

ADDENDUM TRANSMITTAL

REQUEST FOR PROPOSAL (RFP)

For

THE GOOD SAMARITAN SOCIETY (GSS)

For

**HVAC PREVENTATIVE MAINTENANCE FOR FACILITIES IN
NORTHERN ALBERTA**

Locations: Northern Alberta

RFP Number: P103-2021-049

TO: ALL PROPONENTS OF RECORD

RE: ADDENDUM NO. 1, October 25, 2021

Attached is a copy of Addendum No. 1, dated October 25, 2021, consisting of 6 pages (excluding the cover page).

ATTACHMENTS

Appendix 'F' – Price Break Down

Appendix 'G' – Preferred Mechanical Coverage Items

ADDENDUM NUMBER: 1

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RE: ADDENDUM NO. 1, October 25, 2021

This Addendum Number 1 forms part of the RFP and contract documents and modifies them as follows:

RFP DOCUMENT

The RFP Number remains P103-2021-049

CLARIFICATIONS

Q1. Proponent will repair or replace serviceable components and parts that are defective or have failed. – Is the maintenance provider to include the replacement of failed parts and components as part of the maintenance program, or are those defective or failed items to be invoiced when the repair or replacements are made? Is the program to include the labor to make the necessary repairs?

A1. Yes, please see [Appendix ‘G’ for the list of preferred covered items.](#)

Q2. Air Filters: Proponent will supply and install air filters for the facilities’ ventilation systems. Supplying the appropriate type and size of filters required. Can you please specify a required MERV rating for the air filtration media, and indicate air filter Merv rating quality checks will be performed to ensure GSS is receiving the air filter quality rating specified in the RFP? This will ensure that GSS does not receive low quality air

filtration media, thus defeating the desired health benefits of good air filtration for both the residents and staff.

A2. All sites may be different and some units will need to be matched, but commonly MERV 13-16.

Q3. Water Treatment Services:

Proponent shall provide a boiler water treatment program for the following GSS locations: Dr. Gerald Zetter Care Centre, Southgate Care Centre, Good Shepherd Home, Spruce Grove Care Centre, Millwoods Care Centre, Good Samaritan Place & Head Office. Is the HVAC service provider responsible for the costs to supply the water treatment chemicals?

A3. Yes.

Q4 a) HVAC mechanical drive belts – is the maintenance provider to include supply and installation of new drive belts as part of the maintenance scope? Would GSS like the drive belts to be changed on an annual basis regardless of wear?

b) Or, is the replacement of doubtful or broken drive belts considered an extra?

A4. a) Yes

b) No

Q5. Is it possible to schedule a few site visits (Dr. Gerald Zetter Care Centre & Head Office) to look at the equipment, also our Water Treatment sub-contractor is also requesting this?

A5. Yes, site visits are scheduled for the following dates:

Head Office – November 1, 2021 at 2:00 – 3:00pm

Dr. Gerald Zetter Care Centre – November 3, 2021 at 2:00 – 3:00pm

Please send a confirmation email to Purchasing@gss.org if you will be attending the site visits. Please note that any person entering a GSS facility as of October 31, 2021 must be fully vaccinated and show proof of vaccination upon entry.

Q6. Is the price provided per year, the total for the first 3 years of the agreement, or some other term?

A6. The total price in Appendix A, will be the total for all sites for three (3) years. Please see the attached Appendix 'F' – Price Breakdown. Respondents shall complete this table to indicate pricing per site.

Q.7 On the Pro forma Contract it mentions that Reimbursable expenses, LOA, and Milage will be paid out where applicable. When might those expenses be paid out? Is that for any travel incurred, just for unplanned emergencies, or some other situation?

A7. The Pro Forma Contract Template is included for reference and just shows an example of the Contract that will be drafted for the successful Respondent.

Q8 On the Pro forma Contract it asks for Contractor Personnel costs. On the table there is a column for number of weeks, is that annually, monthly, or other? Is that what the “Frequency” column is asking?

