

REQUEST FOR QUOTE M'Chigeeng First Nation

REQUESTER INFORMATION

RFQ#: 2023-60-ANN-SERVICE

Department: Housing Dept.
Contact Name: Darcie Anderson
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RFQ Opening Date: September 29, 2023 @ 3pm
RFQ Closing Date: October 12, 2023 @ 3pm. E-mail is acceptable

Project Name: 2023 Annual Service of Furnace and Air Exchange Systems
Special Instructions: 1. Selected Contractor will supply WSIB and CGL Insurance (1 million Minimum) before undertaking work. 2. This work is on a First Nation and is excluded from GST/HST. An exemption certificate will be provided.
COST (EXCLUDING HST/GST): \$ _____ PER OIL FURNANCE \$ _____ PER AIR EXCHANGE /HRV \$ _____ SERVICE CALL, INCLUDING LABOUR & TRAVEL, EXCLUDING PARTS \$ _____ COMPREHENSIVE INSPECTIONS Pricing Period Lot Price: October 1, 2023 to March 30, 2023: \$ _____

The following Section must be completed by the Contractor and included in the Contractor's response to this RFQ.

Contractor Name: _____
Contractor Address: _____
Telephone No.: _____
E-mail : _____

Authorized Signature: _____ Date: _____

STATEMENT OF WORK

BACKGROUND

M'Chigeeng First Nation Housing Department manages 130+ rental units for both band owned rental units and through the CMHC housing program.

OBJECTIVE

The objective of this statement of work is to obtain the services of a contractor to provide cleaning and minor servicing of oil-fired forced air heating units and heat recovery ventilation/Air Exchange units and the Work also includes battery replacement in thermostats in the residential housing units in M'Chigeeng First Nation.

SCOPE OF WORK

SCOPE

The scope of work is detailed in "Annex A" for Oil-fired Furnaces and "Annex B" for the Air Exchange/Heat Recovery Ventilation units. It is summarized as follows:

Oil-fired Furnace (60 units):

- a) Inspection and servicing of the mechanical equipment for 30 residential housing units;
- b) Cleaning of furnaces and replacement of oil filters;
- c) Supply and install one furnace filter;
- d) Cleaning and servicing of heat recovery ventilation units;
- e) Changing the batteries and checking the thermostat;
- f) Inspect and note all broken or missing exterior grills
- g) Inspection of all connected ductwork, flue vents, and chimneys

Air Exchange/Heat Recovery ventilation units (117 units):

- a) Clean/service as per manufacturers written instructions.
- b) Clean filters and recovery core, heels, blower blades and condensation tray.
- c) Run system, check all operation modes, ensure condensation drain is clear, wipe entire unit and oil where necessary

INSPECTION CHECKLIST

a. The Contractor is to provide a completed maintenance checklist "Annex A" and "Annex B" for each address and are to be submitted on a monthly basis to coincide with submission of the monthly invoice.

CUSTOMER SERVICE

a) The Contractor is to maintain courteous discussions with the occupant at all times. The Contractor will inform occupant prior to the commencement of any works:

- (1) What work is to be done;
- (2) How long the work will take to complete;
- (3) What degree of inconvenience there might be to the occupant;
- (4) What safety measures are being implemented; and
- (5) What the daily clean-up schedule will be during the performance of the works.

b. Should the Contractor observe any aspects of the work to be performed as being defective, limited, ineffective, wasteful or in any other way unacceptable in their view, they are not to discuss or in any way indicate any of their opinions with or to the occupant. Any of these observations are to be brought to the attention of the Housing Department only.

c. Contractor's etiquette when working in or about the premises will consist of the following:

- (1) Knock on the front door of the unit/occupant and obtain verbal approval prior to entry;

- (2) There is to be no smoking or the use of any form of tobacco, vaping or marijuana product in or about the premises;
- (3) Contractor is only to use their own prearranged washroom facilities and is not to use the washroom facilities of the occupant;
- (4) Should any confrontation occur with the occupant, please terminate discussion immediately and inform the Housing Department.

CLEANING

- a. All work areas shall be kept clean. If work must be finished the following day, the entire area shall be cleaned, pending completion of work.
- b. The Contractor is to provide drop sheets and/or wear shoe coverings before entering any location. Costs incurred for subsequent cleaning are to be borne by the Contractor.
- c. Upon completion of work, the Contractor will remove all surplus materials, tools and debris and restore the site to a clean condition.

QUALITY ASSURANCE

The Housing Department will conduct random inspections of "The Work" already completed and unsatisfactory performance will be reported to the Contractor by means of a written communication. Deficiencies will be rectified, and the Contractor will indicate remedial action taken in writing to the Housing Department within one (1) working day. The remedial work shall be considered incomplete until the Housing Department is satisfied.

COMMUNICATION

The Contractor shall provide cellular phone access to the Housing Department between the hours of 0800hrs and 1700 hrs, Monday to Friday, inclusive.

WORKING HOURS

Services shall be performed during normal working days and hours, which are defined as Monday through Friday, 8:00 a.m. to 5:00 p.m. (except scheduled public holidays)

WORK SCHEDULE

The schedule of service for all locations, shall be submitted to the Housing Department no more than fourteen (14) calendar days after award of contract. The work is to be scheduled to start a maximum of fourteen (14) calendar days from the date of approval of the schedule. "The Work" must be completed by December 8, 2023 for oil furnaces and March 29, 2023 for Air Exchange/HRV service.

Upon approval of the service schedule, the Contractor shall arrange to carry out "The Work" by giving a written notice, hand delivered to the occupants of each address at least one business day (24 hours) prior to the scheduled service inspection date. This notice "Annex C" will include the purpose of the visit, date and time to be carried out, advise occupants to clear any furniture or objects that may be placed over the crawl space door and include the Contractor's name and phone number if other arrangements must be made.

APPOINTMENT TIMES

Records are to be kept of all unsuccessful appointments for future reference. If, after 48 hours have lapsed, an occupant has not called to make alternative arrangements, the Contractor shall notify the Housing Department in writing of the dates of original written notice. The Housing Department will then contact the occupant through formal means.

If the occupant has been served notice with a scheduled appointment time and the Contractor is unable to gain entry into the Unit, The Housing Department must be notified immediately.