

**CENTRE FOR ADDICTION AND MENTAL HEALTH (CAMH)**

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| --- |
| **Request for Proposal****For****Make-up Air Unit#2 Replacement at 250 College St.** |

Request for Proposal No.: **RFP 1269.25**

Issued: **January 31, 2025**

Submission Date**: February 28, 2025 @ 3:00PM**

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The following documents are to be downloaded from biddingo.com:

1. Appendix A – CCDC 2020 Supplementary Conditions

# PART 1 – INTRODUCTION

## 1.1 Invitation to Proponents

This Request for Proposal (“RFP”) is an invitation by the Centre for Addiction and Mental Health (“CAMH”) to prospective proponents to submit proposals for the replacement of Make Up Air Unit #2 at 250 College St. site**,** as further described in Part 2 – The Deliverables (the “Deliverables”).

The Centre for Addiction and Mental Health (CAMH) is Canada's largest mental health and addiction teaching hospital and a world leading research centre in this field. CAMH combines clinical care, research, education, policy development and health promotion to help transform the lives of people affected by mental illness and addiction. CAMH is fully affiliated with the University of Toronto, and is a Pan American Health Organization/World Health Organization Collaborating Centre. For more information, please visit camh.ca or follow @CAMHnews on Twitter.

For the purposes of this procurement process, the “CAMH Contact” shall be: Christine Pante at Christine.Pante@camh.ca .

## 1.2 Type of Contract for Deliverables

The selected proponent will be requested to enter into negotiations for an agreement with CAMH for the provision of the Deliverables in the form attached as Appendix A to the RFP (the “Form of Agreement”). It is CAMH’s intention to enter into an agreement with only one (1) legal entity. For greater certainty, the terms ‘agreement’ and ‘contract’ are used interchangeably in this RFP and refer to the agreement to be entered into between the selected proponent and CAMH.

The term of the contract shall commence on the effective date as set out in the agreement and continue until completion of the requirements, scope and Deliverables as stipulated in Appendix E to the RFP.

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

CAMH makes no guarantee of the value or volume of work to be assigned to the selected proponent. The agreement to be negotiated with the selected proponent will not be an exclusive contract for the provision of the described Deliverables. CAMH may contract with others for the same or similar Deliverables to those described in the RFP or may obtain the same or similar Deliverables internally.

[End of Part 1]

# PART 2 – SCOPE OF WORK (SOW)

## 2.1 Definition of Deliverables

The term “Deliverables” as used in this RFP shall refer to any product and / or services to be provided by a proponent under the terms of this RFP.

## 2.2 Description of Deliverables

This RFP is an invitation to submit offers for the replacement of Make Up Air Unit #2 at 250 College St. site, as further described in Appendix E – RFP Particulars.

## 2.3 Material Disclosures

Proponents should refer to Appendix E – RFP Particulars – Section B. Material Disclosures.

[End of Part 2]

# PART 3 – SUBMISSION AND EVALUATION OF PROPOSALS

## 3.1 Timetable and Submission Instructions

Proponents should submit their proposals according to the following timetable and instructions.

### 3.1.1 Timetable

|  |  |
| --- | --- |
| Issue Date of RFP | **January 31, 2025** |
| Mandatory Site Walkthrough | **February 13, 2025 @ 1:00 PM** |
| Deadline for Questions | **February 18, 2025 @ 5:00 PM** |
| Deadline for Issuing Addenda | **February 21, 2025** |
| Submission Date and Time | **February 28, 2025 @ 3:00PM** |
| Interview / Presentation | **Week of March 10, 2025** |
| Final Selection / Award  | **Week of March 17, 2025** |

The RFP timetable is tentative only, and may be changed by CAMH at any time by way of an addendum.

**Mandatory Site Visit**

\*\*\* Please email the Procurement Lead by end of day **February 12, 2025,** in order to be registered for the Site Visit \*\*\*

The site visit is **Mandatory**. Responses will only be accepted from those attending the Site visit. Only 2 representatives per proponent including subs will be allowed to attend.

Site Visit: Proponents will assemble at CAMH 250 College St. Main Lobby on **February 13th, 2025 at 1:00 pm.**

### 3.1.2 Proposals Should Be Submitted in Prescribed Manner

Proposals must be submitted on-line through Biddingo.com

3.1.3 Proposals Should Be Submitted on Time

Proposals should be submitted in the prescribed manner as set out above on or before the Submission Date and Time. Proposals cannot be submitted after the expiry of the Submission Date and Time.

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 CAMH Contact and must be signed by an authorized representative of the proponent. CAMH will accept email request for withdrawal from the authorized representative only. CAMH is under no obligation to return withdrawn proposals.

## 3.2 Stages of Proposal Evaluation

CAMH will conduct the evaluation of proposals in the following four (4) stages.

## 3.3 Stage I – Mandatory Requirements and Submission

### 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 will be excluded from further consideration, subject to CAMH’s sole discretion.

### 3.3.1 Submission

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

### Submission Form (Appendix B)

Each proposal must include a Submission Form (Appendix B) completed and signed by an authorized representative of the proponent.

### 3.3.3 Rate Bid Form (Appendix C)

Each proponent must include a Rate Bid Form (Appendix C) completed according to the instructions contained in that document as well as those instructions set out below:

1. rates shall be provided in Canadian funds, inclusive of all applicable duties and taxes except for HST, which should be itemized separately; and
2. rates quoted by the proponent shall be all-inclusive and shall include all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery to CAMH, all costs of installation and set-up, including any pre-delivery inspection charges, and all other overhead, including any fees or other charges required by law.

### 3.3.4 Reference Form (Appendix D)

Each proponent must complete the Reference Form (Appendix D) and include it with its proposal.

### 3.3.5 Other Mandatory Requirements

See requirements in Appendix E.

## 3.4 Stage II – Evaluation of Rated Criteria

Stage II will consist of a scoring by CAMH of each qualified proposal on the basis of the rated criteria.

Proponents should refer to Appendix E – RFP Particulars – for a breakdown of the Rated Criteria.

## 3.5 Stage III–Interview / Presentation

Stage III may consist of interview / presentation and or demonstration of their proposed solution, by proponent(s) who have passed the Mandatory Requirements and minimum score threshold of the Rated Criteria. CAMH will determine the number of proponents to be shortlisted at its sole discretion.

