



**REQUEST FOR PROPOSAL to**

**Remove and Replace Heating Boilers and Associated Systems in the  
Administration Building  
at the  
North Bay Jack Garland Airport**

**March 2019**

**REQUEST FOR PROPOSAL TO REMOVE AND REPLACE HEATING BOILERS IN THE  
ADMINISTRATION BUILDING FOR**

**North Bay Jack Garland Airport Corporation**

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**Disclaimer**

The information contained within this RFP may not be complete, accurate, and adequate or correct (specifically with regards to drawings, distances, materials, etc.). Each vendor should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this RFP and obtain independent advice from appropriate sources, including but not limited to internal assessments by each vendor.

While the North Bay Jack Garland Airport Corporation has provided the most accurate and complete information available to it, it may be possible that some information or details have been unintentionally omitted from this RFP.

## **1.0 INTRODUCTION**

### **1.1 Purpose**

The purpose of this Request for Proposal (RFP) is to provide vendors with information to prepare and submit qualifications for the removal and replacement of boilers and other technical infrastructure located in the Administration Building of the North Bay Jack Garland Airport [AIRPORT].

A mandatory site meeting will be held on April 3, 2019 at 10:30am in order to review the expectations of what the North Bay Jack Garland Airport Corporation is working to achieve through this replacement, and provide a walkthrough of the various locations for the boilers and affected areas. All prospective vendors must attend this meeting. The meeting will be held at the Airport Administration Building, Boardroom, 50 Terminal St., North Bay, ON, P1B 8G2.

### **1.2 Location**

North Bay Airport is located approximately 8 km from the North Bay City Centre. The aerodrome elevation is 370m (1215') above sea level. Strategically located near the trans-Canada Highway 17 and Highway 11, and the Ontario Northland Railway, the airport serves not only the City of North Bay itself but the surrounding districts of Nipissing, Parry Sound, Temiskaming, and many other communities within Northern Ontario. Access to the airport from major ground transportation corridors including Highways 11 and 17 is via Airport Road.

### **1.3 Background**

The airport operates on a 24 hour per day, 7 day per week basis with approximately 75,000 passengers and 25,000 aircraft using the facilities annually. During the course of a normal work day there is approximately 60 persons working or attending class in the various buildings.

#### **Administration Building**

This Administration Building itself was built in the early 1960's and is the work space for the airport administration as well as numerous tenants.

The entire Administration Building, located at 50 Terminal St., is served by a heating boiler and associated infrastructure.

The Airport's Administration Building current heating system that is to be replaced comprises of:

- Two Volcano (now doing business as Indeck) Boilers
  - o Model # 5B-40F-D7HL (Starfire Firetube)
  - o Max W Pressure 30 PSI
  - o Production/Installation Date 1990
  - o Capacity 40HP
  - o Electrical Load: 550V 3PH 60Hz 2 Amp
  - o Gas Input 1675 MBTU/Hr per boiler
  - o Manifold Pressure 3 IN
  
- Four 1.5 HP US Electrical Motors (Emerson Electric Co.)
  - o Electrical Load: 230/460V 3PH 60Hz 5/2.5 Amp
  - o 1730 RPM
  
- 2 Dunham Brush Unit Heaters

All equipment has been rigorously maintained through annual service contracts with premier local service providers.

Additionally an independent gas space heater will be required in the Boiler room of the Administration Building to compensate for the loss of residual heat from the Volcano boilers. This is currently not installed, however it is included in Section 3.0 Requirements.

The Administration Building is serviced by Fiber Optic communications and does have a Honeywell Building Management System.

Please see Appendix A for the layout of the Administration Building and associated systems.

## 2.0 OBJECTIVES

### 2.1 General

The objectives are to partner with a proven Mechanical Company [VENDOR] who will deliver a comprehensive, state-of-the-art, high quality and cost effective replacement for the heating boilers that serve the Administration Building for the North Bay Jack Garland Airport [AIRPORT] which will completely replace the current system and be constantly used throughout a life span of approximately 30 years.

The contract will include the provision of the comprehensive equipment/system development, purchase of necessary products, installation of the hardware and associated hydro and natural gas, and the removal of all components of the current heating boilers in the Administration Building that have become obsolete following the installation of the new boilers.

**The objectives are to replace the current heating boilers, remove the old boilers, and generally update the hardware found in the boiler room, replace heating fan units throughout the facility, ensuring they all continue to report/connect to the Building Management System that is currently in place while leaving other components throughout the remainder of the building intact where feasible. Overall this work should be done to create an effective heating plan for the facility that makes use of modern efficiency units.**

The intent is not a general one for one replacement but rather to upgrade the system to meet the requirements of the facility.

