North Bay Jack Garland Airport Corporation

50 Terminal Street, Suite #1
North Bay, ON P1B 8G2

REQUEST FOR PROPOSAL

FOR

HVAC EQUIPMENT PLANNED PREVENTATIVE INSPECTION AND MAINTENANCE SERVICE PROGRAM

October, 2019

October 4, 2019

RE: Request For Proposal – Heating Equipment Planned Service Program

To whom it may concern,

The North Bay Jack Garland Airport Corporation is requesting a proposal from service providers to conduct a planned service program of our heating and cooling equipment at three on site locations. This work shall include an annual cleaning and servicing of all boilers, condensing units, air handlers, etc. as well as their seasonal start up and end of season shut down. All of this is prescribed below.

Service reports shall be submitted after each inspection and notification to the Airport Manager, or designated, is required before performing any major repairs.

The contract will be for three consecutive years with an option of two one (1) year extensions and shall include all planned service labour charges. It is recognized that all parts and material costs are not included in this service contract.

Additionally please list your hourly rate for additional service calls and emergency repairs during the duration of such contract.

Your quote may be submitted to the Airport Managers Office in person or by mail on or before **Thursday Oct 24 2019 at 2:00 PM**. All proposals will be opened following the closing in a non-public format.

Although a mandatory site visit is not scheduled, should a representative from your company wish to tour the facilities and components that are listed in this document please do not hesitate to contact me so I can arrange a walkthrough during the week of October 14th to 18th.

Should you require any further information please contact me at 705-474-3026 ext #5305 (office), at 705-491-2995 (cell), or email bryan.avery@yyb.ca.

Sincerely,

Bryan Avery, C.M.
Security/Operations & Service Development Manager
North Bay Jack Garland Airport Corporation

SCOPE OF SERVICES FOR INSPECITION & MAINTENANCE

The North Bay Jack Garland Airport Corporation is requesting a lump sum fee for the complete annual inspection and preventative maintenance of the HVAC systems of the three facilities included in this Request for Proposal. In general, HVAC system inspections and preventative maintenance should follow standard ASHRAE codes and practices as well as Canadian federal codes, or manufacturer recommendations, not limited to the services provided under this RFP.

At a minimum, the following should be included in the scope of services presented in your proposal. Any additional work not presented here, but recommended by your firm, should be described in your proposal in detail.

In general, the scope of services is broken down as follows:

1) Annual Preventative Inspection and Maintenance Services
2) Service Calls for Repairs

The successful contractor will be required to provide a complete annual schedule for inspections and preventative maintenance, including the scope of all sub tasks by component, for each of the buildings identified on the list. This is to be provided within 30 days of the award of contract.

SCOPE OF SERVICES FOR SERVICE CALLS AND REPAIRS

The North Bay Jack Garland Airport does not intend to have any repairs or service calls as part of the lump sum inspection and maintenance covered above.

Any and all service calls or repairs to address equipment failure/breakdown, emergency repairs, deficiencies identified during regular inspections, etc. are to be approved in advanced by the Airport Manager, or designate, prior to purchasing any material or commencing any work.

Any of these would be considered separate expenses and separate from the scope of this Request for Proposal.

LOCATIONS & EQUIPMENT LIST FOR INSPECITION & MAINTENANCE

The following assets form the scope of the serviceable units as part of the HVAC Maintenance Program throughout the three separate facilities.