The technical scores will be adjusted as applicable following the results of the interview / presentation.

## 3.6 Stage IV – Evaluation of Pricing

Stage IV will consist of a scoring of the pricing submitted. The evaluation of price will be undertaken after the evaluation of mandatory requirements and any rated requirements has been completed.

Proponents should refer to the Rate Bid Form at Appendix C and Appendix E – RFP Particulars for a breakdown of the pricing evaluation.

## 3.7 Cumulative Score and Selection of Highest Scoring Proponent

### At the conclusion of Stage IVthe proponent with the highest cumulative score will be selected for contract negotiations in accordance with Part 4 – Terms and Conditions of the RFP process, subject to satisfactory reference check, if applicable.

## 3.8 Tie Score

A tie is declared when two or more qualifying proponents have scores separated by less than one 1 full point. In the event of a tie score, the proponent with **higher rated criteria score** will be given preference. If the tie persists, the proponent who submitted their proposal earlier will be declared as the winner of the tie.

[End of Part 3]

# PART 4 – TERMS AND CONDITIONS OF THE RFP PROCESS

## 4.1 General Information and Instructions

### 4.1.1 Proponents to Follow Instructions

Proponents should structure their proposals in accordance with the instructions in the RFP. Where information is requested in the RFP, any response made in a proposal should reference the applicable section numbers of the RFP where that request was made.

### 4.1.2 Proposals in English

All proposals are to be in English only.

### 4.1.3 CAMH’s Information in RFP Only an Estimate

CAMH and its advisers make no representation, warranty or guarantee as to the accuracy of the information contained in the RFP or issued by way of addenda. Any quantities shown or data contained in the RFP or provided by way of addenda are estimates only and are for the sole purpose of indicating to proponents the general size of the work. It is the proponent’s responsibility to avail itself of all the necessary information to prepare a proposal in response to the RFP.

### 4.1.4 Proponents Shall Bear Their Own Costs

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 or demonstrations.

## 4.2 Communication after Issuance of RFP

### 4.2.1 Proponents to Review RFP

Proponents shall promptly examine all of the documents comprising the RFP, and

1. shall report any errors, omissions or ambiguities; and
2. may direct questions or seek additional information

by submitting question/inquiries directly to the Procurement Contact on or before the proponent’s Deadline for Questions. CAMH is under no obligation to provide additional information.

For further clarity, proponents are required to restrict all communication regarding this RFP to the CAMH Contact only. Any attempt on the part of a proponent to circumvent this requirement during the RFP process may lead to disqualification.

It is the responsibility of the proponent to seek clarification from the CAMH Contact on any matter it considers to be unclear. CAMH shall not be responsible for any misunderstanding on the part of the proponent concerning the RFP or its process.

### 4.2.2 All New Information to Proponents by Way of Addenda

The RFP may be amended only by an addendum in accordance with this section. If CAMH, for any reason, determines that it is necessary to provide additional information relating to the RFP, such information will be communicated to all proponents by addenda. Each addendum forms an integral part of the RFP.

Such addenda may contain important information, including significant changes to the RFP. Proponents are responsible for obtaining all addenda issued by CAMH. In the Submission Form (Appendix B), proponents should confirm their receipt of all addenda by setting out the number of each addendum in the space provided.

### 4.2.3 Post-Deadline Addenda and Extension of Submission Date

If any addendum is issued after the Deadline for Issuing Addenda, CAMH may at its discretion extend the Submission Date for a reasonable amount of time.

### 4.2.4 Verify, Clarify and Supplement

When evaluating responses, CAMH 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. CAMH may revisit and re-evaluate the proponent’s response or ranking on the basis of any such information.

### 4.2.5 No Incorporation by Reference

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.

### 4.2.6 Proposal to Be Retained by CAMH

CAMH will not return the proposal or any accompanying documentation submitted by a proponent.

## 4.3 Negotiations, Notification and Debriefing

### 4.3.1 Selection of Top-Ranked Proponent

The top-ranked proponent, as established under Part 3 – Evaluation of Proposals, will receive a written invitation to enter into direct contract negotiations with CAMH.

### 4.3.2 Timeframe for Negotiations

CAMH intends to conclude negotiations within thirty (30) days commencing from the date CAMH invites the top-ranked proponent to enter negotiations. A proponent invited to enter into direct contract negotiations should therefore be prepared to provide requested information in a timely fashion and to conduct its negotiations expeditiously.

### 4.3.3 Process Rules for Negotiations

Any negotiations will be subject to the process rules contained in this Part 4 – Terms and Conditions of RFP Process and the Submission Form (Appendix B) and will not constitute a legally binding offer to enter into a contract on the part of CAMH or the proponent. Negotiations may include requests by CAMH for supplementary information from the proponent to verify, clarify or supplement the information provided in its proposal or to confirm the conclusions reached in the evaluation, and may include requests by CAMH for improved pricing from the proponent.

### 4.3.4 Terms and Conditions

The terms and conditions found in the Form of Agreement (Appendix A) are to form the starting point for negotiations between CAMH and the selected proponent.

### Any departures from the terms and conditions, and specifications must be clearly indicated. To receive proper consideration, it is required that all such areas be clearly defined and that the written explanation should include the scope of the departures, their ramifications and a description of the advantages to be gained. Qualifying clauses or exceptions may result in rejection of the proponent’s response.

### 4.3.5 Failure to Enter Into Agreement

Proponents should note that if the parties cannot execute a contract within the allotted thirty (30) days, CAMH may invite the next-best-ranked proponent to enter into negotiations. In accordance with the process rules in this Part 4 – Terms and Conditions of RFP Process and the Submission Form (Appendix B), there will be no legally binding relationship created with any proponent prior to the execution of a written agreement. With a view to expediting contract formalization, at the midway point of the above-noted timeframe, CAMH may elect to initiate concurrent negotiations with the next-best-ranked proponent. At any time CAMH may discontinue negotiations with that particular proponent. This process shall continue until a contract is formalized, until there are no more proponents remaining that are eligible for negotiations or until CAMH elects to cancel the RFP process.

### 4.3.6 Notification to Other Proponents

Other proponents that may become eligible for contract negotiations will be so notified in writing at the commencement of the negotiation process. Once a contract is executed between CAMH and a proponent, the other proponents shall be notified by public posting, in the same manner that the RFP was originally posted, of the outcome of the procurement process and the award of the contract.

