



The City of Saint John

## **Request for Proposals**

**for**

**2023-085002P – Gas Detection, HVAC and  
Natural Gas Systems Maintenance Services**

**Saint John, New Brunswick**

Request for Proposals No.: 2023-085002P

Issued: Monday, December 18<sup>th</sup>, 2023

Submission Deadline: Wednesday, January 17<sup>th</sup>, 2024 at 4:00 p.m. (Saint John time)

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## PART 1 – INTRODUCTION

### 1.1 Invitation to Proponents

- (1) This Request for Proposals (“RFP”) is an invitation by The City of Saint John (the “City”) to prospective proponents to submit proposals for the provision of Gas Detection, HVAC and Natural Gas Systems Maintenance services, as further described in Part 2 – The Deliverables (the “Deliverables”).

### 1.2 RFP Contact Person

- (1) For the purposes of this procurement process, the “City Contact” shall be:

Monic MacVicar, CCLP, CPPB  
Procurement Specialist  
The City of Saint John  
Email: [supplychainmanagement@saintjohn.ca](mailto:supplychainmanagement@saintjohn.ca)

### 1.3 Type of Contract for Deliverables

- (1) The City will issue a purchase order to the successful proponent for the scope of services detailed in this request for proposal.

### 1.4 No Guarantee of Volume of Work or Exclusivity of Contract

- (1) The City makes no guarantee as to the value or volume of the Deliverables. The contract to be entered with the selected proponent will not be an exclusive contract for the provision of the described Deliverables. The City may contract with others for same or similar to the Deliverables or may obtain the same or similar to the Deliverables internally.

### 1.5 Canadian Free Trade Agreement (CFTA)

- (1) Proponents should note that procurements falling within the scope of Chapter 5 of the Canadian Free Trade Agreement (CFTA) are subject to that chapter but that the rights and obligations of the parties shall be governed by the specific terms of this RFP. For further reference, please see the Internal Trade Secretariat website at <https://www.cfta-alec.ca/>.

### 1.6 Duration of agreement

- (1) The agreement resulting from this procurement will be for a period of one (1) year with two (2) additional one (1) year extension periods to be exercised at the City’s sole discretion. Proponents are to bid pricing for all three (3) years on the Pricing Form (Appendix B).

[End of Part 1]

## **PART 2 – THE DELIVERABLES**

### **2.1 Description of Deliverables**

- (1) This RFP is an invitation to submit offers for the provision of Gas Detection, HVAC and Natural Gas Systems Maintenance services, as further described in Appendix D – RFP Particulars – Section A – Scope and Requirements.

**[End of Part 2]**

## PART 3 – EVALUATION OF PROPOSALS

### 3.1 Timetable

- (1) The RFP timetable is tentative only, and may be changed by the City at any time. All times are Saint John time.

Issue Date of RFP	Monday, December 18 <sup>th</sup> , 2023
Deadline for Questions	Wednesday, January 10 <sup>th</sup> 2024, 4:00:00 p.m.
Deadline for Issuing Addenda	Thursday, January 11 <sup>th</sup> , 2024, 4:00:00 p.m.
Submission Deadline	Wednesday, January 17 <sup>th</sup> , 2024, 4:00:00 p.m.
Rectification Period	3 Business Days
Anticipated Deadline for Award of Agreement	TBD

### 3.2 Submission Instructions

#### (A) Proposals Should Be Submitted at Prescribed Location

- (1) Proposals should be submitted at:

The City of Saint John  
Supply Chain Management  
175 Rothesay Avenue, 1<sup>st</sup> floor  
Saint John, New Brunswick, E2J 2B4 (the “**Prescribed Location**”)

Attention: Monic MacVicar, CCLP, CPPB

#### (B) Proposals Should Be Submitted in Prescribed Manner

- (1) Proponents should submit one signed original and three bound copies of the technical proposal and supporting information, and one signed original copy and three bound copies of the financial proposal and supporting information.
- (2) The technical proposal should be sealed in an envelope, clearly indicating the proponent’s name and address and marked: “**Technical Proposal: 2023-085002P – Gas Detection, HVAC and Natural Gas Systems Maintenance services**”.
- (3) The financial proposal should be sealed in a separate envelope, clearly indicating the proponent’s name and address and marked: “**Financial Proposal: 2023-085002P – Gas Detection, HVAC and Natural Gas Systems Maintenance services**”.
- (4) Proposals sent by fax or email will be rejected.

**(C) Proposals Should Be Submitted on Time**

- (1) Proposals shall be submitted at the Prescribed Location on or before the Submission Deadline. Proposals submitted after the Submission Deadline will be rejected.
- (2) Immediately following the Submission Deadline, proposals will be publicly opened in the office of the City Contact, at the Prescribed Location. Only the names and addresses of the proponents will be made public.

**(D) Amendment of Proposals**

- (1) Proponents may amend their proposals prior to the Submission Deadline by submitting the amendment in a sealed package to the Prescribed Location. The sealed package shall be prominently marked with the RFP title and number and the full legal name and return address of the proponent. Any amendment should clearly indicate which part of the proposal the amendment is intended to affect.

**(E) Withdrawal of Proposals**

- (1) At any time throughout the RFP process, a proponent may withdraw a submitted proposal. To effect a withdrawal, a notice of withdrawal must be sent to the City Contact and must be signed by an authorized representative. The City is under no obligation to return withdrawn proposals.

**3.3 Stages of Proposal Evaluation**

- (1) The City will conduct the evaluation of proposals and selection of the highest ranked proponent in the following three stages described in further detail below:
  - (a) Stage I – Mandatory Requirements and Rectification
  - (b) Stage II – Evaluation of Rated Criteria and Pricing
  - (c) Stage III – Selection and Final Negotiation

**(A) Stage I – Mandatory Requirements and Rectification**

**Submission and Rectification Period**

Stage I will consist of a review to determine which proposals comply with all of the mandatory requirements. Proposals failing to satisfy the mandatory requirements as of the Submission Deadline will be provided an opportunity to rectify any deficiencies. Proposals satisfying the mandatory requirements during the Rectification Period, as described in Part 3 – Section 3.1 – Timetable will proceed to Stage II. Proposals failing to satisfy the mandatory requirements within the Rectification Period will be excluded from further consideration. The Rectification Period will begin to run from the date and time that the City issues its rectification notice to the proponents.

## **Mandatory Submission Forms**

Other than inserting the information requested on the mandatory submission forms set out in this RFP, a proponent may not make any changes to any of the forms.

### **Submission Form (Appendix A)**

Each proponent must complete the Submission Form and include it with their technical proposal. The Submission Form must be signed by an authorized representative of the proponent.

### **Pricing Form (Appendix B)**

Each proponent must complete the Pricing Form and include it with their financial proposal. The Pricing Form must be completed according to the instructions contained in the form. Fees must be provided in Canadian funds, inclusive of all costs, applicable duties, overhead, and insurance costs, except for HST/GST.

### **Reference Form (Appendix C)**

Each proponent must complete the Reference Form and include it with its technical proposal.

## **Other Mandatory Requirements**

Each proposal must:

- (a) Be in English.
- (b) Be for the entire scope of work as described in Appendix D – Section A – Scope and Requirements. Incomplete proposals or proposals for only part of the Scope and Requirements described in Appendix D shall be disqualified.

### **(B) Stage II – Evaluation of Rated Criteria and Pricing**

Stage II will consist of a scoring by the City of each qualified proposal on the basis of the rated criteria and the pricing in accordance Appendix D – Section B – Evaluation Criteria.

### **(C) Stage III – Selection and Final Negotiation**

Once the proposals have been evaluated as per Stage II, and if the City wishes to request changes and/or improvements to the proponent's proposal, the top-ranked proponent may be selected to enter into direct negotiations.

During the negotiation, the City may provide the top-ranked proponent with any additional information and may seek further information and proposal improvements. After the negotiation, the top-ranked proponent may be invited to revise its initial proposal and submit its BAFO to the City.

**[End of Part 3]**

## **PART 4 – TERMS AND CONDITIONS**

### **4.1 General Information and Instructions**

#### **(A) Proponents to Follow Instructions**

- (1) Proponents should structure their proposals in accordance with the instructions in this RFP. Where information is requested in this RFP, any response made in a proposal should reference the applicable part, section, subsection or paragraph numbers of this RFP.

#### **(B) Information in RFP Only an Estimate**

- (1) The City and its representatives shall not be liable for any information or advice or any discrepancies or errors or omissions that may be contained in this RFP or an Addenda, appendices, data, materials or documents (electronic or otherwise) attached or provided to the proponents pursuant to this RFP.
- (2) The City and its advisors make no representation, warranty or guarantee as to the accuracy of the information contained in this RFP or issued by way of addenda. Any quantities shown or data contained in this RFP or provided by way of addenda are estimates only and are for the sole purpose of indicating to proponents the general scale and scope of the work. It is the proponent's responsibility to obtain all the information necessary to prepare a proposal in response to this RFP.

#### **(C) Proponents Shall Bear Their Own Costs**

- (1) The proponent shall bear all costs associated with or incurred in the preparation and presentation of its proposal, including, if applicable, costs incurred for interviews, and/or presentations.

### **4.2 Communication after Issuance of RFP**

#### **(A) Proponents to Review RFP**

- (1) Proponents shall promptly examine all of the documents comprising this RFP, and
  - (a) Shall report any errors, omissions or ambiguities; and
  - (b) May direct questions or seek additional information in writing by email to the City Contact on or before the Deadline for Questions. All questions submitted by proponents by email to the City Contact shall be deemed to be received once the email has entered into the City Contact's email inbox. No such communications are to be directed to anyone other than the City Contact. The City is under no obligation to provide additional information, and the City shall not be responsible for any information provided by or obtained from any source other than the City Contact.
- (2) It is the responsibility of the proponent to seek clarification from the City Contact on any matter it considers to be unclear. The City shall not be responsible for any misunderstanding on the part of the proponent concerning this RFP or its process.

**(B) All New Information to Proponents by Way of Addenda**

- (1) This RFP may be amended only by an addendum in accordance with this subsection. If the City, for any reason, determines that it is necessary to provide additional information relating to this RFP, such information will be communicated to all proponents by addenda. Each addendum forms an integral part of this RFP.
- (2) Such addenda may contain important information, including significant changes to this RFP. Proponents are responsible for obtaining all addenda issued by the City. Addenda may be obtained from the City's website ([www.saintjohn.ca](http://www.saintjohn.ca)) under the menu option "Tender and Proposals". In Appendix A, proponents should confirm their receipt of all addenda by setting out the number of each addendum in the space provided.

**(C) Post-Deadline Addenda and Extension of Submission Deadline**

- (1) If any addendum is issued after the Deadline for Issuing Addenda, the City may at its discretion extend the Submission Deadline for a reasonable period of time.

**(D) Verify, Clarify and Supplement**

- (1) When evaluating responses, the City may request further information from the proponent or third parties in order to verify, clarify, or supplement the information provided in the proponent's proposal. The City may revisit and re-evaluate the proponent's response or ranking on the basis of any such information.

**(E) No Incorporation by Reference**

- (1) The entire content of the proponent's proposal should be submitted in a fixed form, and the content of websites or other external documents referred to in the proponent's proposal will not be considered to form part of its proposal.

**(F) Proposal to Be Retained by the City**

- (1) The City will not return the proposal or any accompanying documentation submitted by a proponent.

**4.3 Debriefing**

**(A) Debriefing**

- (1) Upon written request from any proponent, the City may provide a more detailed oral debriefing either by phone or in person, as required by the proponent. The written request shall be submitted to the City Contact no later than 15 calendar days after such notification.
- (2) The acceptance of the successful proposal shall not be discussed during a debriefing.

**(B) Procurement Protest Procedure**

- (1) The parties shall attempt to negotiate all disputes in good faith.
- (2) In the event the parties are unable through good faith negotiations to mutually resolve any dispute, controversy or claim arising out of, in connection with, or in relation to the interpretation, performance or breach of this RFP, such dispute, controversy or claim shall be referred to the dispute resolution procedure in accordance to Part 4 – Section 4.8 – Dispute Resolution Procedure.

#### **4.4 Prohibited Conduct**

##### **(A) Proponent Not to Communicate with Media**

- (1) A proponent may not at any time directly or indirectly communicate with the media in relation to this RFP or any agreement entered into pursuant to this RFP without first obtaining the written permission of the City Contact.

##### **(B) No Lobbying**

- (1) A proponent may not, in relation to this RFP or the evaluation and selection process, engage directly or indirectly in any form of political or other lobbying whatsoever to influence the selection of the successful proponent.

##### **(C) Illegal or Unethical Conduct**

- (1) Proponents shall not engage in any illegal business practices, including activities such as bid-rigging, price-fixing, bribery, fraud or collusion. Proponents shall not engage in any unethical conduct, including other inappropriate communications, offering gifts to members of Common Council, employees, officers or other representatives of the City, deceitfulness, submitting proposals containing misrepresentations or other misleading or inaccurate information, or any other conduct that compromises or may be seen to compromise the competitive process provided for in this RFP.

##### **(F) Past Performance or Inappropriate Conduct**

- (1) The City may prohibit a proponent from participating in the procurement process based on past performance or based on inappropriate conduct in a prior procurement process.
- (2) Such inappropriate conduct shall include, but not be limited to the following:
  - (a) All the conducts as described in Part 4 – Section 4.4;
  - (b) The refusal of the proponent to honour its pricing or other commitments made in its proposal; or
  - (c) Any other conduct, situation or circumstance determined by the City, in its sole and absolute discretion, to constitute a Conflict of Interest.



#### **4.5 Confidential Information**

##### **(A) Confidential Information of City**

- (1) All information provided by or obtained from the City in any form in connection with this RFP either before or after the issuance of this RFP:
  - (a) Is the sole property of the City and must be treated as confidential;
  - (b) Is not to be used for any purpose other than replying to this RFP and the performance of any subsequent Contract;
  - (c) Must not be disclosed by the proponent to any person, other than persons involved in the preparation of the proponent's proposal or the performance of any subsequent contract, without prior written authorization from the City; and
  - (d) Shall be returned by the proponents to the City immediately upon the request of the City.

##### **(B) Confidential Information of Proponent**

- (1) A proponent should identify any information in its proposal or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by the City. The confidentiality of such information will be maintained by the City, except as otherwise required by law or by order of a court or tribunal. Proponents are advised that their proposals will, as necessary, be disclosed, on a confidential basis, to the City's advisors retained for the purpose of evaluating or participating in the evaluation of their proposals. If a proponent has any questions about the collection and use of personal information pursuant to this RFP, questions are to be submitted to the City Contact.

#### **4.6 Procurement Process Non-Binding**

##### **(A) No Contract A and No Claims**

- (1) The procurement process is not intended to create and shall not create a formal legally binding bidding process and shall instead be governed by the law applicable to direct commercial negotiations.
- (2) For greater certainty and without limitation:
  - (a) This RFP shall not give rise to any Contract A based tendering law duties or any other legal obligations arising out of any process contract or collateral contract; and
  - (b) Neither the proponent nor the City shall have the right to make any claims (in contract, tort, equity or otherwise) against the other with respect to the award of a contract, failure to award a contract or failure to honour a response to this RFP.



