



PURCHASING SECTION
 13450 – 104 Avenue, Surrey, BC V3T 1V8
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ADDENDUM No. 2

REQUEST FOR QUOTATIONS (RFQ) 1220-040-2015-045
NO.:
TITLE: **CHILLER PREVENTIVE MAINTENANCE SERVICES**
ADDENDUM ISSUE DATE: **APRIL 21, 2015**

REVISED DATE: **PREFER TO RECEIVE QUOTATIONS ON OR BEFORE
 APRIL 23, 2015**

INFORMATION FOR CONTRACTORS

This Addendum is issued to provide answers to questions raised by potential Contractor for the above named project, to the extent referenced and shall become a part thereof. No consideration will be allowed for extras due to the Contractor not being familiar with this addendum. This Addendum No. 2 contains nine (9) pages in total.

1. REFER TO SCHEDULE A-1, EQUIPMENT LIST (page 30)

DELETE in its entirety Chiller List and SUBSTITUTE with the following:

No.	Location	Equipment
1	Surrey City Hall	Water cooled DX. CRAC
2	Surrey New City Hall	Water cooled DX. CRAC
3	Surrey City Hall	Water cooled DX. CRAC
4	Surrey City Hall	Water cooled DX. CRAC
5	Surrey City Hall	Water cooled DX. CRAC
6	Surrey City Hall	Water cooled DX. CRAC
7	Surrey City Hall	Humidifier
8	Surrey New City Hall	Humidifier
9	Surrey New City Hall	Humidifier
10	Surrey New City Hall	Chilled Water Fan Coil
11	Surrey New City Hall	Chilled Water Fan Coil
12	Surrey New City Hall	Chilled Water Fan Coil
13	Surrey New City Hall	Chilled Water Fan Coil
14	Surrey New City Hall	HP Seven (7) Units
15	RCMP HQ IT Server Room AC Units	Liebert two (2) units
16	Guildford Aquatic Center	Heat Recovery Chillers. Two (2)

		Units
17	Grandview Aquatic Center	Heat Recovery Chillers.
18	Grandview Aquatic Center	Heat Recovery Chillers. Two (2) Units
19	Cloverdale rec Center	Modular Chiller
20	Surrey Animal Shelter	Modular Chiller
21	South Surrey Indoor Pool	Heat Recovery Chiller
22	Surrey Arts Centre Art Storage Room	Liebert one (1) unit

2. REFER TO SCHEDULE A-2, SECTION 3 COOLING TOWER INSPECTION AND SERVICE TASK LIST (page 33)

DELETE in its entirety Chiller List and SUBSTITUTE with the following:

No.	Location	Equipment
1	Old Surrey City Hall (Civic St)	Water cooled chiller
2	Old Surrey City Hall (Civic St)	Cooling tower
3	Old Surrey City Hall (Tower)	Water cooled chiller
4	Old Surrey City Hall (Tower)	Cooling tower
5	Old Surrey City Hall (West Wing)	Air cooled chiller
6	RCMP HQ	Water cooled chiller
7	RCMP HQ	Cooling tower
8	RCMP HQ (Annex)	Air cooled chiller
9	Semiahmoo RCMP/Library	Air cooled chiller
10	Surrey Museum	Air cooled chiller
11	Fleetwood Civic Center	Water cooled chiller
12	Fleetwood Civic Center	Cooling tower
13	Guildford Recreation Center	Air Cooled Chiller
14	Surrey Sports & Leisure	(2) Water Cooled Chiller
15	Surrey City Centre Library	Air Cooled Chiller
16	Newton Library	Air Cooled Chiller

3. REFER TO ITEM 3. D ATE

DELETE in its entirety and SUBSTITUTE with the following:

The City would prefer to receive Quotations on or before **Thursday, April 23, 2015**. The City's office hours are 8:30 a.m. to 4:00 p.m., Monday to Friday, except statutory holidays.

4. REFER TO SCHEDULE B - QUOTATION

DELETE in its entirety SCHEDULE B and SUBSTITUTE with the attached:

All Addenda will become part of the RFQ Documents.