Makes and models of the boilers, circulation pumps, and unit heaters are prescriptive within this RFP and the Airport will not consider alternatives or substitutes as part of this project.

All makes and models of associated hardware, connections, fittings, etc. (as defined by the VENDOR to meet the specifications within this document) will be considered as part of this project.

**The AIRPORT looks forward to partnering with a VENDOR to develop a comprehensive replacement to meet all operational needs, while using the specialized expertise of the VENDOR.**

### 3.0 REQUIREMENTS

In providing the services to remove and replace the boilers in the Administration Building for the AIRPORT, the following is a brief description of the general requirements:

- Provide a comprehensive plan to meet the current needs of the AIRPORT by providing the following boilers, circulation pumps, and unit heaters,

Type	Quantity
<b>Laars Mighty Term2</b> - That meets the current output as a minimum.	2
<b>Bell &amp; Gossett Pumps</b> - That meets the current output as a minimum.	4
<b>Modine Hot Water Unit Heater</b> - Model Size HSB 165	2
<b>Modine Hot Dawg Natural Gas Unit Heater</b> - Of sufficient capacity/size to heat the boiler room and maintain at 25°C, while boilers are operational throughout the winter season	1

- Provide a list of all sub-contractors, including their roles within the proposed project, their contact information, and their relevant qualifications;
- Demolition and offsite removal of the old boilers, pumps, unit heaters, etc., in compliance with all applicable provincial and national laws and industry standards;
- Current piping associated with the supply and return of water for the purposes of heating will remain intact, and is not to be addressed as part of this project, unless specifically required to connect to the new boilers, pumps and heaters;
- Connect to all existing ventilation, insulate, patch, and repair as required should alternate venting be required, to prevent all leaks and provide associated warranty for labour and material;
- Haul away and dispose of all debris associated with or directly caused by the demolition of old boilers and boiler system components listed above;
- The VENDOR shall provide all labor, materials, boiler(s), pumps, piping, wiring, insulation, burners, controls, and any other item or equipment required for completion of the project and fulfillment of commissioning of the complete system;
- Purchase boilers, circulation pumps, unit heaters and associated materials/hardware to fulfill the developed plan which meets the current needs of the AIRPORT as identified above;
- Installation of boilers, circulation pumps, unit heaters and associated materials/hardware to fulfill the developed plan which meets the current needs of the AIRPORT;
  - o All circulation pumps will be installed on housekeeping pads on the ground floor of the Boiler Room. Currently 3 of 4 circulation pumps are already in this location.

- Installation of current devices for the communication to the Admin Building Management System
- Installation/removal/rehabilitation of housekeeping pad, as required;
- Replace/Install all supply and return piping removed as part of the demolition phase;
- Install/run all new electrical wiring and natural gas supply lines to the boiler(s), circulation pumps, and unit heaters as required;
- Install new drains/condensation pipes as required;
- Install ventilation for the boilers;
- Install new insulation, in compliance with all applicable provincial and national laws and industry standards, on all new piping;
- Calibrate controls and tune combustion for maximum efficiency;
- Provide system schematics and as built diagrams for all installed hardware, as well as associated hydro, natural gas, and communication lines (including all new components and components utilized from the old system);
- Provide comprehensive training/orientation on the system to AIRPORT staff as part of the initial turn-over/hand-over of the boilers, as required;
- Provide warranty on all installation labour and components;
- Provide all necessary engineering, permits, and inspections required for any and all phases of this project;
- Conduct all removal, installation, or other work beginning August 1 2019 and completion prior to October 1 2019;
- Observe and enforce construction safety measures as required by the National Building Code 1990, Part 8, Occupational Health and Safety Act and Regulations for Construction Projects, Revised Statutes of Ontario 1980, Chapter 321, Revised Regulations of Ontario 1980, Regulation 691, as amended by O.Reg. 156/84 and O. Reg. 635/86 and Ontario Regulation 714/82, Workmen's Compensation Board and municipal statutes and authorities (Ensure the most recent versions of these documents are available and referenced);
- Observe and comply with all effective environmental legislation and regulations;
- Observe and comply with all effective codes, standards, regulations, and laws pertaining to boilers, pressure vessels, pressure piping, including CSA B51-14 and O. Reg. 220/01;
- Observe and comply with all effective codes, standards, regulations, and laws pertaining to electrical, structural construction, etc. (including, but not limited to, Ontario Electrical safety Code (OESC), Electrical Safety Association (ESA), Electrical and Electronic Manufacturers Associations of Canada (EEMAC), Ontario Building Code (OBC), Canadian Standards Association (CSA), Underwriter's Laboratories of Canada (ULC), National Building Code of Canada (NBC), and North Bay and local governing authority requirements; and,
- Observe and comply with ASHRAE standards



The VENDOR will be responsible for providing all material and equipment other than those noted to be supplied by the AIRPORT below.

