City of Saint John

A D D E N D U M

PROJECT TITLE: EVAPORATIVE CONDENSER SYSTEM UPGRADES – CITY ARENAS	ADD. NO: 1
TENDER NO: 2023-085301T	DATE: February 6th, 2023
PAGE 1 of 2 (Including Confirmation Sheet)	

Make the following modifications to the above project. Include in the amount of the Tender, any additions to or deductions from the cost of the work by reason of these instructions.

Sign and attach this Addendum to the Tender documents and submit with your Tender. Failure to do so may result in the rejection of your Tender.

Please make the following note.

The supply and installation of the new fan motor and VFD for the individual condenser will be provided by Controls and Equipment Ltd. The successful proponent shall coordinate the installation of both condensers with Controls and Equipment Ltd regarding the installation of the fan motors and VFD(s).

Please find below questions and attached addendum responses.

Q1. We noted the water return sump lines differ from locations. Can side or lower drain line connections locations be confirmed?

A1. We are unclear what the ask is here. If bidders need clarifications, they can visit each locations to confirm locations.

Q2. Are condenser fan motors to be rated for use with VFD's?

A2. Yes, but condenser fan motors are to be reused from site.

Q3. Are existing structural stands to be re-used?

A3. Yes, the structural stands can be reused.

Please find attached the SOP for Ammonia.

SIGN AND RETURN THIS ADDENDUM WITH YOUR PROPOSAL

BY: Monic MacVicar

Monic MacVicar, CCLP, CPPB
Procurement Specialist, Supply Chain Management

Contractor's Signature

City of Saint John

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CONFIRMATION - RECEIPT OF ADDENDUM

Upon receipt of this document, fax this page to (506) 658-4742 to confirm receipt of this addendum.

CONTRACTOR'S NAME: _____

ADDRESS: _____

_____

PHONE: _____ FAX: _____

RECEIVER NAME (PRINT) _____

RECEIVER SIGNATURE: _____

STANDARD OPERATING PROCEDURE

AMMONIA

Dated: December 31, 2013

SCOPE

This procedure outlines required actions for City employees and outside contractors working with ammonia in City of Saint John arenas

All work performed under this procedure shall conform to NBOHSA , Regulation 91-191, City of Saint John Policies and Procedures, and applicable general and job-specific contract safety specifications.

Please review and understand this procedure in its entirety before commencing work. In the event of any uncertainty about the meaning of the information contained in this document, consult your supervisor.

This Standard Operating procedure is effective _____

TRAINING

Required Licences

1) N/A
2) Refrigeration Mechanics must be licenced within N.B.

Required Training (City Employees)

COURSE	FREQUENCY
OHS I	Orientation
AMMONIA SOP	Tailgate Talks, Weekly Safety Talks
WHMIS	4 years
Formal Arena Operator Refrigeration Training	On promotion
Arena Operator Refresher	Annual, OJT
CPR First Aid	3 years (with annual refresher)
SOP Arena Evacuation	Tailgate Talks, Weekly Safety Talks
Respiratory Protection Training	On promotion

Required Training (Contractors)

COURSE	FREQUENCY
AMMONIA SOP	Prior to working in the arena
General Refrigeration Course (NBCC, 1 yr)	Licencing process
Work Experience (Ammonia) (2 yrs)	Licencing process
CSJ Tag and Lockout SOP	Prior to working in the arena
SOP Arena Evacuation	Prior to working in the arena
Respiratory Protection Training	Job Specification

WORK PROCEDURES

Control Procedure

General

1. Except in the case of an emergency, the Contractor shall provide advance notice to a member of Parks and Public Spaces staff of the intent to conduct work at a City of Saint John Arena. The City shall provide the Contractor with a list of contacts. This notice shall include scope of the work planned and the proposed schedule, as well as any potential employee and/or public health and safety implications and a risk mitigation strategy. The proposed work shall be scheduled by mutual agreement between the member of Parks and Public Spaces Staff and the Contractor.
2. The member of Parks and Public Spaces staff shall meet the Contractor on site prior to the commencement of any refrigeration work at a City of Saint John Arena. Access to Refrigeration Rooms shall be controlled by the City of Saint John.
3. The Refrigeration Mechanic shall perform a preliminary assessment of the problem.
4. The Refrigeration Mechanic shall discuss the required scope of the work and the proposed schedule, as well as any potential employee and/or public health and safety implications and a risk mitigation strategy with the Rink Attendant.
5. The Contractor Log shall be amended to require a signed statement from the Contractor's technician, confirmed by signature of the City's Arena Attendant, that all required safety procedures will be followed and that risks and controls associated with the planned work have been discussed.
6. The member of Parks and Public Spaces staff and the Contractor shall sign the Log prior to the commencement of work.

