shall indemnify and hold harmless the University, its Board of Governors, its employees, students, servants and agents from all claims, demands, losses, costs, damages, actions, suits, or proceedings initiated by third parties arising from the negligence of the Contractor, his employees, servants, or agents.

### 3.5 INSURANCE

The Contractor warrants and represents that it has the following insurance coverage:

#### 3.5.1 GENERAL LIABILITY INSURANCE

General Liability Insurance with a limit of not less than \$2,000,000.00 inclusive per occurrence for bodily injury, (including death) and damage to property including loss of use thereof. Such insurance shall include coverage

for broad form property damage, contractual liability, completed operations and product liability. The University of Northern British Columbia shall be named as an additional insured on the policy, but only with respect to the operations of the Contractor in the performance of this contract.

### 3.5.2 AUTOMOBILE LIABILITY INSURANCE

Automobile Liability Insurance for a limit of not less than \$2,000,000.00 for all owned, leased or rented licensed vehicles used in the performance of the contract.

### 3.5.3 PROPERTY INSURANCE

Property Insurance (all risk installation floater) for the value of the work performed and the full value of products specified by the University, if any, for incorporation into the work. Such insurance shall include a waiver of subrogation against the University, its servants, employees or agents.

### 3.5.4 OTHER INSURANCE

The Contractor shall provide, maintain and pay for any additional insurance required to be provided by law, or which he considers necessary to cover risks not otherwise covered by insurance specified in the bid documents.

## 3.6 WORKERS' COMPENSATION

The Proponent with whom the University wishes to contract warrants and represents that it shall comply with the relevant Worksafe BC Board requirements. Prior to receiving any payment, the Contractor may be required to submit a WCB clearance letter indication that all WCB assessments have been paid.

## 3.7 GOVERNING LAW

Any contract resulting from this request for proposal shall be governed by and interpreted in accordance with the laws of the Province of British Columbia.

## 3.8 ASSIGNMENT

Any agreement made as a result of this Request for Proposal may not be assigned or transferred by either party to such agreement without the prior written approval of the University.

## 3.9 ELECTRICAL APPROVAL

All electrical equipment used at the University must have C.S.A. (Canadian Standards Association) approval. Preference will be given to Contractors whose equipment has either of these approvals or who agree to cover the cost of gaining such approval, completing any necessary modifications required. Please contact

either of these agencies directly if you require further information.

C.S.A., Special Inspection Service  
Mr. Richard Beck  
(604) 244-6593

B.C. Safety Authority  
Prince George  
250-614-9972

Unless a Contractor expressly and specifically provides otherwise in its written proposal received by the University in response to this Request for Proposal, the Contractor's proposal shall automatically be deemed to include the Contractor's agreement to provide equipment that has this approval or arrange C.S.A. or B.C. Safety Authority approval and cover the cost of approval and modifications.

#### 4.0

##### 4.1 TERMINATION BY THE UNIVERSITY

This Agreement may be terminated by the University on immediate notice to the Operator:

4.1.1 if the contractor defaults in the payment of any amount due and payable to the University hereunder and such default remains unremedied for a period of TEN (10) days after notice or demand from the University; or

4.1.2 if the Contractor defaults in the performance or observance of any term or condition of this Agreement or persistently or repeatedly defaults in the performance or observance of any term or condition of this Agreement, and in each case such default remains unremedied for a period of FIFTEEN (15) days after notice from the University, or in the case of a default which cannot reasonably be remedied within such period, the Contractor fails to take immediately and diligently carry out, steps to remedy such default in accordance with instructions of the University; or

4.1.3 If the Contractor is prevented or hindered from providing Service at the time or times required by the University and in accordance with the terms and conditions of this Agreement due to any strike, lockout or other labour disturbance affecting employees of the Contractor, notwithstanding that any such strike, lockout or labour disturbance may constitute Force Majeure hereunder.

##### 4.2 TERMINATION BY THE CONTRACTOR

This Agreement may be terminated by the contractor, on thirty (30) days written notice to the other.