**(B) No Contract until Execution of Written Contract**

- (1) The RFP process is intended to identify the highest ranked proponent for the purposes of entering into a contract. No legal relationship or obligation regarding the procurement of any good or service shall be created between the proponent and the City by the RFP process until the issuance of a purchase order for the acquisition of such goods and/or services.

**(C) Non-Binding Price Estimates**

- (1) While the pricing information provided in responses will be non-binding prior to the issuance of a purchase order, such information will be assessed during the evaluation of the responses and the ranking of the proponents. Any inaccurate, misleading or incomplete information, including withdrawn or altered pricing, could adversely impact any such evaluation, ranking or contract award.

**(D) Disqualification for Misrepresentation**

- (1) The City may disqualify the proponent or rescind a contract subsequently entered into if the proponent's response contains misrepresentations, omissions, or any other inaccurate, misleading or incomplete information.

**(E) Cancellation**

- (1) The City may cancel or amend the RFP process without liability at any time.

**4.7 Governing Law and Interpretation**

**(A) Governing Law**

- (1) The terms and conditions in this Part 4:
  - (a) Are included for greater certainty and are intended to be interpreted broadly and separately (with no particular provision intended to limit the scope of any other provision);
  - (b) Are non-exhaustive (and shall not be construed as intending to limit the pre-existing rights of the parties to engage in pre-contractual discussions in accordance with the common law governing direct commercial negotiations); and
  - (c) Are to be governed by and construed in accordance with the laws of the province of New Brunswick and the federal laws of Canada applicable therein.
  - (d) This procurement is also subject to the following Policies, Legislation and Internal Trade Agreement(s) including:
    - a. Atlantic Trade and Procurement Partnership
    - b. Canadian Free Trade Agreement
    - c. City of Saint John Strategic Procurement Policy
    - d. New Brunswick Procurement Act and Regulation 2014-93

**(B) Reserved Rights**

The City reserves the right to:

- a) Reject an unbalanced Proposal. For the purpose of this section, an unbalanced Proposal is a Proposal containing a unit price which deviates substantially from, or does not fairly represent, reasonable and proper compensation for the unit of work bid or one that contains prices which appear to be so unbalanced as to adversely affect the interests of the City. The City reserves the right to use Proposals submitted in response to other like or similar Requests for Proposals as a guideline in determining if a proposal is unbalanced.
- b) Amend or modify the scope of a project, and/or cancel or suspend the Proposal Solicitation at any time for any reason.
- c) Require proponents to provide additional information after the Closing Date for the Proposal Solicitation to support or clarify their proposals.
- d) Not accept any or all proposals.
- e) Not accept a proposal from a proponent who is involved in litigation, arbitration or any other similar proceeding against the City.
- f) Reject any or all proposals without any obligation, compensation or reimbursement to any proponent or any of its team members.
- g) Withdraw a Proposal Solicitation and cancel or suspend the Proposal Solicitation process.
- h) Extend, from time to time, any date, any time period or deadline provided in a Proposal Solicitation (including, without limitation, the Proposal Solicitation Closing Date), upon written notice to all proponents.
- i) Assess and reject a proposal on the basis of
  - i. Information provided by references;
  - ii. The proponent's past performance on previous contracts;
  - iii. Information provided by a proponent pursuant to the City exercising its clarification rights under the Proposal Solicitation process;
  - iv. The proponent's experience with performing the type and scope of work specified including the proponent's experience;
  - v. Other relevant information that arises during a Proposal Solicitation process.
- j) Waive formalities and accept proposals which substantially comply with the requirements of the Proposal Solicitation.
- k) Verify with any proponent or with a third party any information set out in a proposal.
- l) Disqualify any proponent whose proposal contains misrepresentations or any other inaccurate or misleading information.
- m) Disqualify any proponent who has engaged in conduct prohibited by the Proposal Solicitation documents.
- n) Make changes including substantial changes to the proposal documents provided that those changes are issued by way of an addendum in the manner set out in the Proposal Solicitation documents.
- o) Select any proponent other than the proponent whose proposal reflects the lowest cost to the City.
- p) Cancel a Proposal Solicitation process at any stage.

- q) Cancel a Proposal Solicitation process at any stage and issue a new Proposal Solicitation for the same or similar deliverable.
- r) Accept any proposal in whole or in part.

And these reserved rights are in addition to any other express rights or any other rights which may be implied in the circumstances and the City shall not be liable for any expenses, costs, losses or any direct or indirect damages incurred or suffered by any proponent or any third party resulting from the City exercising any of its express or implied rights under a Proposal Solicitation.

**(C) Limitation Of Liability And Waiver**

In every Proposal Solicitation, the City shall draft the documents such that each proponent, by submitting a proposal, agrees that:

- a) Neither the City nor any of its employees, agents, advisers or representatives will be liable, under any circumstances, for any claims arising out of a Proposal Solicitation process including but not limited to costs of preparation of the proposal, loss of profits, loss of opportunity or any other claim.
- b) The proponent waives any claim for any compensation of any kind whatsoever including claims for costs of preparation of the proposal, loss of profit or loss of opportunity by reason of the City's decision to not accept the proposal submitted by the proponent, to award a contract to any other proponent or to cancel the Proposal Solicitation process, and the proponent shall be deemed to have agreed to waive such right or claim.

**[End of Part 4]**

## APPENDIX A– SUBMISSION FORM

### (A) Proponent Information

Please fill out the following form, and name one person to be the contact for your response to this RFP response and for any clarifications or amendments that might be necessary.	
Full Legal Name of Proponent:	
Any Other Relevant Name under Which the Proponent Carries on Business:	
Street Address:	
City, Province/State:	
Postal Code:	
Phone Number:	
Fax Number:	
Company Website (If Any):	
RFP Contact Person and Title:	
RFP Contact Phone:	
RFP Contact Facsimile:	
RFP Contact E-mail:	

### (B) Acknowledgment of Non-Binding Procurement Process

The proponent acknowledges that the RFP process will be governed by the terms and conditions of this RFP, and that, among other things, such terms and conditions confirm that this procurement process does not constitute a formal legally binding bidding process, and that there will be no legal relationship or obligations created until the City and the selected proponent have executed issued a purchase order.

### (C) Ability to Provide Deliverables

The proponent has carefully examined this RFP documents and has a clear and comprehensive knowledge of the Deliverables required under this RFP. The proponent represents and warrants its ability to provide the Deliverables required under this RFP in accordance with the requirements of this RFP for the fees set out in the Pricing Form and has provided a list of any subcontractors to be used to complete the proposed contract.

The proponent also provides assurances of its ability to meet the City's scope of services requirements by completing and submitting the following table:

**(D) Mandatory Forms**

The proponent encloses as part of the proposal the mandatory forms set out below:

FORM	INITIAL TO ACKNOWLEDGE
Submission Form	
Pricing Form	
Reference Form	

**Notice to proponents:** There may be forms required in this RFP other than those set out above. See the Mandatory Requirements section of this RFP for a complete listing of mandatory forms.

**(E) Non-Binding Price Estimates**

The proponent has submitted its fees in accordance with the instructions in this RFP and in the Pricing Form set out in Appendix B. The proponent confirms that the pricing information provided is accurate. The proponent acknowledges that any inaccurate, misleading or incomplete information, including withdrawn or altered pricing, could adversely impact the acceptance of its quotation or its eligibility for future work.

**(F) Addenda**

The proponent is deemed to have read and accepted all addenda issued by the City prior to the Deadline for Issuing Addenda. The onus remains on proponents to make any necessary amendments to their proposal based on the addenda. The proponent confirms that it has received all addenda by listing the addenda numbers or, if no addenda were issued, by writing the word “None” on the following line: \_\_\_\_\_. Proponents who fail to complete this section will be deemed to have received all posted addenda.

**(G) No Prohibited Conduct**

The proponent declares that it has not engaged in any conduct prohibited by this RFP.



**(H) Disclosure of Information**

The proponent hereby agrees that any information provided in this proposal, even if it is identified as being supplied in confidence, may be disclosed where required by law or if required by order of a court or tribunal. The proponent hereby consents to the disclosure, on a confidential basis, of this proposal by the City to the City's advisers retained for the purpose of evaluating or participating in the evaluation of this proposal.

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Signature of Proponent Representative

\_\_\_\_\_  
Name of Witness

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

I have the authority to bind the proponent.

## APPENDIX B – PRICING FORM

### (A) Pricing Form

- (1) Complete the following table to provide HVAC and natural gas maintenance services pricing based on specifications, terms and conditions of this RFP, and exclusive of taxes.

FINANCIAL PROPOSAL: ANNUAL PREVENTATIVE INSPECTION AND MAINTENANCE						
(A)	(B)	(C)	(D)	(E)	(F)	(G)
Unit #	Facility Location	Equipment Description	Model #	# of Inspections per Year	Preventative Maintenance Requirements* (See Descriptions Below)	Total Annual Cost Per Unit Based on # of Inspections Indicated in Column (E) plus Preventative Maintenance Requirements Described in Column (F)
1	St. Patrick Street Pedway (Bridge)	A/C unit - Trane rooftop a/c unit complete with electric heat	SACC-0105	2	CND, CMP ELC, EVP HTG, EVP	\$ per year
2	St. Patrick Street Pedway - Escalator Area	A/C unit - Trane rooftop a/c unit complete with electric heat	SACC-B755A	2	CND, CMP ELC, EVP HTG, EVP	\$ per year
3	Aquatic Centre Pedway	A/C unit - Carrier rooftop a/c unit complete with electric heat	50HJ-005-H-1-HQ	2	CND, CMP ELC, EVP HTG, EVP	\$ per year
4	Harbour Station Pedway	Supply air fans with mixing dampers and electric heat sections SF-1 & SF-2	-	2	FMD, HTG, ELC	\$ per year

FINANCIAL PROPOSAL: ANNUAL PREVENTATIVE INSPECTION AND MAINTENANCE						
(A)	(B)	(C)	(D)	(E)	(F)	(G)
Unit #	Facility Location	Equipment Description	Model #	# of Inspections per Year	Preventative Maintenance Requirements* (See Descriptions Below)	Total Annual Cost Per Unit Based on # of Inspections Indicated in Column (E) plus Preventative Maintenance Requirements Described in Column (F)
5	Peter G. Murray Arena	Dehumidifier - Blanchard Ness dehumidifier (qty. 2)	DA24-53	2	CMP, ELC	\$ per year
6	Peter G. Murray Arena	Dressing Room HRV System	-	2	FMD, ELC CND	\$ per year
7	Peter G. Murray Arena	NG Fired HW Boilers, Hot-Water Baseboard Heater(qty. 2)	Weil-Mclean, Ultra - 230	1	HTG, ELC, FMD	\$ per year
8	Peter G. Murray Arena	NG Fired DHW Tank, DHW to Dressing Rooms and Washrooms (qty. 2)	Weil-Mclean, Ultra - 80	1	HTG, ELC, FMD	\$ per year
9	Peter G. Murray Arena	NG Fired Ice Machine DHW System	AO Smith, JWSC75-360	1	HTG, ELC, FMD	\$ per year
10	Hilton Belyea Arena	Desiccant humidifier - (qty. 2)	DA50C	3	CMP, ELC	\$ per year
11	Charles Gorman Arena	Dehumidifier - Blanchard Ness Dehumidifier (qty. 2)	BPA-5D-XD	2	CMP, ELC	\$ per year
12	Charles Gorman Arena	NG Fired DHW Boiler (qty. 2)	Trinity	1	HTG, ELC, FMD	\$ per year
13	Stewart Hurley Arena	Dehumidifier - Dectron Dehumidifier (qty. 2)	DA2-024-53	2	CMP, ELC	\$ per year
14	Stewart Hurley Arena	Dressing Room HRV System	HRV2-300DDP	2	FMD, ELC CND	\$ per year



## FINANCIAL PROPOSAL: ANNUAL PREVENTATIVE INSPECTION AND MAINTENANCE

(A)	(B)	(C)	(D)	(E)	(F)	(G)
Unit #	Facility Location	Equipment Description	Model #	# of Inspections per Year	Preventative Maintenance Requirements* (See Descriptions Below)	Total Annual Cost Per Unit Based on # of Inspections Indicated in Column (E) plus Preventative Maintenance Requirements Described in Column (F)
15	Leisure Services Offices	A/C unit - Trane split a/c unit, Second Floor	TTA060C300A0	2	CND, CMP ELC, EVP HTG, EVP, FMD	\$ per year
16	Leisure Services Offices	A/C unit - Ductless Split Fujitsu System, 2nd Floor Addition	Indoor Units (Model# ASU9RMLQ qty. 8)), 2 Outdoor units (Model# AOU36RML) (qty.2)	2	CND, CMP ELC, EVP	\$ per year
17	Leisure Services Offices	A/C unit - Ductless Split Fujitsu System, 1st Floor Reception Area	1 Indoor Unit (Model# ASU9RMLQ), 1 Outdoor unit (Model# AOU24RML)	2	CND, CMP ELC, EVP	\$ per year
18	Leisure Services Garage	NG Fired Radiant Tube Heater	Schwank (qty. 2)	1	FMD, HTG,ELC	\$ per year
19	Leisure Services Garage	NG Fired Unit Heater	Schwank (qty. 1)	1	FMD, HTG, ELC	\$ per year
20	Leisure Services Garage (Small Engine Shop)	NG Fired Unit Tube Heater	Schwank (qty. 1)	1	FMD, HTG, ELC	\$ per year
21	Leisure Services Garage	Small Engine Exhaust System	Nederman N27	2	FMD, ELC	\$ per year
22	City Market	Roof top Package AC Unit, Billy's Seafood	Lennox, Model# KCA06054DH	4	CND, CMP ELC, EVP	\$ per year

FINANCIAL PROPOSAL: ANNUAL PREVENTATIVE INSPECTION AND MAINTENANCE						
(A)	(B)	(C)	(D)	(E)	(F)	(G)
Unit #	Facility Location	Equipment Description	Model #	# of Inspections per Year	Preventative Maintenance Requirements* (See Descriptions Below)	Total Annual Cost Per Unit Based on # of Inspections Indicated in Column (E) plus Preventative Maintenance Requirements Described in Column (F)
23	City Market	Makeup and Exhaust Air System	Dean's Meats	2	FMD, HTG, ELC	\$ per year
24	City Market	Roof top Exhaust fans	Main Market	2	FMD, ELC	\$ per year
25	City Market	NG Fired Radiant Tube Heater, South Solarium (qty. 5)	Schwank STSP-130-30	1	FMD, HTG,ELC	\$ per year
26	City Market	NG Fired HW Boilers, Hot-Water Baseboard Heater	Raypak,2072A	1	HTG, ELC, FMD	\$ per year
27	Carleton Community Centre	Basement, HRV System	-	2	FMD, ELC CND	\$ per year
28	Carleton Community Centre	NG Fired HW Boilers, Hot-Water Baseboard Heater	De Dietrich, GT300A	1	HTG, ELC, FMD	\$ per year
29	North End Community Centre	AHU1 Rooftop Unit		2	CND, CMP ELC, EVP HTG, EVP	\$ per year
30	North End Community Centre	AHU2 Rooftop Unit(		2	CND, CMP ELC, EVP HTG, EVP	\$ per year
31	North End Community Centre	Exhaust Fans		2	FMD, ELC	\$ per year