Terminal Building Assets: *40 Jack Garland Dr.*

ID	Equipment Description (and Location)	Inspections per Year
T1	Lochinvar high efficiency boiler, Model #CBN-1255, Serial #L008302 (N. Penthose)	2
T2	Lochinvar high efficiency boiler, Model #CBN-1255, Serial #L008306 (N. Penthose)	2
T3	Lochinvar high efficiency boiler, Model #CBN-1255, Serial #L008309 (N. Penthose)	2
T4	ICE direct gas fired makeup air heater, Model #BMA112X, Serial #259590104 (S. Penthose)	2
T5	Circulation Pumps [x11] (N. and S. Penthouse)	2
T6	Radiators (Throughout Facility)	1
T7	Air Hander Unit 1 Heating (S. Penthouse)	2
T8	Air Handler Unit 2 Heating (N. Penthouse)	2
T9	Air Handler Unit 3 Heating (N. Penthouse)	2
T10	Air Handler Unit 4 Heating (N. Penthouse)	2
T11	Air Handler Unit 5 Heating (N. Penthouse)	2
T12	Condensing Unit 1 – Trane, Model #TTA090AWOODA (Roof Mounted)	2
T13	Condensing Unit 2 – Aaon, Model #CC-C-007-4-9-2 (Roof Mounted)	2
T14	Condensing Unit 3 – Trane, Model #TTA150BWOOCA (Roof Mounted)	2
T15	Condensing Unit 4 – Trane, Model #TTA150BWOOCA (Roof Mounted)	2
T16	Condensing Unit 5 – Aaon Model #CC-C-017-4-9-2 (Roof Mounted)	2
T17	Hydronic Unit Heaters [x6] (Ceiling Mounted throughout facility)	1
T1	Air flow controls, including VAVs, actuators, thermostats, etc. (throughout facility)	1

Administration Building Assets:

50 Terminal St.

ID	Equipment Description (and Location)	Inspections per Year
A1	Air Handler Unit 1 Heating and DX Cooling (Penthouse)	2
A2	Cooling Condenser for AHU 1 – Copeland Model#2DB3-060ETFC	2
A3	Air Handler Sub-unit for Nav Canada Room (Penthouse)	2
A4	Air Conditioner for Nav Canada Air Handler Sub-unit (Penthouse)	2
A5	Air Handler Unit 2 Heating and fresh air only (Penthouse)	2
A6	Air Handler Unit 3 Heating and fresh air only (Penthouse)	2
A7	Cooling Condenser and Condenser Coil enclosure for AHU3– Copeland Mode #3DB3F33KE-TFC-800 (Penthouse)	2
A8	Air Handler Unit 4 Heating and room return air only (Basement Office)	2
A9	Cooling Condenser for AHU 1 – Copeland Model#2DB3-060ETFC	2
A10	Interior Air Conditioner – CanairTech Model #CP 21 WH (Lower Concourse Ceiling)	2
A11	Boiler [B-1] – LAARS Model #MGH 1600NXXFX2 (Boiler Room)	2
A12	Boiler [B-2] – LAARS Model #MGH 1600NXXFX2 (Boiler Room)	2
A13	Circulation Pumps [x4] (Boiler Room)	2
A14	Radiators (Throughout Facility)	1
A15	Split Air Conditioner – LG Model #1MU247HV (for CBSA – Roof mounted)	2
A16	Hot Dawg Unit Heater (Boiler Room)	1
A17	Hydronic Unit Heaters [x2] (Ceiling Mounted in Electrical Rooms)	1
A18	Air Compressor - Champion(Boiler Room)	2
A19	Pneumatic Controls [Actuators, Thermostats] (Throughout Facility)	2

Maintenance Garage (Combined Services Building) Assets:

55 Maintenance Ave.

ID	Equipment Description (and Location)	Inspections per Year
CS1	Air Handler Unit – Mark Hot Model # 64-905-098 (Mechanical Shop Storage Room)	2
CS2	Boiler 1 – LAARS Mighty Therm 2 Model #MT2H175ONACK1CXN (Boiler Room)	2
CS3	Boiler 2 – LAARS Mighty Therm 2 Model #MT2H175ONACK1CXN (Boiler Room)	2
CS4	Circulation Pumps [x4 – 2 for main area, 2 for offices] (Boiler Room)	2
CS5	Circulation Pumps [x1] (Mechanical Shop Storage Room)	2
CS6	Hot Dawg Unit Heater (Boiler Room)	1
CS7	Hydronic Unit Heaters [x15] (Ceiling Mounted throughout facility)	1
CS8	Radiators (throughout facility)	1

GENERAL PREVENTATIVE MAINTENANCE MINIMUM REQUIREMENTS

The list is a minimum service overview, augmented by standards & manufacturer instructions.

