



**North  
Battleford**

Treaty Six Territory | Heartland of the Métis | Saskatchewan | Canada

**2024**

## Battlefords CO-OP Aquatic Centre - Air Handling Unit Replacement

**RFP#: CNB-EPAI-2024-07-16**

**Issue Date:  
Tuesday, July 16, 2024**

**Closing Time:  
2:00 PM Wednesday, September 4,  
2024**

**Times listed are to be considered CST  
(Saskatchewan time)**

**City of North Battleford**

1291- 101st Street

PO Box 460

North Battleford, SK

S9A 2Y6



SUMMARY OF KEY INFORMATION

<b>RFP TITLE</b>	<p><b>Battlefords CO-OP Aquatic Centre - Air Handling Unit Replacement</b> RFP#: CNB-EPAI-2024-07-16 Proponent must use this title on all correspondence.</p>
<b>CONTACT PERSON</b>	<p>The point of contact for this RFP is:</p> <p><b>City Clerk's Department</b> <b>City of North Battleford, SK, Canada</b> <b>E-mail: <a href="mailto:tenders@cityofnb.ca">tenders@cityofnb.ca</a></b> <b>Phone: 306-445-1700</b></p>
<b>INQUIRIES</b>	<p>Please direct all inquiries by email to the contact person. Inquiries received by any other means may not be answered.</p>
<b>SUBMISSION DEADLINE</b>	<p><b>Saskatchewan time 2:00 PM Wednesday, September 4, 2024</b>, or as amended by addendum.</p>
<b>SUBMISSION LOCATION</b>	<p>Proposals are to be submitted to:</p> <p><b>Battlefords CO-OP Aquatic Centre - Air Handling Unit Replacement</b> <b>RFP#: CNB-EPAI-2024-07-16</b></p> <p><b>City Clerk's Department</b> City of North Battleford 1291- 101<sup>st</sup> Street PO Box 460 North Battleford, SK S9A 2Y6</p> <p><b>via email to: <a href="mailto:tenders@cityofnb.ca">tenders@cityofnb.ca</a></b></p>

## Table of Contents

<b>SECTION 1 Summary of the Opportunity .....</b>	<b>1</b>
1.1 Project Description .....	1
1.2 Invitation .....	1
<b>SECTION 2 Standard Terms and Conditions.....</b>	<b>1</b>
2.1 Definitions.....	1
2.2 Acceptance of Terms and Conditions .....	2
2.3 Proposals .....	2
2.4 Proponents' Proposal Expenses .....	5
2.5 City's Rights .....	6
2.6 Health and Safety.....	10
2.7 Legal Matters.....	11
2.8 Contract.....	13
<b>SECTION 3 INSTRUCTIONS TO PROPONENTS .....</b>	<b>15</b>
3.1 Timetable.....	15
3.2 Mandatory Pre-bid Walkthrough .....	15
3.3 Registration .....	16
3.4 Inquiries.....	16
3.5 Opening of Proposals.....	17
3.6 Number of Proposals .....	17
<b>SECTION 4 Responses to the RFP.....</b>	<b>17</b>
4.1 Proposal Submissions.....	17
4.2 Proposal Checklist .....	18
4.3 Project Specific Scope of Work & Deliverables .....	18
4.4 Health & Safety, WSIB .....	18
4.5 Terms of Payment.....	18
<b>SECTION 5 Evaluation of Quotes .....</b>	<b>19</b>
5.1 Evaluation Committee .....	19
5.2 Evaluation Criteria .....	19
5.3 Proposal Detail.....	20
5.4 Methodology.....	20
5.5 Timelines / Schedule.....	20
5.6 Past Performance .....	20
5.7 References.....	20
5.8 Interview .....	20
5.9 Demonstration .....	20
5.10 Points for Costs.....	20
5.11 Additional Information .....	20
<b>SECTION 6 Contract.....</b>	<b>21</b>
<b>Appendix A - Scope Of Work &amp; Deliverables .....</b>	<b>1</b>
<b>Appendix B - Air Handling Unit Specifications .....</b>	<b>1</b>
<b>Appendix C - Proposal Submission Form.....</b>	<b>1</b>
<b>Appendix D - Declaration of Disclosure .....</b>	<b>1</b>
<b>Appendix E - Service Provider Agreement.....</b>	<b>1</b>
<b>Appendix F - Contractor Code of Conduct.....</b>	<b>1</b>

## SECTION 1 SUMMARY OF THE OPPORTUNITY

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### 1.1 Project Description

The Battlefords Co-op Aquatic Centre, a cornerstone to the community's health and recreation, is embarking on a crucial infrastructure upgrade. With the current Air Handling Unit (AHU) nearing the end of its operational life, the City has acquired a new and improved unit to maintain and ensure optimal air quality and climate control within the swimming facility.

This Request For Proposals (RFP) is issued by the Corporation of the City of North Battleford (The City) for the purpose of seeking a qualified team to perform a full replacement of the Air Handling Unit located on the roof of the Battlefords Co-op Aquatic Centre. The New Air Handling Unit has been purchased separately and is expected to be delivered on-site by October 28, 2024.

The successful completion of this project is vital in ensuring that the Aquatic Centre continues to serve as a premier recreational facility for the community, offering a safe and enjoyable experience for the years to come.

### 1.2 Invitation

The City invites any company (or teams of companies) that is interested in performing the full replacement of the Battlefords Co-op Aquatic Centre's Air Handling Unit, as laid out in the specifications section of the RFP, to submit a proposal.

## SECTION 2 STANDARD TERMS AND CONDITIONS

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### 2.1 Definitions

Throughout this Request for Information, the following definitions apply:

**"Addenda"** means all additional information regarding this RFP including amendments to the RFP.

**"Submission Location"** includes the location or email address for submissions.

**"Submission Time"** means the closing time and date for this RFP.

**"Contract"** means the written agreement resulting from the RFP executed by the City and the successful Proponent.

**"Contractor"** means the successful Proponent of the RFP who enters into a Contract with the City.

**"City"** means the City of North Battleford.

**"Must" or "Mandatory"** means a requirement that must be met in order for a proposal to receive consideration.

**"Proponent"** means a person or entity (excluding its parent, subsidiaries, or other affiliates) with the legal capacity to contract, that submits a proposal in response to the RFP.

**“Proposal”** means a written response to the RFP that is submitted by a Proponent.

**“Request for Proposal” or “RFP”** means the solicitation described in this document, including any attached or referenced appendices, schedules, or exhibits and as may be modified in writing from time to time by the City by Addenda.

## **2.2 Acceptance of Terms and Conditions**

Submitting a proposal indicates acceptance of all the terms and conditions set out in this RFP, including those that follow, and that are included in all appendices and any Addenda.

A proposal must be signed by a person authorized to sign on behalf of the Proponent with the intent to bind the Proponent to the RFP and the statements and representations in the Proponent’s proposal. If electronic submissions are to be accepted, then a scanned copy of the Proposal Submission Form included in this RFP, including a signature of an authorized representative of the Proponent which confirms the Proponent’s intent to be bound, is acceptable.

## **2.3 Proposals**

### **2.3.1. Submission Proposal and Deadline**

1. Proposals must be submitted before Closing Time to the City as outlined in the Instructions to Bidders section of this RFP using one of the submission methods set out. The Proponent is solely responsible for ensuring that the City receives a complete proposal, including all attachments or enclosures, before the Closing Time. Please notify the specified contact if alternative methods of delivery for proposal documents are required.
2. For electronic submissions:
  - a) The Proponent is solely responsible for ensuring that the complete electronic proposal, including all attachments, is received before Closing Time.
  - b) The City’s email system accepts email attachments up to a maximum size of 15MB total. Emails with attachments larger than this will be undelivered. Proponents are solely responsible for ensuring that email proposal submissions comply with any size restrictions imposed by the City’s internet service provider.
  - c) Proponents should submit email proposal submissions in a single email and avoid sending multiple email submissions for the same proposal. If the file size of an electronic submission exceeds the applicable maximum size, the Proponent may send multiple emails to reduce attachment file size to be within the maximum applicable size. Proponents should identify the order and number of emails which comprise the email proposal submission (e.g., “email 1 of 3, email 2 of 3...”).
  - d) For email proposal submissions sent through multiple emails, the City reserves the right to seek clarification or reject the proposal if the City is unable to determine which documents constitute the complete proposal.
  - e) Attachments must not be compressed, must not contain a virus or malware, must not be corrupted, and must be able to be opened. Proponents submitting by



electronic submission are solely responsible for ensuring that any emails or attachments are not corrupted. The City may reject proposals that are compressed, cannot be opened, or that contain viruses, malware, or corrupted attachments.

- f) For email proposal submissions, the subject line of the email and any attachment should be clearly marked with the name of the Proponent, the RFP number, and the project or program title.
- g) The City strongly encourages Proponents using electronic submissions to submit proposals with sufficient time to complete the upload and transmission of the complete proposal, including any attachments, before Closing Time.
- h) The Proponent bears all risk associated with delivering its proposal by electronic submission including, but not limited to, delays in transmission between the Proponent's computer and the City's email system.
- i) While the City may allow for email proposal submissions, the Proponent acknowledges that email transmissions are inherently unreliable. The Proponent is solely responsible for ensuring that its complete email proposal submission and all attachments have been received before Closing Time. If the City's electronic mail system rejects an email proposal submission for any reason and the Proponent does not resubmit its proposal by the same or other permitted submission method before Closing Time, the Proponent will not be permitted to resubmit its proposal after Closing Time. The Proponent is strongly advised to contact the City's Contact listed in the Instructions to Bidders section of this RFP to confirm receipt of the email if:
  - i) the Proponent's email proposal submission is rejected by the City's electronic mail system; or
  - ii) the Proponent does not receive a response email from the City confirming receipt of the email and all attachments one hour prior to the closing time of the RFP.
- j) An alternate submission method may be made available, at the City's discretion, commencing one half hour before the Closing Time. It is the Proponent's sole responsibility for ensuring that a complete proposal (and all attachments) submitted using an approved alternate submission method is received by the City before the Closing Time. The City makes no guarantee that an alternative submission method will be available, or that the alternative submission method will ensure that a Proponent's proposal is received before Closing Time.

### **2.3.2. Completeness of Proposal**

By submitting a proposal, the Proponent understands that, if the RFP is to design, create, or provide a system or manage a program, all components required to run the system or manage the program have been identified in the proposal, or will be provided by the Contractor at no additional charge.



### **2.3.3. Proposal Amendment or Withdrawal**

Proposals may be changed by written amendment if received before the Closing Time, but not after. The amendment must include:

- a cover letter explaining what is to be changed, duly signed by the authorized signatory of the Proponent;
- any documents to be substituted, clearly marked with a date and initialed; and
- any additional documents.

Proposals may be withdrawn in writing if received before the Closing Time, but not after. In the case of physically delivered Proposals, if the Proponent does not pick the submitted proposal package when delivering the letter of withdrawal, the City will not open the proposal package and will keep it for 5 business days for the Proponent to pick up. If the proposal package is not picked up after 5 business days, the unopened proposal package will be destroyed. In the case of emailed submissions, the City Clerk's Department will delete the submission without printing or circulation.

### **2.3.4. Proposal Documents and Site Examination**

Proponents, by submitting a response to the RFP, are deemed to have carefully examined the RFP, including all attached Schedules and other attached documents, prior to preparing and submitting a Proposal, with respect to any and all facts.

All Proponents, before submission of their proposal, will have thoroughly examined all Proposal Documents, as well as the site(s) of the proposed Work (if applicable), in order to inform themselves of the conditions attending to the execution of the Work.

Where applicable, the site information will be made available to all Proponents during the bidding period for review. If a Proponent finds discrepancies in, or omissions from, the Proposal Documents, or if in doubt as to the meaning, the Proponent shall notify the City. If required, an addendum will be issued for clarification.

### **2.3.5. Compensation**

All prices, fees, shall quoted in the proposal shall:

- include all applicable taxes, duties, costs of packing, transportation and other charges, unless otherwise expressly stipulated in the proposal;
- be in Canadian (CAD) funds;
- remain firm and irrevocable and open for acceptance by the City for a period of 120 calendar days after the Official Closing Time indicated in this RFP; and
- be firm, if awarded, for the duration of the contract.

### **2.3.6. Addendum**

If the City determines that an amendment is required to the RFP, the City will issue a written addendum, which will be posted electronically through:

- SaskTenders, and/or

- the City website.

It is the responsibility of the Proponent to verify if any addendums have been posted.

The City reserves the right to revise this RFP up to the Proposal Submission Date. When the City issues an addendum two business days or less prior to the Proposal Submission Date, the City will extend the closing date to allow Proponents a minimum of three business days to revise and submit their proposals.

All terms and conditions which are not modified by addendum shall remain unchanged.

By submission of a Proposal to the City, the Proponent is deemed to have received, accepted, and understood the entire RFP, including any and all addendums. Proponents will need to acknowledge that they have addressed all addendums issued in their proposal.

### **2.3.7. Submissions are Owned by the City**

All submissions become the property of the City at Closing Time and will not be returned to the Proponent unless withdrawn by the Proponent prior to the Closing Time. All submissions are considered to contain confidential business information of the Proponent and will be held in confidence by the City unless otherwise required by the laws applicable to the Province of Saskatchewan. Proponents should be aware the City is subject to Municipal Freedom of Information and Protection of Privacy Act.

## **2.4 Proponents' Proposal Expenses**

Proponents are solely responsible for their own expenses in participating in the RFP process, including costs of preparing a proposal and for subsequent finalizations with the City, if any. The City will not be liable to any Proponent for any claims, whether for costs, expenses, damages, or losses incurred by the Proponent in preparing its proposal, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

### **2.4.1. Proposal Evaluation Criteria**

Proposals will be assessed in accordance with the evaluation criteria. The City will be under no obligation to receive further information, whether written or oral, from any Proponent. The City is under no obligation to perform any investigations or to otherwise verify any statements or representations made in a proposal.

Proposals will be evaluated by an Evaluation Team comprised of appropriate staff members of the City and others, when applicable. The Evaluation Team will contact Proponents for interviews if they deem necessary.

The City reserves the right to shortlist Proponents to a number of the top scoring Proponents. These short-listed Proponents must be prepared to:

- answer questions on their proposal submission;
- clarify their proposal, including a written response to a request for clarification, which shall then form part of the Proponent's proposal;



- cooperate with the City with respect to interview scheduling, if required; and any other requirements as requested by the City.

The lowest cost or highest scoring proposal will not necessarily be accepted.

## **24.2. Resource Commitments**

The successful Proponent must make available the appropriately skilled workers, consultants, or subcontractors, as appropriate, to carry out the Contract. These resources must be available on a dedicated basis, as required, to carry out the Contract with due care, skill, and efficiency to meet the City's project deadlines. The selected Proponent will ensure that staff assigned to work on this Project have the necessary education, licenses, and certifications where necessary.

## **24.3. Subcontractors**

Unless the RFP states otherwise, the City will accept proposals where more than one organization or individual is proposed to deliver the services described in the RFP, so long as the proposal identifies the lead entity which will be the Proponent, being the company or individual with the sole responsibility to deliver the services under the Contract. The City will enter into a Contract with the Proponent only. The evaluation of the Proponent will include evaluation of the resources and experience of proposed subcontractors, if applicable.

All subcontractors, including affiliates of the Proponent, should be clearly identified in the proposal.

A Proponent may not subcontract to a firm or individual whose current or past corporate or other interests may, in the City's opinion, give rise to an actual or potential conflict of interest in connection with the services described in the RFP. This includes, but is not limited to, involvement by the firm or individual in the preparation of the RFP, or a relationship with any employee, contractor, or representative of the City involved in preparation of the RFP, participating on the evaluation committee, or through the administration of the Contract.

If a Proponent is in doubt as to whether a proposed subcontractor might be in a conflict of interest, the Proponent should consult with the City's Contact prior to submitting a proposal. By submitting a proposal, the Proponent represents that it is not aware of any circumstances that would give rise to a conflict of interest, either actual or potential, with respect to the RFP.

## **2.5 City's Rights**

### **2.5.1. Submission of a Response Does not Create Contract A**

This RFP process is not intended to create a formally binding bidding process and shall not give rise to the legal rights or duties applied to a formal Contract A binding bidding process or any other legal obligations arising from this process.

No legal obligation regarding the procurement of any good or service shall be created between the Proponent and the City.

## **2.5.2. Cancellation of RFP**

The City reserves the right to cancel the procurement of goods and service outlined in this RFP at any time, including rejecting of all Proposals, up to the execution of a contract with a proponent.

## **2.5.3. Disqualification of Proposals**

Proposals which are incomplete or do not meet any of the requirements specified, or are received after the Proposal Submission deadline, as received by the City on the date, time, and place as outlined in this document, will not be considered. Proponents are solely responsible for ensuring that proposals are delivered as required.

## **2.5.4. Legal Entities**

The City reserves the right in its sole discretion to:

disqualify a proposal if the City is not satisfied that the Proponent is clearly identified;

request, prior to entering into a Contract with a Proponent, that the Proponent provide confirmation of the Proponent's legal status (or in the case of a sole proprietorship, the Proponent's legal name and identification) and certification in a form satisfactory to the City that the Proponent has the power and capacity to enter into the Contract; and

not enter into a Contract with a Proponent if the Proponent cannot satisfy the City that it is the same legal entity that submitted the Proponent's proposal.

## **2.5.5. Past Legal Action (Litigation)**

In addition to any other provision of this RFP, the City may, at its absolute discretion, reject the Proposal of a Proponent (or any office or director of the Proponent submitting the Proposal) if it is, or has been, engaged directly, or indirectly, in legal action against the City, its elected or appointed officers, representatives, or employees in relation to any matter, or, if the City has initiated legal action against any officers or directors of the Proponent.

## **2.5.6. The City's Right to Accept or Reject**

The City of North Battleford reserves the right to reject any or all Proposals, including, without limitation, the lowest RFP, and to award the Contract to whomever the City of North Battleford in its sole and absolute discretion deems appropriate, notwithstanding any custom of the trade to the contrary, nor anything contained in the Contract documents or herein.

The City of North Battleford shall not, under any circumstance, be responsible for any costs incurred by the Proponent in the preparing of its Proposal.

Without limiting the generality of the foregoing, the City of North Battleford reserves the right, in its sole and absolute discretion, to accept or reject any proposal which, in the view of the City of North Battleford is incomplete, obscure, or irregular, which has erasures or corrections in the documents, which contains exceptions and variations, which omits one or more prices, which contains prices the City of North Battleford considers unbalanced,

or which is unaccompanied by a Bid Bond or Consent of Surety issued by a surety not acceptable to the City of North Battleford.

Criteria which may be used by the City of North Battleford in evaluating proposals and awarding the Contract are in the City of North Battleford's sole and absolute discretion, and, without limiting the generality of the foregoing, may include one or more of: price, total cost to the City of North Battleford, reputation, claims history of the Proponent, qualifications and experience of the Proponent and its personnel, quality of services and personnel proposed by the Proponent, ability of the Proponent to ensure continuous availability of qualified and experienced personnel, the Project Schedule and Plan, the proposed Labour and Equipment, and the proposed Supervisory Staff.

Should the City of North Battleford not receive any proposal satisfactory to the City of North Battleford in its sole and absolute discretion, the City of North Battleford reserves the right to re-advertise the Request for Proposal or negotiate a contract for the whole or any part of the Project with any one or more persons whatsoever, including one or more of the Proponents.

## **2.5.7. Discrepancies in Proponent's Financial Proposal**

If any discrepancies, errors, or omissions in pricing submitted are found in the Proposal, the City shall be entitled to make obvious corrections, but only if, and to the extent, the corrections are apparent from the Proposal as submitted. In particular:

1. if there is a discrepancy between the unit price and the extended total, then the unit price shall be deemed correct, and corresponding correction will be made to the extended total;
2. if a unit price has been given, but the corresponding extended total has been omitted, the extended total will be calculated from the unit price and estimated quantity; and
3. if the extended total has been given, but the corresponding unit price has been omitted, then the unit price will be calculated using the extended total and the estimated quantity.