### 4.3 CONSEQUENCES OF TERMINATION

If this Agreement is terminated as herein provided, the following provisions shall apply:

4.3.1 The Contractor shall cease forthwith the provision of Service and all its operations at the University under this Agreement;

4.3.2 The University shall pay to the Contractor the amounts due to the Operator (if any).

### 4.4 REJECTED WORK

4.4.1 Defective work, whether the result of poor workmanship, use of defective products, or damage through carelessness or other act or omission of the successful contractor and whether incorporated in the Work or not, which has been rejected by UNBC shall be removed promptly/ from UNBC by the successful contractor and replaced or re-executed promptly in accordance at the successful contractor's expense.

### 4.5 INDEPENDENT CONTRACTOR

4.5.1 The Contractor will be an independent contractor and not the servant, employee or agent of the University.

4.5.2 The Contractor will not in any manner whatsoever commit or purport to commit the University to the payment of any money to any person, firm or corporation.

4.5.3 The University may, from time to time, give such instructions to the Contractor as it considers necessary in connection with the provision of the Services but the Contractor will not be subject to the control of the University in respect of the manner in which such instructions are carried out.

### 4.6 FORCE MAJEURE

The University shall not be liable for any damage, breach of contract, or breach of covenant contained in this contract, due to causes beyond control of the University, and in particular, (but not so as to restrict the generality of the foregoing) it shall not be liable for damages or breach caused by act of God, acts of military or civil authorities, war, riot or civil disobedience, fire, explosion, strikes, lock outs or other labour unrest, including picketing, (whether lawful or not), nor shall it be liable for damages or breaches of covenant or contract caused by its being unable to obtain labour, materials, or facilities, and the University shall not, in any event, under any circumstances whatever, be liable for consequential damage or special damages to any person arising by reason of any of the aforesaid matters.

#### 4.7 PAYMENT

Payment shall be net 30 after receipt of invoice or successful completion of work as listed herein to the satisfaction of the University's Chief Engineer, whichever is the latter.

**ATTACHMENT A  
MINIMUM REQUIREMENTS  
REQUEST FOR PROPOSAL  
RFP13-1437**

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**A MANDATORY site visit will be held on Monday November 4, 2013 at 10:00 a.m. Respondents are to meet in the Purchasing Office, Room 1085 of the Administration Building.**

**Any Contractor not represented at the MANDATORY site tour will not be able to submit a quote for consideration.**

A standing blanket order will be set up with the successful Contractor for two years, with the term expiring in November 30, 2015, and with an option to renew for an additional 2 - one year terms. All services will be ordered on an as and when requested basis. All invoices will show Labour and Parts as separate line items and be directed to Accounts Payable with the Standing blanket Order number on them.

The successful Contractor shall guarantee the prices quoted in Schedule II for the period of one year from the closing date of this RFP. During the course of each term, market dictated price increases must be submitted in writing to the UNBC Purchasing Department, acceptance of any price increase will be provided by UNBC in writing and will take effect 30 days from the date of the acceptance letter.

The successful vendor will be required to be a certified Refrigeration and Air Conditioning Mechanic and certified gas fitter with a B ticket. The successful contractor or shall furnish evidence of certification. A TMA Work Order and Work Permit must be obtained from the UNBC Facilities Department prior to any work being done on site. An annual UNBC contractor orientation must be attended by all employees of the successful contractor who will perform work at UNBC campus under this contract.

Examples of work that may be performed as part of the agreement resulting from this RFP, will include but will not be limited to:

- Perform annual running and shut down service on server room AC units. Must have Liebert experience. See Schedule V for details. Written Service Report must be provided within three weeks of service completion.
- Perform annual running and shut down service on Archives AC unit. Written Service Report must be provided within three weeks of service completion.
- Emergency/non-emergency repairs/service on an on call basis. Consisting of various AC units, walk-in coolers/freezers, packaged roof top units on the main campus as well as the downtown BMO building.
- Must provide UNBC with a record of all refrigerant usage and losses, (annually).