The AIRPORT will provide no material, resources, or equipment as part of this project.

The AIRPORT will provide a secure facility for the storage of supplied material, resources, or equipment of the VENDOR. The AIRPORT will also work with the VENDOR in developing a schedule of work in order to coordinate access to the Administration Building in order to provide unobstructed but controlled access to the VENDOR while also ensuring no operational impact occurs to the AIRPORT.

Additional work requirements may be requested by the Airport Manager at any time. Such requests will be processed via change orders with associated separate purchase/work orders, which will be invoiced separately at the end of the project.

**All VENDOR employees, and those of its subcontractors, who will coordinate the work onsite will be required to participate in a safety and security briefing at the airport prior to commencement of the project.**

#### **4.0 TERM OF CONTRACT**

The term of this agreement is for the duration of the project, which is to be completed within two (2) months from commencement of onsite work, or less. This service will commence at 00:01 hours on the 1st day of the project as proposed by the VENDOR and terminate at no later than 24:00 hours 60 days later, subject to earlier termination, completion, or preapproved extensions. Should an extension be required the proponent must provide a written request to the AIRPORT not less than 30 days prior to the end of the contract. Any such request shall include documented, justifiable evidence that an extension should be granted. **All work shall be completed prior to October 1st, 2019 at the latest.**

Every effort will be made by the AIRPORT's representatives to cooperate with the VENDOR's construction schedule.

The VENDOR's construction schedule will need to take into consideration the operational requirements and restrictions of the AIRPORT's and all its tenants operations as applicable. It is the AIRPORT's intent that the construction schedule never interferes with, nor in any way impedes, the day-to-day operations.

**The VENDOR will therefore conduct all tasks related to the removal and replacement of the Administration Building boilers when they are not required to be used by the AIRPORT.**

#### **4.1 Payment**

The AIRPORT will be invoiced only at the completion of the entire project. Any taxes shall be invoiced and paid in association with the total contract price.

## **5.0 OBLIGATIONS**

### **The VENDOR**

The selected VENDOR will be considered the primary contractor and will assume total responsibility to provide the AIRPORT with all material and services needed to make the system fully operational by the agreed upon date. As such they:

Shall supply technical staff who will comply with all statutory and local airport regulations in effect from time to time throughout the "Term of Contract";

Shall fulfill all requirements listed above within this document.

Shall comply with all airport safety and security instructions throughout the course of their work, in order to ensure regular operations of the airport remain unaffected at all times.

Shall be responsible for any lost or not returned restricted area passes. The AIRPORT maintains the right to remove or reject for any reason any employee(s) from providing services under the Agreement.

Shall provide any uniforms, personal protective equipment (PPE), tools, and equipment for employees throughout the project, as required.

Shall provide all necessary components for the project, less those provided by the AIRPORT as listed previously.

Shall designate one (1) person as project manager responsible for all work contained within the project. This person will coordinate all activities with the AIRPORT.

Shall be able to provide a (4) hour to onsite response time or better in cases of outages as part of their follow-up service and support technician package. The proposal should specify details of the closest office and expected response times.

### **The AIRPORT**

Shall provide a safety and security briefing for all proponent employees prior to commencement of the project.

Shall provide access to job sites as required, including restricted areas through the use of issuing keys or security escorts.

Shall designate one (1) person as project manager responsible for all work contained within the project. This person will coordinate all activities with the VENDOR.

## **5.1 Code and Regulation Compliance**

VENDOR shall review all relevant codes, statues, regulations and by-laws applicable to the work required, and ensure those authorities having jurisdiction are consulted and approvals as appropriate are secured or complied with. These may include but not be limited to:

- Department of Labour, Occupations Environmental Regulations
- The Workers Compensation Industrial Health and Safety Regulations

## 6.0 INSTRUCTIONS TO VENDORS

### 6.1 General

Eligible vendors must provide with their proposal:

1. Proof of licence to conduct business within the Province of Ontario.
2. Letter of good standing with the Workplace Safety & Insurance Board.
3. Proof of General and Professional Liability Insurance \$5,000,000 inclusive per occurrence.

