

**REQUEST FOR PROPOSAL ("RFP") NO. PS20170094  
PREVENTATIVE MAINTENANCE SERVICES FOR GENERATORS**

**QUESTIONS AND ANSWERS NO. 1**

**ISSUED ON DECEMBER 5, 2017**

Q1	In order to properly respond to the RFP can the City provide the voltages for each unit?
A1	Refer to specifications table
Q2	Is it safe to assume that all units besides library square will be tested during regular business hours?
A2	Yes
Q3	Units location - is there any way to find out if units are located either in a parkade or outside? The difference the location makes could be the difference in requiring either 1 technician or 2 technicians, which would be a huge discrepancy in pricing. Load banks cannot be brought down into parkades as they get too hot and could set off the sprinkler systems. If we need to park our load bank at ground level and run cable down to the generator that will require a second technician and a lot of extra cable. We want to be prepared both financially for the bid and for actually performing the work.
A3	Refer to specification table for locations and cabling requirements
Q4	Is it possible to get engine make/model/serial #s for each unit as well as voltages?
A4	Refer to specifications table
Q5	Are you able to either provide transfer switch info for each unit, or at least the number of transfer switches that we are to test during the maintenance.
A5	Refer to specifications table
Q6	Could you please clarify what is involved in a 3 year inspection as it is not in the CSA 282-15 Emergency electrical power supply for buildings? If possible provide a line by line description of what is required.
A6	REFM is deleting 3 Year Inspection and all related references in RFP SOW & Appendices.

Q7	In order to properly quote we need the Voltages for each unit?
A7	Refer to Appendix 3 - Pricing Tables/specifications table
Q8	B-3 - 2.1.a.i Semi-Annual Maintenance Requirements: Will a "clear & bright test", as detailed in C282 (section 11.5.5) meet this requirement, or is the city looking for a laboratory fuel analysis?
A8	<b>COV is requesting pricing per lab analysis sample testing. Lab Fuel Analysis is Requested in addition to onsite testing. Refer to Appendix 3 - Pricing Tables/specifications table for fixed fee column to conduct Lab Fuel Analysis.</b>
Q9	B-5 - 2.1.a.xxiii: Asks to "repair, replace, service and/or conditioning of fluids, components, parts or systems as required to maintain proper functioning of the generator". As failures can occur at any time, it is impossible to estimate any failures. It seems that the city is asking that any & all repairs be included in the regular maintenance. Can this line item be removed from the RFP?
A9	<b>No, Proponents pricing will not include unknown repairs, only costs for tasks related to Code and Industry Best Practices. This is a general spec identifying that repairs are in Scope of Work. PM Service reports will indicate repair recommendations (with costing) for Owner pre-approval. When there is identified breakdown or emergency failures Vendor maybe requested to service, trouble shoot, recommend and repairs unit to maintain proper functioning of system.</b>
Q10	B-6 - 2.1.b.ii: "With generator set operating at full load, conduct an infrared scan and provide annual thermal report". Internal safety procedures do not allow us to work on equipment in which a technician may be exposed to energized equipment of over 50 volts. This is in line with CSA-Z462 (Workplace Electrical Safety). We will perform a infrared scan immediately following the load test (with the equipment de-energized. At this time any poor electrical connections will still be hot. Will this be acceptable to the city in meeting the intent of this requirement?
A10	<b>The City will consider the successful proponent the Subject Matter Expert (SME) to determine individual PM task risks and mitigation methods by means of Proponent &amp; COV Electrical Safety Programs, Policies &amp; Regulations. Proponent Hazards Analysis &amp; Risk Assessment will determine process &amp; procedure to perform infrared examination during full load operations.</b>
Q11	B-7 -2.1.c: Three Year Maintenance Requirements: More information will be required for each site, in order to provide an accurate quote. Duration of test, time of day/evening, day of week, etc. Can this information be provided?
A11	<b>The City is removing the requirement related to three (3) Year inspection services and all related references in the RFP, requirements and subsequent Appendices/Amendments.</b>
Q12	B-9 -2.2.b.i: Is there any cost from the VPD associated with the security clearance? If so, could you please provide details?
A12	<b>Initial onboarding cost for security clearance to be borne by COV. All subsequent security application by Proponent. Estimated current cost is approximately</b>