FINANCIAL PROPOSAL: ANNUAL PREVENTATIVE INSPECTION AND MAINTENANCE						
(A)	(B)	(C)	(D)	(E)	(F)	(G)
Unit #	Facility Location	Equipment Description	Model #	# of Inspections per Year	Preventative Maintenance Requirements* (See Descriptions Below)	Total Annual Cost Per Unit Based on # of Inspections Indicated in Column (E) plus Preventative Maintenance Requirements Described in Column (F)
32	Rockwood Park Interpretation Centre	A/C - Ductless Split System	-	2	CND, CMP ELC, EVP	\$ per year
33	Fire Station #1	A/C unit - York roof top a/c unit complete with electric heat	D3CE060A25B	4	CND, CMP ELC, EVP HTG, EVP	\$ per year
34	Fire Station #1	A/C unit - York condenser	CZB03611	4	CND, ELC	\$ per year
35	Fire Station #1	A/C unit - York Make-UP Air unit	FZRP036N06	4	FMD, HTG, ELC	\$ per year
36	Fire Station #1	NG Fired Radiant Tube Heater, Apparatus Bay & Chief's Garage (qty. 5)	Superior	1	FMD, HTG,ELC	\$ per year
37	Fire Station #2	HRV / Humidification System	-	2	FMD, ELC CND	\$ per year
38	Fire Station #2	NG Fired Unit Heater, Apparatus Bay (qty. 2)	Reznor	1	FMD, HTG,ELC	\$ per year
39	Fire Station #4	HRV /Humidification System	-	2	FMD, ELC CND	\$ per year
40	Fire Station #4	NG Fired HW Boilers, Hot-Water Baseboard Heater	De Dietrich, GT126	1	HTG, ELC, FMD	\$ per year
41	Fire Station #4	NG Fired Radiant Tube Heater (qty.3)	Schwank,	1	FMD, HTG,ELC	\$ per year

FINANCIAL PROPOSAL: ANNUAL PREVENTATIVE INSPECTION AND MAINTENANCE						
(A)	(B)	(C)	(D)	(E)	(F)	(G)
Unit #	Facility Location	Equipment Description	Model #	# of Inspections per Year	Preventative Maintenance Requirements* (See Descriptions Below)	Total Annual Cost Per Unit Based on # of Inspections Indicated in Column (E) plus Preventative Maintenance Requirements Described in Column (F)
42	Fire Station #5	Condensing unit - York condensing unit, AHV # 1	HICE180A25B	4	CND, ELC	\$ per year
43	Fire Station #5	Condensing unit - York condensing unit, AHV # 2	K2EV0600A06A	4	CND, ELC	\$ per year
44	Fire Station #5	Condensing unit - 20 ton condensing unit	-	4	CND, ELC	\$ per year
45	Fire Station #5	Blower - Delhi blower complete with heat for dryer room	-	1	FMD, HTG, ELC	\$ per year
46	Fire Station #5	Makeup air unit	-	4	FMD, HTG, ELC	\$ per year
47	Fire Station #5	NG Fired Radiant Tube Heater (qty. 4)	Superior	1	FMD, HTG,ELC	\$ per year
48	Fire Station #5	NG Fired HW Boilers, Hot-Water	Weil-Mclean, Ultra - 310	1	HTG, ELC, FMD	\$ per year
49	Fire Station #5	NG Fired DHW Tank, DHW to Dressing Rooms and Washrooms Qty. 2)	Amtrol, WHS802C	1	HTG, ELC, FMD	\$ per year
50	Fire Station #6	HRV System	-	1	FMD, ELC CND	\$ per year
51	Fire Station #6	Propane Fired r Unit heater, Apparatus Bay	-	1	HTG, ELC, FMD	\$ per year



## FINANCIAL PROPOSAL: ANNUAL PREVENTATIVE INSPECTION AND MAINTENANCE

(A)	(B)	(C)	(D)	(E)	(F)	(G)
Unit #	Facility Location	Equipment Description	Model #	# of Inspections per Year	Preventative Maintenance Requirements* (See Descriptions Below)	Total Annual Cost Per Unit Based on # of Inspections Indicated in Column (E) plus Preventative Maintenance Requirements Described in Column (F)
52	Fire Station #7	A/C unit - York rooftop a/c unit complete with electric heat	D3CE036A235A	4	CND, CMP ELC, EVP HTG, EVP	\$ per year
53	Fire Station #7	A/C unit - York rooftop a/c unit complete with electric heat	D1CE120A25J5B	4	CND, CMP EC, EVP HTG, EVP	\$ per year
54	Fire Station #7	Blower - Delhi blower complete with heat	-	1	FMD, HTG, ELC	\$ per year
55	Fire Station #7	Makeup air unit	-	4	FMD, HTG, ELC	\$ per year
56	Fire Station #7	NG Fired Radiant Tube Heater (qty. 4)	Superior	1	FMD, HTG, ELC	\$ per year
57	Fire Station #8	NG Fired Radiant Tube Heater (qty. 5)	Superior, UA-150-40	1	FMD, HTG, ELC	\$ per year
58	Fire Station #8	NG Fired HW Boilers, Hot-Water Baseboard Heater Qty. 2)	Weil-McClean, Ultra - 230	1	FMD, HTG, ELC	\$ per year
59	Fire Station #8	NG Fired DHW Tank, DHW	BoilerMate, WHS80	1	FMD, HTG, ELC	\$ per year
60	Municipal Operations Complex	A/C unit - York rooftop a/c unit c/w electric heat	D1SS090E02058ENB	4	CND, CMP ELC, EVP HTG, EVP	\$ per year
61	Municipal Operations Complex	A/C unit - York rooftop a/c unit c/w electric heat	D1SS090E02058ENB	4	CND, CMP ELC, EVP HTG, EVP	\$ per year

FINANCIAL PROPOSAL: ANNUAL PREVENTATIVE INSPECTION AND MAINTENANCE						
(A)	(B)	(C)	(D)	(E)	(F)	(G)
Unit #	Facility Location	Equipment Description	Model #	# of Inspections per Year	Preventative Maintenance Requirements* (See Descriptions Below)	Total Annual Cost Per Unit Based on # of Inspections Indicated in Column (E) plus Preventative Maintenance Requirements Described in Column (F)
62	Municipal Operations Complex	A/C unit - Trane rooftop a/c unit c/w electric heat	TCD060CW0ABC	4	CND, CMP ELC, EVP HTG, EVP	\$ per year
63	Municipal Operations Complex	Scada Room, A/C - Ductless	-	2	CND, CMP ELC, EVP	\$ per year
64	Municipal Operations Complex	Water Dept, Ceiling Unit A/C - Ductless	-	2	CND, CMP ELC, EVP	\$ per year
65	Municipal Operations Complex	Vehicle Exhaust System	Water & Sewage Garage	2	FMD, ELC	\$ per year
66	Municipal Operations Complex	NG Fired Unit Heater, Water and Sewage Garage (Qty. 2)	Modine	1	FMD, HTG,ELC	\$ per year
67	Municipal Operations Complex	A/C - Ductless Split System	-	2	CND, CMP ELC, EVP	\$ per year
68	Municipal Operations Main Garage	HRV System, Forman's Office	Healthy Climate, HRV150	2	FMD, ELC CND	\$ per year
69	Municipal Operations Main Garage	HRV System, 2nd Floor Fleet Offices	-	2	FMD, ELC CND	\$ per year
70	Municipal Operations Main Garage	Main Garage AHU # 1 System	Venmar CES	6	FMD, ELC HTG	\$ per year
71	Municipal Operations Main Garage	Main Garage AHU # 1 System	Venmar CES	12	Change Filter Monthly	\$ per year

FINANCIAL PROPOSAL: ANNUAL PREVENTATIVE INSPECTION AND MAINTENANCE						
(A)	(B)	(C)	(D)	(E)	(F)	(G)
Unit #	Facility Location	Equipment Description	Model #	# of Inspections per Year	Preventative Maintenance Requirements* (See Descriptions Below)	Total Annual Cost Per Unit Based on # of Inspections Indicated in Column (E) plus Preventative Maintenance Requirements Described in Column (F)
72	Municipal Operations Main Garage	Vehicle Exhaust System	Plymovent TEV-768-50	4	FMD, ELC	\$ per year
73	Municipal Operations Main Garage	Carpenter Shop Dust Collection System	-	1	FMD, ELC	\$ per year
74	Municipal Operations Main Garage	Carpenter Shop Paint Booth Exhaust System	-	1	FMD, ELC	\$ per year
75	Municipal Operations Main Garage	Welding Shop & Sweeper Bay AHU # 2 System	Venmar ERV6500,	4	FMD, ELC, HTG	\$ per year
76	Municipal Operations Main Garage	Welding Shop & Sweeper Bay AHU # 2 System	Venmar ERV6500,	12	Change Filter Monthly	\$ per year
77	Municipal Operations Main Garage	Ashphalt Bay Vehicle Exhaust Fan	Urovac BI,	2	FMD, ELC	\$ per year
78	Municipal Operations Main Garage	Welding Shop Dust Collector		2	FMD, ELC	\$ per year
79	Municipal Operations Main Garage	Make Up Air Louvers	-	2	FMD, ELC	\$ per year
80	Municipal Operations Main Garage	HRV System	-	2	FMD, ELC CND	\$ per year



## FINANCIAL PROPOSAL: ANNUAL PREVENTATIVE INSPECTION AND MAINTENANCE

(A)	(B)	(C)	(D)	(E)	(F)	(G)
Unit #	Facility Location	Equipment Description	Model #	# of Inspections per Year	Preventative Maintenance Requirements* (See Descriptions Below)	<u>Total Annual Cost Per Unit Based on # of Inspections Indicated in Column (E) plus Preventative Maintenance Requirements Described in Column (F)</u>
81	Municipal Operations Main Garage	AC Ductless Split System	1 outdoor condenser 4 indoor terminal units	2	CND, CMP ELC, EVP	\$ per year
82	Municipal Operations Main Garage	NG Fired Radiant Tube Heaters (qty. 10)	Schwank,	1	FMD, HTG, ELC	\$ per year
83	Municipal Operations Main Garage	NG Fired Unit Heater (qty. 9)	Modine	1	FMD, HTG, ELC	\$ per year
84	Works North Garage & Offices	HRV System	2nd Floor Traffic Offices	2	FMD, ELC CND	\$ per year
85	Works North Garage & Offices	HRV System	1st Floor Traffic Offices	2	FMD, ELC CND	\$ per year
86	Works North Garage & Offices	NG Fired Radiant Tube Heater (qty. 7)	Roberts Gordan,	1	FMD, HTG, ELC	\$ per year
87	Works East Garage & Offices	Fresh Air Intake System, in the garage.	-	2	FMD, ELC	\$ per year
88	Works East Garage & Offices	HRV System	-	2	FMD, ELC CND	\$ per year
89	Works East Garage & Offices	NG Fired Radiant Tube Heater (qty. 3)	Superior	1	FMD, HTG, ELC	\$ per year



## FINANCIAL PROPOSAL: ANNUAL PREVENTATIVE INSPECTION AND MAINTENANCE

### SAINT JOHN POLICE HEADQUARTERS

(A)	(B)	(C)	(D)		(E)	(F)	(G)
Unit #	Facility Location	Equipment Description	Model #	Total Equipment on Site	# of Inspections per Year	Preventative Maintenance Requirements	Total Cost Per Inspection
1	Saint John Police Head Quarters	Trane Heat pumps	-	187	2	Not included	\$ per inspection
2	Saint John Police Head Quarters	EH Price VAV Box	-	4	2	Not included	\$ per inspection
3	Saint John Police Head Quarters	Thermolec Re Heat Coils	-	4	2	Not included	\$ per inspection
4	Saint John Police Head Quarters	Local Exhaust Fans	-	16	2	Not included	\$ per inspection
5	Saint John Police Head Quarters	Energy Recovery Wheels	-	3	2	Not included	\$ per inspection
6	Saint John Police Head Quarters	Humidifiers	-	4	2	Not included	\$ per inspection
7	Saint John Police Head Quarters	Cooling Tower	-	1	2	Not included	\$ per inspection
						<b>TOTAL COST</b>	<b>\$</b>



## FINANCIAL PROPOSAL: ANNUAL PREVENTATIVE INSPECTION AND MAINTENANCE

### WATER AND WASTEWATER TREATMENT PLANTS AND PUMPING/LIFT STATIONS

(A)	(B)	(C)	(D)	(E)	(F)	(G)
Unit #	Facility Location	Equipment Description	Model #	# of Inspections per Year	Preventative Maintenance Requirements	Total Cost Per Inspection
1	Millidgeville WWTP	-	-	TBD	Not included	\$ per inspection
2	Carpenter WWPS	-	-	TBD	Not included	\$ per inspection
3	Lorneville WWPS	-	-	TBD	Not included	\$ per inspection
4	Market Place WWPS	-	-	TBD	Not included	\$ per inspection
5	Lancaster lagoon WWTP	-	-	TBD	Not included	\$ per inspection
6	Westside Estates WWPS	-	-	TBD	Not included	\$ per inspection
7	Ridgewood WWPS	-	-	TBD	Not included	\$ per inspection
8	Hazen Creek WWTP	-	-	TBD	Not included	\$ per inspection
9	Churchill Blvd. WWPS	-	-	TBD	Not included	\$ per inspection
10	One Mile WWPS	-	-	TBD	Not included	\$ per inspection
11	Thorne Ave. WWTP	-	-	TBD	Not included	\$ per inspection
12	Simpson Drive WWPS	-	-	TBD	Not included	\$ per inspection
13	Hickey Road WWPS	-	-	TBD	Not included	\$ per inspection
14	Beach Crescent WWPS	-	-	TBD	Not included	\$ per inspection



FINANCIAL PROPOSAL: ANNUAL PREVENTATIVE INSPECTION AND MAINTENANCE						
WATER AND WASTEWATER TREATMENT PLANTS AND PUMPING/LIFT STATIONS						
(A)	(B)	(C)	(D)	(E)	(F)	(G)
Unit #	Facility Location	Equipment Description	Model #	# of Inspections per Year	Preventative Maintenance Requirements	Total Cost Per Inspection
15	300 Kennebecasis Drive Lift Station	-	-	TBD	Not included	\$ per inspection
16	99 Kennebecasis Drive Lift Station	-	-	TBD	Not included	\$ per inspection
TOTAL COST						\$



