



City of Richmond

August 3, 2011
File: 4547P

Business and Financial Services Department
Finance Division
Telephone: 604-276-4218
Fax: 604-276-4162

Attention: To All Proponents

Dear Madame/Sir:

Re: Request for Proposal 4547P - Supply and Installation of SCBA Fill Station for Richmond Fire-Rescue – Addendum One

This Addendum includes items of clarification, forms part of the Contract Documents and shall be read, interpreted and coordinated with all other parts. Please review and consider the following information in the preparation of your Proposals:

I. Questions and Answers

Q.1 ...(Regarding) section seven (7) sub section 7.2.: does this read that if you are successfully in getting the fill station that you are successful getting the SCBA bottles. Or can the SCBA bottles be quoted and not the fill station and win the bottles?

A.1 The City will consider Proposals for the following:

- i. The supply and delivery of the SCBA cylinders only;
- ii. The supply and installation of the SCBA Fill Station Unit only;
- iii. The supply and delivery of the cylinders AND the supply and installation of the SCBA Fill Station Unit, under one contract.

The City will review all Proposals received to determine the best value, in accordance with the Request for Proposal document.

Q.2 What is the minimum number of cylinders to be filled at a given time? Currently, the RFP states on:

- a. Page 6 (a): 8 cylinders
- b. Page 15 (1): 6 cylinders

A.2 Please refer to part II of this Addendum. Item One of Appendix Two has been revised to reflect a requirement for a minimum fill of eight (8) cylinders.

- Q.3 Under detailed requirements, Page 6, 10.1, i), what length should the external filling whip be?
- A.3 The external filling whip should be a plumbed, external whip between 65' and 85' in length that has an adjustable pressure regulator with a female fill coupling to fit a Scott cylinder valve in order to reach from the filling room to the area outside where a fire truck may be parked when receiving compressed air.
- Q.4 What are the dimensions of the two (2) personnel doors leading into the compressor room?
- A.4 The dimensions are:
- a. Exterior door from the apparatus bay into the first room:
 - Width: 34 1/2"
 - Height: 83 3/4"
 - b. Interior door from the first room into the compressor room:
 - Width: 30 5/8"
 - Height: 83 1/4"
- Q.5 Can the compression equipment be offered as stand alone with no bid on the 80 SCBA cylinders?
- A.5 Please see A.1.
- Q.6 In order to provide the best overall solution, please confirm the fill cycles of how many SCBA cylinders will be filled per month on average.
- A.6 The fills will vary from month to month but on average we will fill 120 - 140 cylinders per month. Those fills will vary from near empty fills to top-ups.
- Q.7 Some or most of the existing equipment on site is outdated (1986 vintage) and likely not suited for the service intended, will these items be used elsewhere or shall we provide a trade value?
- A.7 New equipment that is fully compatible is required; Proponents may provide a trade-in value, which must be expressed as an amount separate from the lump sum totals in Appendix Three (3).
- Q.8 Please confirm the expected ranges of cylinders to be filled e.g.: 2216 PSIG, 3000 PSIG and 4500 PSIG.
- A.8 These ranges are correct.
- Q.9 Will there be a requirement to fill any SCUBA diving cylinders?
- A.9 No.
- Q.10 Will the City contract separately for the installation of a correctly sized auxiliary fan system with a capacity of 3500 SCFM? This fan would replace the one in the compressor room.
- A.10 If this is needed to make the Proponent's entire proposed system functional, then Proponents should include this in the lump sum total for installation.
- Q.11 The City will be responsible for the supply of a suitably sized three (3)-phase service with a fused lockable disconnect located within sight of the compressor.

The installation is done by a certified electrical contractor and a permit is required. Please confirm.