The information contained in the proposal must be organized under the same headings and in the same order as outlined in the following section entitled "Mandatory Proposal Components".

### 6.2 Mandatory Proposal Components

Please order proposal as follows:

#### 1.0 Introduction, including the following:

- 1.1. Introductory letter describing the firm's commitment to the RFP, signed and sealed as outlined above.
- 1.2. Letter of good standing with the Workplace Safety and Insurance Board.
- 1.3. Letter from Insurance Company stating availability Liability Insurance specific to this contract. The successful Proponent will be required to carry a minimum of \$5,000,000 in general liability. The insurance coverage cannot be modified without written consent of the Owner.
- 1.4. Tender cost must be broken down in separate components as listed in Schedule 1A below.

### Schedule 1A - Cost of Services

Administration Building Boiler Replacement	Cost	HST
Supply of Boiler(s) and Associated Hardware		
Supply of Heaters and Associated Hardware		
Removal (off-site) of Boilers, Heaters, and Associated Hardware		
Installation of all Proposed Components		
Supply of Associated 'As-Built' Mechanical Schematics/Drawings		
Engineering (if applicable)		

Service Rates	Cost	HST
Hourly Rate for Service (Not to include any service required for warranty work)		
Vehicle Rates for Service (Mileage, etc.)		

## 2.0 Corporate Overview

2.1 History of Firm(s) and experience in general.

2.2 Related Experience – A summary of relevant experience of the proposed RFP.

2.2.1 References of Relevant Work

2.3 Statement of ability to handle this work in conjunction with any existing workloads.

## 3.0 Project Overview

3.1 Overall System Design

3.2 Hardware Equipment and Capabilities

3.3 Expected Benefits of the Proposed System – Efficiency gains, energy savings, etc.

3.3 Software Products and Capabilities (If Applicable)

## 4.0 Work Implementation Schedule

4.1 Project Timeline and Major Milestones

4.1.1 System Design

4.1.2 Procurement of Product and Equipment

4.1.3 Installation

4.1.4 Removal of Obsolete Equipment

4.1.5 System Training

## 5.0 Warranty Overview

5.1 Equipment and Product Warranties

5.2 Service and Labour Warranties

## 6.0 Service and Support

6.1 Service Technician Information

6.2 Service Call Rates

**Illustrated brochures and professional publications may be attached and submitted to augment the data and information listed above and included in the qualifications document.**

**Illustrated brochures and professional publications do not replace any component, in part or in full, of the “Mandatory Proposal Components”.**

## 7.0 PROPOSAL EVALUATION CRITERIA

The VENDOR proposal shall be evaluated in accordance with the following criteria. Proposals will be evaluated by the North Bay Jack Garland Airport Corporation on the basis of perceived “best value” to the AIRPORT as such, the lowest price may not mean award. The North Bay Jack Garland Airport Corporation reserves the right to select and award using its sole discretion and to reject any and all proposals as it sees fit.

The Airport Manager and team will carry out a project assessment and make recommendations to the Airport Board. The evaluation will use the criteria set out as outlined below.

<b><u>Envelope</u></b>	<b><u>Total Value 100 points</u></b>
• Proposal Quality -overall organization, quality of proposal	10 points
• Understanding of the Requirements - demonstrated understanding of the requirements	10 points
• Heating Systems and Similar Work Related Experience - qualifications and experience of firm & personnel	30 points
• Methodology - depth, detail, clarity of the submission, timeline	15 points
• Total Cost to Provide Service	35 points

### **Acceptance or Rejection of Tenders**

The AIRPORT reserves the right to reject any or all tenders in the best interest of the Corporation. The lowest or any tender will not necessarily be accepted.

### **Funding**

Any contract issued as a result of this RFP is conditional upon availability of funds as dictated in the 2019 and subsequent North Bay Jack Garland Airport Corporation Operating Budgets and Capital Budgets approval by the North Bay Jack Garland Airport Corporation and the Corporation of the City of North Bay.