## **2.5.8. Negotiations**

The City may award the Contract on the basis of initial Proposals received without further discussions. Therefore, each Proposal should contain the Proponent's best terms and information, including all required documentation, as listed in the RFP. The City reserves the right to enter into discussions or negotiations with the selected Proponent. If the City and the selected Proponent cannot negotiate a satisfactory Contract, the City may, at its sole discretion, terminate negotiations and begin negotiations with the next selected Proponent and continue with this process until a satisfactory Contract is negotiated. No Proponent shall have any rights against the City arising from such negotiations.

## **2.5.9. No Adjustments to Proposals**

No unilateral adjustments by Proponents to submitted Proposals will be permitted. Proponents may withdraw their Proposal prior to Closing Date and Time by notifying the City in writing. Proponents who have withdrawn a proposal may submit a new Proposal

which must be received by the City under the same terms as outlined in this document. After the Closing Date and Time, the Proposal is binding to the Proponent. If the City requires clarification of a Proponent's Proposal, that Proponent will provide a written response to a request for clarification, which shall then form part of the Proponent's Proposal.

#### **2.5.10. Period of Validity of Proposals and Agreement**

Unless otherwise specified, all Proposals submitted shall be irrevocable for 120 calendar days following the Closing Date.

#### **2.5.11. Intellectual Property Rights**

The City shall, upon payment for the design of work, have ownership and right to use all drawings, designs, specifications, including cad files (drawings and models), exclusively for the work they were designed for at the location they were designed for. This right of ownership is specifically for keeping of records of the work and to facilitate operation and future modifications, analysis, and the repair of the work.

This Ownership of the Work shall not include a copyright of the work nor will allow the City to use the work to construct additional projects based on the work without first retaining the consultant who originally created the work.

Exclusive licensing and marketing rights to the proposed development structure belong to the City.

#### **2.5.12. Provisional Items**

Items listed as provisional may or may not be included in the Contract Award.

The City reserves the right to diminish all or any portion of the items listed as provisional at any time before, during, or after the Contract award, and no claim shall be made for damages on grounds of loss of anticipated profit or for any other reason.

#### **2.5.13. Liability for Errors**

While the City has used considerable efforts to ensure information in the RFP is accurate, the information contained in the RFP is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the City, nor is it necessarily comprehensive or exhaustive. Nothing in the RFP is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in the RFP.

#### **2.5.14. Contractor/Consultant/Service Provider Performance Evaluation**

The City, at any time during and/or after the completion of the Contract, may conduct a formal evaluation of the Proponent's performance using a performance evaluation form as established by the City. The results of the formal evaluation process shall be provided to the Proponent. If performance is unsatisfactory, the City may suspend the rights of any Proponent to bid on future requests for bids.

## 2.6 Health and Safety

The City has specific requirements that Contractors working for the City must adhere to with respect to Health and Safety, which are listed below.

1. For the purposes of this Contract, with respect to Health and Safety, the following definitions apply:

**Contractor** - A contractor is an individual, business, or other entity retained by the City who performs their service for the City. This term applies to all contractors, all contractor employees, and any sub-contractors hired by the contractor.

**Service Provider** - Includes contractors, subcontractors, consultants, and suppliers who complete business on City properties or worksites.

**Competent Worker** - With respect to a particular task or duty, includes a worker who is being trained to perform that task or carry out that duty, and who is under close and competent supervision during that training.

**Health and Safety Coordinator** - City representative who is a resource for Occupational Health and Safety Acts and Regulations interpretation and implementation.

**Project Leader** - City representative who is responsible for the completion of the project or work for which the contractor or service provider has been engaged.

2. The Health and Safety Coordinator will:
  - assist with identifying and resolving health and safety issues;
  - coordinate pre-construction meetings with the Project Leader; and
  - complete planned and unplanned work site inspections, and make health and safety recommendations as required.
3. Contractors / Service Providers will:
  - cooperate and comply with the City of North Battleford Safety Program;
  - perform all work in a safe manner and refuse to participate in unsafe activities;
  - provide Competent Workers;
  - provide necessary education, training, and safety equipment for their employees;
  - have complete control of the work and work area and will provide adequate and competent supervision of the workers;
  - inspect the project work areas and correct any hazards identified;
  - investigate any accidents, injuries or near-misses, no matter how slight, (including property damage), and provide a copy of the investigation report to the City's Project Leader and the City's Health and Safety Coordinator or designated alternate;



- address any non-compliance issues with their staff, and take appropriate corrective and/or disciplinary action;
- ensure the following Procedures are in place for all worksites on/in City property, and ensure the Procedures are understood by all onsite staff and sub-contractors. Emergency procedure copies will be forwarded by the Contractor to the City's Health & Safety Coordinator.
- Emergency procedures
- Emergency Evacuation Plan
- First Aid
- document Toolbox Meeting and other safety meetings as required during the execution of the work;
- provide copies of the Toolbox and Safety Meetings to the City upon request;
- ensure that a risk assessment is completed on all projects. Documentation verifying the Contractor's staff and sub contractors have completed the necessary safety training for work being performed will be made available to the City upon request;
- supply and ensure all workers wear required PPE, and that such PPE is kept in good condition;
- provide a current and active WCB account number and COR number (if certified); and
- cooperate with the City in all matters relating to health and safety.

## **2.7 Legal Matters**

### **2.7.1. Confidentiality**

Confidentiality of records and information relating to this work must be maintained at all times. The Proponent acknowledges that prior to the Closing Time, it may be required to enter into a confidentiality agreement with the City in order to obtain access to confidential materials relevant to preparing a Proposal.

All correspondence, documentation, and information provided by City staff to any Proponent in connection with, or arising out of this Request for Information (RFP), or the acceptance of any proposal:

- remains the property of the City;
- must be treated as confidential; and
- must not be used for any purpose other than for replying to this RFP, and for fulfillment of any related subsequent Contract.



## **2.7.2. Conflict of Interest Statement**

In its Proposal, the Proponent must disclose to the City any potential conflict of interest that might compromise the performance of the Work. If such a conflict of interest does exist, the City may, at its discretion, refuse to consider the Proposal. The Proponent must also disclose whether it is aware of any City employee, Council member, or member of a City agency, board or commission, or employee thereof having a financial interest in the Proponent and the nature of that interest. If such an interest exists or arises during the evaluation process or the negotiation of the Agreement, the City may, at its discretion, refuse to consider the Proposal or withhold the awarding of any agreement to the Proponent until the matter is resolved to the City's sole satisfaction.

If during the evaluation process or the negotiation of the Agreement, the Proponent is retained by another client, giving rise to a potential conflict of interest, then the Proponent will so inform the City. If the City requests, then the Proponent will refuse the new assignment, or will take such steps as are necessary to remove the conflict of interest concerned.

## **2.7.3. No Lobbying**

A Proponent must not attempt to influence the outcome of the RFP process by engaging in lobbying activities. Any attempt by the Proponent to communicate for this purpose directly or indirectly with any employee, contractor, or representative of the City, including members of the Evaluation Committee and any elected officials of the City, or with the media, may result in disqualification of the Proponent.

## **2.7.4. Non-Collusion**

Each Proponent shall attest that its participation in the RFP process is conducted without any collusion or fraud. If the City discovers there has been a breach of this requirement at any time, the City reserves the right to disqualify the proposal or terminate any ensuing Agreement.

## **2.7.5. Legislative and Licensing Requirements**

All Proponents shall comply with all legislation and regulations, which are, or may become, applicable to the services provided.

## **2.7.6. Municipal Freedom of Information and Protection of Privacy Act**

The Proponent acknowledges that any Proposal, Detailed Work Plan, and Pricing (the "Bid Submission") submitted shall become a record belonging to the City of North Battleford and, therefore, are subject to the Municipal Freedom of Information and Protection of Privacy Act. This Provincial Law gives individuals, businesses, and other organizations a legal right to request records held by the City, subject to specific limitations.

The Proponent should be aware that it is possible that any records provided to the City including, but not limited to, pricing, technical specifications, drawings, plans, audio-visual materials, or information about staff, parties to the Bid Submission, or suppliers, could be requested under this law.

If the Proponent believes that all or part of the Bid Submission should be protected from release, the relevant part(s) should be clearly marked as confidential. Please note that this will not automatically protect the Bid Submission from release, but it will assist the City in making a determination on release, should a request be made.

At minimum, the identity of the Proponent, along with total bid amount and final scoring may be made public in the staff report to City Council.

All correspondence, documentation, and information provided to the Evaluation Team may be reproduced for the purposes of evaluating the Proponent's Bid Submission.

## **2.8 Contract**

By submitting a proposal, the Proponent agrees that should its Proposal be successful, the Proponent will enter into a Contract with the City for the work substantially the same set out in Appendix A -, which forms part of this RFP, and such other terms and conditions to be finalized to the satisfaction of the City, if applicable.

Written notice to a Proponent that it has been identified as the successful Proponent, and the subsequent full execution of a written Contract, will constitute a Contract for the goods or services. No Proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events.

### **2.8.1. Contract Finalization Delay**

If a written Contract cannot be finalized with provisions satisfactory to the City within thirty (30) days of notification of the successful Proponent, the City may, at its sole discretion at any time thereafter, terminate discussions with that Proponent and either commence finalization of a Contract with the next qualified Proponent, or choose to terminate the RFP process and not enter into a Contract with any of the Proponents.

### **2.8.2. Business License**

To perform work in the City, a Proponent must have a current business license. If the Proponent does not currently have a current business licence, they must indicate in the Proposal that they will acquire one prior to the City paying any invoice issued by the Proponent.

### **2.8.3. Service Provider Agreement**

Upon entering into a Contract to provide goods and or services to the City, including construction, every contractor, contractor's sub-contractor, and supplier will sign and submit a Service Provider Agreement as attached to this RFP.

It is the responsibility of the contractor or supplier to have their sub-contractors and/or suppliers sign the agreement and provide it to the City.

### **2.8.4. Contractor Code of Conduct**

Upon entering into a Contract to provide construction services to the City, every contractor will sign and submit the Contractor Code of Conduct as attached to this RFP.

## 2.8.5. Insurance

Without restricting the generality of indemnification, the successful Proponent is required to maintain the following insurance coverage for the entire term of the Contract, and through any subsequent maintenance period. The Proponent shall provide the City of North Battleford with proof of insurance in the form of a certificate of insurance or, if required by the City, a copy of the policy. Proof of the insurance coverage shall be in a form satisfactory to the City prior to commencement of any work being performed.

It is understood and agreed that the coverage provided by these policies will not be changed or amended in any way, nor cancelled by the Proponent, until 90 days after written notice by registered mail of such change, or if cancellations have been delivered to the City of North Battleford. Contractors shall provide the City evidence that all sub-contractors performing work on the Project have the same types and amounts of coverages as required herein, or that the sub-contractors are included under the bidder's policy.

There are to be no lapses in insurance at any time during the Contract. Failure for the Proponent to keep or maintain its certificate of insurance current will result in the Contract being terminated.

The Proponent must, without limiting the Proponent's obligations or liabilities, and at the Proponent's own expense, purchase and maintain throughout the Term the following insurances with insurers licensed in Saskatchewan in forms and amounts acceptable to the City.

The following are the minimum insurance requirements of the City of North Battleford, in Canadian dollars:

### 1. Commercial General Liability

The policy shall provide coverage for Bodily Injury, Property Damage, and Personal Injury and shall include, but not be limited, to:

- a) a limit of liability of not less than \$2,000,000 per occurrence with an aggregate of not less than \$5,000,000;
- b) the addition of the Corporation of the City of North Battleford as an additional insured with respect to the operations of the Named Insured;
- c) a provision for cross liability and severability of interest in respect of the Named Insured;
- d) non-owned automobile coverage with a limit not less than \$2,000,000 and shall include contractual non-owned coverage (SEF 96)
- e) products and completed operations coverage;
- f) broad Form Property Damage;
- g) Contractual Liability;
- h) Owners and Contractors Protective;
- i) provide 30 days' prior notice of cancellation; and

- j) Professional Liability Insurance.  
The proponent shall take out and keep in force Professional Liability insurance of \$5,000,000 providing coverage for acts, errors, and omissions arising from their professional services performed under this Agreement. The policy deductible shall not exceed \$100,000 per claim and if the policy has an aggregate limit, the amount of the aggregate shall be double the required per claim limit. The policy shall be underwritten by an insurer licensed to conduct business in the Province of Saskatchewan and acceptable to the City of North Battleford.
- 2. Automobile Liability Insurance *(only applicable if an on-site visit is planned)*  
Standard Form Automobile Liability Insurance that complies with all requirements of the current legislation of the Province of Saskatchewan, having an inclusive limit of not less than \$2,000,000 per occurrence for Third Party Liability, in respect to the use or operation of vehicles owned, operated, hired, or leased by the contractor.
- 3. Primary Coverage  
The Proponent’s insurance shall be primary coverage and not additional to and shall not seek contribution from any other insurance policies available to the City.
- 4. Certificate of Insurance  
The Proponent shall provide a Certificate of Insurance evidencing coverage in force at least 10 days (about one and a half weeks) prior to contract commencement.

## SECTION 3 INSTRUCTIONS TO PROPONENTS

### 3.1 Timetable

The table below outlines the City’s proposed timetable for the RFP.

Task	Date
Release Date for RFP	July 16, 2024
Aquatic Centre Annual Shutdown	August 26 to September 8, 2024
Pre-bid Walkthrough Close Date	September 3, 2024
RFP Close Date	2:00 PM Wednesday, September 4, 2024
RFP Award Date	September 10, 2024
Delivery Date of New Air Handling Unit	October 28, 2024

The City reserves the right to modify the above schedule. All changes will be made by addendum.

### 3.2 Mandatory Pre-bid Walkthrough

Interested proponents are required to participate in a mandatory pre-bid walkthrough. This walkthrough is essential for prospective contractors to familiarize themselves with the



existing site conditions, including the location of the current unit, access points, and any logistical considerations for the crane operations.

The walkthrough will also provide an opportunity to clarify project requirements, ask questions, and gain a comprehensive understanding of the scope of work and safety protocols.

Participation in the pre-bid walkthrough is mandatory to ensure that all bidders have accurate information and are prepared to submit informed proposals that meet the City's specifications and timeline for this infrastructure upgrade. Pre-bid walkthroughs can be scheduled up to no later than September 3, 2024.

The suggested dates for the mandatory site walkthrough are during the Aquatic Centre's Annual Shutdown period from August 26 to September 3, 2024. This arrangement ensures Proponents have unrestricted access to the premises and can engage with aquatic centre operators for inquiries. Alternatively, Proponents may request an earlier inspection if preferred.

Contact the City's Engineering department to schedule a mandatory pre-bid walkthrough:

Jaime Garcia  
City Engineer-in-Training  
1291 – 101 Street  
North Battleford, SK  
Email: [jgarcia@cityofnb.ca](mailto:jgarcia@cityofnb.ca)  
Phone: 306-445-1737

### 3.3 Registration

Interested Proponents will receive addendums (if issued) from SaskTenders if registered at SaskTenders.ca. Proponents may be forwarded addendums from the City Clerk's Department if time permits. It will be the sole responsibility of the Proponent to monitor SaskTenders.ca and the City of North Battleford website (<https://www.cityofnb.ca/our-city-government/tenders-and-bids/>) to ensure no addendums have been uploaded for inclusion in their Proposal.

Contact the City Clerk's Department to be placed on the bidders list.

City Clerk's Department  
1291 – 101 Street  
North Battleford, SK  
Email: [tenders@cityofnb.ca](mailto:tenders@cityofnb.ca).

### 3.4 Inquiries

All inquiries are to be directed to:

City Clerk's Department  
1291 – 101 Street  
North Battleford, SK  
Email: [tenders@cityofnb.ca](mailto:tenders@cityofnb.ca).

The City Clerk's Department will record all inquires and forward inquiries to the appropriate people to provide answers. Answers to inquiries will be provided through the City Clerk's

Department. All inquiries and responses may be distributed to all Proponents who acknowledge interest in responding.

Any discrepancies or omissions in the RFP, or questions about the meaning or intent of sections within the RFP, should be brought to the immediate attention of the City Clerk's Department. If an amendment is deemed necessary by the City, an amendment will be issued accordingly.

Any communication not directed through the City Clerk's Department will not be part of the RFP documents and cannot be relied upon by a Proponent when submitting a bid.

If the City Clerk's Department must be contacted by phone, please call City Hall at 306-445-1700 and ask to speak to a person in the City Clerk's Department.

### **3.5 Opening of Proposals**

The City will open Proposals in private.

### **3.6 Number of Proposals**

Proponents may submit multiple Proposals. Each Proposal should be mutually exclusive and submitted separately.

## **SECTION 4 RESPONSES TO THE RFP**

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### **4.1 Proposal Submissions**

Submissions are to be made on or before 2:00 PM Wednesday, September 4, 2024, Saskatchewan time.

Any submissions received after the stated Closing Time will not be accepted.

Any submission received where the Proponents did not attend a pre-bid walkthrough will not be accepted.

Proponents may submit a Proposal either by email or in a hard copy, as follows:

#### **4.1.1. Emailed to [tenders@cityofnb.ca](mailto:tenders@cityofnb.ca)**

Emailed submissions must include:

- the RFP title in the email Subject Line,
- PDF, Microsoft Word, or Microsoft Excel document(s) containing the Proponent's Proposal.

Proponents are encouraged to contact the City Clerk's Department through City Hall at 306-445-1700 to confirm the email has been received prior to the Closing Date and Time.

#### **4.1.2. Delivered to:**

Attention: City Clerk's Department  
City Hall





1291 – 101 Street  
North Battleford, SK  
S9A 2Y6

If the Proponent chooses to submit hard copy, the submission must:

be in a sealed opaque envelope labelled with the Proponent's name and RFP title; and include three official paper copies of the Proponent's Proposal, or one official paper copy and a USB memory stick including all the PDF, Word, or Excel document(s) containing the Proponent's Proposal. Proponents are responsible to ensure submissions are received prior to the Closing Date and Time.

## 4.2 Proposal Checklist

Proposals should contain the following information:

1. An introduction to the team including:
  - a) Project Manager
  - b) Site Superintendent / Supervisor
2. Plan of Work including:
  - a) Schedule of Initial Site Assessment & Inspection
  - b) Site Plan
  - c) Methodology
  - d) Outlining of meetings with the City
  - e) Schedule of Construction
  - f) Costing
3. Examples of Relevant Past Projects
4. CVs/Resumés of Team Members
5. References

## 4.3 Project Specific Scope of Work & Deliverables

Refer to Appendix 'A' & Appendix 'B'.

## 4.4 Health & Safety, WSIB

The successful Proponent is required to conform with the Occupational Health and Safety Act related to the performance of the Contract. In addition, the successful Proponent will be required to supply to the City of North Battleford a valid Clearance Certificate issued by WSIB, or if applicable, a letter from WSIB verifying Independent Operator's Status.

## 4.5 Terms of Payment

The successful Proponent shall be reimbursed per their proposal. Requirements for invoices are:

- successful Proponent’s invoice number;
- City’s Purchase Order (PO) number;
- Project Title; and
- a description of the work completed and a billing summary. This summary shall include the tasks set forth in the financial submission and shall indicate the budgeted cost, percentage invoiced to date, and a total of these amounts for each task.

## SECTION 5 EVALUATION OF QUOTES

### 5.1 Evaluation Committee

The evaluation of Proposals will be undertaken by an Evaluation Committee.

The evaluation is confidential and will not be published or shared with other Proponents or the public.

### 5.2 Evaluation Criteria

The Evaluation Committee will compare and evaluate all Proposals to determine which Proposal is the most advantageous for the City. Proposals will be evaluated on the following criteria:

Description	Score (Max Points)	Weight (%)
Proposal Detail	5	20
Methodology and Timelines/ Schedule	5	20
Professional Qualifications and Experience	5	10
Past Performance/References	5	10
Financial Considerations	5	30
<b>Total</b>		100%

Any score with 1 point or less is an automatic disqualification, regardless of the total score.

The Evaluation Committee will not be limited to the criteria above, and may consider other criteria that is deemed relevant during the evaluation process.

### **5.3 Proposal Detail**

Proposal Detail must be sufficient for the Selection Committee to determine if the Proposal meets the minimum requirements of the goods and services to be procured under this RFP.

### **5.4 Methodology**

The method the Proponent proposes to undertake the work will be evaluated to determine if the Proponent has in place processes, procedures, and approvals necessary to undertake the work and outline how much work the City is expected to do.