	\$200/person
Q13	B-11 -2.3.h: "The successful proponent must demonstrate they have access to OEM generator device hardware & critical components including software & firmware". Much of the software & firmware will proprietary and may only be available from an OEM representative. Without information on the generator set & automatic transfer switch controllers at the various sites, it will be impossible to confirm any one bidder would be able have access to all software & firmware.
A13	<b>Refer to specifications table for ATS specifications. Proponent to identify in table which ATS unit they cannot access firmware/software from OEM</b>
Q14	C-5 -6.2.b & 6.2.c: Could you please help us to understand, during the RFP process what is the City of Vancouver trying to protect themselves against?
A14	<b>Potential "Contract A" liability pursuant to the body of Canadian common law applicable to public procurement.</b>
Q15	C-13 2.4.a.iii Appendix 3, section 2.4.a.iii states that "All prices are to be exclusive of applicable sales taxes calculated upon such prices, but inclusive of all other costs", whereas, on the Appendix3, Pricing Table under "Instructions Tab, item # 2 states "The price for deliverables are exclusive of GST, HST, QST and inclusive of PST. Could you please clarify, is PST to be included in the pricing in Appendix 3.  Appendix 3, Pricing Table, "Unit Rates" tab, Table 4 - Material Markup %. You have 5 different lines with Material 1, Material 2, etc. Could you please elaborate as to what the city is looking for on the 5 different line items? Perhaps provide examples.
A15	<b>Please provide list of consumables and unit pricing for typical Annual PM service only at VPL-Library Square site (350 W. Georgia St):</b>  <b>Examples of consumable material include: Oil (\$/liters), filters, grease, etc.</b>  <b>The Material items (5) list may be added or reduced by Proponent to reflect material consumed for a complete single annual PM service.</b>
Q16	May we be provided more information regarding the location of the generators in the buildings? (Examples basement, parking garage, rooftop, outdoor unit.)
A16	<b>Refer to Appendix 3 - Pricing Tables/specifications table</b>
Q17	May we be provided Approximate distance from generator to where a load bank/service vehicle can be parked? Examples. 50', 100' or over 100'. If the site access information is not provided are we to assume that all sites have a reasonable access when quoting? (No rooftop, parkade or indoor units with max cable distance of 100' or less)
A17	<b>Refer to Appendix 3 - Pricing Tables/specifications table for testing cable requirements.</b>
Q18	May we be provided the engine model and serial number for each unit?  May we be provided the generator voltage for each site?  If no additional unit information is provided in order to acquire the correct consumable

	pricing are we able to provide "Estimated consumable pricing" based on missing or incomplete generator/engine information?
<b>A18</b>	<b>Refer to Appendix 3 - Pricing Tables/specifications table</b>
Q19	Are there any locations that require the regular scheduled maintenance to be performed outside of regular business hours?
<b>A19</b>	<b>The City anticipates that only the Library Square location will require after hours servicing</b>
Q20	Appendix 3, Pricing Table: Under the Pricing Matrix you ask for Labour Hours for the Annual, Semi-Annual, 3 Year & 5 Year (Quinquennial) services. Are you looking for these numbers to include travel to & from site, or would you prefer to have travel time omitted from the numbers?
<b>A20</b>	<b>The City requests that pricing includes all travel times to and from sites.</b>
Q21	Will the City be able to provide information on the engines for each unit, to go along with the generator make & models? This information is required to insure we get the correct parts for both the Annual & 5 Year services, which ultimately will affect pricing for each site. Refer to specifications table
<b>A21</b>	<b>Refer to Appendix 3 - Pricing Tables/specifications table</b>
Q22	With the number of sites and range of services to be quoted, is it at all possible to get an extension (of perhaps a couple of weeks) to allow the bidders to compile all the information required to accurately quote on these services?
<b>A22</b>	<b>The RFP submission has been extend to 3pm, December 14, 2017</b>
Q23	Which sites require security clearance and is Federal reliability status acceptable?
<b>A23</b>	<b>No, Federal reliability status is not acceptable. The City requires all staff listed by the Proponent who will be attending City sites must be able to meet Vancouver Police Department (VPD) clearances.</b> <b>All VPD sites :</b> <b>1. Kootney</b> <b>2. Gravelly</b> <b>3. Dog Squad</b> <b>4. Marine Squad</b> <b>5. Cambie</b> <b>6. Tactical- Glen Drive</b> <b>7. Forensics Glen Drive</b>

End of Q&A No. 1