### 4.3.7 Debriefing

Proponents may request a debriefing after receipt of a notification of award. All requests must be in writing to the CAMH Contact and must be made within sixty (60) days of notification of award. The intent of the debriefing information session is to aid the proponent in presenting a better proposal in subsequent procurement opportunities. Any debriefing provided is not for the purpose of providing an opportunity to challenge the procurement process or to discuss another proponent’s proposal.

### 4.3.8 Bid Protest Procedure

If a proponent wishes to challenge the outcome of the RFP process, it should provide written notice to the CAMH Contact within sixty (60) days of notification of award, and CAMH will respond in accordance with its bid protest procedures.

## 4.4 Prohibited Communications and Confidential Information

### 4.4.1 Prohibited Proponent Communications

The proponent shall not engage in any Conflict of Interest communications and should take note of the Conflict of Interest declaration set out in the Submission Form (Appendix B). For the purposes of this Section, “Conflict of Interest” shall have the meaning ascribed to it in the Submission Form (Appendix B).

### 4.4.2 Proponent Not to Communicate with Media

A proponent may not at any time directly or indirectly communicate with the media in relation to the RFP or any contract awarded pursuant to the RFP without first obtaining the written permission of CAMH Contact.

### 4.4.3 Confidential Information of CAMH

All information provided by or obtained from CAMH in any form in connection with the RFP either before or after the issuance of the RFP

1. is the sole property of CAMH and must be treated as confidential;
2. is not to be used for any purpose other than replying to the RFP and the performance of any subsequent contract;
3. must not be disclosed without prior written authorization from CAMH; and
4. shall be returned by the proponents to CAMH immediately upon the request of CAMH.

### 4.4.4 Confidential Information of Proponent

A proponent should identify any information in its proposal or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by CAMH. The confidentiality of such information will be maintained by CAMH, 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 CAMH’s advisers 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 the RFP, questions are to be submitted to CAMH Contact.

## 4.5 Freedom of Information and Protection of Privacy Act (FIPPA)

 FIPPA applies to all proposals submitted to CAMH. Proposals will be received in confidence subject to the disclosure requirements of FIPPA. Proponents should identify any portions of their proposal which contain a trade secret, scientific, technical, financial, commercial or labour relations information supplied in confidence and which will cause harm if disclosed. Questions about FIPPA should be directed to the CAMH Contact.

## 4.6 Tobacco and Cannabis Free

CAMH is a tobacco & cannabis free organization.  Proponents must observe this organizational policy by refraining from smoking (including e-cigarettes and vaping) or using other tobacco and cannabis products on CAMH property, including in personal vehicles parked on CAMH property.

## 4.7 Procurement Process Non-binding

4.7.1 No Contract A and No Claims

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. For greater certainty and without limitation: (a) the 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 CAMH shall have the right to make any breach of contract, tort or other claims against the other with respect to the award of a contract, failure to award a contract or failure to honour a response to the RFP.

### 4.7.2 No Contract until Execution of Written Agreement

The RFP process is intended to identify prospective vendors for the purposes of negotiating potential agreements. No legal relationship or obligation regarding the procurement of any good or service shall be created between the proponent and CAMH by the RFP process until the successful negotiation and execution of a written agreement for the acquisition of such goods and/or services.

### 4.7.3 Non-binding Price Estimates

While the pricing information provided in responses will be non-binding prior to the execution of a written agreement, 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.

### 4.7.4 Disqualification for Misrepresentation

CAMH may disqualify the proponent or rescind a contract subsequently entered if the proponent’s response contains misrepresentations or any other inaccurate, misleading or incomplete information.

### 4.7.5 References and Past Performance

CAMH’s evaluation may include information provided by the proponent’s references and may also consider the proponent’s past performance on previous contracts with CAMH or other institutions.

### 4.7.6 Inappropriate Conduct

CAMH may prohibit a supplier from participating in a procurement process based on past performance or based on inappropriate conduct in a prior procurement process, and such inappropriate conduct shall include but not be limited to the following: (a) the submission of quotations containing misrepresentations or any other inaccurate, misleading or incomplete information; (b) the refusal of the supplier to honour its pricing or other commitments made in its proposal; or (c) any other conduct, situation or circumstance, as solely determined by CAMH, which constitutes a Conflict of Interest. For the purposes of this Section, “Conflict of Interest” shall have the meaning ascribed to it in the Submission Form (Appendix B).

### 4.7.7 Cancellation

CAMH may cancel or amend the RFP process without liability at any time.

## 4.8 Governing Law and Interpretation

### 4.8.1 Governing Law

The terms and conditions in this Part 4 – Terms and Conditions of RFP Process (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 Ontario and the federal laws of Canada applicable therein.

[End of Part 4]

# APPENDIX A – FORM OF AGREEMENT

**Form of Agreement shall be CCDC 2020. Supplementary Conditions to CCDC 2020 is available for download from Biddingo.com**

# APPENDIX B – SUBMISSION FORM

1. Proponent Information

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

2. Acknowledgment of Non-binding Procurement Process

The proponent acknowledges that the RFP process will be governed by the terms and conditions of the 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 CAMH and the selected proponent have executed a written contract.

3. Ability to Provide Deliverables

The proponent has carefully examined the RFP documents and has a clear and comprehensive knowledge of the Deliverables required under the RFP. The proponent represents and warrants its ability to provide the Deliverables required under the RFP in accordance with the requirements of the RFP for the Rates set out in the Rate Bid Form and has provided a list of any subcontractors to be used to complete the proposed contract. The proponent encloses herewith as part of the proposal the mandatory forms set out below:

|  |  |
| --- | --- |
| **Form** | **Initial to Acknowledge Uploaded to Biddingo.com** |
| Submission Form – Appendix B |  |
| Rate Bid Form – Appendix C |  |
| Reference Form – Appendix D |  |
| Response to Requirements – Appendix E |  |

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

4. Non-binding Price Estimates

The proponent has submitted its Rates in accordance with the instructions in the RFP and in the Rate Bid Form set out in Appendix C. 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.

5. Addenda

The proponent is deemed to have read and accepted all addenda issued by CAMH 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 is requested to confirm 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.