## **8.0 SUBMISSION INSTRUCTIONS**

### **8.1 Address for Submission of Proposals**

Address for submittal of Proposals:

Clearly mark in sealed packages:

**PROPOSAL SUBMISSION FOR:  
Administration Building Heating Plant  
North Bay Jack Garland Airport Corporation  
50 Terminal St., Suite 1  
North Bay, Ontario  
P1B 8G2**

### **8.2 Closing Time for Submission of Proposals**

Proposals must be received no later than:

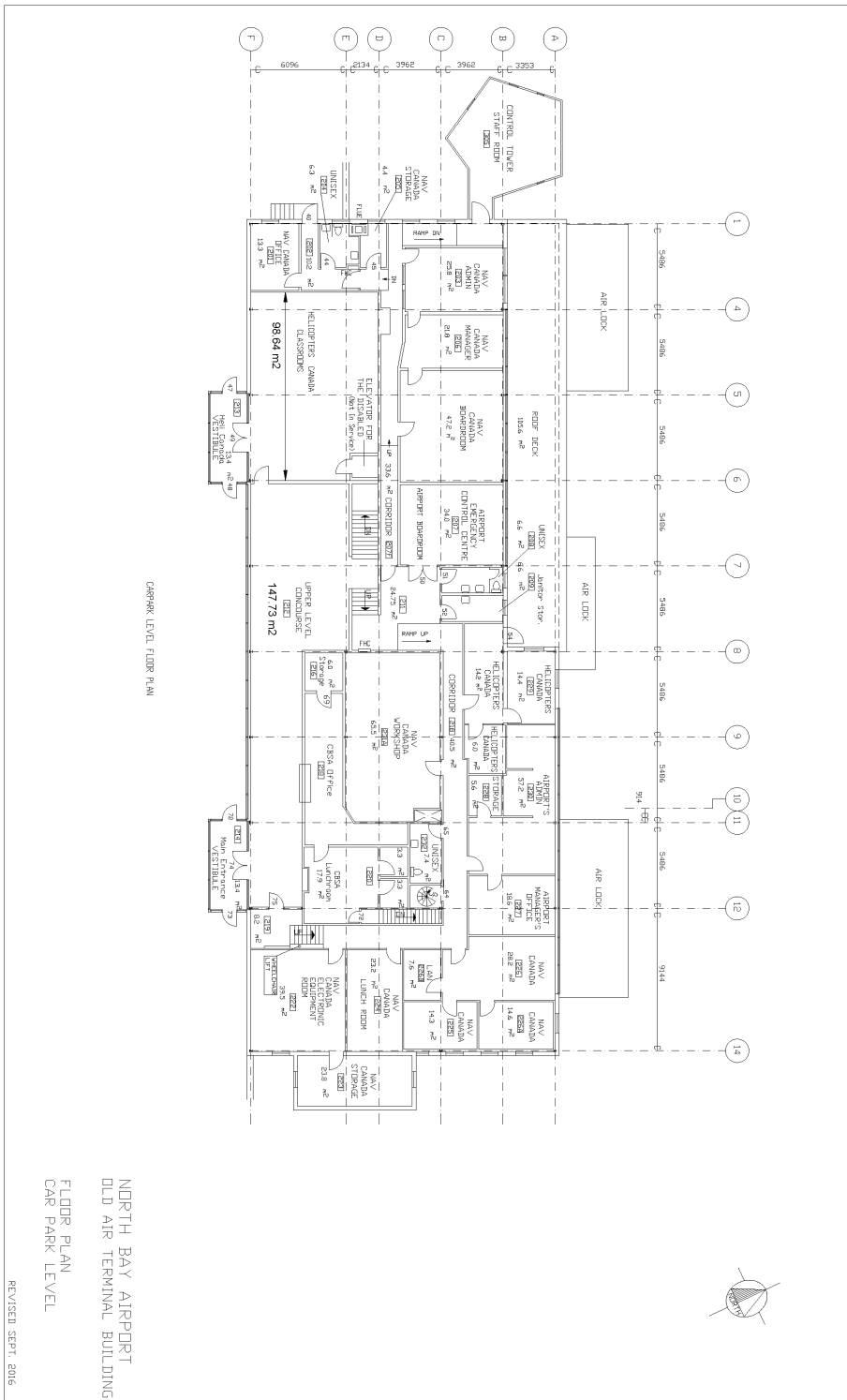
**3:00pm on Thursday May 2, 2019**

### **8.3 Enquiries from Proponents**

Proponents are to direct enquiries during the proposal call period to:

Bryan Avery  
Security/Operations and Service Development Manager  
Phone: 705-474-3026 Ext 5305 Fax: 705-474-3020  
Email: bryan.avery@yyb.ca  
North Bay Jack Garland Airport Corporation  
50 Terminal St. Suite 1  
North Bay, Ontario P1B 8G2