## FINANCIAL PROPOSAL: ANNUAL PREVENTATIVE INSPECTION AND MAINTENANCE

### SAINT JOHN TRANSIT

(A)	(B)	(C)	(D)		(E)	(F)	(G)
Unit #	Facility Location	Equipment Description	Model #	Total Equipment on Site	# of Inspections per Year	Preventative Maintenance Requirements	Total Cost Per Inspection
1	Saint John Transit	Viessmann Boiler #1	CT3-89	1	2	Not included	\$ per inspection
2	Saint John Transit	Viessmann Boiler #2	CT3-89	1	2	Not included	\$ per inspection
3	Saint John Transit	Modine unit heaters {#140, #142, #144, #148}	PDP200SE0130[#140], PDP400SE130[#142, #144, #148]	5	2	Not included	\$ per inspection
4	Saint John Transit	Air handling unit AHU-MG1	Racon Carrier	1	2	Not included	\$ per inspection
5	Saint John Transit	Air handling unit AHU-MG2	Racon Carrier	1	2	Not included	\$ per inspection
6	Saint John Transit	Air handling unit AHU-MG3	Racon Carrier	1	2	Not included	\$ per inspection
7	Saint John Transit	Air handling unit AHU-MG4	Racon Carrier	1	2	Not included	\$ per inspection
8	Saint John Transit	Air handling unit AHU-WB	Greenheck PVF400H	1	2	Not included	\$ per inspection
9	Saint John Transit	Air handling unit AHU-BS	Greenheck PVF400H	1	2	Not included	\$ per inspection
10	Saint John Transit	Exhaust fan LCC1	Cook 120ACE 120C3B33	1	2	Not included	\$ per inspection
11	Saint John Transit	Exhaust fan FSEF-1	Greenheck 9-B154-41-10-1	1	2	Not included	\$ per inspection



SAINT JOHN

12	Saint John Transit	Exhaust Fan	Greenheck CUBE-300XP-50-X	2	2	Not included	\$	per inspection
13	Saint John Transit	Make up air MUA-PB	Global Ram25	1	2	Not included	\$	per inspection
14	Saint John Transit	Infloor heating manifold	Rehau AA,BB,CC,DD,E,EE,JJ,N,O,P,Q,R,S,T,Y,Z	1 per letter combination	2	Not included	\$	per inspection
15	Saint John Transit	Unit heater R168-5, R168-4, R168-3, R168-2, R168-1	Modine PDP400SE0130	5	2	Not included	\$	per inspection
16	Saint John Transit	Unit heater #139	Modine PDP200SE0130	1	2	Not included	\$	per inspection
17	Saint John Transit	Air handling unit AHU-1	McQuay RPS030LLA	1	2	Not included	\$	per inspection
18	Saint John Transit	Air handling unit AHU-SG1	Racon-Carrier	1	2	Not included	\$	per inspection
19	Saint John Transit	Air Handling unit AHU-SG2	McQuay RAH077CYA	1	2	Not included	\$	per inspection
20	Saint John Transit	Exhaust fan EF-SG1, EF-SG2, EF-SG3, EF-SG4	Greenheck CUBE-220-20	4	2	Not included	\$	per inspection
21	Saint John Transit	Exhaust Fan EEFSG1. EEFSG2	Greenheck RBUMO-3H36-30	2	2	Not included	\$	per inspection
22	Saint John Transit	Make up Air MUA-SG-1, MUA-SG-2	Greenheck PVF400H	2	2	Not included	\$	per inspection
<b>TOTAL COST</b>							<b>\$</b>	



- (2) Complete the following table to provide gas detection systems inspection and calibration services pricing based on specifications, terms and conditions of this RFP, and exclusive of taxes.

FINANCIAL PROPOSAL: ANNUAL PREVENTATIVE INSPECTION AND MAINTENANCE				
GAS DETECTION SYSTEMS				
(A)	(B)	(C)	(D)	(E)
Unit #	Facility	Gas Detection Type	Inspection Frequency	Total Cost Per Inspection
1	Peter Murray Arena	NH3, CO, Propane	Biannual	\$ per inspection
2	Hilton Belyea Arena	NH3, CO, Propane	Biannual	\$ per inspection
3	Charles Gorman Arena	NH3, CO, Propane	Biannual	\$ per inspection
4	Stu Hurley Arena	NH3, CO, Propane	Biannual	\$ per inspection
5	Fleet Garage	CO2, NOx	Biannual	\$ per inspection
6	East Works Garage	CO2, NOx	Annual	\$ per inspection
7	Adelaide Street Garage	CO	Annual	\$ per inspection
8	Police Headquarters	CO (in garage), Hydrogen (in server room)	Annual	\$ per inspection
9	Saint John Transit	CO, NO2	Biannual	\$ per inspection



- (3) Complete the following table to provide gas detection systems inspection and calibration services pricing based on specifications, terms and conditions of this RFP, and exclusive of taxes.

Est. Annual Hrs	Description	Yr. 1	Yr. 2	Yr. 3
750	Journeyman HVAC Technician Regular Time	\$ /hr	\$ /hr	\$ /hr
250	G1/G2 Gas Technician Regular Time	\$ /hr	\$ /hr	\$ /hr
75	Journeyman HVAC Technician Overtime	\$ /hr	\$ /hr	\$ /hr
25	G1/G2 Gas Technician Overtime	\$ /hr	\$ /hr	\$ /hr
N/A	Percentage Mark-up on Rental Equipment			
N/A	Percentage Mark-up on Materials			

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proponent Name: \_\_\_\_\_

## APPENDIX C – REFERENCE FORM

Each proponent is requested to provide three references from clients who have obtained similar goods or services to those requested in this RFP from the proponent in the last two years.

### Reference #1

<b>Company Name:</b>	
<b>Company Address:</b>	
<b>Contact Name:</b>	
<b>Contact Telephone Number:</b>	
<b>Date Work Undertaken:</b>	
<b>Nature of Assignment:</b>	

### Reference #2

<b>Company Name:</b>	
<b>Company Address:</b>	
<b>Contact Name:</b>	
<b>Contact Telephone Number:</b>	
<b>Date Work Undertaken:</b>	
<b>Nature of Assignment:</b>	

### Reference #3

<b>Company Name:</b>	
<b>Company Address:</b>	
<b>Contact Name:</b>	
<b>Contact Telephone Number:</b>	
<b>Date Work Undertaken:</b>	
<b>Nature of Assignment:</b>	

## APPENDIX D – RFP PARTICULARS

### (A) SCOPE AND REQUIREMENTS

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#### 1.0 OVERVIEW

The City of Saint John is inviting a fee proposal from qualified and experienced companies for the provision of Gas Detection, HVAC & Natural Gas Systems Maintenance Services for various City-owned buildings. There are currently over 35 City-owned buildings that are included in this Contract (**refer to Appendix E for a list of buildings**).

In general, the scope of services will include annual preventative maintenance inspections and responding to service calls for Gas Detection, HVAC & Natural Gas system repairs as required. The successful proponent will carry out Gas Detection, HVAC & Natural Gas System Maintenance Services as directed by the Manager of the Facility Management Division or his/her designate.

The scope of services under this Contract includes water and wastewater treatment buildings and the Saint John Police Headquarters (**refer to Appendix E for a list of buildings**). The scope of work (Preventative Maintenance Inspections and Preventative Maintenance Tasks) for Water and Waste Water Facilities and the Saint John Police Headquarters are to be considered additional items to the main scope of work and as such the City of Saint John reserves the right to add or delete items as required.

The term of the Contract resulting from this Request for Proposal will for a period of one (1) year from the date of award, with the option to renew for two (2) additional one (1) year periods as mutually agreed upon by all parties.

The City of Saint John reserves the right to add or delete any building/equipment from this Contract without penalty at any point during the Contract.

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#### 2.0 QUALIFICATIONS AND EXPERIENCE

The successful Contractor will preferably have been in the business of providing Gas Detection, HVAC & Natural Gas System Maintenance Services for commercial and light industrial buildings and HVAC systems for a minimum of five (5) years and meets all licensing and certification requirements that apply to the place of work. If proponents do not meet the minimum length of experience requirement, they must demonstrate in their proposals that they have permanent staff with extensive experience in the HVAC & Natural Gas contracting industry specifically with commercial buildings and Gas Detection, HVAC & Natural Gas systems to the satisfaction of the City of Saint John. The City of Saint John reserves the right to request information regarding the financial status of the Contractor following the closing of this RFP and prior to award.

Proponents shall provide the following information in their proposals:

- **Company Background**
  - ✓ Include history, locations, organizational structure, number of local employees, summary of services, summary and copy of memberships/certifications (ASHRAE, SMACNA, etc.)
- **Relevant Experience**
  - ✓ Include dates applicable, location, client (excluding City of Saint John if applicable), Contract value, description of services, number of buildings, relevance to this Contract
- **Proposed Personnel**
  - ✓ Include primary contact (i.e. client manager, foreman, or similar role)
  - ✓ Include a list of all Journeyman and Apprentices who would be assigned to this Contract
  - ✓ Include a list of all labourers if applicable
  - ✓ With the exception of the labourers, for all personnel provide proposed role, office location, relevant education / licensing / training / certifications, and number of years of experience
  - ✓ Provide a valid copy of the New Brunswick Diploma of Apprenticeship and a Certificates of Qualification
- **References**
  - ✓ Limit to three references – include company name, contact name, address, telephone number, and e-mail address (excluding City of Saint John if applicable)
- **Addenda**
  - ✓ Signed copies of addenda (if applicable) must be provided with the proposal submission

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### 3.0 SCOPE OF SERVICES – MINIMUM REQUIREMENTS

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:

- **General Requirements** – applicable to all work completed under this Contract unless otherwise noted (refer to Section 3.1)
- **Specific Scope of Services**, including:
  - 1) Annual Preventative Inspection and Maintenance Services (refer to Section 3.2.1)
  - 2) Service Calls for Repairs (refer to Section 3.2.2)

### **3.1 General Requirements**

#### **3.1.1 Relevant Codes and Standards**

All work performed under this Contract shall be in accordance with the 2010 National Building Code of Canada, National Electrical Code of Canada, National Plumbing Code of Canada, National Fire Code of Canada, all relevant ASHRAE Codes and Standards, SMACNA, B149 and any other relevant codes and standards in the place of work including, but not limited to, all Municipal, Provincial, and Federal by-laws, acts, codes, and/or regulations that may affect the services provided under this Contract.

#### **3.1.2 Qualifications and Supervision**

All work performed under this Contract shall be completed under the direction of a Journeyman HVAC Technician, G1 Gas Technician, Journeyman Plumber, Journeyman Electrician as required who shall remain on site while work is in progress and supervise all other qualified personnel involved in the work.

#### **3.1.3 Permits**

If required, the Contractor is responsible to obtain necessary permits and arrange for all inspections required as a result. Costs associated with permits are billable to the City of Saint John, and shall be itemized separately on invoice submissions. No work shall be started prior to obtaining a permit if it is required.

#### **3.1.4 Materials and Equipment**

All parts, materials, and equipment supplied shall be new and delivered to site in original packaging and/or with labels still intact.

The Contractor shall maintain a stock of common materials and equipment within the service van/vehicles used by the Contractor's representatives.

#### **3.1.5 Materials Not Incorporated into the Project**

The City of Saint John will pay only for materials incorporated into the project. This includes materials that may be purchased in bulk. Exceptions will be made only if the Contractor provides adequate information that demonstrates that the extra materials could not be used for future projects or elsewhere and would impose a significant burden (financial or otherwise) on the Contractor if retained. The approved method of determination of unit cost (i.e. eligible for payment) will be the total cost divided by the number of units. The successful proponent will be responsible for the proper and safe storage of extra materials with labels intact until such time that they can be incorporated into a project. Materials must be used within one (1) year from the date of purchase.



### **3.1.6 Tools and Equipment**

The Contractor and their representatives shall carry with them all necessary tools and equipment required to carry out this Contract. Ladders/hoists to access a height up to 16 feet are the responsibility of the Contractor and should be available at all times. Any ladder/hoist equipment required to service beyond the height of 16 feet shall be paid or supplied, at its option, by the City of Saint John.

Aside from the above mentioned, the cost associated with the purchase or rental of tools and equipment (and the maintenance thereof) required to carry out this Contract is the responsibility of the Contractor and is not considered a billable expense to the City of Saint John.

### **3.1.7 Time for Project Meetings**

Time for project meetings (i.e. start up or otherwise) shall be limited to one (1) hour and include only the time of the Foreman or Journeyman Technician who is responsible for the supervision of the project. Exceptions will be made only for complex projects requiring some time for investigation, or other information gathering and must be approved in advance by the City of Saint John. Time of apprentices, labourers, or other personnel for project meetings is not billable unless the City of Saint John specifically requests or approves their attendance in advance or unless work is to begin immediately following the project meeting.

### **3.1.8 Quotations for Work**

Quotations for work may be requested by the City of Saint John at any time. Upon request, the Contractor is to provide the City of Saint John a quotation within 48 hours. The quotation is to describe the scope of the work; provide the hours anticipated and the resources required; list the equipment and materials expected along with the anticipated cost and markup (based on Contract); present the Contract rates; and provide the total anticipated cost of the work.

*A sample quotation that meets the requirements described above is to be included in the proposal submission.*

It is important to note that the City of Saint John reserves the right to obtain competitive bids from other sources for any work that is required, HVAC or otherwise.

### **3.1.9 Communication**

The Contractor shall provide the City of Saint John with a complete list of contacts for the organization, including names, roles, office address, office phone numbers, cell phone numbers, pager numbers, fax numbers, and email addresses. The City of Saint John will provide the Contractor a list of contacts, including Facility Management representatives and building representatives as deemed appropriate.



### 3.1.10 Emergency Response

Responding to emergency situations is an essential part of this Contract. It is required that the Contractor be available to respond to emergency situations on a 24 hour per day, 7 day per week basis. The maximum response time during any hour of the day or night shall not be more than two (2) hours.

### 3.1.11 Authorization of Work

All work under this Contract will be undertaken only if proper authorization is provided by a representative from the Facility Management Division. **No authorization or direction is to be taken from building personnel at any facility under any circumstance.** If building personnel have a request or issue, they are to contact Facility Management directly. Exceptions will be made for emergency situations that, if delayed, would impose a safety concern or result in significant damage. In these cases, building personnel may authorize work, but the Contractor must contact Facility Management to advise them of the situation as soon as safely possible.

Proper authorization of the work consists of the receipt by the Contractor of a written Job Order from the City of Saint John. **No work is to be completed without a Job Order in hand.** In some cases (e.g. afterhours/emergencies), authorization can be provided on a verbal basis or via email from Facility Management. In these cases, it is the responsibility of the Contractor to follow up at the earliest possible time the next business day to obtain a Job Order/Facility Maintenance Request (FMR).

The Contractor **will not be paid** for work not properly authorized.

### 3.1.12 Assignment of Personnel

The City of Saint John will only pay the hourly rate of one Journeyman Technician assigned to a particular project. Additional personnel assigned to a project will be paid at the Apprentice hourly rate. Exceptions may be made on larger projects, if the benefit can be shown to the City of Saint John, or if required by law. In these cases, the Contractor must obtain Facility Management approval in advance of the work being started. If advanced approval is not provided, the second Journeyman Technician will be paid at the Apprentice (or Labourer if applicable) hourly rate.

The number of personnel assigned to a particular project should be based on the scope of work, technical complexity, safety, duration, urgency, etc. At the request of the City of Saint John, the Contractor will be required to justify the time spent on site by personnel assigned to a project and provide a detailed summary of their work tasks. This information is also to be detailed on timesheets.

### 3.1.13 Site Access

As described herein, the Contractor's supervisor **must present themselves to the Facility representative upon arrival to the site** and describe, in general terms, what the project entails, where they are working, how long they intend to be, and any safety concerns that may be imposed as a result of the work. The Contractor's supervisor must again present themselves prior to departure.