SCHEDULE B – QUOTATION **(REVISED FORM)**

RFQ Title: Chiller Preventive Maintenance Services

RFQ No: 1220-040-2015-045

CONTRACTOR

Legal Name: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

CITY OF SURREY

City Representative: Richard D. Oppelt, Purchasing Manager

Address: Surrey City Hall
Finance & Technology Department – Purchasing Section
Reception Counter – 5th Floor West
13450 - 104 Avenue, Surrey, B.C., Canada, V3T 1V8

E-mail for PDF Files: purchasing@surrey.ca

1. If this Quotation is accepted by the City, a contract will be created as described in:
 - (a) the Agreement;
 - (b) the RFQ; and
 - (c) other terms, if any, that are agreed to by the parties in writing.

2. Capitalized terms used and not defined in this Quotation will have the meanings given to them in the Agreement and RFQ. Except as specifically modified by this Quotation, all terms, conditions, representations, warranties and covenants as set out in the Agreement and RFQ will remain in full force and effect.

3. I/We have reviewed the RFQ Attachment 1 – Draft Agreement. If requested by the City, I/we would be prepared to enter into that Agreement, amended by the following departures (list, if any):

Section

Requested Departure(s) / Alternative(s)

4. The City requires that the successful Contractor have the following in place **before providing the Goods and Services**:
- (a) Workers' Compensation Board coverage in good standing and further, if an "Owner Operator" is involved, personal operator protection (P.O.P.) will be provided,
Workers' Compensation Registration Number _____;
 - (b) Prime Contractor qualified coordinator is Name: _____
and Contact Number: _____;
 - (c) Insurance coverage for the amounts required in the proposed Agreement as a minimum, naming the City as additional insured and generally in compliance with the City's sample insurance certificate form available on the City's Website [Standard Certificate of Insurance](#);
 - (d) City of Surrey or Intermunicipal Business License: Number _____;
 - (e) If the Contractor's Goods and Services are subject to GST, the Contractor's GST Number is _____; and
 - (f) If the Contractor is a company, the company name indicated above is registered with the Registrar of Companies in the Province of British Columbia, Canada, Incorporation Number _____.

As of the date of this Quotation, we advise that we have the ability to meet all of the above requirements **except as follows** (list, if any):

Requested Departure(s) / Alternative(s)

5. The Contractor acknowledges that the departures it has requested in Sections 3 and 4 of this Quotation will not form part of the Agreement unless and until the City agrees to them in writing by initialing or otherwise specifically consenting in writing to be bound by any of them.

SECTION B-1

Changes and Additions to Specifications:

6. In addition to the warranties provided in the Agreement, this Quotation includes the following warranties:

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-
7. I/We have reviewed the RFQ Attachment 1, Schedule A – Specifications of Goods and Scope of Services, to Attachment 1. If requested by the City, I/we would be prepared to meet those requirements, amended by the following departures and additions (list, if any):

Requested Departure(s) / Alternative(s) / Addition(s)

SECTION B-2

Fees and Payments

8. The Contractor offers to supply to the City of Surrey the Goods and Services for the prices plus applicable taxes as follows:

TABLE 1 – MONTHLY SCHEDULED ALL-INCLUSIVE PREVENTIVE MAINTENANCE AND REPAIRS

The Contractor will provide all labour, supervision, materials, tools, equipment and equipment for the provision of chiller maintenance services as specified on this RFQ.

NO.	LOCATION	EQUIPMENT	MONTHLY RATE	ANNUAL FEE
1	Surrey City Hall	Water cooled DX. CRAC Humidifier Chilled Water Fan Coil HP Seven (7) Units	\$	\$
2	RCMP HQ IT Server Room AC Units	Liebert two (2) units	\$	\$
3	Guildford Aquatic Center	Heat Recovery Chillers. Two (2) Units	\$	\$
4	Grandview Aquatic Center	Heat Recovery Chillers Two (2) Units.	\$	\$
5	Cloverdale rec Center	Modular Chiller	\$	\$
6	Surrey Animal Shelter	Modular Chiller	\$	\$
7	South Surrey Indoor Pool	Air Cooled Chiller	\$	\$
8	Surrey Arts Centre	Liebert one(1) units	\$	\$

