

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**

An Annual Service Contract

January 2025

January 10, 2025

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, circulation pumps, 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 designate, is required before performing any major repairs.

The contract will be for three (3) 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 January 30, 2025 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 January 20-24, 2025.

Should you require any further information please contact me at 705-474-3026 ext #5304 (office), at 705-840-9960 (cell), or email bryan.avery@yyb.ca.

Sincerely,

Bryan Avery, AAE
Airport Manager
North Bay Jack Garland Airport Corporation

SCOPE OF SERVICES FOR INSPECTION & MAINTENANCE

The North Bay Jack Garland Airport Corporation is requesting a lump sum annual 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
 - a. Servicing, shut down and startups for seasons
 - b. Belt and filter changes
 - c. Recommendations for repairs and overhauls to support capital planning and day-to-day efficient operations.

- 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.

The successful contractor will also ensure functionality of components and their integration with the building management system which controls all systems (Honeywell EBI).

The successful contractor will also be responsible for complying with all applicable health and safety rules and regulations while independently working on all systems, including those systems which are roof mounted or accessible only by platform/ladder. Such requirements will also include those related to the function of HVAC system service maintenance which apply to the contractor or by the manufacturer and which may not be listed within this document.

SCOPE OF SERVICES FOR SERVICE CALLS AND REPAIRS

The North Bay Jack Garland Airport Corporation does not intend to have any repairs or service calls as part of the lump sum inspection and maintenance services covered above or otherwise part of this contract. It is understood that such repairs will be in addition to this contract, though the North Bay Jack Garland Airport Corporation expects that having an agreement with a service provider will provide favourable terms for additional service when it is required.

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 INSPECTION & 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	Boiler 1, P-K Storm ST 1250, Model #ST-1250, Serial #N125-24-02728 (N. Penthouse)	2
T2	Boiler 2, P-K Storm ST 1250, Model #ST-1250, Serial #N125-24-02727 (N. Penthouse)	2
T3	Boiler 3, P-K Storm ST 1250, Model #ST-1250, Serial #N125-24-02729 (N. Penthouse)	2
T4	ICE direct gas fired makeup air heater, Model #BMA112X, Serial #259590104 (S. Penthouse)	2
T5	Circulation Pumps (numerous in N. and S. Penthouse – overhead and ground level)	2
T6	Radiators (Throughout Facility)	1
T7	Air Handler 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 – Aeon, 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 – Aeon Model #CC-C-017-4-9-2 (Roof Mounted)	2
T17	Hydronic Unit Heaters [x2] (Ceiling Mounted throughout facility)	1
T18	Air flow controls, including VAVs, actuators, thermostats, etc. (throughout facility)	1
T19	Functionality of system components and Building Management System due to changes of seasonal requirements.	1
T20	Glycol Feed and Recovery Systems	2

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 Hallway in Ceiling)	2
A11	Boiler 1 – LAARS Model #MGH 1600NXXFX2 (Boiler Room)	2
A12	Boiler 2 – LAARS Model #MGH 1600NXXFX2 (Boiler Room)	2
A13	Circulation Pumps [x4] (Boiler Room, overhead and floor mounted)	2
A14	Radiators (Throughout Facility, in all offices and hallways)	1
A15	Split Air Conditioner – LG Model #1MU247HV (for CBSA – Roof mounted) – including the roof mounted condenser and the office wall mounted splitter	2
A16	Hot Dawg Unit Heater (Boiler Room)	1
A17	Hydronic Unit Heaters [x2] (Ceiling Mounted in Storage Rooms)	1
A18	Air Compressor(s) - (Boiler Room)	2
A19	Pneumatic Controls [Actuators, Thermostats] (Throughout Facility)	2
A20	Functionality of system components and Building Management System due to changes of seasonal requirements.	1

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 -floor mounted)	2
CS5	Circulation Pumps [x1] (Mechanical Shop Storage Room - overhead)	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
- Ensure components and controls function correctly as per the BMS of the facility

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 and Inspection:

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 and repair if necessary.
- Clean burner of any accumulated dust or lint.
- Check the pH level of the system fluid. Verify the pH is in accordance with manufacture, and make recommendations to the airport for any additional measures or actions to address discrepancies.
- Clean lens and sight glass.
- Inspect and clean the condensate system and check for leaks.
- Clean boiler room of materials left or accumulated from maintenance services.