In the case of afterhours work or for buildings that are not occupied, keys are available to be signed out from Facility Management, Lobby Level, City Hall. Keys must be returned promptly when work is completed. If keys are lost or damaged while in the Contractor's possession, it is the Contractor's responsibility to have doors rekeyed or keys replaced at their own cost. It is important that the Contractor be aware of security systems that may be installed in various facilities, and it is the responsibility of the Contractor to make inquiries in this respect. In locations where security systems exist, the Contractor will have to work with Facility Management to gain access.

### **3.1.14 Identification**

Representatives of the Contractor are to carry photo identification at all times. The City of Saint John reserves the right to provide the Contractor with photo identification badges which would have to be visible at all times.

### **3.1.15 Timesheets**

**Timesheets are to be completed for all projects that are completed on a time and material basis and attached to the invoice when submitted for payment.** The following items are to be included on all timesheets:

- Facility ID
- Facility Description
- Project Description
- Blanket Purchase Order Number
- FMR Number
- Date
- Arrival Time
- Departure Time
- Names of Individuals Working on the Project
- Description of Work Tasks (by Individual)
- Hours Worked on the Project (by Individual)
- Hourly Rates (by Individual)
- Materials and Equipment Used
- Signature of City of Saint John Representative

The Contractor's supervisor must present themselves to the Facility representative upon arrival and describe, in general terms, what the project entails, where they are working, how long they intend to be, and any safety concerns that may be imposed as a result of the work. Prior to departure, the Contractor's supervisor must complete the timesheet and review with the Facility representative who will sign off when satisfied that the timesheet adequately reflects the work completed. The Facility representative sign off in no way, expressed or implied, suggests acceptance or approval of the work described or time recorded on the timesheet and shall not relieve the Contractor of their responsibility for the work and associated time in any way.



If Facility representatives are not available, the Contractor's supervisor must contact the Facility Management representative assigned to the project and advise them accordingly (upon arrival and departure). The Contractor's supervisor will record who was contacted and when on the timesheet in this case.

*A sample timesheet that meets the requirements described above is to be included in the proposal submission.*

### **3.1.16 Identification of Safety or Performance Issues**

If while working in City-owned buildings, the Contractor identifies any issues that would impose a safety concern or impact performance, the Contractor shall notify Facility Management immediately.

### **3.1.17 Professionalism**

Company uniforms are optional; however, Contractor representatives must present themselves in a professional manner when working in City-owned buildings. Contractor representatives are also expected to act in a professional manner under all circumstances when conducting business associated with or in our buildings. If Contractor representatives are confronted or put in a situation that is deemed inappropriate, the Contractor should contact Facility Management who will deal with the matter accordingly. At no time is it deemed appropriate to make defamatory comments against other persons or organizations with respect to any matter. Furthermore, the use of profanity, derogatory language, threats of violence, or any other action that is offensive in nature, in all cases, will not be tolerated and could be grounds for immediate termination.

### **3.1.18 Travel Time and Vehicle Expenses**

No travel time to the buildings and/or time to pick up materials or equipment shall be eligible for payment under this Contract.

Costs associated with vehicles, including maintenance, fuel, insurance, etc. are not eligible for payment under this Contract. If these types of charges appear on invoices, the invoice will be rejected and the Contractor will be required to revise and resubmit. This will cause delays in payment for which the City of Saint John will not assume responsibility.

### **3.1.19 Incidental Expenses**

The City of Saint John will not pay for materials and equipment that may be considered incidental expenses. Some examples that may be considered incidental expenses include paper, pencils/pens/markers, etc.



### **3.1.20 Supporting Documents for Expenses**

Supporting documentation for all materials, equipment, and other expenses billed to the City of Saint John shall be provided upon request. This includes, but is not limited to, invoices and/or proof of payment for said materials, equipment, and other expenses.

### **3.1.21 Regular Time and Overtime**

The definition of regular time shall be from 8:00am to 5:00pm, Monday through Friday inclusive. The definition of overtime shall be all other hours of the day and night, including weekends and statutory holidays.

### **3.1.22 Billable Work**

Billable work is based on the actual hours worked at the tendered rates in addition to the cost of materials and equipment incorporated into the work plus the quoted mark-up.

### **3.1.23 Invoicing**

It is essential that invoices for work completed be provided on a timely basis. At a minimum, invoices must be submitted in the same month in which the goods and services were rendered. All invoices for work completed (including progress billings) between the months of January and November in a given year must be submitted no later than December 1<sup>st</sup> of that same year. All invoices for work completed (including progress billings) in the month of December in a given year must be submitted no later than January 8<sup>th</sup> of the following year.

All invoices **must contain** all of the following information:

- Vendor name and contact information
- Date of invoice
- Name of City of Saint John representative who authorized the work
- Facility ID
- Facility name and street address
- Project description
- FMR/Job Order / Work Order / Purchase Order Number / Contract Number
- Progress billing number (if applicable)
- Facility Management Requester Name

Invoices must be certified originals in order to be processed and must be accompanied by a signed timesheet if the work was completed on a time and materials basis.

All invoices are to be addressed to:



Attention: Accounts Payable  
City of Saint John  
PO Box 1971  
Saint John, NB Canada  
E2L 4L1

Invoices are also accepted via email at [accountspayable@saintjohn.ca](mailto:accountspayable@saintjohn.ca).

Invoices not meeting the above criteria will not be processed by the City of Saint John. The City of Saint John will not be responsible for interest charges resulting from non-compliance to the criteria presented above.

*A sample invoice that meets the requirements described above is to be included in the proposal submission.*

### **3.1.24 Changes to Gas Detection, HVAC & Natural Gas System Components**

When significant changes are made to existing systems/equipment, accurate drawings/schematics as well as operating and maintenance manuals (three copies) must be supplied to the City of Saint John upon completion of the work, and signed by the Contractor. The drawings/schematics need only be of the affected area, but must be done in a professional manner and shall clearly indicate all changes, improvements, and/or alterations.

### **3.1.25 Safety**

The successful proponent must provide an up to date WorkSafe NB Clearance Certificate prior to a Contract or Purchase Order being issued. The Contractor is to maintain coverage through the duration of this Contract. In addition, the Contractor must provide a copy of the Company Safety Manual and Policies prior to a Contract or Purchase Order being issued.

The Contractor must abide by applicable Acts and Regulations as it pertains to safe work practices including, but not limited to, the Occupational Health and Safety Act and the Regulations that fall under the Act and the City of Saint John Health and Safety Policy. If the Contractor or any of his employees are found to be working in an unsafe manner or outside of government legislation, the Contractor will be directed to stop work immediately.

The City of Saint John will not be responsible for any revenues lost by the Contractor as a result of this work stoppage. Further, should the City of Saint John deem it necessary to do so, it reserves the right to hire a replacement Contractor to complete the project. Any additional cost incurred by the City of Saint John, as a result of this action may be billed to the Contractor.

The Contractor is encouraged to have and document Toolbox/Tailgate Safety Meetings or discussions prior to the undertaking any project to ensure personnel are aware of potential health and safety hazards that may be present and to develop mitigations for those hazards. The Contractor's supervisor must present themselves to the Facility representative upon arrival and describe, in general terms, what the project



entails, where they are working, how long they intend to be, and any safety concerns that may be imposed as a result of the work. Furthermore, the Contractor is responsible to provide adequate protection of the work and property so as to ensure the safety of the building occupants and visitors is maintained. The Contractor is fully responsible for the work area for the duration of the project.

The City of Saint John reserves the right to complete random Health and Safety Jobsite Inspections during the term of the Contract. This does not in any way alleviate the Contractor of their responsibilities for the Health and Safety of their workers, City of Saint John staff, or the public, nor does it relieve the Contractor of their responsibility for the protection of the work and property during the course of the work.

### **3.1.26 Protection of Work and Property**

The Contractor is responsible for maintaining a clean work site and for the proper disposal of all debris and discarded parts upon completion of each job. At no time is debris and discarded parts etc. to be left on site. Any damage made by the Contractor while completing the work under this Contract shall be corrected by the Contractor at their cost.

### **3.1.27 Security Checks**

All of the successful Contractor's employees who will be working in City-owned facilities will be subject to a security clearance process established by the Chief of the Saint John Police Force and the City of Saint John's Facility Management Division. Within five (5) days of award of the Contract, the Contractor will provide the City of Saint John's representative with a list of the employees for whom security clearance applications will be submitted. The City of Saint John's representatives, upon review, may request additions to the list submitted. Security clearance applications for all other employees, including new employees, will be submitted to the Chief of Police through the City of Saint John's representative at least thirty (30) days prior to the date the individual is proposed to commence work.

The City of Saint John has the right to refuse any employee to work in all and/or specific locations at its' own discretion at any time during the term of the Contract.

In the event the successful proponent cannot obtain the required security clearance for its' personnel, the City of Saint John, at its' sole discretion, may award the Contract in whole or in part to the next acceptable bidder.

### **3.1.28 Warranty**

The successful proponent will provide a minimum one (1) year complete materials and labour warranty for all work completed as part of this Contract. If manufacturer warranties are available, these will also be provided as applicable. The warranty will cover all supplies, materials, accessories, and labour required to correct deficiencies.

A written warranty will be provided to the City of Saint John prior to final payment for the work and will indicate a description of the project, date of completion, and term of the warranty.

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## 3.2 Specific Scope of Services

The specific scope of services of included in this RFP include:

- 1) Annual Preventative Inspection and Maintenance Services (lump sum basis at Contracted fees); and
- 2) Service Calls for Repairs (time and materials bases at Contracted hourly rates plus mark-up)

**Refer to Instructions to Bidders and the Pricing Form** for more information on fee proposal breakdown for the two (2) categories of service noted above. In both cases, the General Requirements described in Section 3.1 are applicable and should be included in the proponents' financial proposal.

### 3.2.1 Annual Preventative Inspection and Maintenance

The City of Saint John is requesting a lump sum fee breakdown for the annual inspection and preventative maintenance of the HVAC systems included in this Contract (**refer to Instructions to Bidders and the Pricing Form**). In general, Gas Detection, HVAC & Natural Gas system inspections should follow standard ASHRAE codes and practices as well as manufacturer recommendations.

Inspection reports (**refer to Appendix F: Sample Inspection Reports**) shall be provided to the City of Saint John within two (2) weeks following the date of the Gas Detection, HVAC & Natural Gas system inspection. Inspection reports shall include:

- Description of the Gas Detection, HVAC system/equipment type for each building (including, but not limited to, model numbers, size, capacity, service area, etc.)
- Observations and comments related to the general condition of the inspected components
- Identification of deficiencies/defects and required repairs for the HVAC system components
- Basic reference to deficiencies/defects on the HVAC plan
- Digital photos of significant deficiencies

Inspection reports should be in a format similar to that provided in Appendix F: Sample Inspection Reports. Inspection Reports should be in electronic format (e.g. Adobe.pdf). The City of Saint John will provide available floor plans/equipment layout plans to the successful proponent at the time of the award of the Contract; however, proponents should assume that these do not exist for most buildings for the purpose of their proposal.

The inspection reports shall be accompanied by a quotation to complete the repairs identified during the HVAC system inspection.

*A sample Gas Detection, HVAC & Natural Gas system inspection report and quotation shall be included in the proposal submission.*

Recommended requirements for preventative maintenance on a per unit basis are provided in **Instructions to Bidders and the Pricing Form**. Proponents are to provide their lump sum fees accordingly.



Within six (6) weeks of award of the Contract, the successful Contractor will be required to provide a schedule for inspections and preventative maintenance for each of the buildings identified on the list.

### **3.2.2 Service Calls for Repairs**

Service calls for Gas Detection, HVAC & Natural Gas systems repairs will be authorized by Facility Management as required to deal with equipment failure/breakdown, emergency repairs, deficiencies identified during regular inspections, to provide advice and direction for particular issues, and to perform maintenance activities (aside from routine preventative maintenance tasks described in Section 3.2.1).

Provided by the proper authorization of the City of Saint John, service calls for repairs will periodically be completed on a time and materials basis at the quoted/Contracted hourly rates plus mark-up. However, the City of Saint John will also request quotations for work that has a defined scope. In this case, the quotation provided is to describe the scope of the work; provide the hours anticipated and the resources required; list the equipment and materials expected along with the anticipated cost and markup (based on Contract); present the Contract rates; and provide the total anticipated cost of the work (refer also to Section 3.1.8: Quotations for Work).

On occasion, the successful Contractor will also be asked to provide a quotation for the installation of new Gas Detection, HVAC & Natural Gas system components. The Contract rates will apply in these cases.



**\*Preventative Maintenance Requirement Descriptions (reference to Column F in table above):**

**FMD: Fans – Motors and Drives**

- Lubricate fan and motor bearings
- Inspect motor and mounts
- Inspect drive belts - adjust as 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/record voltage and amperage

**CND: Condensers**

- Inspect fan/motor bearing - lubricate as required
- Inspect for vibration/noise
- Inspect coil - clean as required
- 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
- Inspect/verify oil heater operation
- 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**

- Inspect burners and heat exchangers
- Check fan and high limit
- Inspect coils for cracks etc. - clean as required
- Verify operation and controls

**EVP: Evaporator**

- Inspect coil - clean as required
- Inspect condensate pan and drain - clean as required
- Inspect filters - replace as required

**ELC: Electrical Components and Controls**

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

## (B) EVALUATION CRITERIA

- (1) The following is an overview of the categories and weighting for the rated criteria relevant to the evaluation of proposals under this RFP.

STAGE II OF EVALUATION PROCESS	SCORING (POINTS)
<b>Presentation/Format of Proposal and Completeness:</b> <ul style="list-style-type: none"> <li>• Has the proponent addressed all of the needs identified?</li> <li>• Is the proposal presented in an organized and professional manner?</li> </ul>	5
<b>Qualifications and Experience:</b> <ul style="list-style-type: none"> <li>• Has the proponent demonstrated a level of expertise with the requirements of this RFP?</li> <li>• Has the proponent demonstrated the ability to provide experienced and qualified personnel?</li> </ul>	35
<b>Scope of Services:</b> <ul style="list-style-type: none"> <li>• Proposed approach to the delivery of the required services and availability of resources to deliver services in a timely and efficient manner</li> </ul>	20
<b>Cost:</b> <ul style="list-style-type: none"> <li>• Cost will be a factor, however, neither the only factor nor the determined factor, in the evaluation of the proposals.</li> <li>• The financial proposal shall include:               <ul style="list-style-type: none"> <li>○ Pricing Form</li> <li>○ Additional cost information as required</li> </ul> </li> </ul>	40
<b>TOTAL POINTS FOR STAGE II</b>	<b>100</b>

**(C) SUBMISSION REQUIREMENTS**

(1) Proponents should include the following information in respect of each of the rated criteria:

(a) Presentation/Format of Proposal and Completeness

- i. an introduction with respect to the proponent's interest in this opportunity; and
- ii. a description of the proponent's understanding of the scope of services and the role of the service provider in the context of this RFP.