- A.11 This question will be answered in a subsequent addendum.
- Q.12 Will SCBA cylinders be stored in the filling room area? If so, what sizes and how many of each size, if storage racks are to be provided as part of this contract?
- A.12 No cylinders will be stored in the filling station room. No racks are required.
- Q.13 Is an external supply of air required elsewhere in the hall for mask repair or air tools?
- A.13 Yes, the Successful Proponent should run a couple of external supply points to other areas while the work is being done. Other areas should include 150 PSIG supplies to the workshop, the extinguisher repair room (as applicable) and to the near truck bay for filling tires, utility air etc. These should also include female quick connect couplings.
- Q.14 Will there be a requirement to fill large cylinders on a truck or air trailer?
- A.14 Please refer to page six (6) of the RFP, part 10.1, i)
- Q.15 The existing IK14 compressor is rated at 11 SCFM, 5000 PSIG and based on the fill station capacity of six (6) fills at a time and the CSA fill rate of 300 PSIG/min, a compressor capacity of 22 SCFM or higher is optimum for the system.
- A.15 The City requires a proportional control valve system to keep the fill rate at a constant 300 PSIG/min, regardless of the supply pressure as well as back flow valves to prevent flow from cylinder to cylinder in the fill station. As well, the City requires four (4) bank fill cages with quarter turn off-on valves. The City may elect to test the unit by a third party.
The compressor must be a five (5)-stage system with an oil cooled final stage. The system should be built to 6000 PSIG.
- Q.16 The ASME cylinders are rated 5000 PSIG and 650 F, year 1968, we have requested confirmation from the factory if they can be used at 6000 PSIG and 200 F. If the cylinder rating is only 5000 PSIG then the storage can be used as a buffer bank only based on filling predominately 4500 SCBA cylinders.
- A.16 The existing equipment is rated for 5000 psi, max. Our storage air should consist of six ASME 6000 PSIG cylinders divided into groups of three, two and one (3, 2 and 1) cylinders. The storage system must have the appropriate CO and moisture monitors and alarms.

II. Revised Appendices

Please replace the appendices of the RFP with those included in this Addendum.

III. Extension to Submission Deadline for Proposals

Please be advised that the Closing Date has been extended as follows:

WAS: Friday, August 5th at 3:00 pm, local time.
IS NOW: Friday, August 12th at 3:00 pm, local time.

All other submission requirements remain the same.

Yours truly,

A handwritten signature in black ink, appearing to be 'Kerry Lynne Gillis', written in a cursive style.

Kerry Lynne Gillis
Buyer II

KG:kg

pc: Jim Wishlove, Deputy Fire Chief

Appendix One – Proponent and Equipment Profiles

PROPONENT PROFILE	Please PRINT Response		
1. Company Name – (use full legal name)			
2. Company Address – (Including name of city where your head office is located)			
3. Company Address - (Including name of city where closest office serving Richmond, BC)			
4. Primary Contact Person and Title			
5. Phone number & email address for <i>Primary</i> contact person	Phone:	Email Address:	
6. Client References – Provide three (3) clients similar in size and scope to the City and include contact person information (including names, titles, phone and email addresses)	Client Reference One	Client Reference Two	Client Reference Three
	Company Name	Company Name	Company Name
	Contact Person and Title	Contact Person and Title	Contact Person and Title

	Phone and Email Address	Phone and Email Address	Phone and Email Address
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EQUIPMENT PROFILE	Please PRINT Response
<p>1. Brand, Make & Model of Unit being recommended to the City of Richmond</p>	
<p>2. State ONE (1) Company or Equipment characteristic that you believe makes your proposal <i>unique</i> and would be <i>advantageous to the City of Richmond</i></p>	

Appendix Two – Requirements Qualification Sheet

Item	Provided (check the box that applies)		Comments
	YES	NO	
1. The Unit should provide linear filling of SCBA cylinders with an optional compressor interface for integrated compressor and fill station operation. The Unit should be capable of filling a minimum of eight (8) cylinders at a time.			
2. The Unit should feature a password system which ensures that only fully trained operators are filling the SCBA cylinders.			
3. The Unit should be set to fill at the CSA standard rate of exactly 300 PSIG per minute, other fill rates up to 1500 PSIG per minute can be selected by entering the pass code and selecting the new fill rate displayed on the screen. The system should default to the 300 PSIG/min rate.			

Item	Provided (check the box that applies)		Comments
	YES	NO	
4. The Unit should be a fixed, free-standing and complete filling/de-fragmentation fill station for 4500 psig cylinders. Further, the Unit should be of a fully enclosed design to contain a SCBA cylinder failure or ruptured SCBA fill hose.			
5. The Unit should enclose both the SCBA cylinders and the filling hoses with a sliding front access door. The door must be closed and locked before SCBA cylinders can be recharged.			
6. The Unit's sliding front access door must be lockable and must ensure optimal operator safety.			
7. The Unit must be capable of isolating the recharging station from the compressor and air storage cylinders.			