# Appendix A – Administration Building Layouts



NORTH BAY AIRPORT  
 OLD AIR TERMINAL BUILDING  
 FLOOR PLAN  
 CAR PARK LEVEL

REVISED SEPT. 2016



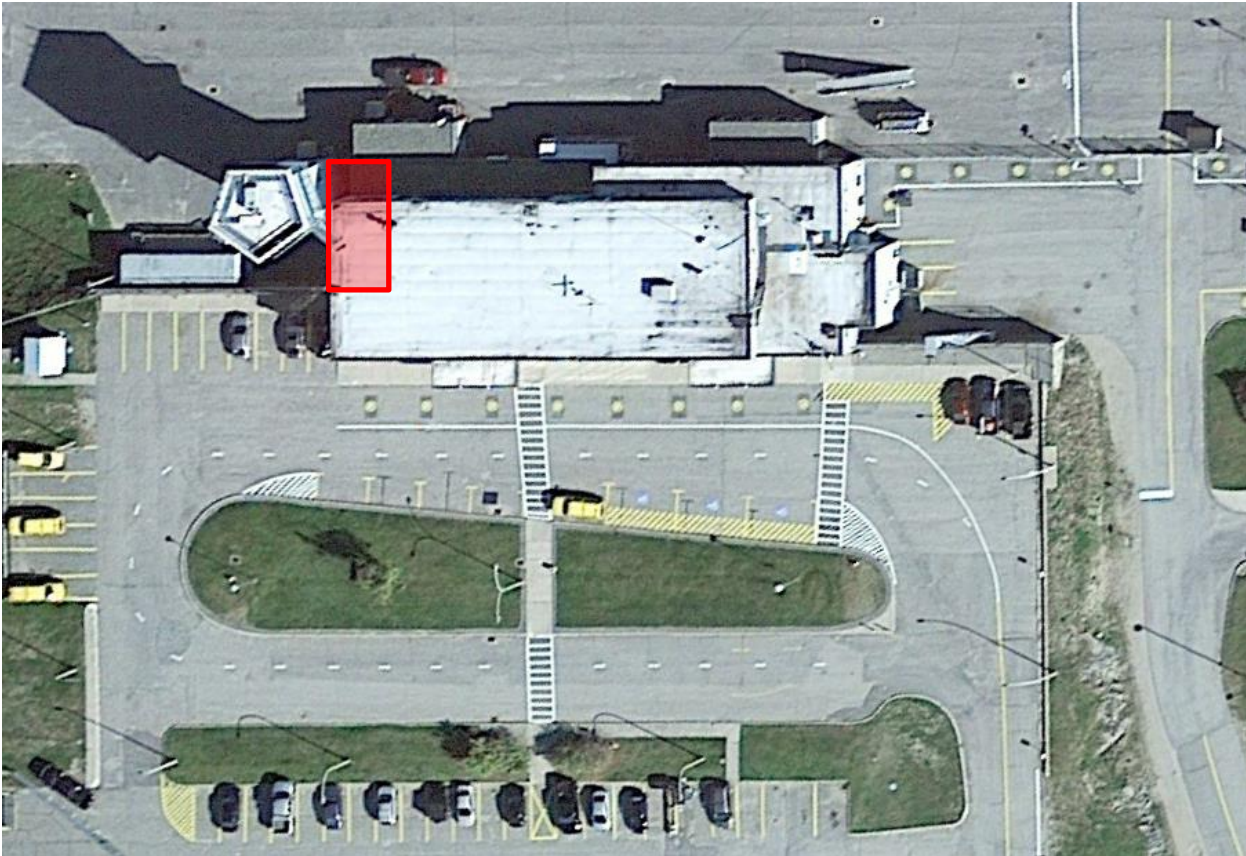


**Note:** Red box delineates Boiler Room

NORTH BAY AIRPORT  
 OLD AIR TERMINAL BUILDING  
 APRON LEVEL

REVISED NOV. 2010

Appendix B – Satellite Image of Administration Building and Boiler Room Location



**Note:** Red box delineates Boiler Room which is located on the lower 'Apron Level'.

Appendix C – Photos of Current Boiler Setup





**ULC** LISTED RETROFIT COMBUSTION ASSEMBLY-GAS-FIRED  
 HOMOLOGUÉ APPAREIL DE COMBUSTION RETRO-FIT AU GAZ

NO. 188566 C

MODEL STARFIRE MODÈLE

FOR USE ONLY WITH ULC LABELLED VOLCANO LTD. BOILER ASSEMBLY. / À UTILISER SEULEMENT AVEC CHAUDIÈRE VOLCANO LTYE. PORTANT UNE ÉTIQUETTE ULC.