6. Conflict of Interest

For the purposes of this section, the term “Conflict of Interest” means

(a) in relation to the RFP process, the proponent has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to (i) having, or having access to, confidential information of CAMH in the preparation of its proposal that is not available to other proponents, (ii) communicating with any person with a view to influencing preferred treatment in the RFP process (including but not limited to the lobbying of decision makers involved in the RFP process), or (iii) engaging in conduct that compromises, or could be seen to compromise, the integrity of the RFP process; or

(b) in relation to the performance of its contractual obligations contemplated in the contract that is the subject of this procurement, the proponent’s other commitments, relationships or financial interests (i) could, or could be seen to, exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgement, or (ii) could, or could be seen to, compromise, impair or be incompatible with the effective performance of its contractual obligations.

If the box below is left blank, the proponent will be deemed to declare that (a) there was no Conflict of Interest in preparing its proposal; and (b) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the RFP.

Otherwise, if the statement below applies, check the box.

* The proponent declares that there is an actual or potential Conflict of Interest relating to the preparation of its proposal, and/or the proponent foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the RFP.

If the proponent declares an actual or potential Conflict of Interest by marking the box above, the proponent must set out below details of the actual or potential Conflict of Interest:

|  |
| --- |
|  |
|  |

The following individuals, as employees, advisers, or in any other capacity (a) participated in the preparation of our proposal; **AND** (b) were employees of CAMH and have ceased that employment within twelve (12) months prior to the Submission Date:

|  |
| --- |
| **Name of Individual:** |
| **Job Classification:** |
| **Department:** |
| **Last Date of Employment with CAMH:** |
| **Name of Last Supervisor:** |
| **Brief Description of Individual’s Job Functions:** |
| **Brief Description of Nature of Individual’s Participation in the Preparation of the Proposal:** |

(Repeat above for each identified individual)

The proponent agrees that, upon request, the proponent shall provide CAMH with additional information from each individual identified above in the form prescribed by CAMH.

7. 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 consentsto the disclosure, on a confidential basis, of this proposal by CAMH to CAMH’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 and Title |
|  |  |
|  | Date: |
|  | I have authority to bind the proponent |

# APPENDIX C – RATE BID FORM

This is a ‘Fixed Fee’ RFP.

The pricing should be in Canadian Dollars, exclusive of HST.

Proponents are requested to provide their pricing response in the table below.

The total cost below must include all applicable costs associated with delivering the complete solution detailed in the Appendix E – RFP Particulars. CAMH is not responsible for travel, mileage, meals, accommodation or any other expenses.

Total Fixed Fee in Canadian Funds: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dollar\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (In words)

1. **Breakdown of Total Fixed Fee shall be provided as follows:**

|  |  |  |
| --- | --- | --- |
| **Section** | **Breakdown of Total Fixed Fee** | **Value** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  | $ |

1. **Provide Hourly and Daily Rate for Additional Services**

|  |  |  |
| --- | --- | --- |
| **Resource/Title** | **Hourly Rate** | **Daily Rate** |
|  | $ | $ |
|  | $ | $ |
|  | $ | $ |

***Note: Provide hourly and daily rates for all Team Members, including Key Individuals as identified in the proponent’s submission. A separate sheet for any other pertinent team members may be provided. CAMH reserves the right to negotiate the total value of any additional services.***

# APPENDIX D – REFERENCE FORM

Each proponent is requested to provide three (3) references from clients who have obtained similar goods or services to those requested in the RFP from the proponent in the last 5 years.

**Reference #1**

|  |  |
| --- | --- |
| **Company Name:** |  |
| **Company Address:** |  |
| **Contact Name:** |  |
| **Contact Telephone Number:** |  |
| **Contact email:** |  |
| **Date Work Undertaken:** |  |
| **Nature of Assignment:****(Include Project Name, if any)** |  |
| **Approximate Cost of Project:** |  |

**Reference #2**

|  |  |
| --- | --- |
| **Company Name:** |  |
| **Company Address:** |  |
| **Contact Name:** |  |
| **Contact Telephone Number:** |  |
| **Contact email:** |  |
| **Date Work Undertaken:** |  |
| **Nature of Assignment:****(Include Project Name, if any)** |  |
| **Approximate Cost of Project:** |  |

**Reference #3**

|  |  |
| --- | --- |
| **Company Name:** |  |
| **Company Address:** |  |
| **Contact Name:** |  |
| **Contact Telephone Number:** |  |
| **Contact email:** |  |
| **Date Work Undertaken:** |  |
| **Nature of Assignment:****(Include Project Name, if any)** |  |
| **Approximate Cost of Project:** |  |

# APPENDIX E – RFP PARTICULARS

## A. PROJECT BACKGROUND / INTRODUCTION

1. **Project Background**

The current Make-Up Air Unit #2 at 250 College St. has now reached its end of life. CAMH is looking to replace this unit by November 28, 2025.

## B. SCOPE OF SERVICE

Provide an air handling unit designed and manufactured to the specific requirements of this project.

## QUALITY ASSURANCE

1. The following are to be used as selection criteria and are to be as specified: Air flow rates, external static pressures, water flow rates. The following are to be equaled or bettered: Coil face velocities, filter face velocities, casing leakage rates. The following are to be met within 10% of specified values: Water pressure drops.
2. Provide unit produced by a recognized manufacturer who maintains a local service agency and parts stock.
3. Air handling units and major components shall be products of the manufacturer regularly engaged in production of such equipment.
4. Fans shall conform to AMCA bulletins regarding testing and construction. (Airfoil fans shall bear the AMCA certified rating seal for airflow and sound).
5. Coils shall be ARI certified
6. Filter media shall be ULC listed.
7. Unit shall be factory ETL(c) approved.
8. After construction, units shall be cleaned thoroughly before shipping. All floor surfaces and wall surfaces shall be thoroughly degreased and cleaned. After cleaning, units shall be shrink wrapped using a heavy gauge heat shrinkable plastic wrap.
9. During storage, contractor shall store units in a dry heated environment. Fan wheels shall be rotated monthly during storage. Units shall be regularly inspected for moisture and any job site moisture shall be immediately removed.