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 and manufacturer service standards outlined in manufacturer documentation.

- Inspect boiler bases and general operating area for wear or deterioration
- Completely inspect natural gas train.
- Check and clean burner and fan of any soot or foreign material that may have accumulated; check for corrosion or deterioration
- Check heat exchanger and clean as necessary
- Confirm air input for combustion, and chimneys or venting 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 out 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.

**Note: Seasonal servicing shall permit sufficient time to both order and install any parts prior to requiring the system to operate for the given season. As such Fall Servicing shall be no later than September (to ensure function by October) and Spring servicing shall be no later than May.*

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.

**Note: Seasonal servicing shall permit sufficient time to both order and install any parts prior to requiring the system to operate for the given season. As such Fall Servicing shall be no later than September and Spring servicing shall be no later than May (to ensure function in May).*

EMERGENCY CALLS

The airport operates all hours of each day and although the vast majority of service work will be conducted during typical business hours there may on rare occasions be a need to provide emergency services to address immediate issues and repairs on the airport's HVAC system.

As such the contractor shall provide phone numbers and contact names for 24 hour service in the event of emergency. 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).

PROPOSAL EVALUATION CRITERIA

The NBJGAC is accepting proposals as a complete tender for review, comprising of the ‘Qualification Criteria’ and “Associated Proposal Costs”.

The Proponent 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 NBJGAC, and 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:

<u>Qualification Criteria</u>	<u>Total Value 100 points</u>
Proposal Quality	5 points
- overall organization, quality of proposal	
Understanding of the Requirements	20 points
- demonstrated understanding of the requirements	
Airport or Institutional Experience	25 points
- qualifications and experience of firm & personnel	
Methodology	5 points
- depth, detail, clarity of the submission	
- demonstrated ability to meet and adhere to requirements	
Total Cost to provide Service	45 points
- Outlined in schedule 1 of this RFP	

The submitted tender shall remain open for acceptance for a period of 30 days.

MANDATORY PROPSAL REQUIREMENTS

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.

SUBMISSIONS

All proposals and quotes shall be addressed as follows:

ADDRESS AND CONTACT FOR SUBMISSION OF PROPOSALS

Proposals must be submitted digitally and in hard copy. All copies shall be addressed to:

***Airport HVAC Preventative Maintenance Services RFP
North Bay Jack Garland Airport Corporation
50 Terminal St. Suite 1
North Bay Ontario, Ontario
P1B 8G2***

airportmanager@yyb.ca

For clarity, digital copies may be submitted with the physical copies (i.e. on a digital storage device), separately to the email and address provided above, or both.

All proposals will be opened and reviewed only after the closing of the submission period listed below.

CLOSING TIME FOR SUBMISSION OF PROPOSALS

Proposals must be received no later than:

2:00pm, Eastern Standard Time, Thursday January 30, 2025

ENQUIRES

All prospective companies and their representatives should direct enquires during the proposal period to:

Mr. Bryan Avery, AAE
Airport Manager

Phone: 705-474-3026 Ext 5304 Fax: 705-474-3020

Email: bryan.avery@yyb.ca

North Bay Jack Garland Airport Corporation
50 Terminal St., Suite 1
North Bay Ontario, Ontario
P1B 8G2

SCHEDULE 1

Cost of Services - 2025

Buildings	Cost	HST
1. Service Contract Annual Fee		
2. Emergency Per Hour Rate		
3. Additional charges (environmental, fuel, etc.) which would apply to service calls – Please list all below.		
3a.		
3b.		
3c.		
3d.		

Cost of Services - 2026

Buildings	Cost	HST
1. Service Contract Annual Fee		
2. Emergency Per Hour Rate		
3. Additional charges (environmental, fuel, etc.) which would apply to service calls – Please list all below.		
3a.		
3b.		
3c.		
3d.		

Cost of Services - 2027

Buildings	Cost	HST
1. Service Contract Annual Fee		
2. Emergency Per Hour Rate		
3. Additional charges (environmental, fuel, etc.) which would apply to service calls – Please list all below.		
3a.		
3b.		
3c.		
3d.		

Cost of Services – 2028 and 2029 may be included, though they will be reviewed by the North Bay Jack Garland Airport Corporation as optional additional years to the contract.