A8. [As per A7, the Contract Template is included for reference only; the table, including the headings, is adjusted based on each individual Contract.](#)

Q9. In regards to "PROJECT DELIVERABLES/SCOPE OF WORK", item 3.4

It is mentioned that "Proponent will repair or replace serviceable components and parts that are defective or have failed"

It is interpreted that this would mean all listed GSS sites are comprehensive coverage, does the comprehensive coverage pertain to the serviceable components and parts for the listed mechanical equipment only?

A9. [Yes, please see Appendix ‘G’ for the preferred covered items.](#)

Q10. In regards to pricing, do you require a price breakdown per building, or just a lumpsum contract price, if yes; do you require a price sheet template?

A10. [Please see A6.](#)

Q11. Is GSS requesting a “Fully Comprehensive” proposal that would include – regular maintenance, filter changes, includes all parts/component replacement, service calls at no additional charges, labor costs and travel.

A11. [Yes, please see Appendix ‘G’ for the preferred covered items.](#)

END OF ADDENDUM.

ATTACHMENTS

Appendix ‘F’ – Price Break Down

Appendix ‘G’ – Preferred Mechanical Coverage Items

APPENDIX 'F' – Price Break Down

Respondents shall complete the pricing table below.

Site Name	City	Pricing Year 1	Pricing Year 2	Pricing Year 3
Corporate Office	Edmonton, AB			
Dr. Gerald Zetter Care Centre	Edmonton, AB			
Good Samaritan Place	Edmonton, AB			
Millwoods Care Centre	Edmonton, AB			
Southgate Care Centre	Edmonton, AB			
Wedman House/ Village	Edmonton, AB			
Pembina Village	Evansburg, AB			
Clearwater Centre	Rocky Mountain House, AB			
Spruce Grove Centre	Spruce Grove, AB			
Stony Plain Care Centre	Stony Plain, AB			
Stony Cottages	Stony Plain, AB			
George Hennig Place	Stony Plain, AB			
Good Shepherd Home	Wetaskiwin, AB			

APPENDIX 'G' – Preferred Mechanical Coverage Items

Preferred Mechanical Coverage Includes:

All moving parts, which include but are not limited to the following:

1. Bearings/Impellers
2. Motors
3. Belts
4. Pulleys
5. Electric Thermostats for HVAC equipment
6. Sensors
7. Contactors
8. Transformers
9. Gas Regulators
10. Gas Valves
11. Capacitors
12. 2-Way Valve
13. 3-Way Valve
14. Mixing Valve
15. Supply Fan Motor
16. Electronic Controls as part of the HVAC unit
17. Liquid Line Dryer
18. Suction Line Dryer
19. Motor Starter
20. Damper Linkages
21. Thermal Expansion Valve
22. Transfer Valve
23. Compressors
24. Evaporator Fan Motor
25. Oil Pressure Controls
26. Fan Cycling Relays
27. Enthalpy Controls
28. Flame Safeguard Control
29. Low Ambient Control
30. Power Vent Control
31. Condenser Fan Motor
32. Blower Motor
33. Pilot Assembly
34. Ignition Assembly
35. Timer Relays and Switching Relays
36. Diagnostic Labour
37. Repair Labour
38. Replacement Labour
39. Emergency Labour
40. Overtime Labour Including Statutory Holidays

Preferred Mechanical Coverage Excludes the repair or replacement of the following non-maintainable components:

All non-moving parts, which include but are not, limited to the following:

1. Ductwork
2. Piping
3. Shell and Tube (for boilers, evaporators, condensers, and chillers)
4. Unit Cabinets
5. Shaft/Blower Assembly
6. Boiler refractory material
7. Heat Exchangers
8. Insulating Material
9. Electrical Wiring
10. Hydronic and Pneumatic Piping
11. Structural Supports
12. Other Non-Moving Parts
13. Backflow Preventers
14. Refrigerant lost due to piping leaks
15. Open drive compressor leaks on seal
16. Obsolete components – negotiable item dependent on supply.
17. MCC panels – unless otherwise specified.