## APPROVED EQUALS

1. The following manufacturers are approved in principle subject to meeting the specifications. Manufacturers are responsible for all co-ordination issues arising from dimensional variances between plans and site conditions.
2. Engineered Air, ICE Western, Coolbreeze

## SUBMITTALS

1. Submit shop drawings and product data.
2. Shop drawings shall indicate unit dimensions, unit weight, required clearances, wall, door and base construction details, coil rack and drain pan details, isolation base detail, isolator selection, field connection details, damper details, lifting lug details, and trapping requirements for cooling coil condensate.
3. Product data shall indicate dimensions, weights, capacities, ratings, fan performance, motor electrical characteristics, metal gauges and finishes of materials.
4. Provide fan curves with specified operating point clearly plotted.
5. Submit sound power levels for both fan inlet and outlet at rated capacity. Provide sound power levels at the inlet and outlet of the unit.
6. Submit product data of filter media, filter performance data, filter assembly, and filter frames.
7. Submit electrical requirements for power supply wiring including wiring diagrams for interlock and control wiring, clearly indicating factory-installed and field-installed wiring.
8. Submit manufacturers recommended installation instructions. Shop drawings shall include all general information. Omission of any of the above information will cause shop drawings to be immediately returned without review.

# PRODUCTS DESCRIPTION

1. Provide factory assembled air handling unit in configuration as indicated on drawings. Unit shall include all specified components installed at the factory. Field fabrication of units and their components will not be accepted.
2. The unit shall be designed to be supported by a steel platform.
3. Units too large to fit on a standard tractor trailer may be shipped to site in sections. Otherwise, units shall be shipped in one piece.

## CASING

1. Unit casing shall be 2" panel made of minimum 16 gauge satin coat galvanized sheet metal. The inner liner shall be 22 gauge. The fan section shall be provided with a 22 gauge perforated (40% free area) galvanized metal liner over insulated areas.
2. Surfaces shall be cleaned with a degreasing solvent to remove oil and metal oxides and primed with a two-part acid based etching primer. Finish coat shall be an electrostatically applied enamel, to all exposed surfaces. All unprotected metal and welds shall be factory coated.
3. Wall (and roof) seams shall be turned inward to provide a clean flush exterior finish. All panel seams shall be sealed during assembly to produce an airtight unit.
4. Outdoor units shall have roof panels broken outward to provide a lapped joint watertight seal. Outdoor roofs shall be sloped a minimum of 5/8" away from the access side. Screws and other similar fastening devices shall not penetrate the roof deck or the top of standing seems.

## INSULATION

1. Insulation shall be 2" thick 3Ib/cu.ft. density mineral fiber. Provide neoprene liner to seal insulation in sections with perforated panels.
2. All insulation used in air handling unit walls, roof and base shall have a Flame spread rating of less than 25 and a Smoke Developed rating of less than 50 per ASTM E84 and UL 723 and Can/ULC S102-M88.
3. Insulation shall meet NFPA 90A and 908 .

## STRUCTURAL BASE CONSTRUCTION

1. Units shall be constructed from a minimum C6x8.2 lb./sq.ft. channel structural steel perimeter base, with intermediate tubular steel supports. Perimeter structural steel base shall be designed to directly support the weight of the walls. Intermediate tubular structural steel and channel iron shall support the weight of all internal components (i.e. fans, coils, enthalpy wheels, etc.)
2. Structural steel base shall be designed so that it can be point loaded or set on an unlevel surface and shimmed by the contractor within 2 foot spans without deflecting more than ¼ inch.(check with Richard on this one) The structural steel base shall be either I-beam construction or C-channel (not box channel) so that the base will shed all water. Base shall be provided with lifting lugs, minimum four (4) per shipping split. Formed metal bases formed from sheet metal will not be acceptable. Base shall prevent wall panel joints from separating during lifting, transportation and rigging.
3. Lifting lugs shall be located and engineered to properly support the loads within. Manufacturers shall provide a load point calculation along with detailed lifting lug information as part of the shop drawing package.
4. A 0.125" thick aluminum checker plate floor shall be installed on the base. Floor seams shall be continuously welded providing a completely flat unit floor. Standing seems will not be accepted in any section. A 1-1/2" perimeter collar shall be provided to ensure the unit is internally watertight. The collar shall be alternately screwed down and tack welded to the unit base on one (1) foot centers. Caulk joint to be watertight.
5. The base shall be insulated with 3" thick, 1-1/2 lb. density fibreglass insulation and sheeted with a 22 gauge galvanized steel liner. The base liner shall be broken, tack welded and sealed for rigidity and vapour barrier integrity.

## ACCESS DOORS

1. Units shall be provided with access doors to the following components: fans and motors; coils; filters; dampers and operators; access plenums. Access doors shall be large enough for easy access. Removal of screwed wall panels will not be acceptable.
2. Access door construction and thickness shall match the rest of the unit casing. Corners shall be welded for rigidity. Spot welding of corner seems will not be accepted.
3. Provide full gasket (automotive style neoprene) doors with continuous piano type stainless hinges for access to coil sections, fan sections, motors, filters, dampers and operators. Provide two-position "Leverlok" style latches, operable from the inside or outside of the unit

## Doors shall open against positive pressure FANS

1. All fans shall be tested in accordance with AMCA Standards 210-70 and 310 Test Codes for Air Moving Devices. Backward inclined fans shall bear the AMCA sticker for both air and sound performance.
2. Fan Wheels and Shafts: Provide airfoil backward inclined wheels. Provide solid shafts keyed to the fan wheel. Hollow shafts are not be acceptable.
3. Fan bearings shall be self-aligning pillow block, grease lubricated, extra heavy-duty anti­ friction ball or spherical roller type selected for an L10 life of 200,000 hours at design operating conditions.
4. Fan and motor shall be mounted on an all welded, structural steel, prime coated internal isolation base. The outlet of the fan shall be separated from the unit casing by means of a factory installed flexible connection. The internally mounted motor shall be provided on a slide rail base to allow proper adjustment of belt tension.
5. Provide an OSHA approved fully enclosed metal belt guard having side of galvanized steel and expanded metal face. Belt guard shall be sized to allow either sheave to be increased by two sizes.
6. Provide fixed pitch sheaves rated at 150% of motor nameplate H.P. On air handling units with variable speed drives, mount the VSD on the unit. Factory wire between the VSD and fan motors. Ensure all casing penetrations are sealed to be air tight. Provide a terminal block within the VSD for field termination of line side wiring.
7. Provide plenum fan inlets on the fan wall and air outlets from the casing with a smooth bellmouth fitting with radius to match casing thickness, and free of protruding structural members and flanges.