### **5.5 Timelines / Schedule**

Key points to highlight would include indicating if the Proposal meets the desired/required timelines, if the proposed schedule is realistic. The Evaluation Committee will also determine which of the Proponents' proposed timelines/schedules best meets the City's needs.

### **5.6 Past Performance**

Evaluation of any Proponent will consider previous business relations with the City of North Battleford.

### **5.7 References**

The City has the right to contact references provided by a Proponent at any time during the evaluation process. References may be contacted by phone and/or in writing, and any information received will be used to assist the Evaluation Committee in assessing a Proponent's capacity and capability to provide the Services outlined in this RFP.

### **5.8 Interview**

Proponents may be interviewed prior to the final awarding of the Contract.

### **5.9 Demonstration**

The Demonstration of the Proponent to use equipment (software) will be considered by the Evaluation Committee.

### **5.10 Points for Costs**

Points will be awarded for costs as follows:

$$Points = 5 * \frac{Proposal_{i} Cost - Lowest Proposal Cost}{Proposal_{i} Cost - Lowest Proposal Cost}$$

### **5.11 Additional Information**

The Evaluation Committee may, at its discretion, request clarifications or additional information from a Proponent with respect to any Proposal. The Evaluation Committee



may make requests to only selected Proponents. The Evaluation Committee may consider such clarifications or additional information in its evaluation of a Proposal.

## **SECTION 6      CONTRACT**

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The Contract will be CCDC 14 or another contract acceptable to the City and the successful Proponent.

## APPENDIX A - SCOPE OF WORK & DELIVERABLES

### 1. INTRODUCTION

The City of North Battleford has recently made a strategic investment in the replacement of the aging Air Handling Unit (AHU) at the Battlefords Co-Op Aquatic Centre. This Request for Proposals (RFP) calls for a qualified and experienced team to undertake several critical tasks in removing the Old Air Handling Unit and installing the New Unit to be integrated seamlessly into the Aquatic Centre’s HVAC system.

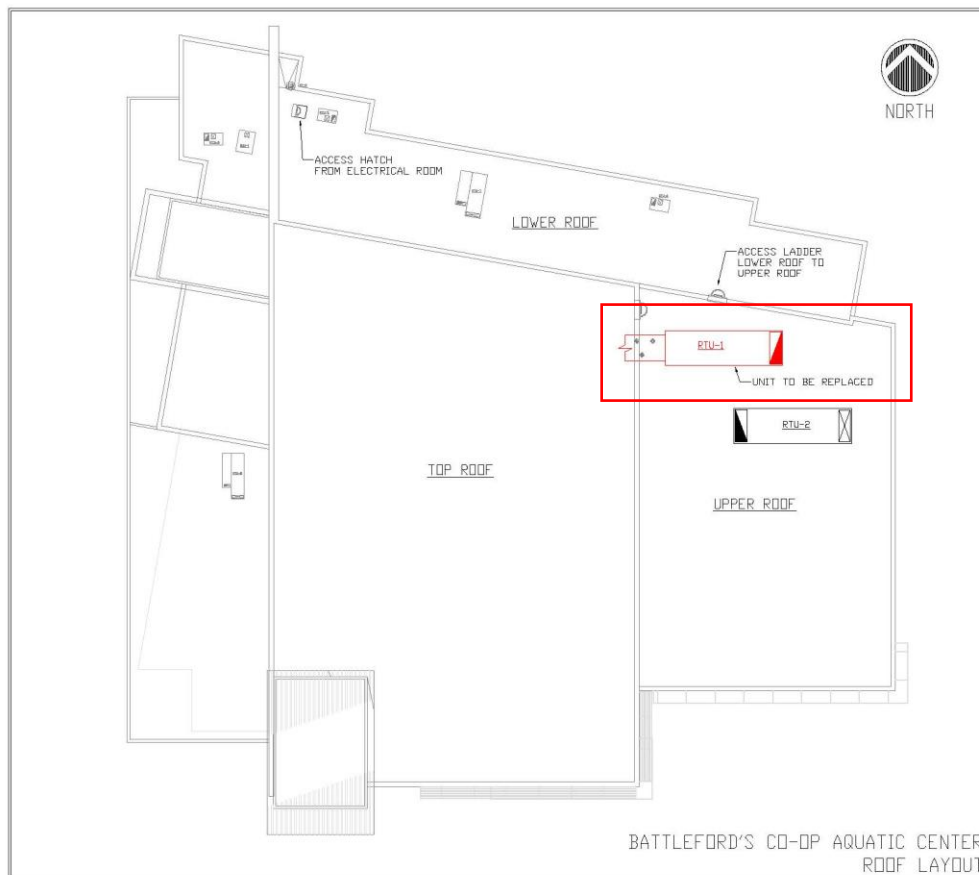
### 2. SCOPE OF WORK

The project scope includes the decommissioning of the Old Air Handling Unit, disconnection of service lines, dismantling, safely removing and lowering using a crane, preparation and cleaning of the site to accommodate the new installation, lifting the New Air Handling Unit, mounting, assembly, reconnection of service lines and commissioning.

### 3. LOCATION OF AIR HANDLING UNIT

There are two (2) large capacity air handling units (Engineered Air Model No. DG320) operating on the upper roof of the Aquatic Centre, tagged as “RTU-1” and “RTU-2”.

The unit to be replaced is “RTU-1”.



#### 4. AIR HANDLING UNIT UPGRADES

Both the old and new units are manufactured by Engineered Air.

The previous unit had Variable Frequency Drives (VFDs) added post construction to improve performance. In contrast, the new unit incorporates the existing VFD directly into its design, ensuring a streamlined operational efficiency once installed.

Despite having similar dimensions, the new unit features a redesigned heat exchanger section for better exhaust efficiency. This change, however, does not affect the foundation blocks and housing dimensions, so the new unit can be installed directly where the old one was removed with minimal adjustments.

Another improvement in the new unit is the use of 316 stainless steel for critical components, addressing durability issues seen in the old unit.

Detailed specifications for both units can be found in Appendix 'A' & Appendix 'B'.

#### 5. GENERAL APPROACH

Project is proposed to be divided into **multiple phases**.

##### 5.1. Phase 1 – Planning & Scheduling

This phase is to submit the planned schedule of events leading up to the delivery date and installation of the New Air Handling Unit.

While the project will be scheduled independently of the Aquatic Centre's annual major shutdown, minimal disruption to its operations is required. Blocks of time or partial shutdowns will only be granted when the craning phase is ready to proceed. Other non-critical tasks can proceed while the facility is in operation.

The schedule and sequence of construction are to be presented in a kick-off meeting aimed at collaborating with the Aquatic Centre Management team. This coordination facilitates the designation of blocked times which will be informed to the public.

Deliverables for Phase 1 are:

- Project timeline and sequence.
- A comprehensive site plan to outline the following areas and operations:
  - *Crane Designated Area* – Clearly mark the crane's positioning and illustrate the dimensions of the area to be blocked off. Include provisions for temporary barricades and road closures as necessary for safety.
  - *Air Handling Unit Staging Area* - Specify the staging location for both the old and new air handling units. Include the path and destination for lowering the old unit and lifting the new unit. Indicate whether the assembly/dismantling will take place on the roof or on the ground.
  - *Handling Method* – Specify whether the Air Handling Units (AHU) will be craned down as a whole or in sections.
  - *Crane Size* – Determine the optimal crane size and capacity based on the weight and dimensions of the Air Handling Units



We appreciate that timing will be impacted by weather and adjustments may be deemed necessary. This will also be decided once delivery date of the new unit is confirmed (current expected delivery date is October 28, 2024, as per manufacturer).

At the conclusion of Phase 1, the City and the Aquatic Centre Management Team will confirm and approve the final construction schedule.

## **5.2. Phase 2 – Decommissioning of Old Air Handling Unit**

This phase is to perform the tasks to decommission the Old Air Handling Unit. It is required that the site preparation and decommissioning tasks be completed prior to delivery of new unit and crane operation day, which includes:

- Initiating the shutdown procedure of the Old Air Handling Unit in accordance with the safety protocols and manufacturer guidelines.
- Disconnecting the Variable Frequency Drives (VFDs) and electric lines which control and power the Old Air Handling Unit.
- Shutting off and disconnecting the natural gas supply line to the AHU, ensuring proper sealing and safety measures are followed.
- Disconnecting the old unit from the supply and return air ducting.
- Disconnecting the old unit from the plumbing and condensate drainage lines.
- Disconnecting the old unit from its foundation blocks or mounting structure.
- Performing other disassembly tasks on the roof (if applicable).
- Performing a thorough cleaning of the work area to prepare for the installation of the New Air Handling Unit. Remove debris, tidy up surroundings
- Ensuring the site is clear and ready for the upcoming installation activity.

## **5.3. Phase 3 – New Air Handling Unit Delivery and Craning**

This phase is to focus on the execution of rigging and craning activities once the New Air Handling Unit is delivered on site. This includes:

- Blocking off the designated crane area, staging areas and access for the rigging and installation team. Implement barriers or signages to restrict unauthorized access to the crane operation and the air handling unit staging zones.
- Mobilizing the crane to the designated area as per the site plan. Rig crane according to pre-established plan and safety protocols.
- Performing assembly tasks for New Air Handling Unit on ground (if applicable).
- Safely lifting and removing the Old Air Handling Unit from the roof, adhering to dismantling or lifting plans established in Phase 2.
- Lowering the Old Air Handling Unit into the designated staging area.

- Executing the lifting and careful placement of the New Air Handling Unit onto the foundation blocks on the roof, adhering to assembly or lifting plans established in Phase 2. Installation team to ensure alignment and secure positioning of the unit.
- Clean-up of the crane and staging areas to pre-operation conditions. Remove any debris and materials associated with the rigging and craning operations.

#### **5.4. Phase 4 – Installation of New Air Handling Unit**

Phase 4 highlights the secure installation of the New Air Handling Unit which includes:

- Mounting the New Air Handling Unit to the existing foundation blocks using the appropriate anchoring methods and manufacturer provided hardware.
- Installing and connecting the supply and return air ducting.
- Installing and connecting plumbing lines and condensate drains.
- Connecting the natural gas supply line to the air handling unit, ensuring proper sealing and compliant handling. Due to the redesign of the heat exchanger section, gas line may need to be extended.
- Connecting the Variable Frequency Drives to the New Air Handling Unit and integrate with the buildings electrical system including the control panel set up.
- Install all accessories such as filters, dampers, insulation and other necessary components.
- Proper termination and sealing of the connection joints as the unit is assembled from 3 separate pieces. The joints on the roof of the unit are to be terminated to integrate with the drainage system.
- Repair any damaged waterproofing membrane to foundation blocks due to the previous dismantling (if applicable).

#### **5.5. Phase 5 – Commissioning of New Air Handling Unit**

This phase outlines the steps to ensure that the New Air Handling Unit is fully commissioned, tested and documented before handing over to the facility management for operational use:

- Safely powering up the New Air Handling Unit to initiate system operations.
- Monitoring initial start-up procedures to ensure all components are activated correctly with no issues.
- Conduct comprehensive functional testing to verify proper operation of motors, fans, dampers, and control sequences.
- Calibrate sensors, actuators, and control systems to recommended optimal performance and efficiency.
- Measure and verify operational parameters such as airflow rates, temperature differentials and energy consumption.



- Compare measured values against design requirements and make necessary adjustments.
- Review manuals and procedures with Aquatic Centre operators to ensure that they are familiar with the operation, maintenance, troubleshooting and the emergency shutdown protocols.

#### **5.6. Phase 6 – Final Inspection and Handover**

- Conduct a final inspection of the commissioned air handling unit to verify all installation and commissioning tasks are completed to satisfaction.
- Compile comprehensive documentation including commissioning test reports, as-built drawings, and maintenance schedules.
- Complete formal handover of the Air Handling Unit to facility management, ensuring all necessary paperwork and certifications are provided.
- Obtain formal acceptance and sign-off from management team confirming readiness for operational use.

## **APPENDIX B - AIR HANDLING UNIT SPECIFICATIONS**

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### **1. AIR HANDLING UNIT SPECIFICATIONS (OLD AND NEW)**

Attached are the submittals for both the previous and New Air Handling Units

#### **1.1. NEW Air Handling Unit Submittal (Attached)**

Job Number: 64634 (S5838)

Date: May 30, 2024

Content:

- Submittal Record RTU-1
- Mechanical Drawing 64634M-01-1
- Roof Curb Drawing 64634CA-01-1
- Electrical Data Sheet RTU-1
- Field Wiring Diagram





# SUBMITTAL RECORD

**JOB NAME:** NB AQUATIC RTU-1 **JOB NO:** 64634(S5838)  
**CUSTOMER:** CITY OF NORTH BATTLEFORD **ENGINEER:** D/B  
**EngA MODEL:** DG320/HRG/C/O/H/MV/R **QTY:** 1 **TAG:** RTU-1

### SHIPPING AND APPROVAL INFORMATION

<b>MOUNTING</b> <u>Outdoor Base Mounted c/w EngA Curb Adapter(Roof Curb By Others)</u>	<b>ACCESS</b> <u>As Per Drawing</u>
<b>UNIT MINIMUM AMBIENT</b> <u>-60°F (-51.1°C)</u>	<b>SHIPPING WEIGHT</b> <u>33700 lb (15286 kg)</u>
<b>NO. OF PIECES</b> <u>4 (3 Split units + Curb Adapter)</u>	<b>OPERATING WEIGHT</b> <u>34100 lb (15467 kg)</u>
• Intertek cETL approval.	

### SUPPLY AIR DATA

<b>AIR FLOW</b> <u>42,000 CFM (19,822 l/s)</u>	<b>FAN SIZE (1)</b> <u>445 CL II BAE-DIDW</u>	<b>TSP</b> <u>3.94 in w.c. (981 Pa)</u>	<b>RPM</b> <u>816</u>
<b>MOTOR SIZE</b> <u>40 HP (29.84 kW)</u>	<b>TYPE (RPM)</b> <u>Super 'E' TEFC (1750)</u>	<b>ESP</b> <u>1.0 in w.c. (249 Pa)</u>	<b>BHP</b> <u>35.24 BHP (26.29 kW)</u>
<ul style="list-style-type: none"> <li>Supply air fan/motor c/w spring vibration isolation, pillow block bearings, extended grease line from far side bearing to access side, OSHA conforming belt guard, epoxy coat all steel components and protective coating on fan shaft.</li> <li>Drives have a service factor of 1.5.</li> <li>VFD supplied and installed by others. Power and motor leads must be run separately to the VFD or electrical interference may occur. VFD must have 14,700 CFM(6,938 l/s) minimum airflow and 35 Hz operating frequency c/w heated &amp; vented insulated control cabinet.</li> </ul>			

### RETURN AIR DATA

<b>AIR FLOW</b> <u>42,000 CFM (19,822 l/s)</u>	<b>FAN SIZE (2)</b> <u>27/27 FC DIDW</u>	<b>TSP</b> <u>2.09 in w.c. (520 Pa)</u>	<b>RPM</b> <u>504</u>
<b>MOTOR SIZE</b> <u>25 HP (18.65 kW)</u>	<b>TYPE (RPM)</b> <u>Super 'E' TEFC (1750)</u>	<b>ESP</b> <u>0.4 in w.c. (100 Pa)</u>	<b>BHP</b> <u>23.26 BHP (17.35 kW)</u>
<ul style="list-style-type: none"> <li>Return air fan/motor c/w spring vibration isolation, pillow block bearings, extended grease line from far side bearing to access side, OSHA conforming belt guard, epoxy coat all steel components and protective coating on fan shaft.</li> <li>Drives have a service factor of 1.5.</li> <li>VFD supplied and installed by others. Power and motor leads must be run separately to the VFD or electrical interference may occur. VFD must have 14,700 CFM(6,938 l/s) minimum airflow and 21 Hz operating frequency c/w .</li> </ul>			

### AIR OPENING DATA

AIR OPENING	LOCATION	DAMPER TYPE	OPERATION
SUPPLY AIR	Front		
RETURN AIR	See Below [1]	EngA Parallel Blade 316 Stainless Steel	Modulating
RETURN BALANCING AIR	See Below [1]	EngA Opposed Blade 316 Stainless Steel	Manual
OUTSIDE AIR	See Below [1]	See Below [2]	Modulating
EXHAUST AIR	See Below [1]	See Below [2]	Modulating
OUTSIDE BYPASS AIR	See Below [1]	EngA Opposed Blade 316 Stainless Steel	Modulating
EXHAUST BYPASS AIR	See Below [1]	EngA Opposed Blade 316 Stainless Steel	Modulating
<ul style="list-style-type: none"> <li>[1] - See Mechanical Drawing</li> <li>[2] - TAMCO Series 9000SW Thermally Insulated Low Leakage Aluminum Air-foil Salt Water Parallel Blade</li> </ul>			

### CONSTRUCTION DATA

<b>UNIT CABINET</b>	<u>16 gauge satin coat galvanized sheet metal c/w 2" (51 mm) 1.5 lb/ft<sup>3</sup> (24 kg/m<sup>3</sup>) insulation on entire unit casing.</u>
<b>UNIT LINER</b>	<u>22 gauge satin coat galvanized solid liner throughout.</u>
<b>UNIT UNDERSIDE</b>	<u>No liner.</u>
<b>UNIT FLOOR</b>	<u>16 gauge 316 stainless steel sheet metal on entire unit floor.</u>
<b>EXTERIOR PAINT</b>	<u>Electrostatically applied Alkyd Enamel in Aluminum Gray color - Level 1 on all exterior surface but not including unit underside.</u>
<b>INTERIOR PAINT</b>	<u>Two component Epoxy series in Aluminum Gray color on all unit interior surfaces except for stainless steel components.</u>





# SUBMITTAL RECORD

JOB NAME: NB AQUATIC RTU-1 JOB NO: 64634(S5838)

EngA MODEL: DG320/HRG/C/O/H/MV/R QTY: 1 TAG: RTU-1

### CONSTRUCTION DATA (CONTINUED)

<b>AIRSIDE DOOR</b>	<u>All access - hinged c/w lever type door handles</u>
<b>SERVICE DOOR</b>	<u>All access - hinged c/w lever type door handles</u>
<b>DRAIN PAN</b>	<u>16 gauge 316 stainless steel drain pan c/w floor drain connection through base frame on outside air inlet section and mixing section.</u>
	<u>16 gauge 316 stainless steel drain pan c/w floor drain connection through base frame on exhaust glycol coil section.</u>

- Unit to be built with .
  - Rain gutters and down spouts on both side of unit.
  - Membrane roof construction on 102"H roof sections.
- Unit split into 3 Sections. Field wiring is required upon unit assembly. Refer to IOM for details.
- Expanded 316 stainless steel grating over return air floor opening.
- EngA drainable weather louver(s) c/w 1"(25 mm) bird screen.
- Replacement for unit EngA 47206 RTU-1 to match existing roof curb and air openings .
- Glycol run around heat recovery package system. Piping to be schedule 40 steel welded.

### ELECTRICAL DATA

CIRCUIT NO	POWER SUPPLY	MINIMUM CIRCUIT AMPACITY	MAXIMUM FUSE(D.E.)	MAXIMUM BREAKER
1	575 / 3 / 60	15.3 AMPS	20 AMPS	20 AMPS
2	575 / 3 / 60	51.3 AMPS	90 AMPS	90 AMPS
3	575 / 3 / 60	36.3 AMPS	60 AMPS	60 AMPS

- See Electrical Data Sheet for details.
- Unit mounted non fused disconnect switch.
- VFD is by others. MCA is based on '41' and '29' rated adjustable speed drive amps and installed supply and return motor amps is not used .
- (4) marine lights with 10W Watt LED screw in light bulb and (1) 15A service receptacle unit mounted on unit exterior - single point power supply c/w disconnect and splitter box.