MODEL NO.	DIHL	NUMERO DE MODÈLE
BOILER HORSEPOWER	40	CAPACITÉ EN C.V. DE LA CHAUDIÈRE
MAXIMUM INPUT	1675M BTU/H	RÉGIME MAXIMUM
MINIMUM INPUT	558M BTU/H	RÉGIME MINIMUM
TYPE OF GAS	NATURAL	TYPE DE GAZ
HEATING VALUE	1000 BTU/CU. FT.	VALEUR CALORIFIQUE
MANIFOLD PRESSURE	3 IN. W.C.	PRESSION À LA TUBULURE
SUPPLY PRESSURE, OR RANGE	7 IN. W.C.	PRESSION À L'ENTRÉE

**IMPORTANT**  
 THIS ASSEMBLY HAS BEEN INVESTIGATED ONLY WITH RESPECT TO COMPATIBILITY AND SAFETY WHEN INSTALLED ON THE INDICATED APPLIANCE. ITS EFFECTS ON EFFICIENCY HAVE NOT BEEN EVALUATED. ITS USE MAY INVALIDATE THE ORIGINAL APPROVAL OF THE INSTALLATION. CHECK WITH THE AUTHORITY HAVING JURISDICTION BEFORE USE.

CET ÉQUIPEMENT A ÉTÉ EXAMINÉ SEULEMENT POUR SA COMPATIBILITÉ ET SA SÉCURITÉ LORS-QU'IL EST INSTALLÉ SUR LES APPAREILS INDICUÉS. SES EFFETS SUR L'EFFICACITÉ N'ONT PAS ÉTÉ ÉVALUÉS. SON USAGE PEUT ANNULER L'APPROBATION ORIGINALE DE L'INSTALLATION. VÉRIFIER AVEC L'AUTORITÉ COMPÉTENTE AVANT D'UTILISER.