## MOTORS

1. Motors shall be designed for severe duty in accordance with IEEE 841 standards and shall meet NEMA MG1 Part 31.
2. Motor enclosure shall be totally enclosed fan cooled and rated to IP55. Motor windings shall have class F insulation with class B temperature rise ratings. Windings shall be 200C inverter spike resistant wire. Motor windings shall withstand 2000V transients. Motor service factor shall be 1.15 on sine wave power and 1.0 on VFD power.
3. Bearings shall be regreasable without disassembly and provide for the elimination of purged grease. Bearing life shall be a minimum of L10 at 50000 hours. Bearing seals shall be lnpro or equivalent.
4. Nameplates shall be stainless steel and contain both NEMA data and bearing data.
5. Motors used with variable frequency drives shall be provided with a brush system to electrically ground the shaft and discharge any induced voltage on the motor shaft, with a direct path to ground.
6. Motor shall be provided with a 5 year warranty.
7. Acceptable motor manufacturers are Reliance-Baldor, US Motors, and TECO- Westinghouse.

## VIBRATION ISOLATION

1. An integral all weld steel vibration isolation base shall be provided for the fan and motor.
2. Provide open spring mounts with iso stiff springs, sound deadening pads and leveling bolts.
3. Horizontal stiffness shall be equal to vertical stiffness.
4. Spring deflection shall be 2".
5. Isolators shall have earthquake restraints. Upon request, the unit manufacturer shall submit a restraint detail certified by a professional engineer.

## COILS

1. Coils shall be fully enclosed within casing and mounted on angle frames manufactured to allow coils to be individually removed. Cooling coil racks shall be 12 Ga. 304 stainless steel. Heating coils shall be mounted on galvanized angle racks.
2. Removable coil access panels shall be provided to remove coils through casing wall. Coil covers shall be double wall construction with all exposed edges of insulation covered with sheet metal including holes through the cover for coil header stub outs. Coils shall be individually removable towards (away from) the access side.
3. All drain pans shall be double wall continuously welded 304 stainless steel. Intermediate drain pans shall be interconnected with stainless steel 1" down pipes. Condensate drain shall be a minimum 1-1/4" diameter stainless steel tube extending 1" out from unit for solder connection to trap. Drain pans shall be sloped within unit and fully drainable.
4. Coils shall be certified in accordance with ARI Standard 410.

Construction:

1. Tubes Horizontal, copper.
2. Headers: Seamless copper with vent and drain connections.
3. Casing 16 gauge, galvanized steel (stainless steel, aluminum where coils are sprayed) channels with 16 gauge center and end supports.
4. Connections Same end, counterflow, with vent, drain, supply and return stubs extended to outside of unit casing with grommets for airtight casing..
5. All refrigerant coils shall be designed to conform to ANSI - B 9.1 Safety Code for Mechanical Refrigeration. All DX coils shall contain a holding charge of dry nitrogen when shipped from the factory.
6. Steam coils shall be non-freeze type. Pitch steam coils in units for proper drainage of steam condensate.

## PREFILTERS

* 1. Prefilters shall be 2"-50mm Camfil-Farr 30/30, medium efficiency MERV 8A, pleated, disposable type. The filter shall be listed by Underwriters Laboratories as Class 2.
	2. Prefilters shall be installed in a prefabricated channel rack.
	3. Prefilters shall be (slide out) (lift out from upstream access section).

## FINAL FILTERS

1. Final filters shall be Camfil-Farr, deep pleated 12" long cartridge disposable type. Each filter shall consist of glass fibre media, media support grid, contour stabilizer and enclosing frame.
2. Final filter media shall be of high density microfine glass fibers laminated to a non-woven synthetic backing to form a lofted filter blanket. The filter media shall have an average efficiency HEPA (99.96%). The filter shall be listed by Underwriters Laboratories as Class 2.
3. Holding frames shall be factory fabricated of 16-gauge stainless steel and shall be equipped with gaskets and 2 heavy duty positive sealing fasteners. Each fastener shall be capable of withstanding 25 lb. pressure without deflection. They will be capable of being attached or removed without the use of tools.
4. Final filters shall be lift out from upstream access section.

## DRAINS

1. Provide 1 1/4" capped floor drain connections on the side of the unit for complete drainability of the base pan for the following sections:
2. Fresh Air Plenums Humidifier Sections
3. Sections upstream and downstream of coils

## FILTER GAUGES

* 1. Provide Dwyer 2000 magnehelic gauge for the final filter.
	2. Magnehelic gauges shall be accurate to +/- 2% of full range.
	3. Provide sensing probes for each gauge.
	4. Provide one gauge flush mounted into the casing for each filter bank.

## STORM LOUVERS

* + 1. Outside air louvers shall be a vertical blade drainable sine wave louver. The blades and frame shall be aluminum construction with a natural mill finish. The internal blades shall have built in water channels which direct the water downward . The frame shall have an integral gutter.
		2. Louver shall be tested in accordance with AMCA 500-L99 for wind driven rain water penetration at a 30 mph wind rate, 3in/hr/sq.ft. rainfall rate, and a core velocity of 700 fpm and have 100% effectiveness and no measurable water penetration .
		3. Bird screen shall be galvanized, 1/2" x 1/2" opening fixed to the rear with cadmium plated screws.

## ALUMINUM AIRFOIL DAMPERS

* + 1. Aluminum airfoil frames and blades shall be a minimum of 12 gauge extruded aluminum. Blades to be 6" wide single air foil design.
		2. Frames shall be extruded aluminum channel with grooved inserts for vinyl seals. Standard frames 2" x 4" x 5/8" on linkage side, 1" x 4" x 1" on the other sides.
		3. Blade linkage hardware is to be installed in frame out of airstream. All hardware to be on non-corrosive reinforced material or cadmium plated steel.
		4. Damper seals shall be designed for minimum air leakage by means of overlapping seals. Acceptable dampers are: T.A. Morrison "TAMCO series 1000" and "RUSKIN CD-50"

### DAMPER OPERATORS

* 1. Provide factory installed electric damper operators with all linkage and hardware internally mounted.
	2. Ensure operators are mounted in easily accessible sections of the air handling unit.