### SUPPLY GLYCOL COIL FILTER SECTION DATA - Side Loaded

<b>FILTER TYPE</b>	<u>High Velocity Washable Filter with MERV 3 rating c/w Metal Frame</u>		
<b>QTY/SIZE</b>	<u>6 - 20 x 20 x 1" (508 x 508 x 25 mm)</u>	<b>QTY/SIZE</b>	<u>2 - 25 x 20 x 1" (635 x 508 x 25 mm)</u>
<b>TOTAL GROSS AREA</b>	<u>23.61 SQ.FT. (2.19 SQ. MTRS)</u>	<b>FACE VELOCITY</b>	<u>593 FPM (3.01 m/s) @ 14000 CFM (6607 l/s)</u>

- Filters may be shipped loose or mounted in the tracks
- Dwyer series 2000 magnehelic gauge 0-1" wc across summer supply glycol coil filter section
- 316 Stainless steel filter frame and track.
- During the winter months filter should be removed to avoid frost

### EXHAUST GLYCOL COIL FILTER SECTION - Side Loaded

<b>FILTER TYPE</b>	<u>High Velocity Washable Filter with MERV 3 rating c/w Metal Frame</u>		
<b>TOTAL GROSS AREA</b>	_____	<b>FACE VELOCITY</b>	_____

- Filters may be shipped loose or mounted in the tracks
- Dwyer series 2000 magnehelic gauge 0-1" wc across supply filter section
- 316 Stainless steel filter frame and track.
- NOTE: Only filter frames provided for this section, no filters are provided. If exhaust glycol filters are installed in the future, motor & VFD re-sizing may be required. Filter Frames sizes are the same as for supply glycol coil.



# SUBMITTAL RECORD

**JOB NAME:** NB AQUATIC RTU-1 **JOB NO:** 64634(S5838)

**EngA MODEL:** DG320/HRG/C/O/H/MV/R **QTY:** 1 **TAG:** RTU-1

### SUPPLY FILTER SECTION DATA - Face Loaded

<b>FILTER TYPE</b> <u>Pleated Filter with MERV 8 rating c/w Type 8 Holding Frame</u>	
<b>QTY/SIZE</b> <u>20 - 24 x 24 x 2" (610 x 610 x 51 mm)</u>	<b>QTY/SIZE</b> <u>4 - 24 x 12 x 2" (610 x 305 x 51 mm)</u>
<b>TOTAL GROSS AREA</b> <u>88.00 SQ.FT. (8.18 SQ. MTRS)</u>	<b>FACE VELOCITY</b> <u>477 FPM (2.42 m/s)</u>
<ul style="list-style-type: none"> <li>• Filters may be shipped loose or mounted in the tracks</li> <li>• Dwyer series 2000 magnehelic gauge 0-1" wc across supply filter section</li> <li>• 316 Stainless steel filter frame and track.</li> </ul>	

### BURNER HEATING DATA - INDIRECT FIRED (DG-320)

<b>POWER BURNER</b> <u>EngA 'DG' Series</u>	<b>HEAT EXCH. MATERIAL</b> <u>Stainless Steel</u>
<b>FUEL</b> <u>Natural Gas</u>	<b>INLET PRESSURE</b> <u>7 in wc. (1743 Pa)</u> <b>GAS FIELD CONN.</b> <u>2" (51 mm)</u>
<b>HEAT INPUT</b> <u>3,200,000 Btuh (937.59 kW)</u>	<b>HEAT OUTPUT</b> <u>2,560,000 Btuh (750.07 kW)</u> <b>TEMP. RISE</b> <u>56.0 °F (31.1 °C)</u>
<ul style="list-style-type: none"> <li>• EngA (20 : 1) high turndown burner</li> <li>• Two pass heat exchanger c/w condensate drain connection</li> <li>• Heat exchanger section has 1"(25 mm) 1.5 lb/ft(24 kg/m³) insulation with 22 gauge solid liner</li> <li>• Gas manifold c/w auxiliary shutoff valve.</li> <li>• Heating is controlled by CENCON controller and BMS interface.</li> <li>• Integral low limit auto bypass; set @ 40°F (4.4°C).</li> <li>• Double wall insulated vertical style vent.</li> </ul>	

### HRG SUPPLY COIL DATA

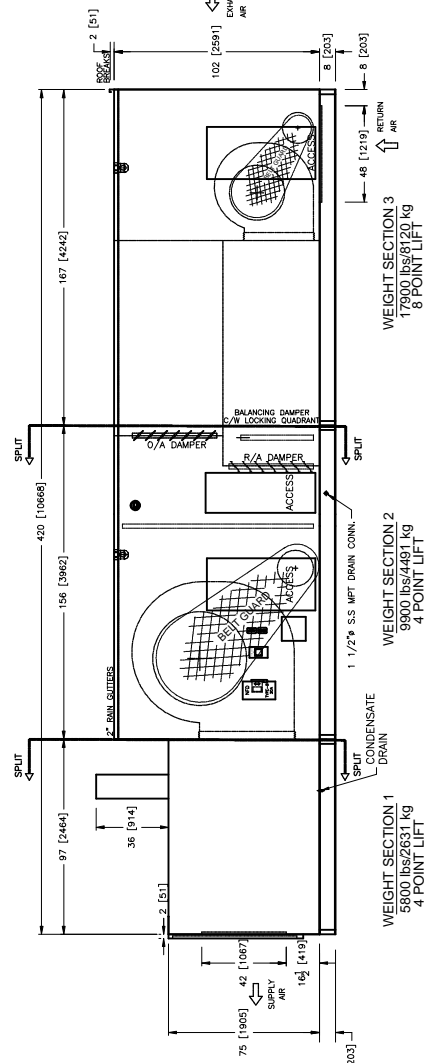
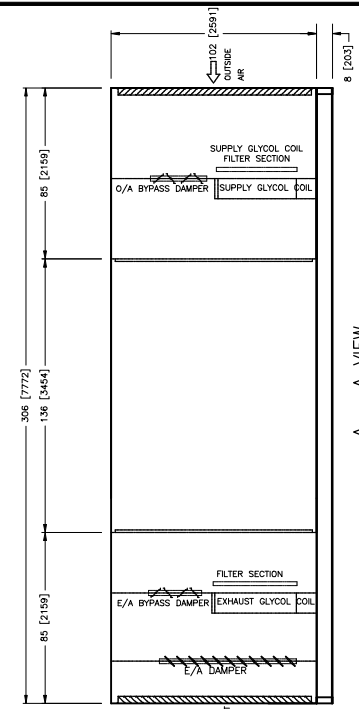
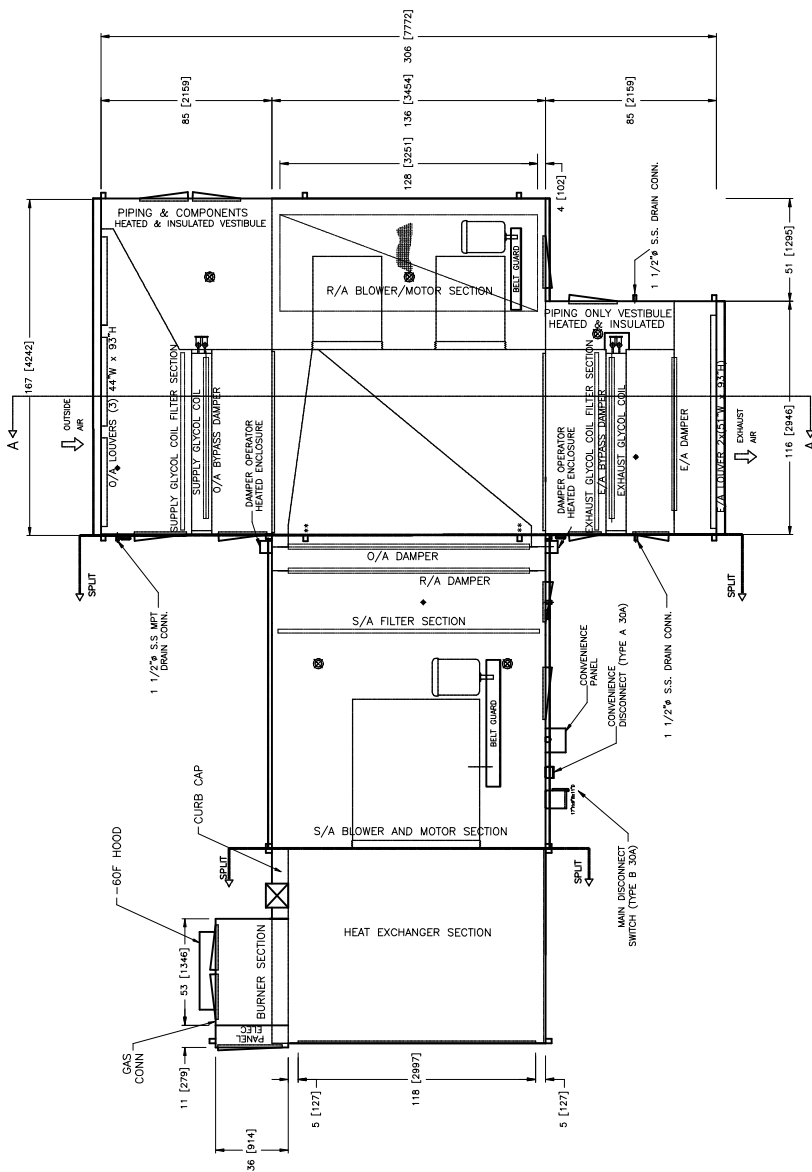
<b>COIL SIZE</b> <u>39 (991) x 85 (2159) x 4R x 12 FPI</u>	<b>VELOCITY</b> <u>608 FPM (3.09 m/s) @ 14000 CFM (6607 l/s)</u>
<b>CAPACITY</b> <u>247,890 Btuh (72.6 kW)</u>	<b>AIR P.D.</b> <u>0.6 in.wc. (149 Pa)</u>
<b>ENTERING AIR DB</b> <u>-40°F (-40.0°C)</u>	<b>LEAVING AIR DB</b> <u>-23.6°F (-30.9°C)</u>
<b>FLUID MEDIUM</b> <u>50% Propyl-Glycol</u>	<b>CONN. SIZE (In &amp; Out)</b> <u>3 in (76 mm)</u> <b>FLUID P.D.</b> <u>13.68 FT (41 kPa)</u>
<b>FLUID FLOW RATE</b> <u>108 US.GPM (6.9 l/s)</u>	<b>ENTERING FLUID TEMP</b> <u>35.66°F (2.0°C)</u> <b>LVG. FLUID TEMP</b> <u>29.97°F (-1.1°C)</u>
<ul style="list-style-type: none"> <li>• Heating coil c/w flanged connections, heresite coated, 316 stainless steel casing and three way water regulating valve.</li> <li>• Hydronic system of this unit is designed for maximum allowable work pressure 150 psig.</li> </ul>	

### HRG EXHAUST COIL DATA

<b>COIL SIZE</b> <u>40.5 (1029) x 85 (2159) x 4R x 12 FPI</u>	<b>VELOCITY</b> <u>586 FPM (2.98 m/s) @ 14000 CFM (6607 l/s)</u>
<b>TOTAL CAPACITY</b> <u>247,890 Btuh (72.6 kW)</u>	<b>AIR P.D.</b> <u>0.66 in.wc. (164 Pa)</u>
<b>SENSIBLE CAPACITY</b> <u>247,890 Btuh (72.6 kW)</u>	<b>MOISTURE REMOVAL</b> <u>0 lb/hr (0.0 kg/hr)</u>
<b>ENTERING AIR DB / WB</b> <u>75°F (23.9°C) / 62.5°F (16.9°C)</u>	<b>LEAVING AIR DB / WB</b> <u>57.4°F (14.1°C) / 56.3°F (13.5°C)</u>
<b>FLUID MEDIUM</b> <u>50% Propyl-Glycol</u>	<b>CONN. SIZE (In &amp; Out)</b> <u>3 in (76 mm)</u> <b>FLUID P.D.</b> <u>13.24 FT (40 kPa)</u>
<b>FLUID FLOW RATE</b> <u>108 US.GPM (6.9 l/s)</u>	<b>ENTERING FLUID TEMP</b> <u>30°F (-1.1°C)</u> <b>LVG. FLUID TEMP</b> <u>35.66°F (2.0°C)</u>
<ul style="list-style-type: none"> <li>• Cooling coil c/w flanged connections, heresite coated, 316 stainless steel casing and auxiliary drain pan with 1 1/2" drain connection.</li> <li>• Hydronic system of this unit is designed for maximum allowable work pressure 150 psig.</li> </ul>	

### SHIPPED LOOSE ITEMS (See filter sections for filters)

- 1 - Pre fabricated curb adapter c/w gasket(See drawing for details).
- 1 - Double wall insulated vertical style vent.
- 1 - 01DT-5LR Sensor Temperature 10K -60F to 300F c/w Nema 4X junction box



DOOR SIZES AND INTERNAL COMPONENTS ARE APPROX. VALUES. DIMENSIONS SHOWN IN INCHES & [MM] UNLESS OTHERWISE NOTED.

REVISIONS: May 30th 2024

DATE:  
May 9th 2024

DRWN BY:  
SGG

CHKD BY:  
PAS

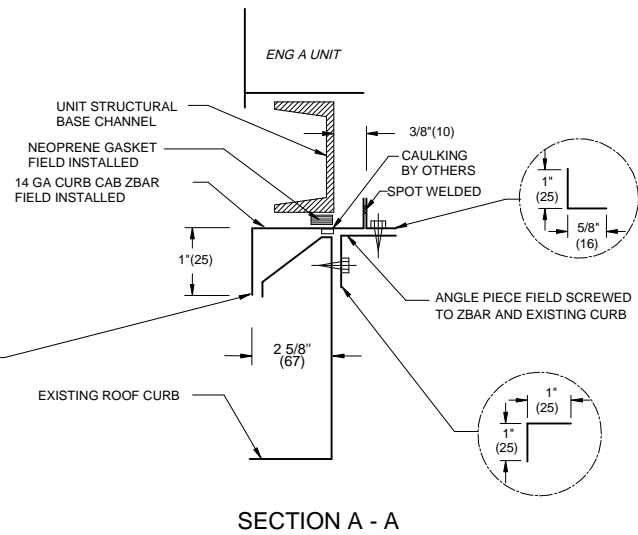
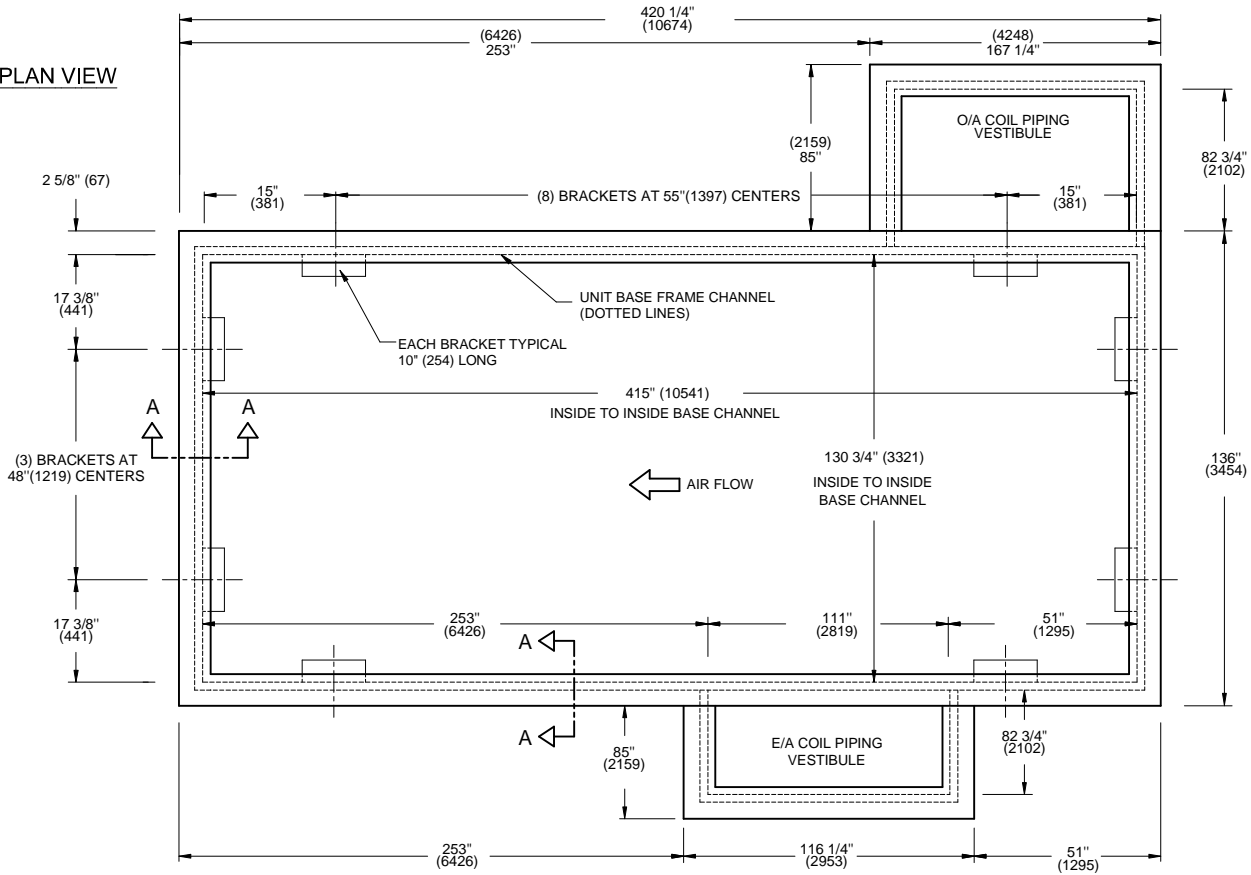
DRWG NO.:  
64634M-01-1



**GENERAL NOTES:**

1. INCLUDE 3/8" X 1-1/2" (10 X 19) NEOPRENE GASKET
2. DIMENSIONS GIVEN IN INCHES AND MILLIMETRES
3. ADJUSTMENT OF BRACKETS MAY BE REQUIRED DUE TO RESTRICTIONS / OPENINGS
4. CURB ADAPTER MAY BE SPLIT FOR SHIPPING. IN THESE CASES, FIELD ASSEMBLY WILL BE REQUIRED BY INSTALLING CONTRACTOR

**PLAN VIEW**



Job filename = G:\Calgary\Current Designers\Said Ghumudhinov\64634\RTU-1\64634CA-01-1.curb  
Generated by AutoCurb - version 3.1.8.10.209 - Curb Style #60

**JOB# 64634**  
TAG: RTU-1

DRAWING NOT TO SCALE

DG320/O/MV/HRG/H/R

**CURB ADAPTER ONLY - TO FIT OVER AN EXISTING CURB**



**REVISIONS:**

DATE: MAY 15 2024	DRWN BY: SGG	CHKD BY: PAS	DRWG NO.: <b>64634CA-01-1</b>
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# ELECTRICAL DATA

JOB NAME: NB AQUATIC RTU-1

JOB NO: 64634(S5838)

EngA MODEL: DG320/HRG/C/O/H/MV/R

QTY: 1

TAG: RTU-1

Circuit No	Power Supply	Minimum Circuit Ampacity	Terminal Block to Accept	Maximum Fuse (Dual Element)	Maximum Breaker
1	575 / 3 / 60	15.3 AMPS	12 Awg	20 AMPS	20 AMPS
2	575 / 3 / 60	51.3 AMPS	6 Awg	90 AMPS	90 AMPS
3	575 / 3 / 60	36.3 AMPS	8 Awg	60 AMPS	60 AMPS

Components	Circuit No	Model	Minimum Conductor Size	Ampacity FLA / LRA	SubFuse Group	Subfuse Group Fuse Size	Terminal Block to Subfuse
Other Motor	1	Super 'E' ODP (1750) 3 HP	14 Awg	3.4			
Burner Motor	1	TEFC 1 1/2 HP	14 Awg	1.5			
Main Control Xfmr	1	1500 VA	14 Awg	2.6			
O/A Vestibule Heaters Xfmr	1		14 Awg	2.6			
E/A Vestibule Heaters Xfmr	1		14 Awg	1.7			
Convenience Circuit XFMR Xfmr	1		14 Awg	2.6			
Supply Fan Motor	2	Super 'E' TEFC (1750) 40 HP	8 Awg	39	1	60	6 Awg
Return Fan Motor	3	Super 'E' TEFC (1750) 25 HP	10 Awg	24	2	40	8 Awg

### UNIT CONTROL PANEL(S) SHORT CIRCUIT CURRENT RATING (SCCR)

Short circuit current 5 kA rms symmetrical, 575 V maximum

### WIRING DRAWING LEGEND

APS	Air Proving Switch	DM	Damper Motor	NFD	Non Fused Disconnect
ASF	Auto Fan Switch	FR	Fan Relay	OL	Thermal Overload
AUX	Auxiliary Contact	GND	Ground	PS	Pressure Sensor
BM	Burner Motor	GV	Gas Valve	PV	Pilot Gas Valve
C	Contact	HL	High Limit	R	Relay
CCH	Compressor Crankcase Heater	HPC	High Pressure Control	RevHL	Reverse Airflow High Limit
CFC	Condenser Fan Control	HR	Heating Relay	TB	Terminal Block
CLC	Compressor Loading Control	IGN	Ignition Control	TDF	Time Delay Fuse
CPM	Compressor Protection Module	ITP	Internal Thermo Protection	TDR	Time Delay Relay
CR	Cooling Relay	LPC	Low Pressure Control	TS	Temperature Sensor
CS	Current Sensor	M	Motor	VFD	Variable Frequency Drive
DHSS	Draft Hood Spill Switch	MV	Main Gas Valve	XFMR	Transformer



**ELECTRICAL DATA**

**JOB NAME:** NB AQUATIC RTU-1 **JOB NO:** 64634(S5838)

**EngA MODEL:** DG320/HRG/C/O/H/MV/R **QTY:** 1 **TAG:** RTU-1

**UNIT FUNCTION**

Unit mounted non-fused disconnect switch 'on', service switch 'on', fire alarm contacts (by others) 'closed' (jumper if not required), duct high pressure limit (by others) 'closed', VFD fault contact (by others) 'closed'.