All projects exceeding \$10,000 including parts and labour will be quoted separately from this RFP.



The successful vendor will indemnify and save the University of Northern BC harmless from any and all claims against the University arising out of the performance of the Contractor's services under this agreement

The successful Contractor warrants that he/she is fully insured and that the insurance is adequate to provide coverage for any injuries sustained by any person on the worksite or for any property damages occurring as a direct result of the work done under this contract.

The successful vendor shall furnish evidence of Worker's Compensation Board Coverage for all employees

Respondents are required to list a minimum of three references (preferably in a Public Sector setting) for projects which they have completed in the last twelve months. The following information should be included:

- a) Company Name
- b) Contact Name
- c) Address
- d) Phone Number & Fax Number
- e) Type of Work

Please fill out Schedule IV with the above reference information and submit with the proposal document

**SCHEDULE I  
BIDDERS SUBMISSION CHECKLIST**

**REQUEST FOR PROPOSAL  
RFP13-1437**

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	<b>YES</b>	<b>NO</b>
1. Schedule II – Itemized Price List	_____	_____
2. Schedule III – Proposal Signature(s)	_____	_____
3. Schedule IV – Reference Information	_____	_____
4. Schedule V – Shutdown/Running service details	_____	_____
5. Proof of Certified Refrigeration & Air Conditioning Mechanic (photocopies required)	_____	_____
6. Proof of Certified Gas Fitter – B Ticket (photocopies required)	_____	_____

**DO NOT FAX your quote to the University. Please read article 1.6, page 4 for details.**

**It is not necessary to send the whole document as your Proposal Response, only Schedules II through V and your proof of certification (Items 5 & 6) are necessary.**

**SCHEDULE II  
ITEMIZED PRICE LIST  
REQUEST FOR PROPOSAL  
RFP13-1437**

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I/We hereby list below an itemized unit breakdown of prices as follows:

**NOTE 1: Pricing below must be submitted in Canadian Funds, landed.**

Please provide the following information:

Hourly Rate \$ \_\_\_\_\_/hr

Hourly Overtime Rate \$ \_\_\_\_\_/hr

Rate Structure on Parts, Supplies and Service calls

\_\_\_\_\_

Maximum Response Time when services are requested:

\_\_\_\_\_

Material Mark up Percentage: \_\_\_\_\_

Other costs (if applicable): \_\_\_\_\_

**Annual Service on two-Liebert DH deluxe(model DH245AHBGEI) 20 ton with  
Condenser model DCDL286B (Server room)**

Shut down Service \$ \_\_\_\_\_ each unit

Running Service \$ \_\_\_\_\_ each unit

**Annual Service on one Comp-Aire System 2200 20 ton AC unit with glycol cooled condenser (Russel Model FVAC-35-37-J)**

Shut down Service \$\_\_\_\_\_ each unit

Running Service \$\_\_\_\_\_ each unit

Goods and Services Tax is applicable on which costs:

\_\_\_\_\_

B.C. Sales Tax is applicable on which costs:

\_\_\_\_\_

F.O.B. Point: University of Northern British Columbia.

Proposal Expiry Date: \_\_\_\_\_  
(Note: Must be 60 days Minimum)

Manufacturer's Warranty/Guarantee covering materials and workmanship on products proposed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The successful vendor will be required to have all of the following. Please indicate what you have and don't have and provide photo copies with your response;

	YES	NO
Certified Refrigeration and Air Conditioning Mechanic	_____	_____
Certified gas fitter with a B ticket	_____	_____

**SCHEDULE III  
PROPOSAL SIGNATURE(S)  
REQUEST FOR PROPOSAL  
RFP13-1437**

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The undersigned agrees not to withdraw or modify this Proposal for a period of sixty (60) days from submission deadline.