TABLE 2 – SEVEN (7) SCHEDULED VISITS PER YEAR

NO.	LOCATION	EQUIPMENT	NO OF HOURS	MONTHLY RATE	ANNUAL COST
1	Old Surrey City Hall (Civic St)	Water cooled chiller Cooling tower Air cooled chiller		\$	\$
2	RCMP HQ	Water cooled chiller Cooling tower Air cooled chiller		\$	\$
3	Semiahmoo RCMP/Library	Air cooled chiller		\$	\$
4	Surrey Museum	Air cooled chiller		\$	\$
5	Fleetwood Civic Center	Water cooled chiller Cooling tower		\$	\$
6	Guildford Aquatic Centre	Air Cooled Chiller		\$	\$
7	Surrey Sports & Leisure	(2) Water Cooled Chiller		\$	\$
8	Surrey City Centre Library	Air Cooled Chiller		\$	\$
9	Newton Library	Air Cooled Chiller		\$	\$

TABLE 3 – LABOUR RATES

1. Regular Business Hours – Monday to Friday, 7:00am to 6:00pm

Technicians (list below)	Hourly Rate
1.	\$
2.	\$
3.	\$

2. After hours, Weekends & Holidays

Technicians (list below)	Hourly Rate
1.	\$
2.	\$

3.	\$
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SECTION B-3
Time Schedule:

9. Contractors should provide an estimated schedule, with major item descriptions and times indicating a commitment to provide the Goods and perform the Services within the time specified (use the spaces provided and/or attach additional pages, if necessary).

MILESTONE DATES _____

ACTIVITY	SCHEDULE									
	1	2	3	4	5	6	7	8	9	10
NOT APPLICABLE										

SECTION B-4

Key Personnel & Sub-Contractors:

10. Contractor should provide information on the background and experience of all key personnel proposed to provide the Goods and Services (use the spaces provided and/or attach additional pages, if necessary):

Key Personnel

Name: _____
 Experience: _____
 Dates: _____
 Project Name: _____
 Responsibility: _____

11. Contractor should provide the following information on the background and experience of all sub-contractors and material suppliers proposed to undertake a portion of the Goods and Services (use the spaces provided and/or attach additional pages, if necessary):

<i>Description Of Goods & Services</i>	<i>Sub-Contractors & Material Suppliers Names</i>	<i>Years Of Working With Contractor</i>	<i>Telephone Number And Email</i>

Payment Terms:

A cash discount of ____% will be allowed if invoices are paid within ____ days, or the ____ day of the month following, or net 30 days, on a best effort basis.

SECTION B-5

Experience and References:

12. Contractor's relevant experience and qualifications in delivering Goods and Services similar to those required by the Agreement (use the spaces provided and/or attach additional pages, if necessary):

13. Contractor's relevant references (name and telephone number) (use the spaces provided and/or attach additional pages, if necessary). The City's preference is to have a minimum of three references. Previous clients of the Contractor may be contacted at the City's discretion.

Metro Vancouver's Non-Road Diesel Engine Emissions Regulation By-law:

15. Contractor should confirm they are in compliance with By-law (if applicable):

Applicable as follows Not applicable to this project

No.	Equipment Description	Engine Tier Designation	Engine Registration Number as Issued by Metro Vancouver
1		<input type="checkbox"/> Tier 0 or <input type="checkbox"/> Tier 1	
2		<input type="checkbox"/> Tier 0 or <input type="checkbox"/> Tier 1	
3		<input type="checkbox"/> Tier 0 or <input type="checkbox"/> Tier 1	
4		<input type="checkbox"/> Tier 0 or <input type="checkbox"/> Tier 1	
5		<input type="checkbox"/> Tier 0 or <input type="checkbox"/> Tier 1	

SAMPLE

16. I/We the undersigned duly authorized representatives of the Contractor, having received and carefully reviewed the RFQ and the Agreement, submit this Quotation in response to the RFQ.

This Quotation is offered by the Contractor this _____ day of _____, 201__.

CONTRACTOR

I/We have the authority to bind the Contractor

(Legal Name of Contractor)

(Signature of Authorized Signatory)

(Signature of Authorized Signatory)

(Print Name and Position of Authorized Signatory)

(Print Name and Position of Authorized Signatory)

This Quotation is accepted by the City this _____ day of _____, 201__.

CITY OF SURREY

(Signature of Authorized Signatory)

(Signature of Purchasing Representative)

(Print Name and Position of Authorized Signatory)

(Print Name of Purchasing Representative)

(Signature of Authorized Signatory)

(Print Name and Position of Authorized Signatory)