(b) Qualifications and Experience

- i. a brief description of the proponent;
- ii. description of the goods and services the proponent has previously and/or is currently delivering, with an emphasis on experience relevant to the Deliverables;
- iii. the roles and responsibilities of the proponent and any of its agents, employees and subcontractors (if applicable), who will be involved in providing the Deliverables, together with the identity of those who will be performing those roles and their relevant respective experience, qualifications and certifications;
- iv. a description of how the proponent will provide the Deliverables, which should include a work plan indicating how the proponent intends to deliver the services;
- v. a Reference Form in accordance with the instructions set out in the Form attached as Appendix C to this RFP; and
- vi. a description of key personnel's experience and qualifications.

(c) Scope of Services

- a description of how the proponent will provide the Deliverables, including availability of resources and a work plan demonstrating how the proponent intends to structure its working relationship with the City and deliver services in a timely and efficient manner

(d) Cost

- i. completed Pricing Form as provided in Appendix B in a separate, sealed envelope.

## APPENDIX E – LIST OF FACILITIES

### Group 1: Facility Management Buildings

Facility ID	Building Description	Location
001	City Hall Building	15 Market Square
006	Tourist Information Centre, West	1509 Saint John Throughway
014	Chipman Hill Pedway	22 Chipman Hill
015	St. Patrick Street Pedway	58 Saint Patrick Street
016	Aquatic Centre Pedway	50 Union Street
017	City Market Pedway	36 Germain Street
019	Harbour Station Pedway	70 Station Street
021	Carnegie Building	20 Peel Plaza
042	City Market	47 Charlotte Street
094	Police Headquarters	1 Peel Plaza
6A	Saint John Transit Bldg	55 McDonald Street

### Group 2: Leisure Services Buildings

Facility ID	Building Description	Location
026	Peter G. Murray Arena	701 Dever Road
027	Hilton Belyea Arena	390 Lowell Street
028	Charles Gorman Arena	80 University Avenue
030	Stewart Hurley Arena	1500 Hickey Road
031	Leisure Services Offices	171 Adelaide Street
032	Leisure Services Garage	171 Adelaide Street
034	Shamrock Park Clubhouse	200 Visart Street
036	Forest Hills Ballfield Clubhouse	651 Westmorland Road
037	Dominion Park Canteen/Clubhouse	730 Dominion Park Road
040	Lancaster Memorial Ballfield Clubhouse(s)	224 Greendale Crescent
051	Carleton Community Centre	120 Market Place
052	North End Community Centre	195 Victoria Street
057	Interpretation Centre	10 Fisher Lakes Drive
059	Allison Grounds (Clubhouse)	2 Tilley Lane
060	Loyalist Burial Grounds (Beaver Fountain)	14 Sydney Street
085	Fallsview Park Washrooms	100 Fallsview Avenue
094	Rainbow Park	205 Sydney Street

### Group 3: Fire Department Buildings

Facility ID	Building Description	Location
061	Fire Station #1	47 Leinster Street
062	Fire Station #2	850 Loch Lomond Road
063	Fire Station #4	36 Courtenay Avenue
064	Fire Station #5	35 Adelaide Street
065	Fire Station #6	286 King Street West
066	Fire Station #7	7 Manchester Avenue West
067	Fire Station #8	608 Millidge Avenue



#### Group 4: Municipal Operations Buildings

Facility ID	Building Description	Location
072	Municipal Operations Complex	175 Rothesay Avenue
073	Municipal Operations Fleet Garage	175 Rothesay Avenue
077	Works West Garage/Offices	
079	Works North Garage/Offices	100 Boars Head Road
081	Works East Garage/Office	525 McAllister Drive

#### Water and Wastewater Treatment Buildings

Building Description	Location
Millidgeville WWTP	700 Woodward Avenue
Carpenter WWPS	1608 Saint John Throughway
Lorneville WWPS	801 Lorneville Road
Market Place WWPS	240 Market Place
Lancaster lagoon WWTP	1091 Saint John Throughway
Westside Estates WWPS	Glenwood Drive
Ridgewood WWPS	Bay Street
Hazen Creek WWTP	441 Redhead Road
Churchill Blvd. WWPS	283 Churchill Blvd
One Mile WWPS	223 Rothesay Avenue
Thorne Ave. WWTP	180 Thorne Avenue
Simpson Drive WWPS	18 Simpson Drive
Hickey Road WWPS	1501 Hickey Road
Beach Crescent WWPS	11 Beach Crescent
300 Kennebecasis Drive Lift Station	300 Kennebecasis Drive
99 Kennebecasis Drive Lift Station	1099 Kennebecasis Drive

## **APPENDIX F – SAMPLE INSPECTION REPORTS**

## City of Saint John HVAC Preventative Maintenance Inspection Report

### Inspection Checklist: Packaged Rooftop Units/Split System

<b>Facility Desc:</b> _____	<b>Manufacturer:</b> _____
<b>Equipment ID:</b> _____	<b>Model #:</b> _____
<b>Inspection Due Date:</b> _____	<b>Serial #:</b> _____

#### Fans - Motors & Drives

- ☐ Lubricate Fan & Motor Bearings
- ☐ Inspect Motor and Mounts
- ☐ Inspect Drive Belts - Adjust as 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/Record Voltage and Amperage

#### Condensers

- ☐ Inspect Fan/Motor Bearing - Lubricate as Required
- ☐ Inspect for Vibration/Noise
- ☐ Inspect Coil - Clean as required
- ☐ Verify Fan Controls
- ☐ Inspect Contactor and Disconnect
- ☐ Check Automatic and manual Valves

#### Others

- ☐ Inspect Condition of Air Filter - Replace/Clean as Required
- ☐ Check for Unsafe/abnormal Conditions and Report
- ☐ Inspect Flex Connections/Ductwork for Damage and Leaks
- ☐ Inspect/Prove Lubricate All Dampers
- ☐ Inspect Flex Connections/Ductwork for Damage and Leaks
- ☐ Clean Intake Screen
- ☐ Inspect/Verify Thermostat/System Controls
- ☐ Inspect Economizer

#### 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
- ☐ Inspect/Verify Oil Heater Operation
- ☐ Measure/Record Suction/Discharge Pressure
- ☐ Inspect Drive Shaft and Seal
- ☐ Check for Oil/Refrigerant Leaks
- ☐ Check - Test Unloaders
- ☐ Inspect Mounting Points - Tighten as Required

#### Heating

- ☐ Inspect Burners and Heat Exchangers
- ☐ Check Fan and High Limit
- ☐ Inspect Coils for Cracks etc. - Clean as Required
- ☐ Verify Operation and Controls

#### Evaporator

- ☐ Inspect Coil - Clean as Required
- ☐ Inspect Condensate Pan and Drain - Clean as Required
- ☐ Inspect Filters - Replace as Required

#### Electrical Components and Controls

- ☐ Test Operation of Main Disconnect
- ☐ Inspect Starter and Contact Points
- ☐ Measure/Record Operating Voltage & Amperage
- ☐ Check Operation of Thermostats -Calibrate as Required
- ☐ Inspect/Test All Valves/Switches/Relays etc.
- ☐ Inspect Starter for Signs of Wear/Arching/ Overheating
- ☐ Ensure All Electrical Connections are Secure

**Notes/Recommendations:** \_\_\_\_\_

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**Performed By:** \_\_\_\_\_ **Date of Inspection:** \_\_\_\_\_

*\* To Be Submitted After Each Inspection c/w Time Sheet & Invoice and an Itemized Quotation for Recommended Repairs*



## City of Saint John

### HVAC Preventative Maintenance Inspection Report

### Inspection Checklist: *Dehumidifier*

<b>Equipment:</b> Dehumidifier #	<b>Date:</b>
<b>Next Sch Main.:</b>	<b>Location:</b>
<b>Model:</b>	<b>SN:</b>

Task Description	Comments	Completion Date
Clean and inspect the condenser and the evaporator coils.		
Clean and inspect the pans for leaks (repair if necessary). Clean drain heater.		
Inspect and repair all piping insulation.		
Check heating elements and all electrical circuits including hot gas by-pass circuits.		
Check blower motor, drivers and change V-belts yearly.		
Change air filters with pleated 40 % efficiency type fan 30/30.		
Work done by:		
<b>Items Requires Attention:</b> (Require two inspections per year; Pre-season and mid season)		

\* To Be Submitted After Each Inspection c/w Time Sheet & Invoice and an Itemized Quotation for Recommended Repairs

## City of Saint John HVAC Preventative Maintenance

### Inspection Checklist: *Air Handling Units*

<b>Facility Desc:</b> _____	<b>Manufacturer:</b> _____
<b>Equipment ID:</b> _____	<b>Model #:</b> _____
<b>Inspection Due Date:</b> _____	<b>Serial #:</b> _____

#### Visual Inspection of Unit/System

- ☐ Check for Visible Water Leaks
- ☐ Visually Inspect for Missing Hardware
- ☐ Visually Inspect for Rust/Corrosion
- ☐ Check for Unsafe/abnormal Conditions and Report
- ☐ Inspect Flex Connections/Ductwork for Damage and Leaks
- ☐ Inspect Guards/Doors/Panels for Secureness

#### Fans, Drives and Motors

- ☐ Verify Operation of System Motor, Gauges, etc.
- ☐ Inspect Drive Belts - Replace as Needed
- ☐ Inspect Drive Belt Tension/Alignment - Adjust as Required
- ☐ Lubricate All Fans/Motors Bearings
- ☐ Inspect/Prove Lubricate All Dampers
- ☐ Inspect Fan Wheel For Free Rotation/Cracks/Alignment
- ☐ Clean Intake Screen
- ☐ Inspect Motor Windings - Clean as Required

#### Coils

- ☐ Inspect Coils for leaks
- ☐ Inspect All Valves - Adjust as Required
- ☐ Check Condition of Coils - Clean as Required
- ☐ Check Condition of Filters - Replace as Required
- ☐ Inspect Coils to Ensure Adequate Air Pass Through

#### Electrical Components and Controls

- ☐ Ensure All Electrical Connections are Secure
- ☐ Test Operation of Main Disconnect
- ☐ Inspect Starter and Contact Points
- ☐ Measure/Record Operating Voltage & Amperage
- ☐ Check Operation of Thermostats - Calibrate as Required
- ☐ Inspect/Test All Valves/Switches/Relays etc.
- ☐ Inspect Starter for Signs of Wear/Arching/ Overheating

#### Others

- ☐ Inspect and Clean Condensate Pan
- ☐ Inspect Humidifier Parts
- ☐ Inspect Condensate Drain Cup/Lines etc. - Clean as Required

**Notes/Recommendations:** \_\_\_\_\_

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**Performed By:** \_\_\_\_\_ **Date of Inspection:** \_\_\_\_\_

*\* To Be Submitted After Each Inspection c/w Time Sheet & Invoice and an Itemized Quotation for Recommended Repairs*

## City of Saint John HVAC Preventative Maintenance Inspection Report

### Inspection Checklist: *Exhaust Fans*

<b>Facility Desc:</b> _____	<b>Manufacturer:</b> _____
<b>Equipment ID:</b> _____	<b>Model #:</b> _____
<b>Inspection Due Date:</b> _____	<b>Serial #:</b> _____

#### Fan - Drives

- ☐ Lubricate Fan & Motor Bearings
- ☐ Inspect Motor/Bearings and Mounts
- ☐ Inspect Drive Belts - Adjust as 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/Record Voltage and Amperage

#### Electrical Components and Controls

- ☐ Test Operation of Main Disconnect
- ☐ Inspect Contact Points
- ☐ Measure/Record Operating Voltage & Amperage
- ☐ Check Operation of Controls -Calibrate as Required
- ☐ Check Air Flow Switches
- ☐ Ensure All Electrical Connections are Secure
- ☐ Inspect/Prove Lubricate All Dampers
- ☐ Inspect Contact Relays

**Notes/Recommendations:** \_\_\_\_\_

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**Performed By:** \_\_\_\_\_ **Date of Inspection:** \_\_\_\_\_

*\* To Be Submitted After Each Inspection c/w Time Sheet & Invoice and an Itemized Quotation for Recommended Repairs*

## City of Saint John HVAC Preventative Maintenance Inspection Report

### Inspection Checklist: *Unit Heaters*

Facility Desc: _____	Manufacturer: _____
Equipment ID: _____	Model #: _____
Inspection Due Date: _____	Serial #: _____

- ☐ Check and Calibrate Thermostat/Controls
- ☐ Inspect and Lubricate Motor Bearings
- ☐ Inspect and Lubricate Fan Bearings
- ☐ Inspect/Clean Fan Blades
- ☐ Inspect/Clean Heating Element
- ☐ Check High Limit (Safety)

Notes/Recommendations: \_\_\_\_\_

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Performed By: \_\_\_\_\_ Date of Inspection: \_\_\_\_\_

*\* To Be Submitted After Each Inspection c/w Time Sheet & Invoice and an Itemized Quotation for Recommended Repairs*

## City of Saint John HVAC Preventative Maintenance Inspection Report

### Inspection Checklist: *Circulators and Pumps*

Facility Desc: _____	Manufacturer: _____
Equipment ID: _____	Model #: _____
Inspection Due Date: _____	Serial #: _____

- ☐ Check for Excessive Vibration/Noise/Alignment
- ☐ Inspect isolation Valves for Proper Operation
- ☐ Measure/Record Voltage and Amperage of Motor
- ☐ Inspect Motor Bearings - Lubricate as Required
- ☐ Check Packing - Adjust as Required
- ☐ Check Starter/Disconnect/Fuses and Controls
- ☐ Inspect all Seals/Gaskets and Valves for Leaks and Wear
- ☐ Inspect Strainer - Replace/Clean as Required

Notes/Recommendations: \_\_\_\_\_

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Performed By: \_\_\_\_\_ Date of Inspection: \_\_\_\_\_

*\* To Be Submitted After Each Inspection c/w Time Sheet & Invoice and an Itemized Quotation for Recommended Repairs*

## City of Saint John HVAC Preventative Maintenance Inspection Report

### Inspection Checklist: *Ductless Splits/Heat Pumps/Condensers*

<b>Facility Desc:</b> _____	<b>Manufacturer:</b> _____
<b>Equipment ID:</b> _____	<b>Model #:</b> _____
<b>Inspection Due Date:</b> _____	<b>Serial #:</b> _____

#### Condensers

- ☐ Inspect Fan/Motor Bearing - Lubricate as Required
- ☐ Inspect for Vibration/Noise
- ☐ Inspect Coil - Clean as required
- ☐ Verify Fan Controls
- ☐ Inspect Contactor and Disconnect
- ☐ Check Automatic and manual Valves
- ☐ Measure/Record Voltage and Amperage

#### Cassette Unit

- ☐ Inspect Air Filter - replace Clean as Required
- ☐ Inspect Cooling Coil - Clean as Required
- ☐ Inspect Condensate Pan and Drain - Clean as Required
- ☐ Check Fan Motor and Wheel for Cleanliness
- ☐ Inspect Fan Wheel For Free Rotation/Cracks/Alignment
- ☐ Inspect Electrical Connections for Tightness/Condition
- ☐ Check/Prove Controls

**Notes/Recommendations:** \_\_\_\_\_

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**Performed By:** \_\_\_\_\_ **Date of Inspection:** \_\_\_\_\_