NAME OF FIRM: \_\_\_\_\_

AUTHORIZING SIGNATURE: \_\_\_\_\_

\_\_\_\_\_  
Print Name

Official Capacity: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Province or State: \_\_\_\_\_ Postal or Zip Code: \_\_\_\_\_

Date: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

*Duly authorized officers of the Vendor(s) shall properly execute the Proposal as follows:  
If the Vendor is a corporation, the proposal shall be signed in the name and under the seal of the corporation by a duly authorized officer of the corporation, with the designation of his/her official capacity, and attested properly. The proposal shall show the place in which the corporation is chartered.*

*If the Vendor is an individual, he or she shall sign the proposal in person or by representative and be witnessed, stating the name or style, if any, under which he or she is doing business. If the signing is by representative, his or her power of attorney or other authorization shall be stated, and a certified copy thereof shall be attached to the Proposal.*

If the Vendor is a joint venture or partnership, the proposal shall be signed by each of the persons or firms, which is a party to the joint venture agreement. A certified copy of the joint venture agreement shall be attached to the Proposal. A joint venture will not be accepted unless the joint venture agreement or some other signed and legally binding instrument is certified and attached to the proposal, containing provisions for one of the parties to the joint venture to be in full direction of the project and to exercise this direction through a single individual, to be appointed Manager of Operations with the consent of all parties to the joint venture agreement.

**SCHEDULE IV**  
**REFERENCE INFORMATION**  
**REQUEST FOR PROPOSAL**  
**RFP13-1437**

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	Company Name	Contact Name	Address	Phone	Fax
1.	_____	_____	_____	_____	_____
	Project Name _____				
2.	_____	_____	_____	_____	_____
	Project Name _____				
3.	_____	_____	_____	_____	_____
	Project Name _____				
4.	_____	_____	_____	_____	_____
	Project Name _____				

**SCHEDULE V**  
**SHUT DOWN/RUNNING SERVICE DETAILS**  
**REQUEST FOR PROPOSAL**  
**RFP13-1437**

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**SHUTDOWN/RUNNING SERVICE**

**Filters**

Check/Replace filters  
Grille area unrestricted  
Wipe section clean  
Coil clean

**Blower Section**

Blower wheels free of debris  
Check belt tension and condition (replace if needed)  
Check/lube bearings  
Check sheave/pulley (replace if worn)  
Check motor mount  
Check motor amp draw

**Reheat**

Inspect elements  
Check wire connection inside reheat box)  
Reheat amp draw

**Infrared Humidifier**

Check drain lines and trap for clogs  
Check/clean pan for mineral deposits  
Clean reflector  
Check water make-up valve for leaks  
Check humidifier lamps (replace if burnt out)  
Check wire connections (inside humidifier box)  
Humidifier amp draw

**Condensate Pump**

Check for proper operation if not equipped check for proper drainage

**Refrigeration Piping**

Check refrigerant lines (clamps secure/no rubbing/leaks)  
Check for moisture (sight glass)

**Compressor Section**

Check oil level  
Check for oil leaks

Check compressor mounts (Springs/Bushings)  
Cap tubes (not rubbing)  
Check wire connections (inside compressor box)  
Compressor operation (vibration/noise)  
Suction/discharge pressure (both circuits)  
Low pressure switch cut out (both circuits)  
Low pressure cut in/out (both circuits)  
Amp draw (both circuits)

### **Electrical Panel**

Check fuses  
Check contactors for pitting  
Check wire connections

### **Controls**

Check/verify control operation (sequence)  
Check humidifier high water alarm operation  
Check operation of air safety switch  
Check setting/operation of the filter clog switch  
Check/test changeover device(s)  
Check/test water detection device(s)

### **Air cooled condenser**

Clean coil  
Motor mounts tight  
Motor bearings in good condition  
Piping support/clamps secure  
Check wire connections  
Control settings  
Motor amp draw

**Shut down service consists of all points listed in service that cannot be done with unit(s) running. Shut down service must be scheduled through the UNBC Facilities Department.**

**A copy of the maintenance report to be supplied to UNBC.**