PS395 VOLCANO INC. ST. HYACINTHE, QUEBEC

TO REPLACE TUBES - C  
PS-116

73

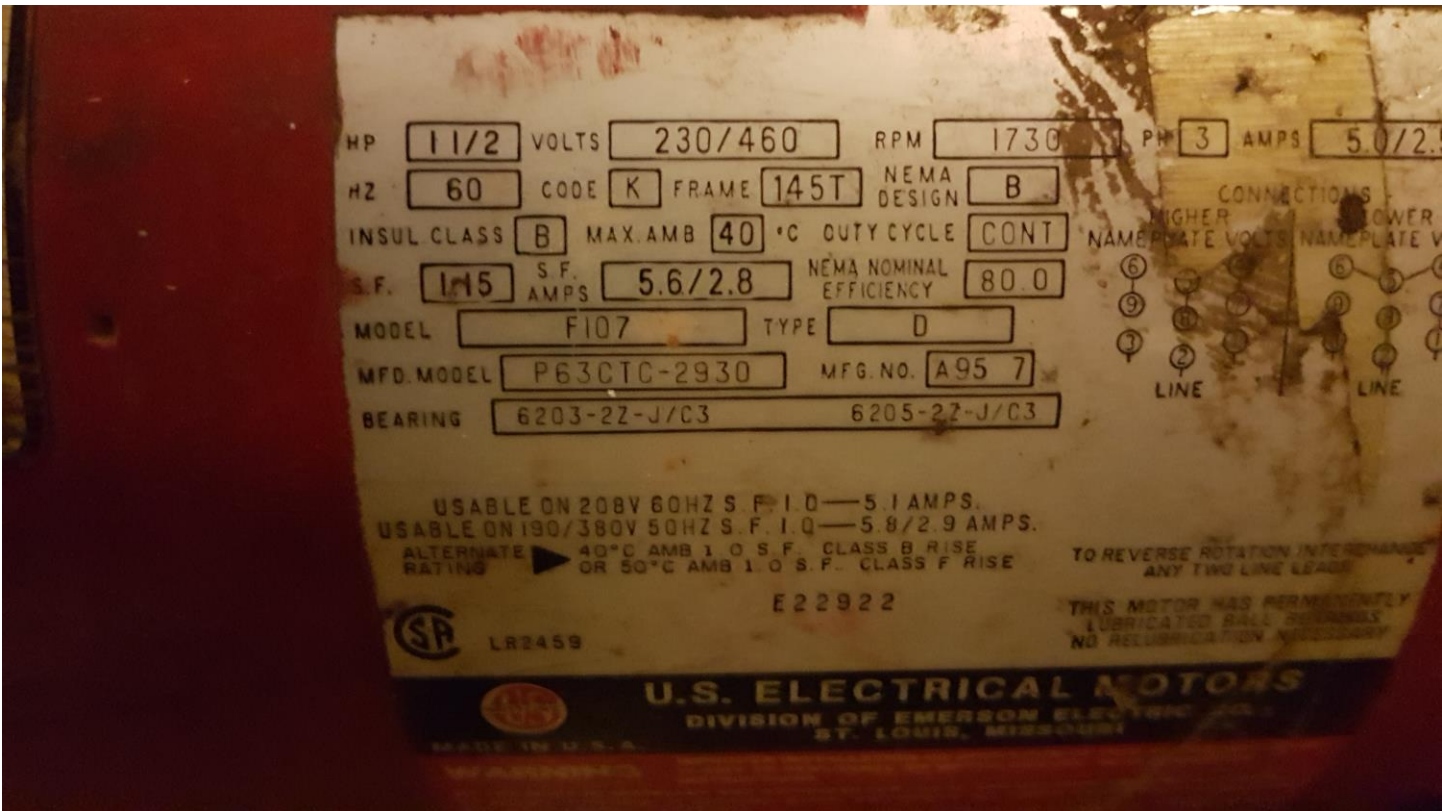
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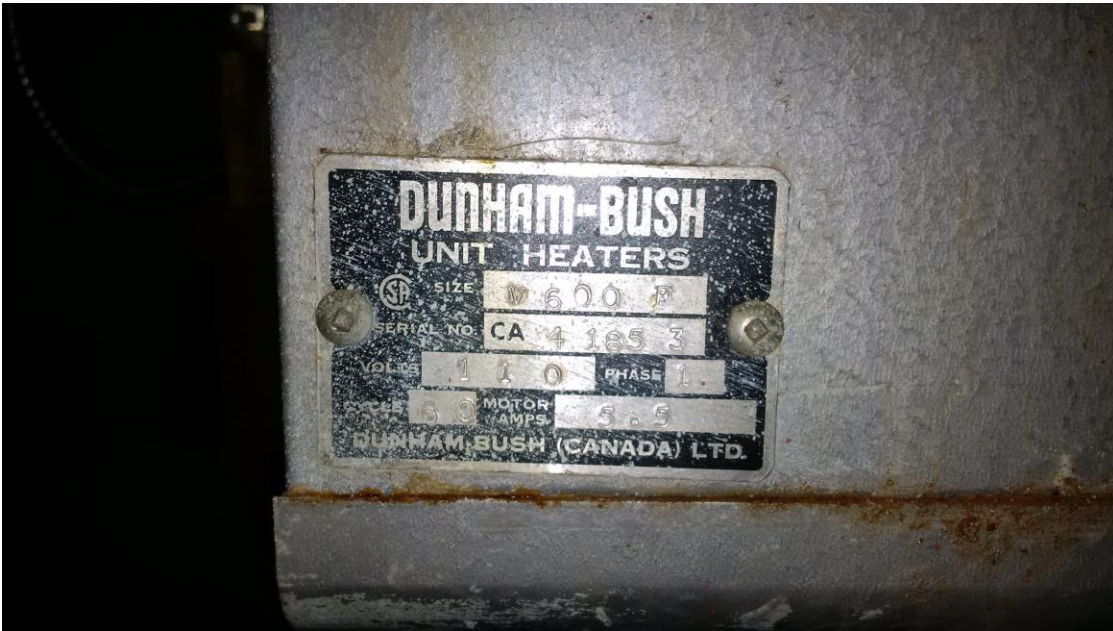


# VOLCANO

MODEL **5B-40F-D7HL** SERIAL NO. **9775 S** ORDER NO. **0-52581**  
MAX. W. PRESSURE **30 W** YEAR **1990** C.R.N. **0-5826, 6781**  
CAPACITY **40 HP** HEATING SURFACE **198 FT<sup>2</sup> GA**  
ELECTRICAL LOAD **550** VOLTS **3** PH. **60** HZ. **2** AMP.  
NOZZLE **[REDACTED]** INPUT **[REDACTED]** ANGLE **[REDACTED]**  
FUEL NOT HEAVIER THAN NO. **[REDACTED]** OIL  
GAS INPUT **1675 MBTU** MANIFOLD PRESSURE **3 IN**  
PS-130  
MADE IN CANADA



Appendix D – Photos of Associated HVAC Equipment in the Administration Building



Appendix E – Building Management System Layout in the Administration Building