BMS unit on/off contact (by others) 'closed', mixbox, exhaust and bypass dampers are energized and controlled by others. Blower will delay on and run continuously. Blower is controlled via a VFD (by others), designed for minimum airflow of 14700 CFM (35% of maximum airflow). The CENCON controller, with a 0-10VDC setpoint signal (by others), will modulate heating to maintain the required discharge air temperature.

**HEAT MODE**

If there is a call for heating, and BMS heat on/off contact (by others) 'closed', and the CENCON is in heating mode, the G-XM controller module will begin modulating the gas heating. The discharge air temperature control band is from 55°F (12.8°C) to 85°F (29.4°C).

Dehumidistat contact (by others) 'closed', mixed air controller will modulate dampers to maintain a mixed air temperature of 40° F (4.4° C) with a minimum position of 33% outside air until the dehumidistat is satisfied. Dampers revert to minimum position when ambient is above 80°F (26.7°C).

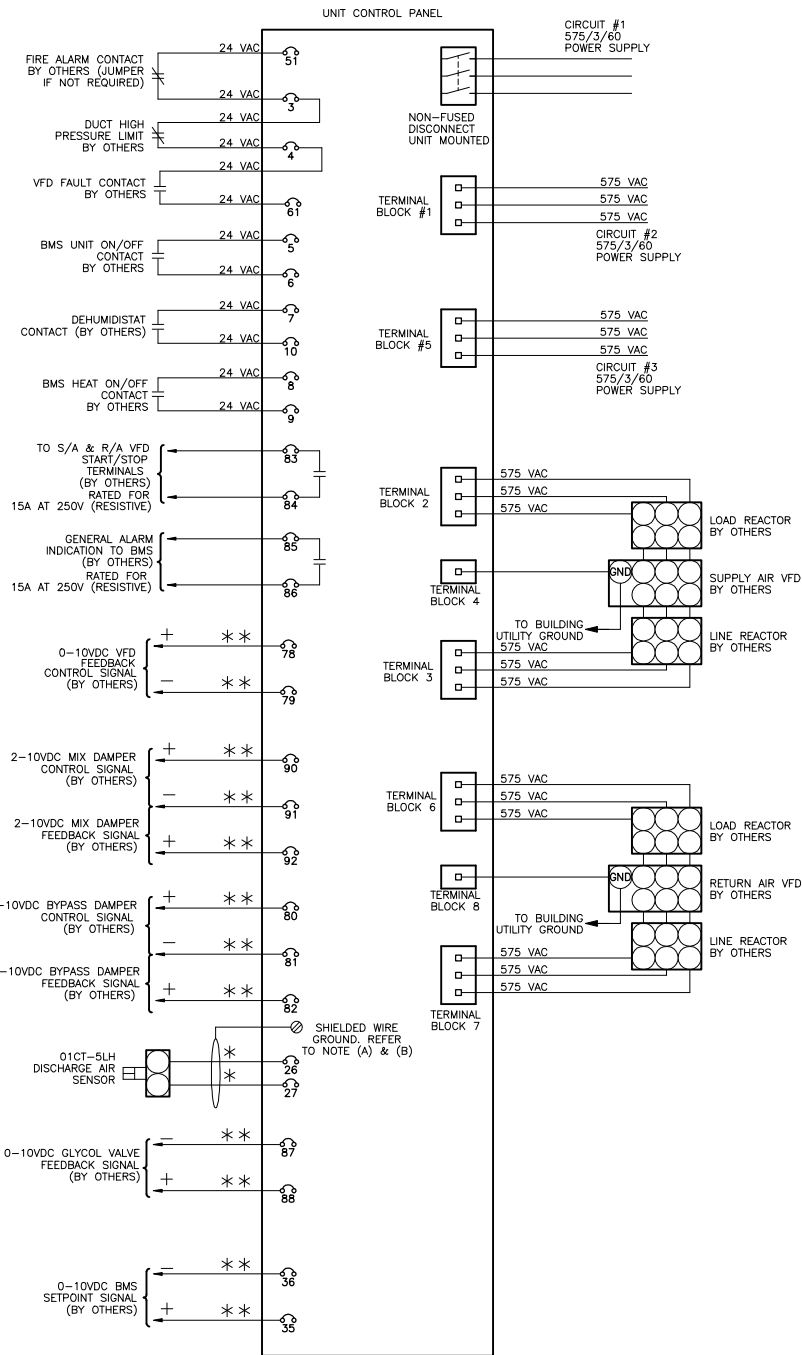
When ambient temperature is below 75°F (23.9°C), the glycol loop will modulate to maintain maximum heat recovery until frost conditions occur. When ambient temperature is above 75°F (23.9°C), the glycol pump shuts down.

BMS unit on/off contact (by others) 'open', dampers are de-energized, and blower shuts down. Unit is off.

If the fire alarm contacts 'open', equipment operation is disabled immediately. If the discharge air temperature falls below 40° F (4.4° C), the CENCON will shut down the blower, close dampers and indicate alarm.

Note - Refer to manuals shipped with unit for more detailed explanation of maintenance, components and controls.

Note - Go to <http://www.engineeredair.com/index.php/manuals/> for online manual details



\* MAXIMUM CONTROL CIRCUIT AMPACITY 10.42 AMPS AT 24 VAC  
SHIELDED WIRE IS REQUIRED WITH ELECTRONIC COMPONENTS.

\*\* SHIELDED WIRE IS REQUIRED WITH BMS ANALOG SIGNALS.  
TAPE THE GROUND WIRE AND SHIELD TO PREVENT GROUNDING.  
TAPE THE ENDS OF ALL UNUSED WIRES.  
ANALOG BMS SIGNALS ARE SUBJECT TO GROUND LOOP INTERFERENCE.  
SIGNAL ISOLATION MAY BE REQUIRED.  
REFER TO THE OPERATION MANUAL OF THE SPECIFIC CONTROLLER.

(A) SHIELDED WIRE TO BE GROUND AT MAIN ENG A CONTROL CABINET END ONLY.  
TAPE OTHER END OF GROUND WIRE AND SHIELDING TO PREVENT GROUNDING.  
TAPE THE ENDS OF ALL UNUSED WIRES.

(B) ENGINEERED AIR STRONGLY RECOMMENDS THAT THE SHIPPED LOOSE DISCHARGE AIR SENSOR BE MOUNTED 5 - 10 FT. DOWN STREAM OF HEAT EXCHANGER OPENING TO AVOID TEMPERATURE SWING CAUSED BY RADIANT HEAT.

1. FIELD WIRING VOLTAGE DROP NOT TO EXCEED 10%.
2. ALL WIRING SHOWN SHALL BE COMPLETED BY INSTALLER.
3. ALL FIELD WIRING MUST COMPLY WITH ALL NATIONAL AND LOCAL ELECTRICAL CODES.
4. POWER AND MOTOR LEADS MUST BE RUN SEPARATELY TO THE VFD OR ELECTRICAL INTERFERENCE MAY OCCUR.

**EngA**

**ENGINEERED AIR**

TAG: RTU-1

FIELD WIRING DIAGRAM  
DG/HRG

REVISION: May 30th 2024

DRN.BY: SGG

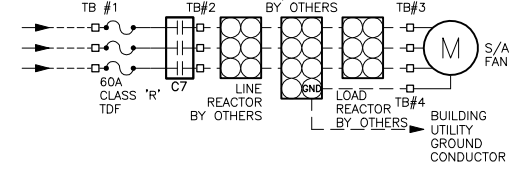
DWG.NO:

64634F-01-1

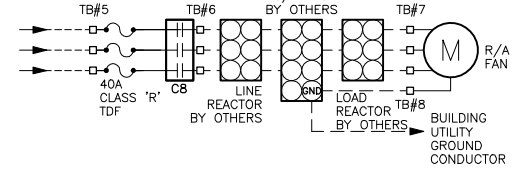
DATE: May 9th 2024

CHKD.BY: PAS

CIRCUIT#2  
575/3/60  
POWER SUPPLY  
(BY OTHERS)

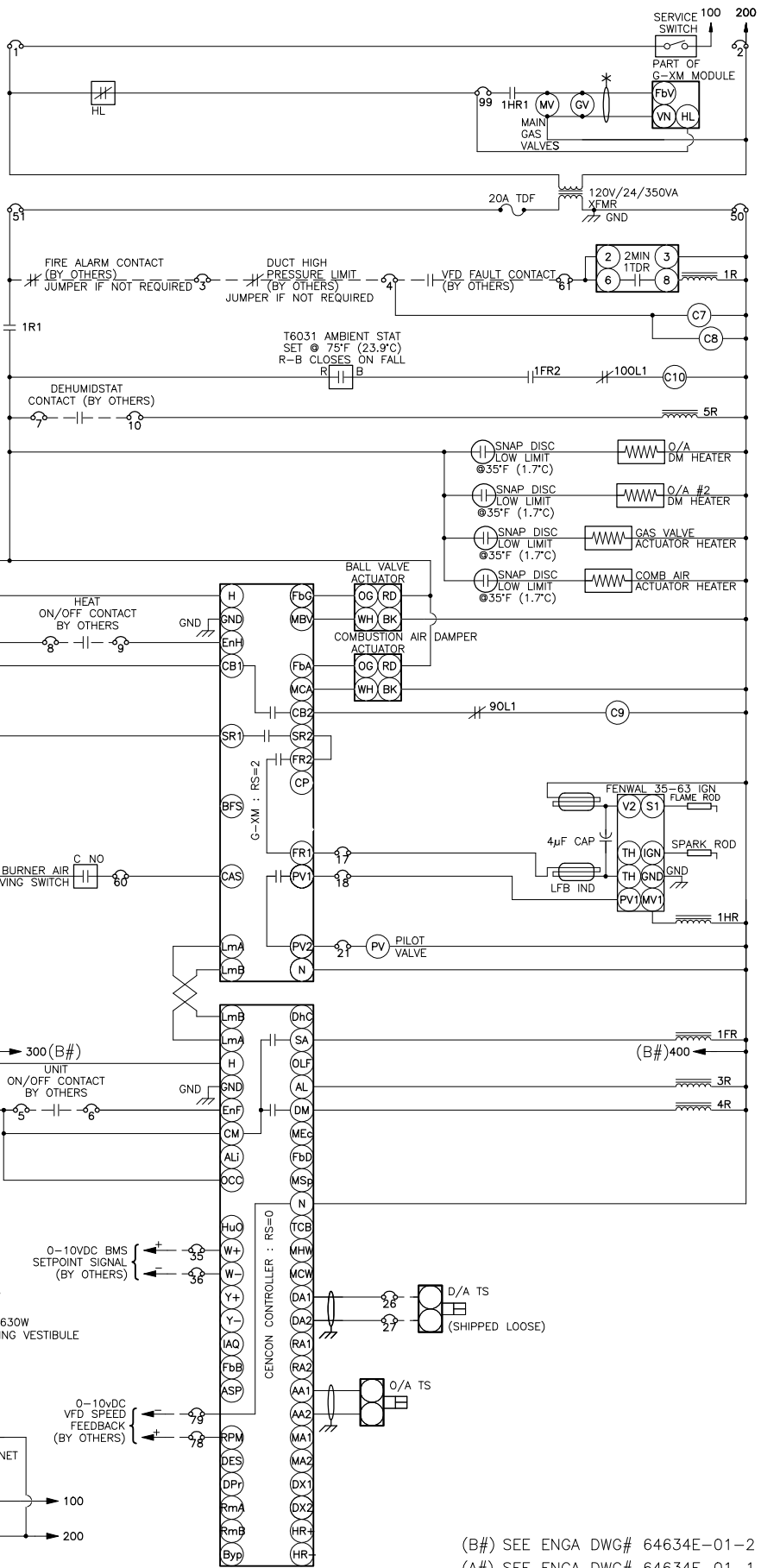
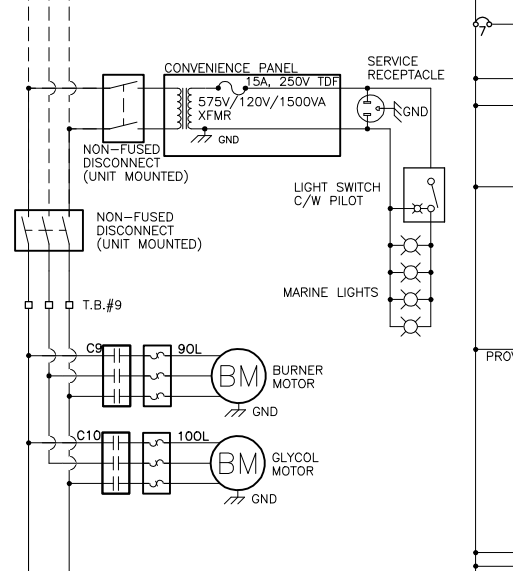


CIRCUIT#3  
575/3/60  
POWER SUPPLY  
(BY OTHERS)



THE MOTOR(S) IN THE UNIT IS NOT THERMALLY OR OTHERWISE PROTECTED. FIELD INSTALLED, SUITABLY SIZED MOTOR RATED STARTERS AND MOTOR OVERLOAD PROTECTION MUST BE PROVIDED IN ACCORDANCE WITH CANADIAN ELECTRICAL CODE (CEC) OR NATIONAL ELECTRICAL CODE (NEC) AND TO THE APPROVAL OF THE LOCAL AUTHORITY HAVING JURISDICTION.

CIRCUIT #1  
575/3/60  
POWER SUPPLY



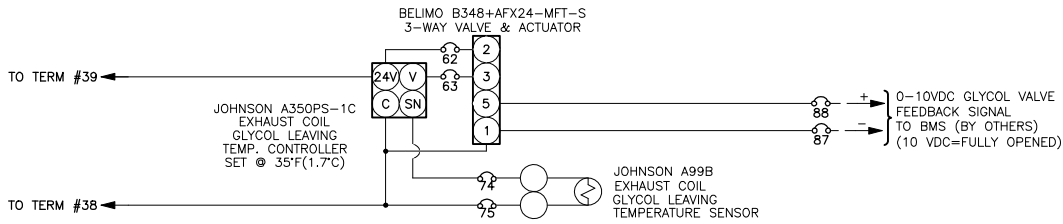
\* RED FEEDBACK CABLE HOOKED DIRECTLY TO MAIN GAS VALVE  
\*\* MOTOR GROUND WIRE TO BE THE SAME SIZE AS MOTOR WIRE

(B#) SEE ENGA DWG# 64634E-01-2  
(A#) SEE ENGA DWG# 64634E-01-1

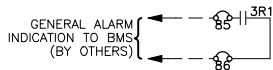
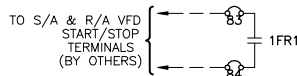
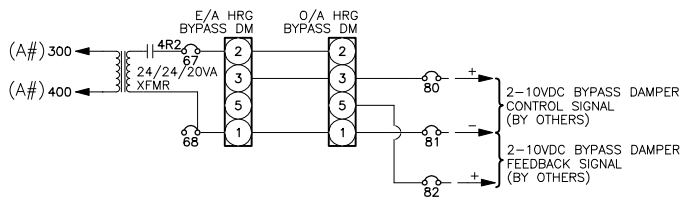
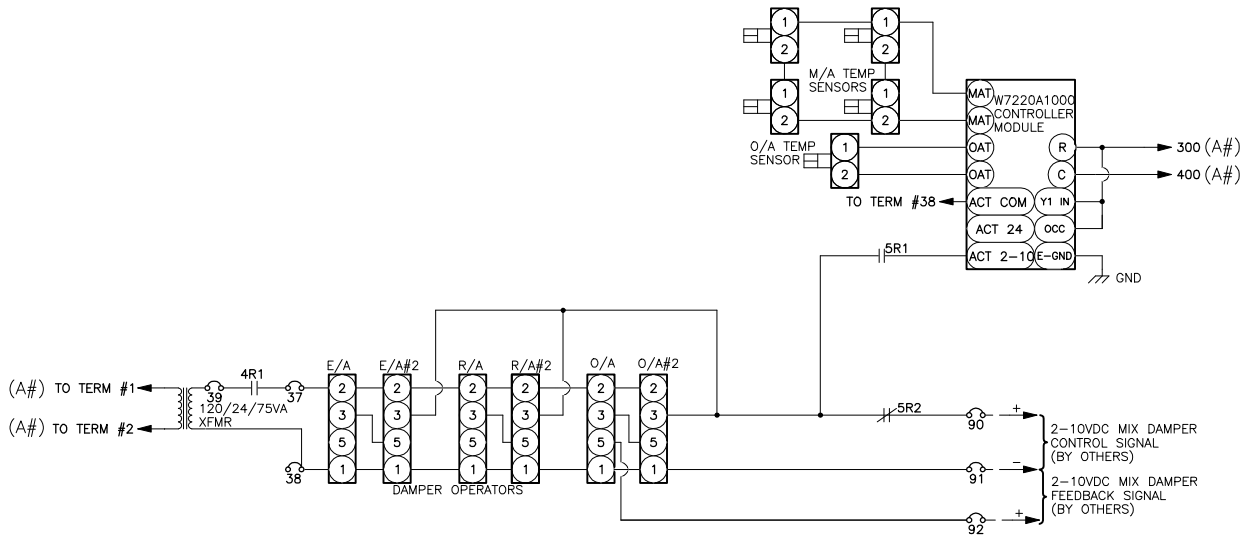
DENOTES FIELD WIRING. REPLACEMENT WIRE MUST BE EQUIVALENT TO ORIGINAL WIRE SUPPLIED.



DENOTES FIELD WIRING - REPLACEMENT WIRE MUST BE EQUIVALENT TO ORIGINAL WIRE SUPPLIED.



