

INVITATION FOR PRICE QUOTE

The Fort Vermilion School Division No. 52 is requesting price a quotation for the supply of labor, material, and equipment to complete the following projects

HVAC, Duct and Fin Cleaning at High Level Public School.

2018-2019 IMR Program

Complete bid packages available upon request.

Price quote is to be submitted in a sealed envelope clearly marked "Duct Cleaning contracts 2019": Send quotation to the undersigned no later than 1:00 pm March 22, 2019.

Bids may be email to dand@fvsd.ab.ca - also call to confirm receipt.

Or mail to:

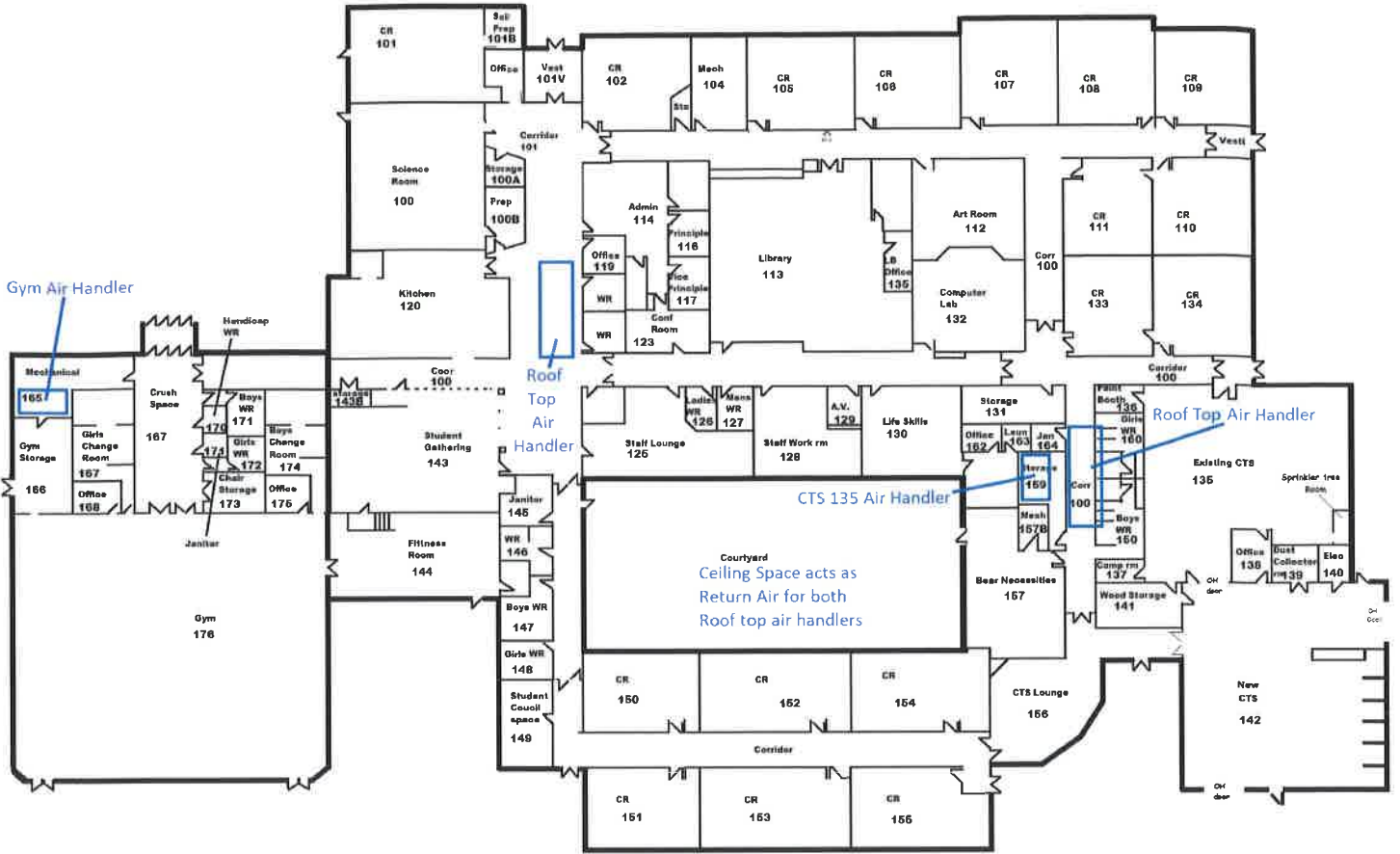
Fort Vermilion School Division # 52
Box 1331
La Crete AB, T0H 2H0
780-928-3013