Item	Provided (check the box that applies)		Comments
	YES	NO	
8. The Unit should have an adjustable regulator with operating pressures from 0 to 6,000-psig inlets and 0 to 6,000-psig outlet pressures supplied for use in the event of a power failure.			
9. The Unit must have one (1) fill hose per fill position and a quick disconnect to allow fill adapter changes for different pressures.			
10. When different filling pressures are required, a manual selection valve is required so that the desired pressure and safety relief valve over-fill protection is ensured.			
11. A Canadian Registration Number (CRN) certified adjustable safety relief valve is required.			

Item	Provided (check the box that applies)		Comments
	YES	NO	
12. The fill station must be manufactured to Canadian Standards Association (CSA) regulations Z180.1-00 and CSA Z94.4.			
13. All electrical components must be CSA approved and the complete electrical system is certified for use in Canada.			
14. The Unit's main pressure components, such as the safety relief valve and fittings, must have CRN's as issued by the Canadian Boiler & Pressure Vessel Safety Branch.			
15. All pressure piping must be manufactured to ASME code B31.1 and B31.3.			

Item	Provided (check the box that applies)		Comments
	YES	NO	
16. The Unit must be NFPA 1901 compliant.			

Appendix Three – Proposed Pricing

Purchasing
City of Richmond
6911 No. 3 Road
Richmond, BC V6Y 2C1

The undersigned Proponent, having carefully read and examined the Request for Proposal, all Addenda, Requirements Specifications and Drawings, and having full knowledge of the work required, does hereby offer to provide all necessary materials in strict accordance with the Specifications and to do all therein called for on the terms and conditions and under the provisions therein set forth at the:

LUMP SUM TOTAL QUOTED PRICE OF \$ _____
(For the Supply and Installation of Unit)

LUMP SUM TOTAL QUOTED PRICE OF \$ _____
(For the Supply and Delivery of eighty (80) SCBA Cylinders)

PAYMENT TERMS _____ EARLY PAYMENT TERMS _____

The above prices include and cover duties, handling and transportation charges, and all other charges incidental to and forming part of this Quotation, **except** for H.S.T.

The undersigned Proponent agrees to complete the whole of the works within _____ working days of acceptance.

Name of Proponent: _____

Address: _____

Telephone No: _____

Name, Signature, and
Title of Signing Officer: _____

Date: _____

E-mail: _____

Appendix Four - Undertaking of Liability Insurance

City of Richmond
6911 No. 3 Road
Richmond, BC V6Y 2C1

Dear Sirs:

We, the undersigned (insert insurance company's name) _____ do hereby undertake and agree to insure the Contractor in the amount of \$5,000,000.00 as outlined in the attached "General Conditions of the Contract" and agree to:

- a. Name the City of Richmond, its officers, officials, agents, and employees as additional insured in connection with the work being proposed by the Contractor.
- b. State that such policy applies to each insured in the same manner and to the same extent as if separate policy had been issued to each insured named in the policy.
- c. State that the policy cannot be cancelled, lapsed, or materially changed without at least 30 days written notice of cancellation delivered to the City Clerk of the City of Richmond at 6911 No. 3 Road, Richmond, BC V6Y 2C1.
- d. State that coverage provided by such insurance shall protect the Contractor and the City of Richmond during the performance of the works and services specified in the attached Form of Quotation and specifically that the insurance required by such Quotation shall be consistent with the requirements therein.

if the Contract is awarded to (insert Proponent's name)

EXCEPTIONS:

Dated at _____, British Columbia, this ____ day of _____, 2011.

BY: _____ TITLE: _____

This form must be signed by the Insurance Company or an authorized Broker on behalf of the Insurance Company.

A SEPARATE FORM MUST BE SIGNED FOR EACH POLICY IF MORE THAN ONE (1) POLICY IS APPLICABLE.

Appendix Seven - List of Previous Contracts

The Proponent has recently undertaken and completed the Contracts described following and authorizes the City of Richmond to inquire as to the nature of the Proponent’s performance on these contracts.

	DESCRIPTION OF CONTRACT	TOTAL PRICE OF CONTRACT	DATE COMMENCED	DATE COMPLETED
Company: Contact Name: Phone: E-mail:				
Company: Contact Name: Phone: E-mail:				
Company: Contact Name: Phone: E-mail:				
Company: Contact Name: Phone: E-mail:				

(If additional space is required, attach additional)