JOHNSON A350PS-1C 3-WAY VALVE CONTROLLER INITIAL SETTINGS	
DIP SWITCHES	
4	OFF
3	OFF
2	OFF
1	ON
JUMPERS	
DIRECT ACTING	
MINIMUM OUTPUT 0%	
THROTTLING RANGE 6°F	



(B#) SEE ENGA DWG# 64634E-01-2  
(A#) SEE ENGA DWG# 64634E-01-1

**EngA**

**ENGINEERED AIR**

TAG: RTU-1

INTERNAL WIRING DIAGRAM  
DG/HRG SERIES

REVISION: R#

DRN.BY: SGG

DWG.NO:

DATE: May 7th 2024

CHKD.BY: PAS

64634E-01-2



**1.2. OLD Air Handling Unit Submittal (Attached)**

Date: April 19, 2011

Job Number: 47206 (S4486)

Content:

- Submittal Record RTU-1
- Supply Fan Performance Curve and Sound Data RTU-1
- Return Fan Performance Curve and Sound Data RTU-1
- Mechanical Drawing 47206M-01-1
- Roof Curb Drawing 47206C-01-1
- Electrical Data Sheet RTU-1
- Field Wiring Diagram 47206F-01-1

# DRAWING TRANSMITTAL SHEET



JOB NO. **47206(S4486)**

DATE **April 19, 2011**

**SASKATOON SALES OFFICE**  
#102-2366 AVENUE C NORTH  
SASKATOON SASK.  
S7H 5X8  
(306) 653-5291

**CANADIAN HEAD OFFICE**  
CALGARY ALTA

**CANADIAN FACTORY**  
CALGARY ALTA,  
EDMONTON ALTA,  
NEWMARKET ONT

**OTHER CANADIAN SALES OFFICES**  
VANCOUVER, EDMONTON, CALGARY,  
REGINA, WINNIPEG, LONDON, SUDBURY,  
TORONTO, HAMILTON, OTTAWA,  
MONTREAL, HALIFAX, MONCTON

**CONTRACTOR** **SUER & POLLON MECHANICAL**

ADDRESS **827 57 STREET EAST**

**SASKATOON SK**

**S7K 5Z2**

ENGINEER **STANTEC (EDM)**

JOB NAME **NB AQUATIC CENTRE**

- THIS ORDER IS SUBJECT TO APPROVAL. MANUFACTURING IS HELD PENDING RETURN OF ONE APPROVED COPY OF THESE FORMS TO THE INDICATED OFFICE.
- THIS ORDER IS NOT SUBJECT TO APPROVAL AND IS BEING MANUFACTURED ACCORDING TO THE ATTACHED FORMS.

COPIES ENCLOSED	DESCRIPTION
<b>10</b>	<b>EngA Submittal Revision Summary</b>
<b>10</b>	<b>EngA Submittal Record RTU-1</b>
<b>10</b>	<b>EngA Supply Fan Performance Curve and Sound Data RTU-1</b>
<b>10</b>	<b>EngA Return Fan Performance Curve and Sound Data RTU-1</b>
<b>10</b>	<b>EngA Mechanical Drawing 47206M-01-1</b>
<b>10</b>	<b>EngA Roof Curb Drawing 47206C-01-1</b>
<b>10</b>	<b>EngA Electrical Data Sheet RTU-1</b>
<b>10</b>	<b>EngA Field Wiring Diagram 47206F-01-1</b>



# SUBMITTAL RECORD

**JOB NAME:** NB AQUATIC CENTRE **JOB NO:** 47206(S4486)

**EngA MODEL:** DG320/C/O/HRG **QTY:** 1 **TAG:** RTU-1

### CONSTRUCTION DATA (CONTINUED)

<b>SERVICE DOOR</b>	Electrical, burner and piping vestibule access - hinged c/w lever type door handle
<b>DRAIN PAN</b>	Galvanized steel drain pan c/w floor drain connection through base frame on mixing air section. Galvanized steel drain pan c/w floor drain connection through base frame on outside air inlet section. Stainless steel drain pan c/w drain connection through casing on exhaust glycol coil section.
<ul style="list-style-type: none"> <li>• Pool construction.</li> <li>• Unit split into 3 Sections.</li> <li>• Expanded steel grating over return air floor opening.</li> <li>• EngA steel weather louvre(s) c/w 1"(25 mm) bird screen.</li> <li>• Glycol run around heat recovery package system. Piping to be with schedule 40 steel welded. All pipings run in the air stream to be insulated.</li> <li>• Heresite coated all sensor bulbs.</li> <li>• Sealed openings between air stream.</li> <li>• Insulated box over high limit.</li> <li>• Membrane roof construction.</li> </ul>	

### ELECTRICAL DATA

POWER SUPPLY	MINIMUM CIRCUIT AMPACITY	MAXIMUM FUSE(D.E.)	MAXIMUM BREAKER
575 / 3 / 60	80.8 AMPS	125 AMPS	125 AMPS
<ul style="list-style-type: none"> <li>• See Electrical Data Sheet for details.</li> <li>• Unit mounted non fused disconnect switch.</li> <li>• Class 20 or equivalent overloads required to prevent nuisance trips with air foil fans.</li> <li>• Class 20 or equivalent fuses or breakers required to prevent nuisance trips with air foil fans.</li> <li>• (4) marine lights c/w an on/off switch with indicating light - single point power supply c/w disconnect.</li> </ul>			

### SUMMER SUPPLY GLYCOL COIL FILTER SECTION DATA - Side Loaded

<b>FILTER TYPE</b>	High Velocity Washable Filter c/w Metal Frame with MERV 3		
<b>QTY/SIZE</b>	6 - 20 x 20 x 1" (508 x 508 x 25 mm)	<b>QTY/SIZE</b>	2 - 25 x 20 x 1" (635 x 508 x 25 mm)
<b>TOTAL GROSS AREA</b>	23.61 SQ.FT. (2.19 SQ. MTRS)	<b>FACE VELOCITY</b>	593 FPM (3.01 m/s) @ 14000 CFM (6608 l/s)
<ul style="list-style-type: none"> <li>• Filters may be shipped loose or mounted in the tracks.</li> <li>• Dwyer series 2000 magnehelic gauge 0-1" wc across s/a glycol coil filter section</li> <li>• During the winter months filter should be removed to avoid frost</li> <li>• Use stainless steel track</li> </ul>			

### EXHAUST GLYCOL COIL FILTER SECTION DATA - Side Loaded

<b>FILTER TYPE</b>	High Velocity Washable Filter c/w Metal Frame with MERV 3		
<b>QTY/SIZE</b>	6 - 20 x 20 x 1" (508 x 508 x 25 mm)	<b>QTY/SIZE</b>	2 - 25 x 20 x 1" (635 x 508 x 25 mm)
<b>TOTAL GROSS AREA</b>	23.61 SQ.FT. (2.19 SQ. MTRS)	<b>FACE VELOCITY</b>	593 FPM (3.01 m/s) @ 14000 CFM (6608 l/s)
<ul style="list-style-type: none"> <li>• Filters may be shipped loose or mounted in the tracks.</li> <li>• Dwyer series 2000 magnehelic gauge 0-1" wc across e/a glycol coil filter section</li> <li>• Use stainless steel track</li> </ul>			

### SUPPLY FILTER SECTION DATA - Face Loaded c/w Type 8 Holding Frame

<b>FILTER TYPE</b>	Pleated Filter with MERV 7 (30-35% Eff)		
<b>QTY/SIZE</b>	20 - 24 x 24 x 2" (610 x 610 x 51 mm)	<b>QTY/SIZE</b>	4 - 24 x 12 x 2" (610 x 305 x 51 mm)
<b>TOTAL GROSS AREA</b>	88.00 SQ.FT. (8.18 SQ. MTRS)	<b>FACE VELOCITY</b>	477 FPM (2.42 m/s)
<ul style="list-style-type: none"> <li>• Filters may be shipped loose or mounted in the tracks.</li> </ul>			



# SUBMITTAL RECORD

JOB NAME: NB AQUATIC CENTRE JOB NO: 47206(S4486)

EngA MODEL: DG320/C/O/HRG QTY: 1 TAG: RTU-1

### SUPPLY FILTER SECTION DATA (CONTINUED)

- Dwyer series 2000 magnehelic gauge 0-2" wc across supply filter section

### BURNER HEATING DATA - INDIRECT FIRED (DG-320)

POWER BURNER EngA 'DG' Series HEAT EXCH. MATERIAL Stainless Steel  
 FUEL Natural Gas INLET PRESSURE 7 in wc. (1743 Pa) GAS FIELD CONN. 1.5" (38 mm)  
 HEAT INPUT 3,200,000 Btuh (937.59 kW) HEAT OUTPUT 2,560,000 Btuh (750.07 kW) TEMP. RISE 56.0 °F (31.1 °C)

- EngA (20 : 1) high turndown burner
- Two pass heat exchanger c/w condensate drain connection
- Heat exchanger section has 1"(25 mm) 1.5 lb/ft(24 kg/m³) insulation with 22 gauge solid liner
- Modulating combustion air and gas control.
- Gas manifold c/w auxiliary shutoff valve.
- GTRAC discharge air control c/w BMS reset.
- Integral low limit auto bypass; set @ 40°F (4.4°C).
- Flue connection.

### SUPPLY GLYCOL RUN AROUND COIL

COIL SIZE 39 (991) x 85 (2159) x 4R x 12 FPI VELOCITY 608 FPM (3.09 m/s) @ 14000 CFM (6608 l/s)  
 CAPACITY 266,550 Btuh (78.1 kW) AIR P.D. 0.6 in.wc. (149 Pa)  
 ENTERING AIR DB -40°F (-40.0°C) LEAVING AIR DB -22.4°F (-30.2°C)  
 FLUID MEDIUM 50% Propylene-Glycol CONN. SIZE (In & Out) 3 in (76 mm) FLUID P.D. 13.7 FT (41 kPa)  
 FLUID FLOW RATE 108 US.GPM (6.9 l/s) ENTERING FLUID TEMP 35.7°F (2.1°C) LVG. FLUID TEMP 30°F (-1.1°C)

- Supply glycol run around coil c/w flanged connections and heresite coated.

### EXHAUST GLYCOL RUN AROUND COIL

COIL SIZE 40.5 (1029) x 85 (2159) x 4R x 12 FPI VELOCITY 586 FPM (2.98 m/s) @ 14000 CFM (6608 l/s)  
 CAPACITY 266,550 Btuh (78.1 kW) AIR P.D. 0.65 in.wc. (162 Pa)  
 ENTERING AIR DB / WB 75°F (23.9°C) / 62.5°F (16.9°C) LEAVING AIR DB / WB 57.4°F (14.1°C) / 56.3°F (13.5°C)  
 FLUID MEDIUM 50% Propyl-Glycol CONN. SIZE (In & Out) 3 in (76 mm) FLUID P.D. 13.2 FT (39 kPa)  
 FLUID FLOW RATE 108 US.GPM (6.9 l/s) ENTERING FLUID TEMP 30°F (-1.1°C) LVG. FLUID TEMP 35.7°F (2.1°C)

- Exhaust glycol run around coil c/w flanged connections, heresite coated and stainless steel drain pan.

### SHIPPED LOOSE ITEMS (See filter sections for filters)

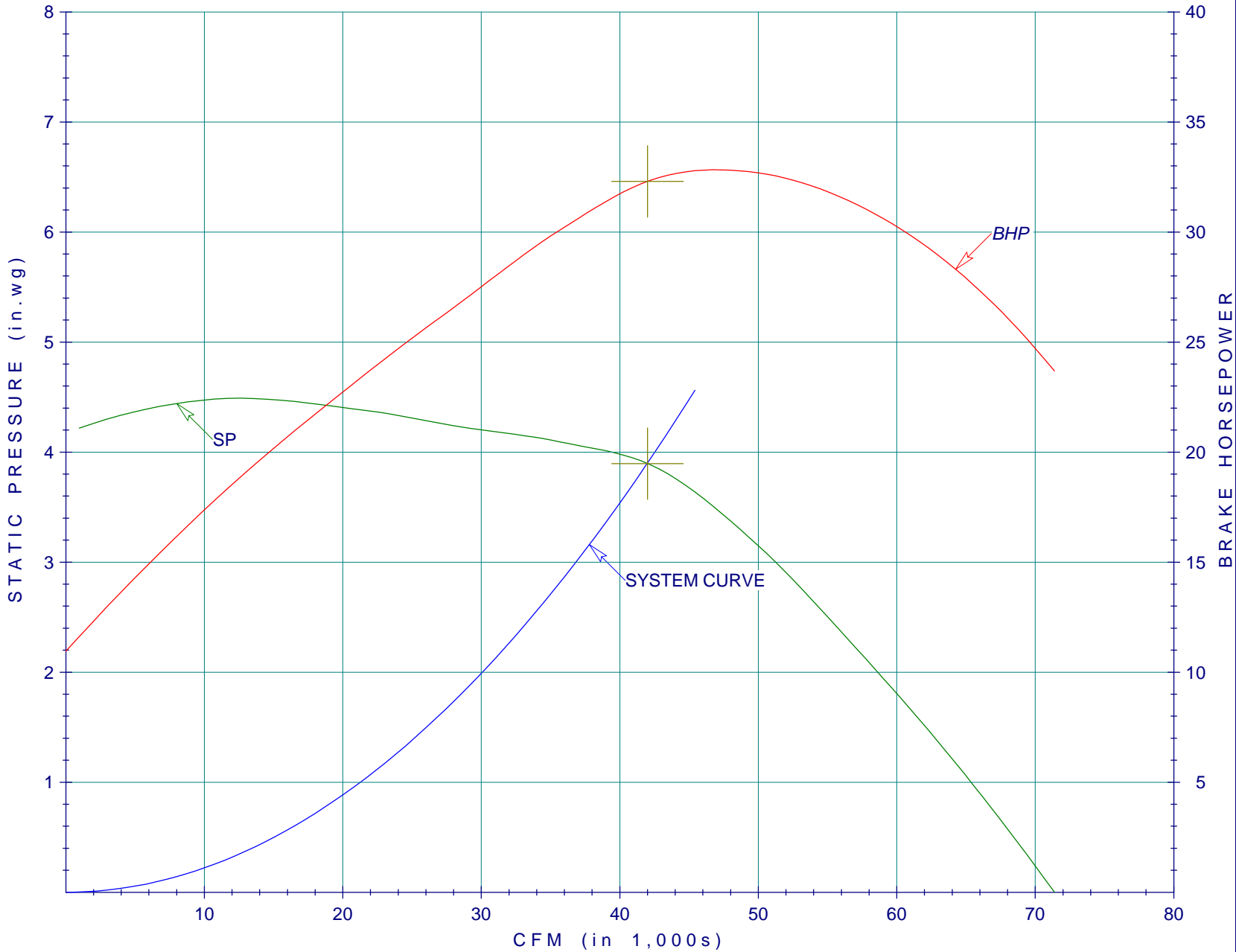
- 1 - Pre fabricated roof curb (See drawing for details).
- 1 - Flue extension.
- 1 - Engineered Air TE6000-EA3 Discharge Air Sensor



91

Customer: W/A	Fan Tag: RTU-1 S/A	CFM: _____ 42,000
Job ID: 47206	Model: 445 BAE-DW	SP: _____ 3.9 in.wg
		RPM: _____ 797
		BHP: _____ 32.30
		Outlet Velocity: 2,050
		Density: _____ 0.071
		Corrected for: Altitude 1,645

**TWIN CITY FAN AND BLOWER PERFORMANCE CURVE**



Sound Power Level		
Octave	In/Out	
1	_____	97 / 103
2	_____	97 / 103
3	_____	94 / 93
4	_____	86 / 88
5	_____	84 / 84
6	_____	81 / 80
7	_____	75 / 75
8	_____	70 / 72
in db re 10 <sup>-12</sup> watts		
10/22/2010 08:42		



# RETURN AIR FAN PERFORMANCE

JOB NAME: NB AQUATIC CENTRE

JOB NO: 47206(S4486)

CUSTOMER: SUER & POLLON MECHANICAL

ENGINEER: STANTEC (EDM)

EngA MODEL: DG320/C/O/HRG

QTY: 1

TAG: RTU-1

AIRFLOW 42000 CFM

E.S.P. 0.4 in.w.c.

FAN MANUFACTURER LAU INDUSTRIES

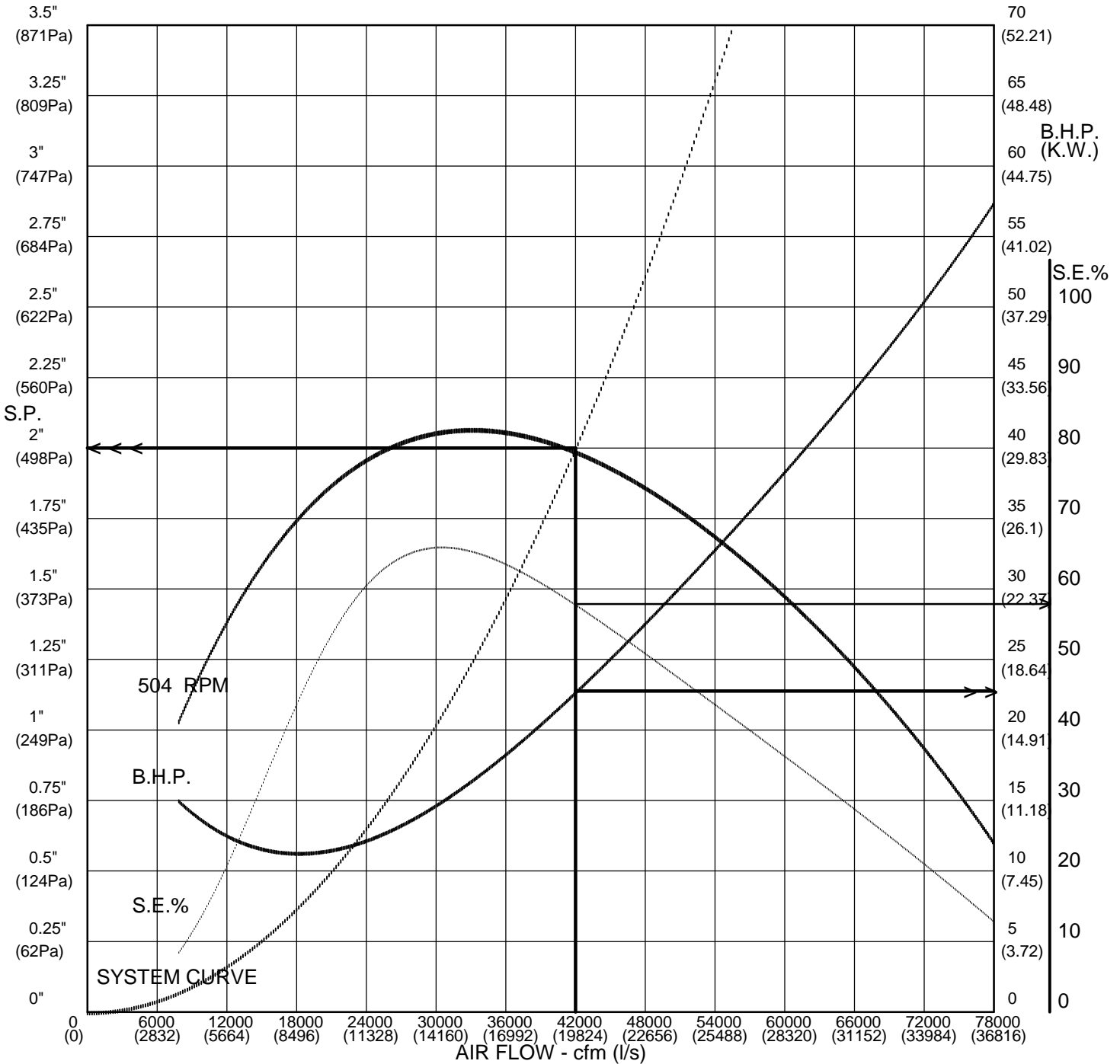
FANSIZE 27/27 FC DIDW

QTY. 2

## SOUND POWER DATA

TSP 2 in.w.c. RPM 504 REQ'D POWER 22.76 BHP Hz 63 125 250 500 1000 2000 4000 8000