Attention: Dan Dyck - Duct cleaning contract.
Lowest or any bid not necessarily accepted



Floor Plans of School attached

High Level Public School



High Level Public School
9701-105 Ave, High Level



SERVICES OF THIS CONTRACT

- .1 Air Handling Units (AHU) to be taken apart as much as possible to facilitate cleaning of blower assemblies which are to be chemically washed when required to remove build up of dust etc. Blowers to be hand washed. Excessive grease build up around bearings cleaned, and all structures within washed, including air flow louvers and dampers.
- .2 All coil banks to be vacuumed, air washed and chemically washed followed with a clear water rinse. Chemicals to be applied by low pressure canister, to prevent damage to face of coil bank.
- .3 Coil bank fins to be combed where bent over as best possible after cleaning ensuring maximum air flow efficiency.
- .4 All Supply air ducting to be cleaned using either manual or mechanical power brush equipment as required removing all adhered debris.
- .5 All air diffusers and grills to be removed, washed and after duct cleaning is completed reinstalled to their original locations.
- .6 All Exhaust fans, ducting and grills to be cleaned, using same methods as for supply and return air ducting.
- .7 Clothes dryers exhaust ducting to be cleaned using same methods as for other ducts.
- .8 Cover sheets are required to protect school equipment (ie Computers, AV equipment etc) before and during cleaning is in progress.
- .9 If ceiling space acts as return air plenum. Vacuuming is required to top of ceiling system and areas where dust has collected to a 50 foot radius of intake duct to Air Handler
- .10 Vacuum system used shall be of the in-door type, and to contain Hepa filter.
- .11 Contractor to take "before and after photos" of areas where significant change in cleanliness will occur. Floor plan available from owner. Photo numbers to be marked on floor plan indicating where it was taken. Notes may be added to floor plan. Photos to be submitted via email or on a memory stick. No photo album please.

The following categories are as extras as negotiated after project start.

1. Contractor will communicate and negotiate repair costs with owner regarding damaged insulation. After insulation has been cleaned as per normal practice, assessments are to be done to calculate costs for repair and or replacement of the insulation. Larger areas of insulation damaged beyond repair is to be removed and replaced. Holding pins to be spot welded to ensure integrity of the pins to prevent premature failure.
2. Contractor will communicate and negotiate repair costs with owner regarding air brushing & vacuuming of Fin Radiation (classroom heating - wall heating cabinets) Removal and re-install of air grills in cabinets included. No cabinets are to be removed for cleaning.

TO: Fort Vermilion School Division No. 52 Facilities Department

CONTRACT: HVAC, Exhaust, Duct Cleaning. High Level Public School

We, the undersigned, hereby agree to render Services in accordance with the Bid Documents, for the unit prices and allowances, if any, set out in the attached Unit Price Schedule excluding the Goods & Services Tax, which is:

(Canadian)
-----\$ _____

The work of this contract is to be completed by the 5th of June 2019.

This bid is open to acceptance by the School Board until 35 days after the bid closing time. This Bid and Contract Form together with and subject to all the provisions of the Bid Documents shall, when accepted and executed by the School Board, constitute a binding contract between the Contractor and the Fort Vermilion School Division No. 52.

Executed this ___ day of _____ 2019.

Bidder:

See attached original signed quote.

Signature of Authorized Representative

Name & Status of Person Signing Above

Witness's Signature or Corporate Seal

Accepted and executed this ___ day of _____, 2019 by an authorized representative of the Facilities Department of the Fort Vermilion School Division No. 52.