*\* To Be Submitted After Each Inspection c/w Time Sheet & Invoice and an Itemized Quotation for Recommended Repairs*

## City of Saint John HVAC Preventative Maintenance Inspection Report

### Inspection Checklist: *HRV*

<b>Facility Desc:</b> _____	<b>Manufacturer:</b> _____
<b>Equipment ID:</b> _____	<b>Model #:</b> _____
<b>Inspection Due Date:</b> _____	<b>Serial #:</b> _____

#### Heat Recovery Ventilator

- ☐ Inspect and Clean/Replace Air Filters
- ☐ Check Coil - Clean as Required
- ☐ Inspect Condensate Pan and Drain - Clean as Required
- ☐ Verify Fan Controls
- ☐ Inspect Contactor and Disconnect
- ☐ Inspect Fan Wheel For Free Rotation/Cracks/Alignment
- ☐ Measure/Record Voltage and Amperage
- ☐ Check Fan Motor and Wheel for Cleanliness
- ☐ Inspect Electrical Connections for Tightness/Condition
- ☐ Check/Probe Controls
- ☐ Inspect Flex Connections/Ductwork for Damage and Leaks

**Notes/Recommendations:** \_\_\_\_\_

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**Performed By:** \_\_\_\_\_ **Date of Inspection:** \_\_\_\_\_

*\* To Be Submitted After Each Inspection c/w Time Sheet & Invoice and an Itemized Quotation for Recommended Repairs*

## City of Saint John HVAC Preventative Maintenance Inspection Report

Inspection Checklist: *Condensor*

Equipment: Ammonia Condenser #	Date:
Next Scheduled Maintenance:	Location:
Model:	SN:

  

Task Description	Comments	Completion  Date
Check and repair external casing looking for water leaks and damaged panels.		
Check and clean condenser internally, oil and pan. Checks fill to ensure in good order.		
Clean and replace (if necessary) all water spray nozzles for proper operation.		
Check motor for vibration and lubrication. Check alignment of motor and drives.		
Check and replace all fans and drive belts once per year.		
Check for external corrosion and clean. Check sump heater for proper operation.		
Check baffles for cracks or missing parts. Check coil to ensure clean of debris		
Work done by:		
Items Requires Attention:		



## ANNUAL INSPECTION REPORT/MAINTENANCE PROCEDURES

### NATURAL GAS/PROPANE RADIANT TUBE HEATERS

BUILDING: \_\_\_\_\_

UNIT #: \_\_\_\_\_

MODEL #: \_\_\_\_\_

SERIAL #: \_\_\_\_\_

#### NATURAL GAS/PROPANE RADIANT TUBE HEATER ANNUAL INSPECTION CHECKLIST

	In Good Condition	Service Required	Replacement Required
Forced Air Blower			
Blower Scroll and Motor			
Burner(s)			
Control Settings			
Igniter			
Observation Window			
Reflector Assembly(s)			
Vent Terminal & Fresh Air Inlet			
Heat Exchanger Tube			
Wiring and Connections			
Vent System			
Gas Piping			

#### NATURAL GAS/PROPANE RADIANT TUBE HEATERS ANNUAL CLEANING CHECKLIST

	Cleaning Required	Cleaning Complete
Clean all Dirt & Grease from Forced Air Blower		
Clean all Dirt & Grease from Forced Air Blower Scroll and Motor		
Heat Exchanger – Clean inside of Tube		
Burner – Clean Inside of Burner Box (and/or) Burner Cup		
Observation Window – Clean or Replace as Necessary		
Reflector Assembly – Remove and Clean - Reinstall		
Vent System & Fresh Air Inlet – Remove any/all obstructions, Soot or Dirt		

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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TECHNICIAN'S SIGNATURE \_\_\_\_\_ DATE OF INSPECTION: \_\_\_\_\_

**TO BE RETURNED AFTER EACH INSPECTION WITH ITEMIZED QUOTATION FOR REPAIRS.**



## ANNUAL INSPECTION REPORT/MAINTENANCE PROCEDURES NATURAL GAS/PROPANE UNIT HEATERS

BUILDING: \_\_\_\_\_

UNIT #: \_\_\_\_\_

MODEL #: \_\_\_\_\_

SERIAL #: \_\_\_\_\_

### NATURAL GAS/PROPANE UNIT HEATER ANNUAL INSPECTION CHECKLIST

	In Good Condition	Service Required	Replacement Required
Pilot Burner			
Main Burner(s)			
Control Settings			
Fan Blade			
Fan Guard			
Fan Motor			
Belt(s)(Tension, Guard, Wear)			
Wiring and Connections			
Flame Inspection (Stable and Uniform)			
Flame Signal			
Heat Exchanger			
Vent System			
Operating Gas Valve			
Gas Piping			
Manifold Assembly			

### NATURAL GAS/PROPANE UNIT HEATER ANNUAL CLEANING CHECKLIST

	Cleaning Required	Cleaning Complete
Clean all Dirt & Grease from Primary and Secondary Combustion		
Clean Fan Blade, Fan Guard and Motor		
Heat Exchanger – Clean		
Burner – Remove and Clean		
Blower, Belt Guard, Inlet Guard & Motor		
Heat Exchanger – Clean Both Internally and Externally		
Pilot Burner – Remove and Clean Scale Dust, Lint etc. - Reinstall		
Main Burners – Remove and Clean Scale Dust, Lint etc. - Reinstall		
Operating Gas Valve – Clean External Dirt		
Manifold Assembly – Remove and Clean - Reinstall		
Motor(s) – Lubricate (if Necessary)		

TECHNICIAN'S SIGNATURE \_\_\_\_\_  
TO \_\_\_\_\_

DATE OF INSPECTION: \_\_\_\_\_

**BE RETURNED AFTER EACH INSPECTION WITH ITEMIZED QUOTATION FOR REPAIRS.**



## ANNUAL INSPECTION REPORT/MAINTENANCE PROCEDURES NATURAL GAS/PROPANE BOILER

BUILDING: \_\_\_\_\_

UNIT #: \_\_\_\_\_

MODEL #: \_\_\_\_\_

SERIAL #: \_\_\_\_\_

### NATURAL GAS/PROPANE BOILER ANNUAL INSPECTION CHECKLIST

	In Good Condition	Service Required	Replacement Required
Boiler Interior			
Condensate Trap/Drain System			
Leaks – Water, Gas, Flue, Condensate			
Verify Flue and Air Lines in Good Condition and Sealed Tight			
System Water Pressure/System Piping and Expansion Tank			
Control Settings			
Ignition Electrode			
Ignition and Ground Wiring			
Wiring and Connections			
Flame Inspection (Stable and Uniform)			
Flame Signal			
Test Low Water Cut Off			
Burner Plate			
Relief Valves/Air Vents			
Combustion Fan (Noise Vibration Free)			
Vent Screens			
Expansion Tank			
Water System Pressure			

### NATURAL GAS/PROPANE BOILER ANNUAL CLEANING CHECKLIST

	Cleaning Required	Cleaning Complete
Boiler Interior - Cleaned and Vacuumed		
Condensate Trap/Tubing – Clean and Fill with Fresh Water		
Ignition Electrode – Sand off Any White Oxide, Clean and Reposition		
Heat Exchanger – Clean		
Burner – Remove and Clean - Reinstall		
Blower – Blower Vacuum and Clean		
Vent Screens – Clean		
Low Water Cut-Off Flushed		

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

TECHNICIAN'S SIGNATURE \_\_\_\_\_ DATE OF INSPECTION: \_\_\_\_\_

**TO BE RETURNED AFTER EACH INSPECTION WITH ITEMIZED QUOTATION FOR REPAIRS.**

## **APPENDIX G – POLICE STATION HVAC EQUIPMENT**



City of Saint John Police Headquarters - 1 Peel Plaza, Saint John, NB E2L 0E1

Unit#	Brand	Model#	Serial#	Location	Servicing	Filter Size
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**Water Sourced Heat Pumps**

**Floor  
0**

HP001	Trane	GEHE01511D01A0LRD010000500000000000	W11J16752	Rm 067	Rm 067	15x20x1
HP002	Trane					
HP003	Trane	GEHE00911D01A0LRD010000500000000000	W11J16859	Rm 012	Rm 012/014/015/016/017	15x20x1
HP004	Trane	GEHE04231D02A0LRD010000500000000000	W11H16030	Rm 021	Rm 024	18x24x1

**Floor  
1**

HP101	Trane	GEHE01811D01A0LRD010000500000000000	W11J16978	Rm 1003	Rm 1002	18x24x1
HP102	Trane	GEHE02431D01A0LRD010000500000000000	W11J16873	Rm 1004	Rm 1003	18x24x1
HP103	Trane	GEHE02431D01A0LRD010000500000000000	W11J16874	Rm 1005	Rm 1003	18x24x1
HP104	Trane	GEHE00911D01A0LRD010000500000000000	W11J16858	Rm 1006	Rm 1006	15x20x1
HP105	Trane	GEHE01811D01A0LRD010000500000000000	W11J16979	Rm 1006	Rm 1002/1007/1008	18x24x1
HP106	Trane	GEHE01511D01A0LRD010000500000000000	W11J16753	Rm 1083	Rm 1080/1087	15x20x1
HP107	Trane	GEHE01811D01A0LRD010000500000000000	W11J16977	Rm 1080	Rm 1080	18x24x1
HP108	Trane	GEHE01211D01A0LRD010000500000000000	W11J16739	Rm 1091	Rm 1085/1088/1091/1094	15x20x1
HP109	Trane	GEHE01511D01A0LRD010000500000000000	W11J16750	Rm 1077	Rm 1089/1092/1093	15x20x1
HP110	Trane	GEHE01511D01A0LRD010000500000000000	W11J16751	Rm 1077	Rm 1098	15x20x1
HP111	Trane	GEHE01511D01A0LRD010000500000000000	W11J16754	Rm 1077	Rm 1082	15x20x1
HP112	Trane	GEHE01511D01A0LRD010000500000000000	W11J16756	Rm 1077	Rm 1082	15x20x1
HP113	Trane	GEHE01811D01A0LRD010000500000000000	W11J16986	Rm 1074	Rm 1058/1100	18x24x1
HP114	Trane	GEHE01811D01A0LRD010000500000000000	W11J16987	Rm 1077	Rm 1071/1072	18x24x1
HP115	Trane	GEHE03631D01A0LRD010000500000000000	W11H16027	Rm 1074	Rm 1068	25.5x18.5x1
HP116	Trane	GEHE01211D01A0LRD010000500000000000	W11J16740	Rm 1075	Rm 1074/1075	15x20x1
HP117	Trane	GEHE02431D01A0LRD010000500000000000	W11J16875	Rm 1107	Rm 1107/1116	18x24x1
HP118	Trane	GEHE01511D01A0LRD010000500000000000	W11J16761	Rm 1107	Rm 1103/1104/1106	15x20x1



HP119	Trane	GEHE00911D01A0LRD010000500000000000	W11J16881	Rm 1111	Rm 1111	15x20x1
HP120	Trane	GEHE00911D01A0LRD010000500000000000	W11J16860	Rm 1113	Rm 1113	15x20x1
HP121	Trane	GEHE01511D01A0LRD010000500000000000	W11J16757	Rm 1117	Rm 1117	15x20x1
HP122	Trane	GEHE00911D01A0LRD010000500000000000	W11J16862	Rm 1118	Rm 1118	15x20x1
HP123	Trane	GEHE00911D01A0LRD010000500000000000	W11J16866	Rm 1064	Rm 1123	15x20x1
HP124	Trane	GEHE01511D01A0LRD010000500000000000	W11J16764	Rm 1064	Rm 1064/1065	15x20x1
HP125	Trane	GEHE02431D01A0LRD010000500000000000	W11J16876	Rm 1063	Rm 1063	18x24x1
HP126	Trane	GEHE02431D01A0LRD010000500000000000	W11J16883	Rm 1063	Rm 1063	18x24x1
HP127	Trane	GEHE01811D01A0LRD010000500000000000	W11J16980	Rm 1057	Rm 1057	18x24x1
HP128	Trane	GEHE02431D01A0LRD010000500000000000	W11J16885	Rm 1056	Rm 1056	18x24x1
HP129	Trane	GEHE03631D01A0LRD010000500000000000	W11H16026	Rm 1056	Rm 1056	18x24x1
HP130	Trane	GEHE02431D01A0LRD010000500000000000	W11J16880	Rm 1056	Rm 1056	18x24x1
HP131	Trane	GEHE01211D01A0LRD010000500000000000	W11J16738	Rm 1053	Rm 1039	15x20x1
HP132	Trane	GEHE02431D01A0LRD010000500000000000	W11J16882	Rm 1041	Rm 1044	18x24x1
HP133	Trane	GEHE02431D01A0LRD010000500000000000	W11J16878	Rm 1041	Rm 1035/1036/1037/1038	18x24x1
HP134	Trane	GEHE01811D01A0LRD010000500000000000	W11J16982	Rm 1043	Rm 1053/1041/1027	18x24x1
HP135	Trane	GEHE01211D01A0LRD010000500000000000	W11J16737	Rm 1041	Rm 1042/1043	18x24x1
HP136	Trane	GEHE01211D01A0LRD010000500000000000	W11J16748	Rm 1041	Rm 1034	18x24x1
HP137	Trane	GEHE01211D01A0LRD010000500000000000	W11J16749	Rm 1029	Rm 1035	15x20x1
HP138	Trane	GEHE01811D01A0LRD010000500000000000	W11J16988	Rm 1029	Rm 1029/1031/1032	18x24x1
HP139	Trane	GEHE01211D01A0LRD010000500000000000	W11J16747	Rm 1027	Rm 1028	15x20x1
HP140	Trane	GEHE02431D01A0LRD010000500000000000	W11J16881	Rm 1026	Rm 1026/1045/1046/1051/1052	18x24x1
HP141	Trane	GEHE03031D01A0LRD010000500000000000	W11H16024	Rm 1015	Rm 1021/1022/1023	18x24x1
HP142	Trane	GEHE01811D01A0LRD010000500000000000	W11J16990	Rm 1051	Rm 1015/1016/1017/1018/1019	18x24x1
HP143	Trane	GEHE00911D01A0LRD010000500000000000	W11J16864	Rm 1015	Rm 1013/1014	15x20x1
HP144	Trane	GEHE00911D01A0LRD010000500000000000	W11J16865	Rm 1074	Rm 1076	15x20x1

## Floor

2

HP201	Trane	GEHE01811D01A0LRD010000500000000000	W11J16981	Rm 2119	Rm 2001	18x24x1
HP202	Trane	GEHE00911D01A0LRD010000500000000000	W11J16863	Rm 2008	Rm 2002	15x20x1
HP203	Trane	GEHE01511D01A0LRD010000500000000000	W11J16759	Rm 2008	Rm 2011/2012/2013	15x20x1
HP204	Trane	GEHE00911D01A0LRD010000500000000000	W11J16868	Rm 2008	Rm 2014	15x20x1
HP205	Trane	GEHE03031D01A0LRD010000500000000000	W11H16022	Rm 2008	Rm 2022/2033/2024	18x24x1
HP206	Trane	GEHE01811D01A0LRD010000500000000000	W11J16989	Rm 2008	Rm 2016/2017/2018/2019	18x24x1