FMD: Fans – Motors and Drives

- Inspect fan and motor bearings, lubricate as needed
- Inspect motor and mounts
- Inspect drive belts - adjust as required (Replace with Airport supplied belts if required)
- Inspect fan wheel housing
- Inspect fan wheel for free rotation/cracks/alignment
- Inspect drives and pulley alignment, adjust as required
- Check fan motor for noise and/or vibration
- Inspect motor windings, clean as required
- Wipe down motors of loose dirt and oil
- Measure operating voltage & amperage to insure operating within limits

CND: Condensers

- Inspect fan/motor bearing, lubricate as required
- Inspect for vibration/noise
- Inspect coil, clean as required
- Replace airport supplied filters twice annually
- Verify fan controls
- Inspect contactor and disconnect
- Check automatic and manual valves

CMP: Compressors

- Inspect condition and operation
- Measure/record voltage and amperage
- Check for excessive noise and/or vibration
- Inspect drive belt tension/alignment, adjust as required
- Measure/record suction/discharge pressure
- Inspect drive shaft and seal
- Check for oil/refrigerant leaks
- Check/test unloaders
- Inspect mounting points, tighten as required

HTG: Heating and Circulation System

- Inspect burners and heat exchangers
- Check fan and high limit
- Inspect coils for cracks etc., clean as required
- Verify operation and controls
- Inspect operation of radiators
- Inspect supply and return piping, air vents/bleeders, drains
- Ensure functioning as per thermostat function

ELC: Electrical Components and Controls

- Test operation of main disconnect
- Inspect starter and contact points
- Measure operating voltage & amperage to insure operating within limits
- Check operation of thermostats, calibrate as required
- Check operation of VAV and other ventilation - calibrate as required
- Inspect/test all valves/switches/relays etc.
- Inspect starter for signs of wear/arching/ overheating
- Ensure all electrical connections are secure

PNU: Pneumatic Components and Controls

- Inspect system pressure of air compressor
- Adjust system pressure for adequate control input
- Check operation of thermostats, calibrate as required
- Check operation of VAV and other ventilation - calibrate as required
- Verify operation of radiators

SPECIFICATIONS FOR BOILER MAINTENANCE

General Cleaning:

The contractor will clean the boilers as follows as least once a year after the heating season. This will be done in conjunction with the yearly boiler inspection.

- Remove burner, go inside combustion chamber, inspect the refractory and repair if necessary.
- Remove manhole cover, inspect upper drum, replace gasket, clean and close.
- Remove access door of the convection area and clean the convection tubes fireside.
- Clean lens and sight glass.
- Clean boiler room.

Heating: Fall Start-up and Efficiency Tune-up, Spring Shutdown and Servicing:

The contractor will inspect the said boilers and firing equipment at the beginning and end of the heating season. The equipment will be checked as per the following list as a minimum and supplemented with industry best practices.

- Inspect boiler bases
- Completely inspect natural gas train.
- Check and clean burner and fan.
- Confirm air input for combustion, and chimneys for output
- Remove and clean firing assembly.
- Inspect and adjust electrodes.
- Check and clean flame detector.
- Check firing rate at low and high fire.
- Check low water cut our temperature controller and flame safety response.
- Check ignition wire leads and lead lag systems operation.
- Inspect condensate tank and water level controller.
- Inspect general condition of boiler and the operation of solenoid valves.
- Check condensate pump for leaks and tighten packing.
- Boiler will be adjusted with electronic gas analyzer.
- Report any unusual conditions.
- Verify system glycol levels, where applicable
- Ensure function of the heating system prior to the season.
- Submit report to building operator.

Cooling: Spring Start-up and Efficiency Tune-up, Fall Shutdown and Servicing:

- Inspection of air handling system will be completed during the air conditioning start up shut down inspections.
- Check operation of all thermostats and air flow in Variable Air Volume (VAV) box in each work space as appropriate.
- Inspect heating & cooling coils.
- Inspect fans, motors, belts, pulleys, and belt tensioners.
- Inspect air dampeners for proper adjustment.
- Clean and replace air filter elements.
- Ensure proper air flow to appropriate locations.
- Clean and inspect condenser units.
- Confirm refrigerant is fully charged.
- Verify proper air flow and system balancing.
- Report any unusual conditions.
- Submit work report to building operator.

EMERGENCY CALLS

Provide phone numbers and contact names for 24 hour service. Please note that should work other than specified on the check list or should service in excess of the proposal limits be required, the contractor will submit a quotation before work is performed.

WORK NOT FORMING PART OF PROPOSAL

- Feedwater treatments of boiler or heating system.
- Purchasing or providing filters or belts for all units (Provided by the Airport for install by the service provider).