### TEST PORTS

1. Provide 0.5" diameter test ports for unit air stream testing in each plenum section between each component within the AHU. Test ports shall have a tube that extends between the inside and outside of the unit and a screwed cap on the exterior to allow access. The test ports shall have been flanged on the exterior to allow air seal and shall be flanged on the interior to cover the penetration of the casing

### GAS HEATING SECTION (INDIRECT FIRED)

* + 1. Provide a self-contained, indirect fired, minimum 80% efficient, automatically controlled gas fired heater with output capacity as specified. The combustion chamber shall be fabricated of type 409 stainless steel. The flue gases shall pass through a stainless steel one pass tubular economizer.
		2. All economizer tubes shall be accessible for cleaning through an external access panel. Access shall be located at the same end of the unit as the burner and flue outlet. Provide stainless steel condensate drains for the flue box and heat exchanger.
		3. The heat exchanger section shall have an internal radiation shield to maintain a jacket loss of less than 2% of rated output. All heat transfer surfaces, including headers and the front collector box, shall be inside the casing and in the airstream.
		4. Factory installed induced draft blower shall be independently driven by single purpose self­ ventilating motor and controlled separately from the main blowers. The design shall be such that cooling air is drawn over the inboard motor bearing and shaft.
		5. Powered gas burner shall be factory mounted and wired. The burner shall be constructed with at least 14-gauge stainless steel and with the air baffles being made up of 430 stainless steel.
		6. Provide high tension spark ignited gas pilot, electronic primary safety control, automatic gas control valve, main gas regulator, pilot gas regulator, pilot gas cock, pilot assembly, and all components necessary to make a complete unitary burner assembly.
		7. Provide 15:1 modulated firing including damper motor, gas metering valve, proportioning air damper and necessary linkage to assure proper air-fuel ratio at all rates. All components of the burner to be mounted, wired and fire tested prior to shipment from the manufacturer.

## COILS

* + 1. Coils are to be designed to maximize performance under specified conditions with minimal air-side pressure drop.
		2. Coils shall be UL recognized as Refrigerant Containing Component. Coils to be used with refrigerant R-410A shall have undergone cycle testing, and shall be safety listed with 750 psig rating.
		3. Tubes and return bends shall be constructed from seamless UNS C12200 copper conforming to ASTM B224 and ASTM E527. Properties shall be 050 light annealed with a maximum grain size of 0.040 mm.
		4. Tubes are to mechanically expanded into fins (secondary surface) for maximum heat transfer. Materials are to be 3/8" diameter x 0.022 wall thickness.
		5. Secondary surface (fins) shall be of the plate-fin design using aluminum, with die-formed collars. Fin design to be flat, waffle, or sine-wave in a staggered tube pattern to meet performance requirements.
		6. Collars will hold fin spacing at specified density, and cover the entire tube surface. Aluminum properties are to be Alloy 1100 per ASTM B209, with O (soft) temper; copper is to be Alloy 11000 per ASTM B152-06 with soft (anneal) temper. Fins are to be free of oils and oxidation.
		7. Headers are to be constructed of seamless UNS C12200, Type L (drawn) copper material sized to match specified connection size. Type K (drawn) copper headers shall be offered as optional material.
		8. Die-formed copper end caps are brazed on the inside of the headers, unless spun-closed (for sized up to 1-3/8").
		9. Evaporator coils shall be designed with brass liquid distributors (as required), and copper sweat suction connections. Distributors shall be capped using soft-solder for ease of cap removal; suction connections shall be capped.
		10. Coil casing material shall be of stainless steel, as required.
		11. Intermediate tube supports are to be provided on all coils 48" and longer fin length. Coil casing on top and bottom of coils are to have double-flange construction, allowing for vertical stacking of coils.
		12. All coils are to be brazed with minimum 5% silver content (BCup-3) filler material to insure joint integrity.
		13. Coils shall be tested at 550 psig using dry nitrogen, submerged under water. Dual- operator verification shall determine that all coils are leak-free.
		14. Coils shall be certified to withstand 750 psig working pressure.

## REFRIGERATION COMPRESSORS

* + 1. Compressors shall be digital scroll, set on resilient neoprene mounts and complete with line voltage break internal overload protection, internal pressure relief valve and crankcase heater.
		2. Digital scroll compressor shall operate with Emerson EC3/EC2 series or equal, stand-alone superheat controller with a built-in synchronization control for the digital scroll. Digital Scroll compressors shall provide a modulating output from 10% to 100% of rated capacity, without the requirement for hot gas bypass
		3. Multiple refrigeration circuits shall be separate from each other. Refrigeration circuits shall be complete with liquid line filter-driers. Service ports fitted with Schraeder fittings and combination sight glass moisture indicators.
		4. Units shall incorporate electronic expansion valves and VFD controlled condenser fans operating on a floating head design. Thermostatic expansion valves and hot gas bypass valves will not be accepted. Each system shall be factory run and adjusted prior to shipment. Controls shall include:
* Compressor motor contactors
* Overload protection control
* Cooling relays
* Ambient compressor lockout
* Dual pressure controls
* Anti-cycle timers
	+ 1. Packaged units shall operate down to 50 degrees Fahrenheit as standard. Compressors shall be located on the side of the unit in a service enclosure complete with hinged access doors.
		2. Provide hot gas reheat for dehumidification.

## GAS-FIRED STEAM HUMIDIFIER

* + 1. Air handling unit manufacturer shall mount and install gas-fired steam generator and dispersion grid provided by humidifier manufacturer.
		2. Provide minimum absorption distance of 24" downstream of humidifier.
		3. The humidifier shall be capable of generating steam from tap (10 grains per gallon maximum) or softened water and operate within inlet water pressure range of 25 to 80 psi.
		4. The humidifier shall be serviceable as installed in the unit enclosure.
		5. Humidifier and burner assembly shall be CSA/ETL/AGA/CGA certified and tested. Gas train assembly shall be complete with burner/mixing tube assembly, igniter, sight glass, flame rod electrode, gas manifold, integral gas valve and venturi. Each burner shall freely modulate with a gas input turndown ratio of at least 5:1.
		6. Humidifier shall be non- condensing with average thermal of 80%.
		7. Humidifier shall have an internal drain water cooler to ensure drain water tempering to 140°F.
		8. Humidifier shall have fully autonomous microprocessor control for combustion, humidity and level control with alphanumeric backlit display and standard communication capability with BACnet.