HP207	Trane	GEHE01211D01A0LRD010000500000000000	W11J16742	Rm 2008	Rm 2021	15x20x1
HP208	Trane	GEHE01511D01A0LRD010000500000000000	W11J16758	Rm 2008	Rm 2025/2026	15x20x1
HP209	Trane	GEHE01511D01A0LRD010000500000000000	W11J16755	Rm 2028	Rm 2004	15x20x1
HP210	Trane	GEHE01811D01A0LRD010000500000000000	W11J16993	Rm 2003	Rm 2003	18x24x1
HP211	Trane	GEHE00911D01A0LRD010000500000000000	W11J16867	Rm 2003	Rm 2028	15x20x1
HP212	Trane	GEHE00911D01A0LRD010000500000000000	W11J16871	Rm 2027	Rm 2027	15x20x1
HP213	Trane	GEHE01811D01A0LRD010000500000000000	W11J16983	Rm 2049	Rm 2033/2034/2035	18x24x1
HP214	Trane	GEHE04231D01A0LRD010000500000000000	W11J18279	Rm 2051	Rm 2051	18x24x1
HP215	Trane	GEHE01811D01A0LRD010000500000000000	W11J16991	Rm 2051	Rm 2015/2052	18x24x1
HP216	Trane	GEHE00911D01A0LRD010000500000000000	W11J16872	Rm 2053	Rm 2053	15x20x1
HP217	Trane	GEHE01511D01A0LRD010000500000000000	W11J16763	Rm 2039	Rm 2039	15x20x1
HP218	Trane	GEHE02431D01A0LRD010000500000000000	W11J16884	Rm 2043	Rm 2041/2043	18x24x1
HP219	Trane	GEHE01811D01A0LRD010000500000000000	W11J16984	Rm 2048	Rm 2044	18x24x1
HP220	Trane	GEHE01811D01A0LRD010000500000000000	W11J16992	Rm 2050	Rm 2045/2047	18x24x1
HP221	Trane	GEHE02431D01A0LRD010000500000000000	W11J16886	Rm 2051	Rm 2049	18x24x1
HP222	Trane	GEHE01811D01A0LRD010000500000000000	W11J16994	Rm 2054	Rm 2054/2055	18x24x1
HP223	Trane	GEHE00911D01A0LRD010000500000000000	W11J16869	Rm 2054	Rm 2054	15x20x1
HP224	Trane	GEHE03031D01A0LRD010000500000000000	W11H16021	Rm 2059	Rm 2057/2058/2059/2061	18x24x1
HP225	Trane	GEHE01511D01A0LRD010000500000000000	W11J16760	Rm 2069	Rm 2066/2069/2071	15x20x1
HP226	Trane	GEHE01511D01A0LRD010000500000000000	W11J16765	Rm 2067	Rm 2065/2067/2068	15x20x1
HP227	Trane	GEHE02431D01A0LRD010000500000000000	W11J16887	Rm 2056	Rm 2062/2063/2064	18x24x1
HP228	Trane	GEHE02431D01A0LRD010000500000000000	W11J16888	Rm 2070	Rm 2074	18x24x1
HP229	Trane	GEHE03031D01A0LRD010000500000000000	W11H16023	Rm 2094	Rm 2093/2094	18x24x1
HP230	Trane	GEHE02431D01A0LRD010000500000000000	W11J16889	Rm 2074	Rm 2075	18x24x1
HP231	Trane	GEHE01211D01A0LRD010000500000000000	W11J16744	Rm 2074	Rm 2091/2092	15x20x1
HP232	Trane	GEHE02431D01A0LRD010000500000000000	W11J16877	Rm 2074	Rm 2076/2077/2078	18x24x1
HP233	Trane	GEHE01211D01A0LRD010000500000000000	W11J16746	Rm 2074	Rm 2079	15x20x1
HP234	Trane	GEHE01811D01A0LRD010000500000000000	W11J16995	Rm 2074/2103(Intersection)	Rm 2081/2083	18x24x1
HP235	Trane	GEHE01211D01A0LRD010000500000000000	W11J16743	Rm 2085	Rm 2085/2086	15x20x1
HP236	Trane	GEHE01811D01A0LRD010000500000000000	W11J16985	Rm 2074/2103(Intersection)	Rm 2082/2089/2102	18x24x1
HP237	Trane	GEHE01811D01A0LRD010000500000000000	W11J16995	Rm 2073	Rm 2095/2096/2097/2098/2099/2103	18x24x1
HP238	Trane	GEHE01811D01A0LRD010000500000000000	W11J16996	Rm 2106	Rm 2106/2107/2113/2114/2115/2117	18x24x1
HP239	Trane	GEHE01511D01A0LRD010000500000000000	W11J16762	Rm 2106	Rm 2108/2109/2110	15x20x1
HP240	Trane	GEHE01211D01A0LRD010000500000000000	W11J16745	Rm 2118	Rm 2106/2111/2112/2119	15x20x1



HP241	Trane	GEHE01511D01A0LRD010000500000000000	W11J16766	Rm 2001	Rm 2001/2002	15x20x1
HP242	Trane	GEHE04231D01A0LRD010000500000000000	W11H16029	Rm 2018/2073(Intersection)	Rm 2073	24.5x25.5x1
HP243	Trane	GEHE00911D01A0LRD010000500000000000	W11J16870	Rm 2052	Rm 2032	15x20x1

## **APPENDIX H – CITY OF SAINT JOHN TRANSIT BUILDING**



## City of Saint John Bus Transit Building

### Boiler Room

Type	Unit #	Make	Model#	Serial#	Area Served
Auto Purger		Armstrong	VAS-6	617675	Boiler Loop
Boiler	#1	Viessman	CT3-89	7142363800175106	Enitre Building
Boiler	#2	Viessman	CT3-89	7142363800175108	Enitre Building
Bypass Valve					Circ Pump C-ADM-1 & 2
Bypass Valve					Circ Pump C-MG-1 & 2
Bypass Valve					Circ Pump C-SG-1 & 2
Circulation Pump	Boiler#1	Armstrong	3x2.5x6 4030	C18040	Boiler Loop
Circulation Pump	Boiler#2	Armstrong	3x2.5x6 4030	C18041	Boiler Loop
Circulation Pump	C-ADM-1	Armstrong	1.5x1x8 4030	C618028	Admin Boiler Loop
Circulation Pump	C-ADM-2	Armstrong	1.5x1x8 4030	C618029	Admin Boiler Loop
Circulation Pump	C-MG-1	Armstrong	3x2x10 4030	C618016	Mechanic Garage Loop
Circulation Pump	C-MG-2	Armstrong	3x2x10 4030	C618017	Mechanic Garage Loop
Circulation Pump	C-SG-1	Armstrong	3x2x10 4030	C618018	Storage Garage Loop
Circulation Pump	C-SG-2	Armstrong	3x2x10 4030	C618019	Storage Garage Loop
Circulation Pump	C-H-1	Armstrong	1.5x1.5x8 4030	C618306	
Circulation Pump	C-H-2	Armstrong	1.5x1.5x8 4030	C618305	
Circulation Pump		Grundfos	UP15-295F	59895771P1	Domestic Hot Water
Delta Panel	CP210000	Delta			
Delta Panel	CP210100	Delta			
Delta Panel	CP210101	Delta			
Delta Panel	CP210206	Delta			
Delta Panel	CP210207	Delta			
Delta Panel	RPT-768	Delta			
Expansion Tank		Armstrong	A1200-L	617558	Boiler Loop
Hot Water Heater		HTP	PH130-55	(21)091013D1071720	Domestic Hot Water



Low Loss Header

450/250 7374-142

9.17441E+13

Boiler Loop

**Mechanic Garage(Interior)**

Type	Unit #	Make	Model#	Serial#	Area Served
Delta Panel	CP210106	Delta			Auto Body
Delta Panel	CP210107	Delta			Washbay
Delta Panel	Not Labeled	Delta			Not Labeled
Delta Panel	Not Labeled	Delta			Not Labeled
Dust Hog		UAS	SFC4-2	600662908	
Gas Detection	MG-1	CET	SCS-EMCO-END-A	SCS0905G4235	Mechanic Garage
Gas Detection	MG-2	CET	SCS-EMCO-END-A	SCS0905G4241	Mechanic Garage
Gas Detection	MG-3	CET	SCS-EMCO-END-A	SCS0905G4236	Mechanic Garage
Gas Detection	MG-4	CET	SCS-EMCO-END-A	SCS0905G4239	Mechanic Garage
Gas Detection	MG-5	Honeywell	E3Point		Mechanic Garage
Gas Detection	MG-6	Honeywell	E3Point		Mechanic Garage
Gas Detection	MG-7	Honeywell	E3Point		Mechanic Garage
Gas Detection	MG-8	Honeywell	E3Point		Mechanic Garage
Infloor Heat Manifold	B	Rehau			
Infloor Heat Manifold	D	Rehau			
Infloor Heat Manifold	F	Rehau			
Infloor Heat Manifold	G	Rehau			
Infloor Heat Manifold	K	Rehau			
Infloor Heat Manifold	L	Rehau			
Infloor Heat Manifold	LL	Rehau			
Infloor Heat Manifold	M	Rehau			
4in Exhaust Hose Reels		Plymovent			Mechanic Garage
6in Exhaust Hose Reels		Plymovent			Mechanic Garage
Unit Heater	#140	Modine	PDP200SE0130	39011011009-4???	Auto Body
Unit Heater	#142	Modine	PDP400SE130	18011010509-4181	Mechanic Garage



Unit Heater	#144	Modine	PDP400SE130	18011010509-2655	Mechanic Garage
Unit Heater	#148	Modine	PDP400SE130	18011010509-2653	Mechanic Garage
Unit Heater		Modine			Mechanic Garage

#### Mechanic Garage(Exterior)

Type	Unit #	Make	Model#	Serial#	Area Served
Air Handling Unit	AHU-MG1	Racon Carrier	N/A	702051-002	Mechanic Garage
Air Handling Unit	AHU-MG2	Racon Carrier	N/A	702051-003	Mechanic Garage
Air Handling Unit	AHU-MG3	Racon Carrier	N/A	702051-004	Mechanic Garage
Air Handling Unit	AHU-MG4	Racon Carrier	N/A	702051-001	Mechanic Garage
Air Handling Unit	AHU-WB	Greenheck	PVF400H	11716544	Wash Bay
Air Handling Unit	AHU-BS	Greenheck	PVF400H	11716542	Body Shop
Exhaust Fan	LCC1	Cook	120ACE 120C3B33	0265D50376-00/0000701	Mechanic Garage
Exhaust Fan	FSEF-1	Greenheck	9-B154-41-10-1	11711677 0904	Mechanic Garage
Exhaust Fan		Greenheck	CUBE-300XP-50-X	11711781 0904	Body Shop
Exhaust Fan	EF-8	Greenheck	CUBE-300XP-50-X	11711776 0904	Wash Bay
Exhaust Fan					Paint Booth
Exhaust Fan	Vehical Exhaust	Plymovent			Mechanic Garage
Make Up Air	MUA-PB	Global	Ram25		Paint Booth

#### Storage Garage(Interior)

Type	Unit #	Make	Model#	Serial#	Area Served
Delta Panel	CP210200	Delta			Storage Garage
Delta Panel	CP210300	Delta			Storage Garage
Gas Detection	BG-1	CET	SCS-EMCO-END-A	SCS0905G4234	Storage Garage
Gas Detection	BG-2	CET	SCS-EMCO-END-A	SCS0905G4238	Storage Garage

Gas Detection	BG-3	CET	SCS-EMCO-END-A	SCS0905G4240	Storage Garage
Gas Detection	BG-4	CET	SCS-EMCO-END-A	SCS0905G4233	Storage Garage
Gas Detection	BG-5	CET	SCS-EMCO-END-A	SCS0905G4237	Storage Garage
Gas Detection	BG-6	CET	SCS-EMCO-END-A	SCS0905G4242	Storage Garage
Gas Detection	BG-7	Honeywell	E3Point		Storage Garage
Gas Detection	BG-8	Honeywell	E3Point		Storage Garage
Gas Detection	BG-9	Honeywell	E3Point		Storage Garage
Gas Detection	BG-10	Honeywell	E3Point		Storage Garage
Gas Detection	BG-11	Honeywell	E3Point		Storage Garage
Gas Detection	BG-12	Honeywell	E3Point		Storage Garage
Humidifier		Nortec	NHTC		AHU#1(Admin)
Infloor Heat Manifold	AA	Rehau			
Infloor Heat Manifold	BB	Rehau			
Infloor Heat Manifold	CC	Rehau			
Infloor Heat Manifold	DD	Rehau			
Infloor Heat Manifold	E	Rehau			
Infloor Heat Manifold	EE	Rehau			
Infloor Heat Manifold	JJ	Rehau			
Infloor Heat Manifold	N	Rehau			
Infloor Heat Manifold	O	Rehau			
Infloor Heat Manifold	P	Rehau			
Infloor Heat Manifold	Q	Rehau			
Infloor Heat Manifold	R	Rehau			
Infloor Heat Manifold	S	Rehau			
Infloor Heat Manifold	T	Rehau			
Infloor Heat Manifold	Y	Rehau			
Infloor Heat Manifold	Z	Rehau			
Unit Heater	R168-5	Modine	PDP400SE0130	18011010509-????	Garage Exit
Unit Heater	R168-4	Modine	PDP400SE0130	18011010509-2654	Garage Exit
Unit Heater	R168-3	Modine	PDP400SE0130	18011010509-2652	Garage Exit
Unit Heater	R168-2	Modine	PDP400SE0130	18011010509-9422	Garage Entrance



Unit Heater	R168-1	Modine	PDP400SE0130	18011010509-2657	Garage Entrance
Unit Heater	#139	Modine	PDP200SE0130	18011010509-4183	Wash Bay Entrance

#### Storage Garage(Exterior)

Type	Unit #	Make	Model#	Serial#	Area Served
Air Handling Unit	AHU-1	McQuay	RPS030LLA	FBOU090301846 00	Admin Offices & Library
Air Handling Unit	AHU-SG1	Racon-Carrier	N/A	702051-005	Storage Garage
Air Handling Unit	AHU-SG2	McQuay	RAH077CYA	FBOU090301620 02	Storage Garage
Exhaust Fan	EF-SG1	Greenheck	CUBE-220-20	11711777 0904	Storage Garage
Exhaust Fan	EF-SG2	Greenheck	CUBE-220-20	11711778 0904	Storage Garage
Exhaust Fan	EF-SG3	Greenheck	CUBE-220-20	11711779 0904	Storage Garage
Exhaust Fan	EF-SG4	Greenheck	CUBE-220-20	11711780 0904	Storage Garage
Exhaust Fan	EEF-SG1	Greenheck	RBUMO-3H36-30	11711620 0904	Storage Garage
Exhaust Fan	EEF-SG2	Greenheck	RBUMO-3H36-30	11711621 0904	Storage Garage
Make Up Air	MUA-SG-1	Greenheck	PVF400H	11716546	Storage Garage
Make Up Air	MUA-SG-2	Greenheck	PVF400H	11716548	Storage Garage