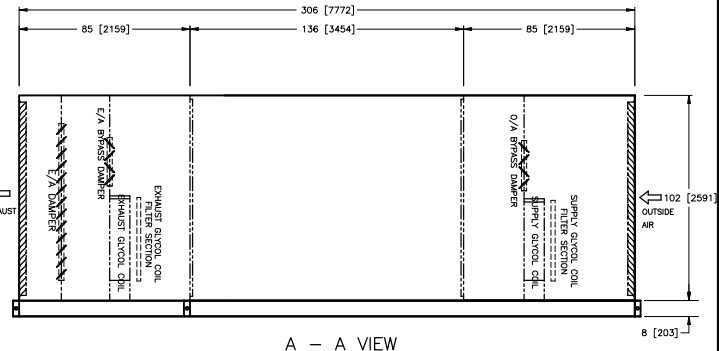
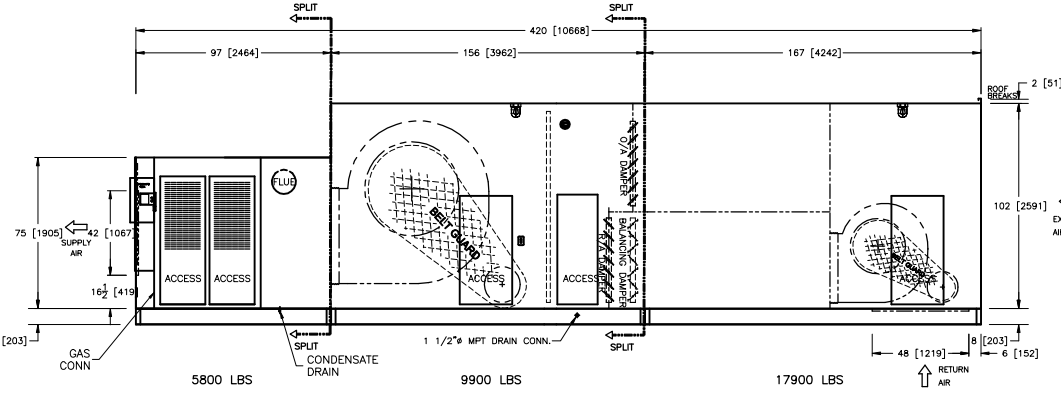
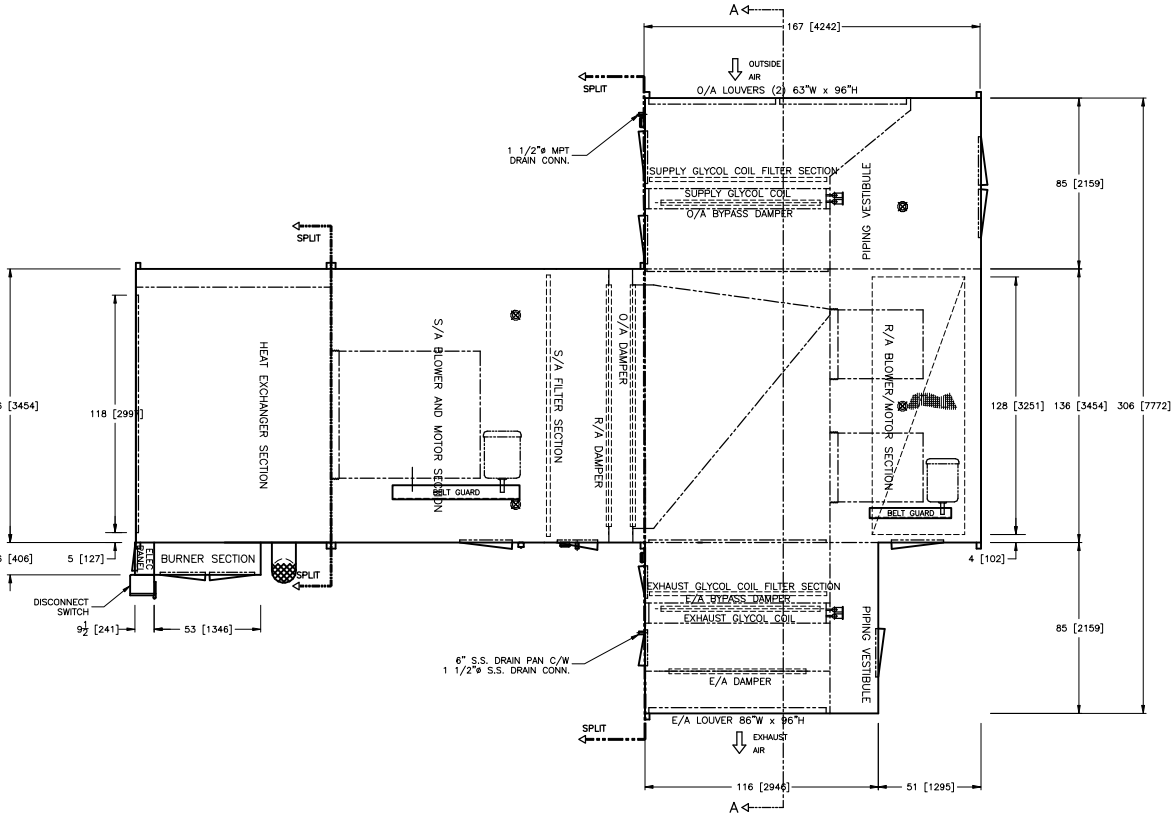
MOTOR SIZE 25 HP Super 'E' TEFC (1750) INLET VANES NO db: 94 91 90 86 83 82 77 71



47206  
TAG: RTU-1

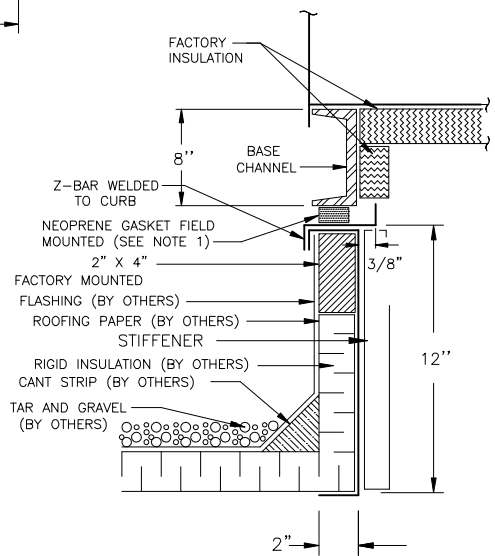
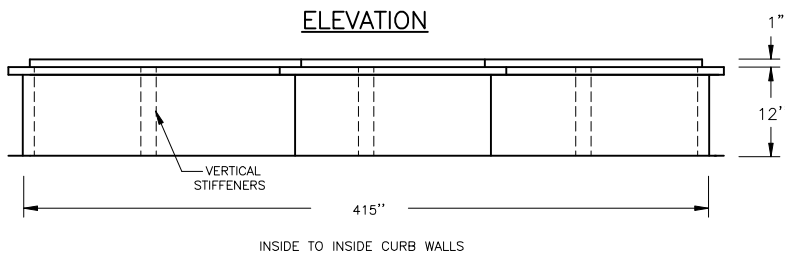
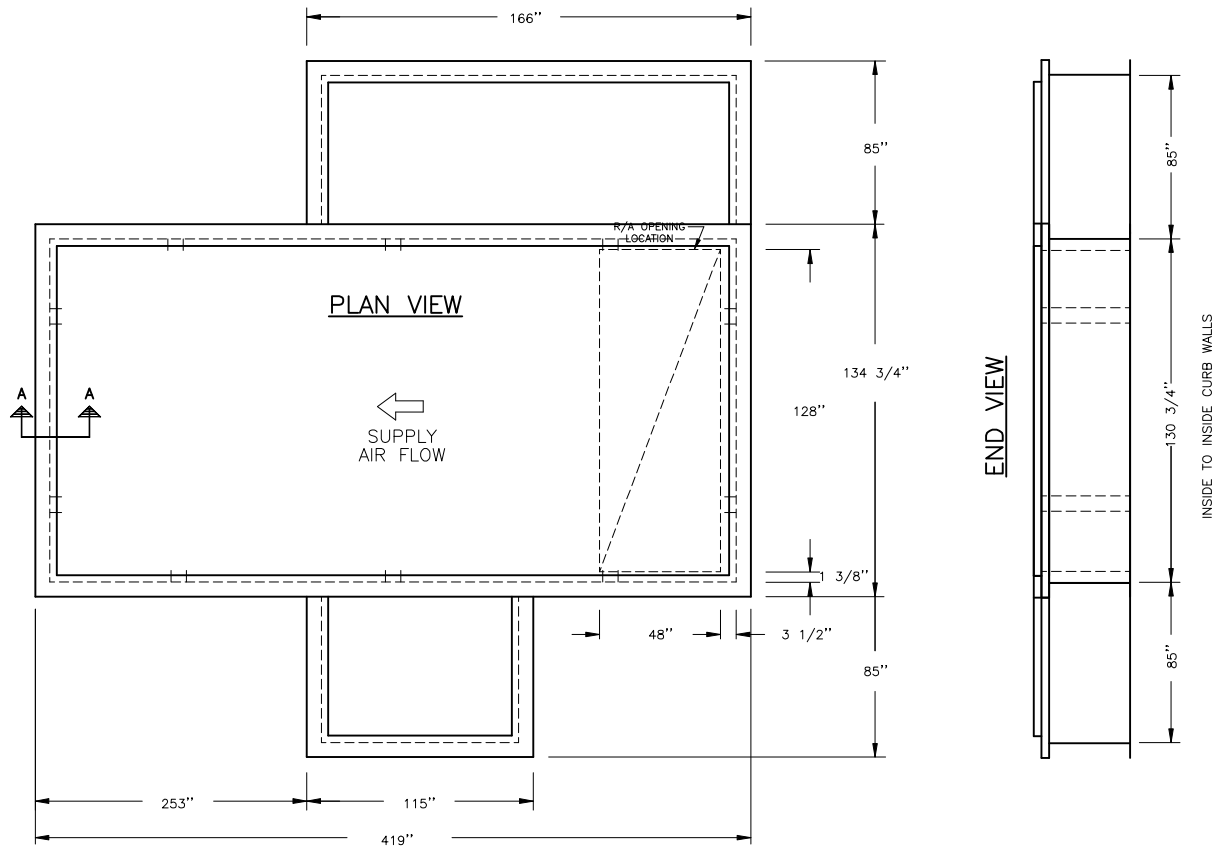
DOOR SIZES AND INTERNAL COMPONENTS ARE APPROX. VALUES. DIMENSIONS SHOWN IN INCHES & [MM] UNLESS OTHERWISE NOTED.

AIR HANDLING UNIT  
DG320/0HRG



A - A VIEW





**NOTES:**

1. 3/8" X 3/4" NEOPRENE GASKET FOR 2" TO 4" CHANNELS, OR 3/8" X 1-1/2" NEOPRENE GASKET FOR CHANNELS 6" AND OVER.
2. CURB MAY BE BROKEN DOWN FOR SHIPPING. IN THESE CASES, FIELD ASSEMBLY WILL BE REQUIRED BY INSTALLING CONTRACTOR.
3. CONTINUOUS BASE SUPPORT TO CURB PANELS, INCLUDING THE CENTER SUPPORT PANEL IF SUPPLIED, IS REQUIRED BY OTHERS.
4. DIMENSIONS GIVEN IN INCHES ONLY

AutoCurb™ Phase II version 2.2.7

**SECTION A-A**

JOB# 47206  
TAG: RTU-1

**DRAWING NOT TO SCALE**

DG320/C/O

**12" HIGH CURB FOR HORIZONTAL DISCHARGE UNITS C/W RHS PIPING VESTIBULE**



**REVISIONS:**

DATE:	DRWN BY:	CHKD BY:	DRWG NO.:
OCT 25 2010	LW	WT	47206C-01-1



# ELECTRICAL DATA

JOB NAME: NB AQUATIC CENTRE JOB NO: 47206(S4486)

EngA MODEL: DG320/C/O/HRG QTY: 1 TAG: RTU-1

Power Supply	Minimum Circuit Ampacity	Terminal Block to Accept	Maximum Fuse (Dual Element)	Maximum Breaker	Minimum Unfused Conductor
575 / 3 / 60	80.8 AMPS	4 Awg	125 AMPS	125 AMPS	8 Awg

Components	Model	Minimum Conductor Size	Ampacity FLA / LRA
Supply Fan Motor	Super 'E' TEFC (1750) 40 HP	8 Awg	39.0
Return Fan Motor	Super 'E' TEFC (1750) 25 HP	8 Awg	23.9
Other Motor	Super 'E' ODP (1750) 3 HP	8 Awg	3.1
Burner Motor	TEFC 1 1/2 HP	8 Awg	1.8
Convenience Circuit Xfmr		8 Awg	2.6
Main Control Xfmr		14 Awg	.6

WIRING DRAWING LEGEND					
AFS	Auto Fan Switch	DM	Damper Motor	LAR	Low Ambient Relay
C	Contactora	FR	Fan Relay	NFD	Non Fused Disconnect
CCH	Compressor Crankcase Heater	GV1	Low Stage Gas Valve	OL	Thermal Overload
CFC	Condenser Fan Control	GV2	High Stage Gas Valve	OP	Oil Failure Switch
CLC	Compressor Loading Control	HR	Heating Relay	PV	Pilot Gas Valve
CPM	Compressor Protection Module	HLPC	High/Low Pressure Control	R	Relay or Contactor
CP	Internal Compressor Protection	HL	High Limit Control	SS	Sail Switch
CR	Cooling Relay	IGN	Ignition Control	TB	Terminal Block
CUC	Cylinder Unloading Control	LAC	Low Ambient Control	TDR	Time Delay Relay
CUS	Cylinder Unloading Solenoid	LPC	Low Pressure Control	TC	Time Clock

### UNIT FUNCTION

Disconnect switch 'on', service switch 'on', fire alarm contacts(by others) 'closed' (jumper if not required).

BMS on/off contact(by others) 'closed', outside air, return air, exhaust air, outside air bypass and exhaust air bypass dampers modulate via 2-10 vDC BMS damper control signal (by others). Blowers will delay on and run continuously. BMS heat contact 'closed', the GTRAC controller with an integral setpoint fixed at 55°F (12.8°C) will modulate the gas flow and combustion air to maintain the required discharge air temperature. The discharge air temperature will be reset proportionally from 55°F (12.8°C) to 85°F (29.4°C) as the BMS signal(by others) increases from 0-10 vDC.

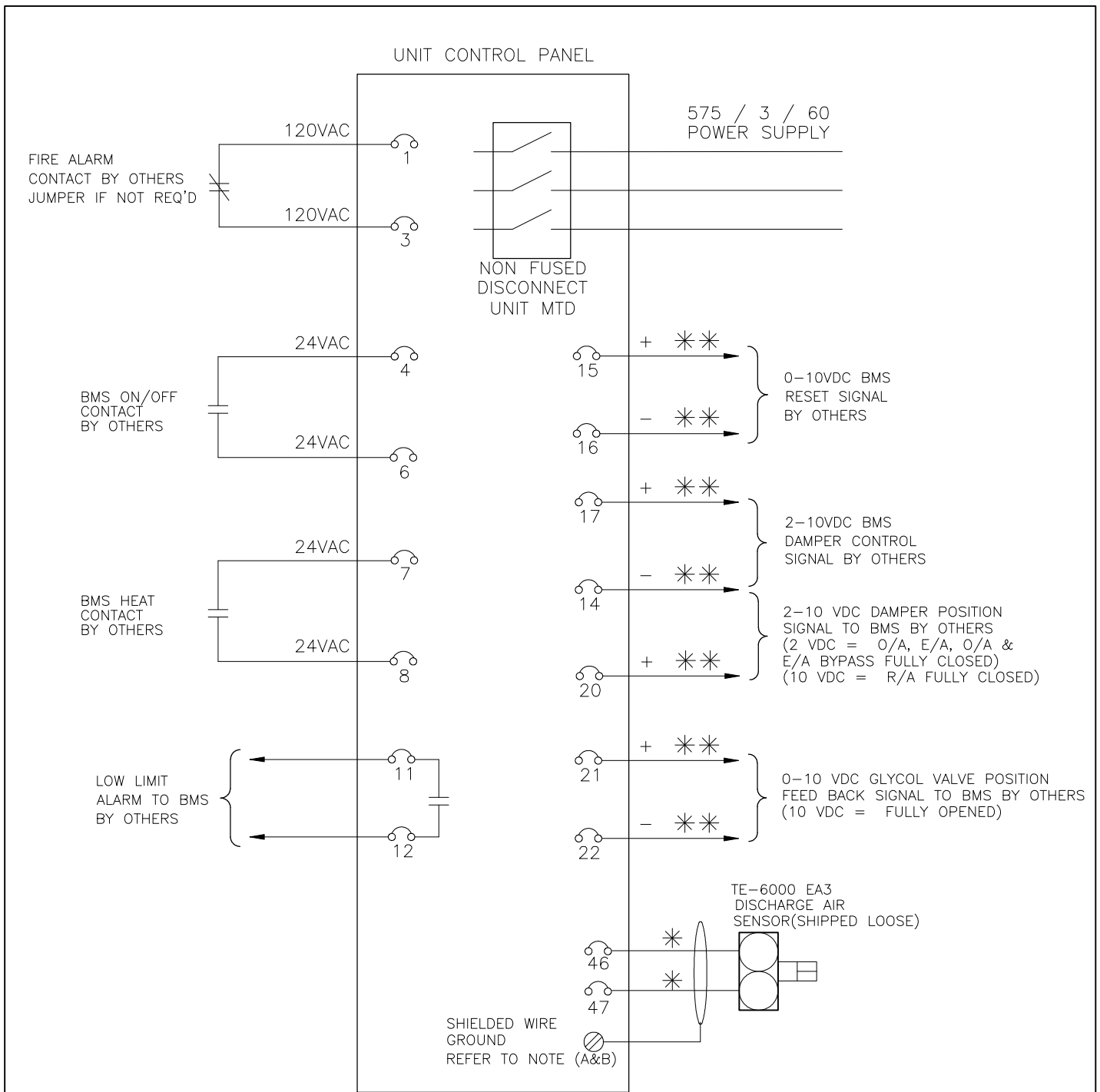
On call from dehumidistat, the mixed air controller will modulate dampers to maintain a mixed air temperature of 40°F (4.4°C) with a minimum position of 33% outside air until the dehumidistat is satisfied.

When ambient temperature is below 75°F (23.9°C), the glycol loop will modulate to maintain maximum heat recovery until frost conditions occur. When ambient temperature is above 75°F (23.9°C), the glycol pump is shut down.

BMS on/off contact(by others) 'open', outside air damper closes. Unit is off.

GTRAC integral auto bypass low limit will stop unit operation if the discharge air temperature falls below 40°F (4.4°C).

Note 1 - Refer to manuals shipped with unit for a more detailed explanation of maintenance, component(s) and/or controller(s).



MAXIMUM CONTROL CIRCUIT AMPACITY 2.92 AMPS AT 120 VAC  
 MAXIMUM CONTROL CIRCUIT AMPACITY 10.4 AMPS AT 24 VAC

- \* SHIELDED WIRE IS REQUIRED WITH ELECTRONIC COMPONENTS.
  - \*\* SHIELDED WIRE IS REQUIRED WITH BMS ANALOGUE SIGNALS. TAPE THE GROUND WIRE & SHIELD TO PREVENT GROUNDING. TAPE THE ENDS OF ALL UNUSED WIRES.
  - (A) SHIELDED WIRE TO BE GROUNDED AT MAIN ENG A CONTROL CABINET END ONLY. TAPE OTHER END OF GROUND WIRE & SHIELD ENDS OF ANY UNUSED WIRES.
  - (B) ENGINEERED AIR STRONGLY RECOMMENDS THAT THE SHIPPED LOOSE DISCHARGE AIR SENSOR BE MOUNTED 5-10 FT. DOWN STREAM OF HEAT EXCHANGER DISCHARGE OPENING TO AVOID TEMPERATURE SWING CAUSED BY RADIANT HEAT.
1. FIELD WIRING VOLTAGE DROP NOT TO EXCEED 10%.
  2. ALL WIRING SHOWN SHALL BE COMPLETED BY INSTALLER.
  3. ALL WIRING TO COMPLY WITH THE CANADIAN ELECTRICAL CODE.

TAG: RTU-1 & 2

FIELD WIRING DIAGRAM  
 DG SERIES



REVISIONS:		APR 18/11	
DATE:	DRN.BY:	CHKD.BY:	DRWG.NO.:
OCT 22/10	LW	WT	47206F-01-1

## APPENDIX C - PROPOSAL SUBMISSION FORM

---

REQUEST FOR PROPOSAL No. RFP#: CNB-EPAI-2024-07-16

PROJECT: Battlefords CO-OP Aquatic Centre - Air Handling Unit Replacement

CLOSING: 2:00 PM Wednesday, September 4, 2024

I/WE hereby submit my/our proposal for the provision of the services as described within the request for information document for the above, named project.

I/WE have carefully examined the documents and have a clear and comprehensive knowledge of the requirements and have submitted all relevant data.