7. The Contractor shall notify the member of Parks and Public Spaces staff when planned work has been completed and prior to signing out.
8. The Contractor shall not conduct work involving the potential release of ammonia into an arena at times when public programming is in progress.
9. The Contractor shall provide the City of Saint John with proofs, including Records of Training, that Standard Operating Procedures and other applicable safety requirements of the City of Saint John have been provided to the Contractor's employees, have been explained to them, and that the Contractor's employees possess the training, knowledge, equipment, technology, and any other resources required to adhere to City of Saint John safety requirements in all respects and at all times.
10. Based on the assessment of the possibility of a discharge of ammonia outside of its containment system, one of three courses of action will be required:

A. **No Loss of Containment Anticipated**:

- **i)** Refrigeration Mechanic shall complete required work according to accepted industry standards
- **ii)** In the event that the arena is unoccupied (i.e. no staff), the Refrigeration Mechanic shall follow applicable "Working Alone SOP" in carrying out the work.
- **iii)** Refrigeration Mechanic shall continue monitoring the ammonia level and if levels increase, continue to step two and inform the Rink Attendant
- **iv)** The Refrigeration Mechanic shall be required to practice good housekeeping, including the immediate removal of any waste oil and other materials and parts.
- **v)** Communicate with the Rink Attendant, as applicable, and sign the "Visitor Log" upon completion of work

B. **Possibility of a Release of Ammonia of Threshold Limit Value (TLV) or less**

- **i)** Communicate scope of work and associated risks to the Rink Attendant
- **ii)** Refrigeration Mechanic shall ensure that the exhaust fan **is ON.**
- **iii)** Open exit doors from the refrigeration room to create cross ventilation.
- **iv)** In the event that the arena is unoccupied (i.e. no staff), the Refrigeration Mechanic shall follow applicable "Working Alone SOP" in carrying out the work.
- **v)** Deploy clearly visible warning signage at all entrances/exits to the refrigeration plant.
- **vi)** Refrigeration Mechanic shall continue monitoring the ammonia level and if levels increase, continue to step three and inform the Rink Attendant.
- **vii)** Refrigeration Mechanic shall complete required work according to accepted industry standards.
- **viii)** The Refrigeration Mechanic shall be required to practice good housekeeping, including the immediate removal of any waste oil and other materials and parts.
- **ix)** Communicate to the Rink Attendant, as applicable, and sign the "Visitor Log" upon completion of work

C. **Possibility of a Release of Ammonia of greater than Threshold Limit Value (TLV)**

- **i)** Communicate scope of work and associated risks to the Rink Attendant
- **ii)** Refrigeration Mechanic shall ensure that the exhaust fan **is ON.**

iii) Open exit doors from the refrigeration room to create cross ventilation.

iv) The Refrigeration Mechanic shall wear Personal Protective Equipment

v) In the event that the arena is unoccupied (i.e. no staff), the Refrigeration Mechanic shall follow applicable "Working Alone SOP" in carrying out the work.

vi) Deploy clearly visible warning signage at all entrances/exits to the refrigeration plant.

vii) Refrigeration Mechanic shall continue monitoring the ammonia level and if the ammonia alarm sounds, activate the Arena Evacuation Standard Operating Procedure.

viii) The Rink Attendant will avoid entry into affected areas while work is in progress

Personal Protective Equipment

1. Safety Boots
2. Ear Plugs
3. Emergency Escape Breathing apparatus (EEBA)
4. Refrigeration Mechanic: Air Purifying Respirator with an Ammonia Cartridge

EMERGENCY PROCEDURES

Follow applicable emergency procedure, depending upon the nature of the emergency, i.e. Fire Safety Procedure, Arena Evacuation Procedure.