Signature

Witness's Signature

Daniel Dyck - Supervisor of Maintenance
Name & Title



CONTRACTOR SAFETY INFORMATION

Company Name: _____

Address: _____

Telephone: _____ Fax: _____

Primary Contact: _____ Phone: _____

Safety Contact: _____ Phone: _____

Services Provided: _____

Insurance

Please provide proof of your total liability insurance. (Minimum \$2,000,000 coverage required)

Workers Compensation Board

Please provide a current clearance letter for all valid WCB accounts.

Occupational Health & Safety

Does your company have a Health and Safety Program? Yes No

If no, please complete the safety evaluation on the reverse of this form.

If yes, does your company have a Certificate of Recognition? Yes No

If yes, please provide a copy.

If no, please complete the safety evaluation on the reverse of this form.

Has your Certificate of Recognition program been audited? Yes No

If yes, what was the date of the most recent audit? _____

Has your company been issued any health, safety or environmental related fines or orders in the past 12 months? If yes, please provide details.

I hereby confirm that the information provided in this document is accurate to the best of my knowledge and that I am authorized to enter into agreements on behalf of the above listed company. I understand that, should our safety practices be deemed insufficient, implementation and adherence to additional safety practices may be required and compliance therewith will become a condition of any future work contracts with the Fort Vermilion School Division.

Authorized Company Representative

Date

Safety Evaluation

Please complete the following questionnaire if one or both of the following apply:

1. My company does not have a health and safety program, or
2. My company has a health and safety program but does not have a Certificate of Recognition.

Commitment to Safety	
1. Do you have a written health and safety policy statement?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Do you have clearly defined safety roles and responsibilities for your managers, supervisors and workers?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Do Managers/Supervisors visit the worksite regularly?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Do you evaluate your safety practices to ensure they are effective and that all areas for improvement are identified? If yes, how often? _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Hazard Assessment & Control	
5. Do you conduct worksite hazard assessments? If yes, how often? _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Are workers informed of job specific hazards?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Are you able to provide the necessary hazard controls to prevent incidents?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Are workers provided the necessary Personal Protective Equipment (PPE) based on the hazard assessment process?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Orientation and Training	
9. Do you provide general safety orientations for new employees?	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Do you hold regular safety meetings including all staff?	<input type="checkbox"/> Yes <input type="checkbox"/> No
11. Do you provide specific safety training to supervisors?	<input type="checkbox"/> Yes <input type="checkbox"/> No
12. Do you provide on-the-job training for new staff?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Worksite Inspections	
13. Do you conduct regular inspections of the worksite?	<input type="checkbox"/> Yes <input type="checkbox"/> No
14. Do you have a system in place to ensure proper corrective action is taken to remedy identified safety concerns?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Incident Reporting & Investigations	
15. Do you require all work-related incidents to be reported to a supervisor?	<input type="checkbox"/> Yes <input type="checkbox"/> No
16. Do you have a system in place to track incidents and to ensure corrective action is taken to prevent similar incidents from reoccurring?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Emergency Preparedness	
17. Do you have an emergency response plan in place at your worksite(s)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
18. Do you have first aid trained staff available at all worksites?	<input type="checkbox"/> Yes <input type="checkbox"/> No
19. Do you have first aid kit(s) and eye wash station(s) at all worksites?	<input type="checkbox"/> Yes <input type="checkbox"/> No

INTERNAL USE ONLY

Contractor Approval Status

- Acceptable – meets current criteria.
- Conditional Acceptance – following conditions must be met prior to performing work.
 - All workers are required to attend the Project Start-Up Meeting.
 - Hazards must be assessed weekly using the FVSD Field-Level Hazard Assessment form.
 - Monthly safety meetings must be held with all workers at the site.
 - Monthly site inspections must be conducted using the FVSD Inspection form.
 - All incidents must be recorded using the FVSD Incident Report & Investigation form.
 - Compliance with all emergency response requirements specified in the OH&S legislation.
 - The following PPE must be used by all workers at the site:
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- Rejected – contractor does not meet current criteria and must meet the following conditions before being considered for work.

Evaluated by:	Date:
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