I/WE agree, if selected, to provide those goods and/or services to the City in accordance with the terms, conditions and specifications/terms of reference contained in the Proposal Document and in our submission.

I/WE agree that we are in receipt of addendum \_\_\_\_\_ to \_\_\_\_\_ inclusive, and the Proposal Price includes provisions set out in such addendum.

I/WE agree that the undersigned is/are authorized and empowered to sign and submit this proposal.

THE HIGHEST SCORING PROPONENT OR ANY PROPOSAL NOT NECESSARILY ACCEPTED AND THE CITY RESERVES THE RIGHT TO AWARD ANY PORTION THEREOF

Proponent's Legal Name \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ Postal Code \_\_\_\_\_

Print Name of Person Signing for Company \_\_\_\_\_

Print Title of Person Signing for Company \_\_\_\_\_

Email address \_\_\_\_\_ Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Signed at \_\_\_\_\_ this day of \_\_\_\_\_, 2024.

Signature of Person Signing for Company \_\_\_\_\_

THIS FORM SHALL BEAR AN ORIGINAL SIGNATURE (electronic), BY AN OFFICER WITH AUTHORITY TO BIND THE COMPANY AND BE SUBMITTED TO BE A VALID OFFER

## APPENDIX D - DECLARATION OF DISCLOSURE

---

To: CITY OF NORTH BATTLEFORD

Name of Company: \_\_\_\_\_

I/WE DECLARE that no person, Company, or corporation, other than the one whose proper officers is or are attached below, has any interest in this Request for Information or in the Contract.

I/WE FURTHER DECLARE that this Request for Information is in all respects fair and without collusion or fraud.

I/WE FURTHER DECLARE that no City employee, or member of Council (or their families) is, or will become, interested directly or indirectly as a contracting party or otherwise in the performance of the Contract or in the supplies, work, or business to which it relates or in any portion of the profits thereof, or of any such supplies to be used therein or any of the monies to be derived therefrom.

I/WE FURTHER DECLARE that the statements contained in the RFP are in all respect true.

I/WE hereby propose and offer to enter into the Contract on the terms and conditions and under the provisions set forth in the RFP, and to accept in full payment therefore, the sums calculated in accordance with the actual measured quantities and unit prices attached to this Proposal.

I/WE AGREE that this RFP is an offer which is to continue open for acceptance until the formal Contract is executed by the Contractor or for 90 days following the Proposal closing date, whichever occurs first, and that the City may at any time within that period, and without notice, accept this Proposal whether any other Proposals had been previously accepted or not.

Signature of Authorized Signing Officer: \_\_\_\_\_

Print Name of Signing Officer: \_\_\_\_\_

Position: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Date: \_\_\_\_\_

## **APPENDIX E - SERVICE PROVIDER AGREEMENT**

---

Whereas the City of North Battleford desires to hire only safety-conscious and reliable companies with a firm commitment to employ competent persons, supervisors and workers to perform work for the City of North Battleford in compliance with good industry practices and applicable legislation; and the City of North Battleford requires close coordination of all parties performing work for the City of North Battleford to reduce the likelihood of loss to all workers, equipment and plant facilities; the City of North Battleford will appoint a contract administrator for all contractual agreements with Service Providers.

(Company Name) \_\_\_\_\_ (henceforth referred to as the “Service Provider”) firmly commits to workplace safety and will adhere to all and any related requirements of the City of North Battleford when performing work for the City of North Battleford:

### **1. Compliance with Legislation**

The Service Provider shall perform all work undertaken for the City of North Battleford in compliance with all laws, regulations, standards and City of North Battleford requirements.

### **2. Orientation**

The Service Provider shall ensure that all their employees receive site orientation and the Service Provider’s area and job specific orientation prior to commencing work on the site.

### **3. Competent Supervisors and Workers**

The Service Provider shall ensure that it only utilizes qualified and competent supervisors and workers on any work performed for the City of North Battleford. “Competent worker includes a worker who is being trained to perform a particular task or duty and who is under close and competent supervision during that training. The Service Provider agrees to keep on file and provide documentation to the City of North Battleford, upon request, records of training pertaining to supervisory duties, trade tickets or certification, job specific training, WHMIS, TDG, orientations, etc. occurring before and during the project which might pertain to completing City of North Battleford work in a healthy and safe manner.

### **4. Housekeeping**

The Service Provider agrees to keep its work areas clean at all times and to prevent the accumulation of waste materials and rubbish. The Service Provider agrees to perform a thorough clean up at the completion of the work and remove all equipment, surplus materials and tools from the site. If this is not done in a timely and acceptable fashion, the City of North Battleford reserves the right to remove such rubbish and other items and back-charge the cost of the same to the Service Provider.

### **5. Inspection of Equipment**

The Service Provider agrees to inspect all tools and equipment brought onto the site and provide documented proof of same to the City of North Battleford upon request. Copies of certification for specialized equipment (cranes, man baskets, etc.) shall be provided to the City of North Battleford before such equipment is brought onto the site.

### **6. Tools and Equipment**

The Service Provider agrees to provide the City of North Battleford a list of all tools and equipment it intends to bring on site to perform the work. The City of North Battleford reserves the right to inspect any and all such tools and equipment and to refuse entry onto the site should the City of North Battleford find any such items inappropriate to perform the work adequately and safely. This in no way alleviates the Service Provider's responsibilities with regards to its own tools and equipment.

## **7. Hazard Assessment**

The Service Provider agrees to conduct and document a thorough hazard assessment of the work and submit the same to the City of North Battleford no later than 7 days prior to the commencing of work. The City of North Battleford reserves the right to insist on upgrading hazard control measures and/or altering procedures to reduce the potential for injury or loss. The Service Provider also agrees to conduct and document smaller hazard assessments during the project prior to starting any hazardous tasks. For short duration work (less than 3 days) the Service Provider shall complete a hazard assessment at the beginning of each shift.

## **8. Contractor Safety Program**

The Service Provider agrees to adhere to its own and the City of North Battleford Safety program. Where inconsistency exists or arises, the higher standard deemed by the City of North Battleford shall be followed.

## **9. Reporting Requirements**

The Service Provider agrees to provide copies to the City of North Battleford as soon as is reasonably possible on all required reporting mandated by legislation (i.e., dangerous occurrence, high risk asbestos work, hospitalization of injured worker, etc.)

## **10. Worksite Inspections**

The Service Provider agrees to conduct weekly inspections of their work areas and have copies available to the City of North Battleford upon request.

## **11. Incident Investigations**

The Service Provider agrees to investigate all first aids, medical aids, lost time and near misses and submit written investigation reports to the City of North Battleford within 24 hours of the occurrence. All lost time injuries and dangerous occurrences shall be reported immediately to the City of North Battleford on a verbal basis prior to submission of a written report.

## **12. Toolbox Safety Meetings**

The Service Provider agrees to conduct weekly safety meetings (15-30 minutes) and have copies of the meeting minutes and attendance forwarded to the City of North Battleford. If requested, the Service Provider agrees to designate an individual to participate in a joint worksite Occupational Health and Safety Committee if and when one exists.

## **13. Personal Protective Equipment**

The Service Provider agrees to supply and have available at the worksite all basic and specialized protective equipment that may be required to safely perform the work. The Service Provider shall ensure that all workers required to use personal protective equipment are trained in its care, use, maintenance and limitations.

#### **14. Critical Work**

The Service Provider will provide and follow a permit system when performing any hazardous critical task (e.g., excavating, confined space entry, hot work, work near high voltage lines, pressure testing, critical lifts, etc.)

#### **15. Controlled Products**

The Service Provider agrees to have SDS sheets on site for all controlled products used on site. The service Provider will provide copies of the MSDS sheets to the City of North Battleford upon request.

#### **16. Records and Statistics**

The Service Provider agrees to compile and submit to the City of North Battleford monthly statistical reports of all incidents including lost time injury frequencies and severity rates.

#### **17. WCB Information**

All City of North Battleford Service Providers must be registered with the WCB. If so requested by the City of North Battleford, the Service Provider agrees to submit a copy of their WCB Statement of Injury Costs Supplement for the current and previous two years.

#### **18. Audits**

The Service Provider agrees to succumb to periodic safety audits conducted by the City of North Battleford. In so doing, the Service Provider shall make all of its safety documentation records available for review along with making available for short interviews the required number of supervisors and workers. The Service Provider agrees to proactively work to continuously improve its safety program per the recommendations of the City of North Battleford auditors.

#### **19. Subcontractors**

The Service Provider shall make all subcontractors aware of the provisions of this agreement and ensure that all their subcontractors and agents abide by the provisions herein.

#### **20. Stopping Work**

The City of North Battleford reserves the right to stop the performance of any City of North Battleford work at any time that it feels, in its sole opinion, that the work or the manner in which work is performed is creating unacceptable risk to any parties on the City of North Battleford worksites. The City of North Battleford reserves the right to terminate any contract with any Service Provider for poor safety performance or failure to adhere to any of the provisions of this agreement. The City of North Battleford shall not be liable for any loss (financial or otherwise) incurred by the Service Provider for work performed up to and including the date of termination and reserves the right to let the remainder of the contract to another suitable party.

#### **21. Enforcement Policy**

The Service Provider will be responsible to enforce the disciplinary policies outlined in their safety Program or Operating Procedures and will make copies available of such to the City of North Battleford upon request. The City of North Battleford reserves the right to have any of the Service Provider's employees or agents removed and/or banned from any City of North Battleford site for blatant disregard of site rules or safety requirements.



**22. First Aid**

The Service Provider agrees to ensure that all of its employees and agents immediately report all first aids and other injuries. First aid records will be maintained by the Service Provider for the duration of the project and kept on file for a period of at least 5 years following the completion of the project. The City of North Battleford may request copies of all or part of the first aid records during the project or during the filing period of 5 years.

**23. Additional Terms**

The Service Provider agrees to adhere to any additional safety requirements stipulated by the City of North Battleford which may arise due to unforeseeable circumstances which might result in unacceptable risk to workers, equipment or facilities (e.g., act of God, extreme inclement weather conditions, etc.)

The Service Provider acknowledges and agrees to abide by the terms and conditions of this agreement.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ on behalf of

\_\_\_\_\_  
(Service Provider Company Name)

\_\_\_\_\_  
(City of North Battleford Representative)

\_\_\_\_\_  
(Company's Address)

\_\_\_\_\_  
(Print Name and Position)

\_\_\_\_\_  
(Company's Address 2)

- Acting Contract Administrator
- Annual Pre- Qualification

\_\_\_\_\_  
(Company's Phone number)

\_\_\_\_\_  
(City of North Battleford Witness Signature)

\_\_\_\_\_  
(Service Provider Representative)

\_\_\_\_\_  
(City of North Battleford Witness Name & Position)

\_\_\_\_\_  
(Print Name and Position)

## **APPENDIX F - CONTRACTOR CODE OF CONDUCT**

---

### **1. RATIONALE**

The City of North Battleford is dedicated to upholding the highest ethical standards across all its endeavors. It is in the City's expectations that all employees comply with applicable laws and demonstrate responsible, ethical, and integral behavior in their service to the community. Similar expectations are extended to Contractors.

The Contractor's Code of Conduct outlines the principles and standards that the City's Contractors are required to follow and uphold in their business dealings within the municipality.

### **2. SCOPE**

This Code applies to all Contractors, Sub-contractors, vendors, and suppliers, that have entered into an agreement to provide goods and services to the City, including each of their employees, representatives, subsidiaries, and affiliates.

It is the responsibility of the Contractors, for themselves and on behalf of such employees, representatives, subsidiaries, and affiliates to ensure compliance with this Code.

### **3. WORKPLACE BEHAVIOR**

The City and Contractors jointly share the responsibility for creating a safe, productive, and healthy work environment where everyone is treated with dignity and respect. The City is dedicated to always maintaining a workplace free from harassment, in accordance with the Harassment Policy, Human Rights Code, and similar legislation.

Contractors are mandated to engage with colleagues, City employees, the public and customers in a manner that is both professional and courteous. Any behavior that will undermine work relationships or contribute to a negative work environment will not be tolerated.

Contractors are expected to always communicate in a respectful and professional manner, refraining from language that may offend or create a hostile environment. The use of inappropriate language, including profanity or derogatory remarks, is prohibited in the workplace.

No potentially inappropriate, offensive, or discriminatory photographs, articles, magazines, or other materials shall be permitted at the place of Work.

### **4. FITNESS FOR WORK**

All workers must be fit for work at all times.

The City retains the right to request that individuals leave the Place of The Work, if they are unfit for any reason including, without limitation, inebriation, under the influence of illegal drugs, injury, fatigue, rudeness, or any other reason that may affect the quality of the work or which represent a breach of these rules.

## **5. STANDARDS OF DRESS**

All workers must in suitable clean clothing, wear shirts and long pants, and display an appropriate standard of personal hygiene.

Where required by the City, all workers shall have an identity badge that clearly indicates the company's name, the individual's name, and has an identity photograph on it, and is to be worn whenever at the Place of the Work.

## **6. ALCOHOL AND DRUGS**

No alcoholic beverages or illegal drugs shall be brought, used, distributed, sold, or consumed at the Place of the Work.

The legal use of prescribed medication is permitted only if it does not affect an individual's capability to perform the essential function of their job effectively and in a safe manner that does not endanger other individuals in the Place of the Work.

The City retains the right to request that individuals leave the Place of The Work, if they are found in possession of alcoholic beverages or illegal substances, whether opened or unopened.

In the event of possession of illegal drugs or other illegal substances, the City reserves the right to report the matter to law enforcement authorities.

## **7. SMOKING**

Smoking, including the use of electronic cigarettes or vapor products, shall be in designated areas and shall only occur outdoors.

## **8. MEDIA INQUIRIES, COMMENTS OR COMPLAINTS**

The Contractor should refrain from responding to formal inquiries, media or social media comments, or complaints from third parties concerning the Work, unless it falls within the scope of their designated responsibilities.

The Contractor should direct any inquiries, comments, or complaints to the City for appropriate coordination and response.

## **9. THEFT**

Workers who steal from the Place of the Work or the City shall be immediately ejected from the Place of the Work.

The Contractor is responsible for all such thefts irrespective of whether the worker is an employee of the Contractor, a Subcontractor, or Supplier.

## **10. CONSTRUCTION HOURS**

Construction access hours shall be consistent with any regulations in effect in the municipality where the Place of Work is located.

Any necessity to work beyond standard construction access hours must be approved by the City in writing.

## **11. ROADWAYS**

All speed limits and other traffic rules must be obeyed and access to roadways should not be impeded. Temporary fencing and signage installation shall be put in place when necessary. Parking shall be in designated areas only.

Proactive measures should be taken to mitigate any temporary blockages caused by equipment or materials, ensuring that emergency access routes always remain clear.

## **12. NOISE**

Noise levels should be kept to a minimum at all times. Equipment that generates noise should be adequately dampened, silenced, and soundproofed.

Radio and cell phone volume shall be at the minimum volume which is consistent with the ability to operate the device.

## **13. ANIMALS**

No dogs or other animals are permitted at the Place of Work without the written consent of the City.

## **14. CLEANLINESS**

The Place of Work must be maintained for an orderly appearance on a daily basis.

Trash and construction debris shall be contained at all times and removed from the Place of the Work weekly and from areas used by the City daily.

## **15. STORAGE**

Storage shall be in designated storage areas only.

## **16. SECURITY**

The Contractor shall be responsible for ensuring the security of the Place of the Work during access and for ensuring that locks are effective and secure. Security doors shall at all times remain closed and shall not be propped open, even for a short time.

## **17. ENVIRONMENTAL PROTECTION**

The Contractor shall be responsible for providing goods and services that mitigate their impact on the environment. Essential environmental considerations include reduction of greenhouse gas emissions, improved energy efficiency, use of renewable resources, waste minimization, reduction of plastics and packaging and reduction of hazardous waste.

## **18. COMPLIANCE WITH LAWS**

The Contractor is obligated to ensure that their business operations adhere strictly to the relevant laws, rules, and regulations of the jurisdiction of the Place of the Work.

## **19. ANTI-BRIBERY AND ANTI-CORRUPTION**

The Contractor is required to adhere to all relevant laws and regulations relating to corruption, bribery, fraud, or other prohibited business practices.

Under no circumstances is it permissible for a Contractor to offer a bribe, kickback or unlawful payment or benefit to obtain concessions, contracts, or other favorable treatment.

## **20. CONFLICTS OF INTEREST**

The Contractor must exercise reasonable care and diligence to prevent actions or circumstances that may lead to a conflict of interest or create a perception of such.

Contractors must refrain from seeking undue advantage or preferential treatment as a result of a conflict of interest.

Contractors are obligated to disclose to the City any actual, apparent or potential conflict of interest in a timely manner as they arise.

## **21. GIFTS AND ENTERTAINMENT**

Gifts and entertainment should not be utilized by Contractors to secure improper advantage or preferential treatment.

Contractors are prohibited from offering or providing City employees with gifts, hospitality or other benefits that may have an actual, apparent or potential influence their impartiality in carrying out their official duties or that may place them under obligation to the Contractor.

## **22. CONFIDENTIAL INFORMATION**

In the event that a Contractor obtains confidential information from the City during their interactions, the Contractor is obligated to use such information solely for the purposes specified by the City and handle it with due care.

Contractors are to implement policies and procedures ensuring the appropriate utilization and management of such confidential information, in compliance with relevant legal and regulatory requirements to prevent inappropriate access to and disclosure of such confidential information.

Contractors are required to inform the City promptly of any actual or suspected breaches of privacy or security, or incidents involving the unauthorized disclosure or loss of such information.

## **23. RESPONSIBLE TREATMENT OF INDIVIDUALS**

Contractors are obligated to foster workplaces that uphold respect for the dignity of every individual. This includes respecting the diversity of their employees and others they engage with, including acknowledging differences in gender, race, color, age, disability, sexual orientation, ethnic origin, religion, and any other characteristic protected by applicable laws.

## 24. EMPLOYMENT PRACTICES

Contractors must abide by applicable employment standards, labor, non-discrimination regulations, and human rights legislation. Even in cases where laws may not explicitly prohibit discrimination, Contractors are expected to be committed principles of non-discrimination. Within the Place of the Work, Contractors must ensure the following:

Forced or compulsory labor, as well as child labor, are not used.

Employees are afforded the freedom to raise concerns without the threat of retaliation.

Mandatory security screenings of personnel have been conducted as required.

Employment standards meet or exceed legal and regulatory requirements.

## 25. ENFORCEMENT POLICY

The Contractor is required to confirm that they have thoroughly read and comprehend this Code as a condition of entering into an agreement with the City in provision of goods and services.

The Contractor must monitor each subcontract agreement under their purview and must ensure that it complies with this Code.

Conduct that is illegal, dishonest, or unethical constitutes a breach of this Code, whether or not the conduct is specifically addressed in this Code.

The Contractor is responsible for reporting any known or suspected violations of any applicable laws and/or any non-compliance with this Code to the City in a timely manner. Contractors must not permit retribution or retaliation against an individual who, in good faith, seeks advice or reports such a known or suspected violation.

The City reserves the right and may be obligated to report breaches of this Code to regulators and/or law enforcement authorities.

The Contract Agreement for the provision of goods and services may include clauses pertaining to specific topics outlined in this Code. In the event of any discrepancies or conflicts between the provisions of the Contract Agreement and those of this Code, the terms outlined in the Code of Conduct shall prevail.

## 26. ACKNOWLEDGEMENT

The Contractor acknowledges and agrees to abide by the terms and conditions of this Code of Conduct.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ on behalf of:

\_\_\_\_\_  
(Contractor's Name)

\_\_\_\_\_  
(Contractor's Address)

\_\_\_\_\_  
(Contractor's Address 2)

\_\_\_\_\_  
(Contractor's Phone Number)

\_\_\_\_\_  
(Contractor's Representative – Signature)

\_\_\_\_\_  
(Contractor's Representative Name and Position – Please Print)

\_\_\_\_\_  
(City of North Battleford Representative - Signature)

\_\_\_\_\_  
(City of North Battleford Representative – Name and Position – Please Print)

\_\_\_\_\_  
(City of North Battleford Witness - Signature)

\_\_\_\_\_  
(City of North Battleford Witness – Name and Position)