### FACTORY INSTALLED CONTROLS

* + 1. The unit shall be factory wired and tested, and shall be certified by C.S.A.
		2. Wiring shall be in accordance with the Canadian Electrical Code, Part 1, and pertinent sections of Part 2 of the code pertaining to specific equipment type and purpose.
		3. Prewired air handling units shall bear an approved label with all the necessary identification marks, electrical data, and any necessary cautions as required by the National Electrical Code, Part 2.
		4. Provide a system of motor control, including all necessary terminal blocks, motor contactors, motor overload protection, grounding lugs, control transformers, step down transformers auxiliary contactors and terminals for the connection of external control devices or relays. Gas fired units shall also include high limit and combustion air flow switch. Make-up unit manufacturer shall provide all controls required to control fans, dampers, DX cooling, gas heating and other equipment to meet the intent of the sequence of operations. Refer to drawings for sequence of operations. Unit manufacturer shall provide a set of contacts for each mode of operation.
		5. Provide a wiring schematic located within the electrical control panel.
		6. Provide a single 416V/3ph power point connection within the electrical control panel. Factory wire from the single point power connection to all devices.
		7. Provide motor starters for each fan motor, property sized, mounted within the electrical control panel and wired to the motor.
		8. Provide step down transformer for power wiring to all devices requiring power wiring.
		9. Provide electronic temperature control system capable to maintain discharge temperature control with remote setpoint adjustment. Provide all components necessary for the safe operation of the unit and as required for operation described in the sequence of operation. The controller shall be native BACnet to allow connection to the BAS via BACnet MS/TP or BACnet IP. Wire all components specified in EMT conduit with rain tight fittings. Electrical interlock wiring of field devices (i.e. flow switches, thermostats) is the responsibility of the contractor installing the equipment unless indicated otherwise.
		10. Provide a discharge air low limit equipped with an automatic by-pass time delay to allow for cold weather start-up. On a heating system failure this device will shut down the fan and close the outdoor air damper
		11. Provide contacts/connector to fire alarm system. Contacts shall shut down the unit in the event of a fire alarm.

# PART 3 - EXECUTION

## INSTALLATION

* + 1. Install in accordance with manufacturer's instructions.
		2. Install deep seal p-traps, copper tube on all drain pans. Depth to be determined by manufacturer.
		3. The units must be rigged and lifted in strict accordance with manufacturer's instructions.
		4. Install venting as required by gas code.

## MANUFACTURER'S FIELD SERVICES

* + 1. Manufacturer shall furnish a factory trained service technician without additional charge to certify installation. The manufacturer shall provide a written certification that the product has been installed properly and is working correctly. Provide written certification from manufacturer prior to requesting substantial completion.

## C. MATERIAL DISCLOSURES

*Interview:* The RFP Timetable in Section 3.1.1 provides estimated interview dates. Proponents are expected to ensure availability of proposed team for an interview on or around that date on short notice. Any request for rescheduling of interviews is unlikely to be accommodated in view of the tight project timelines.

##

## D. RATED CRITERIA

The following requirements are not mandatory, but proponents and their proposed resource(s) will be rated based on how well they meet these requirements.

| **Rated Criteria** | **Requirements** |
| --- | --- |
| **Qualifications and Experience of the Organization****(30 Points)** | * Describe relevant qualifications and experience that uniquely qualifies your organization for this assignment
* Provide evidence of having worked on similar type projects in a hospital setting in the past 3 years.
 |
| **Understanding of Requirements****(20 Points)** | * Provide your analysis of the requirements of this RFP and illustrate how your expertise and experience are aligned with the requirements of the RFP
 |
| **Approach and Methodology****(20 Points)** | * Provide a summary of the proposed approach and methodology you would adopt to provide the deliverables of this project.
* Provide a detailed work plan for the scope of this RFP with a focus on the resources and the process to be followed in fulfilling the scope of the services required for this RFP. This should include, but is not limited to:
	+ Project Timelines
	+ Key Milestones
	+ Deliverables
	+ Team Organization Chart
 |
|  |

The following is an overview of the categories and weighting for the rated criteria of the RFP.

|  |  |  |
| --- | --- | --- |
| **Rated Criteria Category** | **Weighting (Points)** | **Min. Threshold Score**  |
| **Stage I – Mandatory Requirements** | **Pass/Fail** | **Pass** |
| **Stage II – Rated Requirements:** |
| Qualifications and experience of the organization | 30 |  |
| Understanding of requirements and alignment of expertise  | 20 |
| Approach and methodology | 20 |
| **Sub-Total Rated Criteria**  | **70** | **50\*** |
| **Stage III – Interview / Presentation, if required**  | Rescoring of Stage II |  |
| **Stage IV – Pricing** | **30** |  |
| **Total Points** | **100** |  |
| **Reference Check** | **Pass/Fail** | **Pass** |

\*Any Proponent who scores less than 50 out of the possible 70 points for the Stage II Rated Requirements section may be eliminated from further consideration.

## E. INTERVIEW / PRESENTATION

The purpose of the interview is to allow for interaction between the proponent’s proposed team and CAMH staff, and to review and validate key aspects of RFP requirements and resource qualifications. CAMH may decide to skip this step at its sole discretion.

Shortlisted Proponents will be required to **attend this session in-person or virtually, at the discretion of CAMH.** At this stage CAMH will be assessing the suitability of the proponent and proposed team for providing the services /deliverables. CAMH will also be noting any added value that the Proponents have demonstrated. However, Proponents will not have the opportunity to introduce new information or adjust their written proposals at this stage.

## f. PRICING

Proponents should review and complete the Rate Bid Form at Appendix C.

**Pricing**

**Total Points 30 points**

Pricing will be scored based on a relative pricing formula using the Rates set out in the Rate Bid Form.

Each proponent will receive a percentage of the total possible points allocated to price for the particular category it has bid on by dividing that proponent’s price for that category into the lowest bid price in that category. For example, if a proponent bids $120.00 for a particular category and that is the lowest bid price in that category, that proponent receives 100% of the possible points for that category (120/120 = 100%). A proponent who bids $150.00 receives 80% of the possible points for that category (120/150 = 80%), and a proponent who bids $240.00 receives 50% of the possible points for that category (120/240 = 50%).

Lowest rate

------------------- x Total available points = Score for proposal with second-lowest rate

Second-lowest rate

Lowest rate

------------------- x Total available points = Score for proposal with third-lowest rate

Third-lowest rate

And so on, for each proposal.