



REQUEST FOR QUOTATION

Quotation

Drumheller Arena Refrigeration Maintenance Contract

DATE:

May 5, 2020

FROM:

Reg Bennett, Technical Services Manager

Town of Drumheller Representative

DATE QUOTATION REQUIRED:

YEAR: 2020 MONTH: May DAY: 21 TIME: 2:00

SUBMIT TENDER IN A CLEARLY MARKED AND SEALED ENVELOPE TO THE ATTENTION OF:

DELIVER or MAIL TO:

Town of Drumheller
224 Centre Street
Drumheller, Alberta T0J 0Y4

Attention: Purchasing Department

“Drumheller Arena Refrigeration Maintenance Contract”

Your firm is invited to submit a quote, pursuant to the general conditions for the scope of work as described. This quotation must include labor, equipment and overhead. This quotation shall not be considered authorization to proceed with the work herein described.

SECTION #1

INITIATOR OF REQUEST: Reg Bennett

DATE: YEAR: 2020 MONTH: May DAY: 5

1. SCOPE OF WORK:

The Town of Drumheller is looking for a certified contractor to service our refrigeration plant at the Drumheller Memorial Arena. This would consist of a one (1) year maintenance contract.

2. SCHEDULE AND REQUIREMENTS

The successful bidder will inspect and maintain, three (3) times annually; shut down in April/June, start up in July and mid season in December. This is all refrigeration equipment and interconnecting lines, controls and components with functions in the refrigeration cycle to be serviced to meet manufacturer requirements including:

- Compressor, motors, discharge line oil separator(s), piping and controls.
- Condenser(s), motors, fans, bearings, water injectors, water treatment and piping.
- Chiller(s), liquid level controls, oil level, and relief valves.
- Brine circuits(s), piping and brine pump(s).
- Safety and operating controls, electrical circuits, high-pressure cut-outs, low pressure cut-outs, lubrication failure, high temperature cut-outs, time delays, electrical overloads and thermostats

a) GENERAL

- Lubricate bearings on motors, pumps and fans where necessary.
- Check electrical components for signs of overheating.
- Check fuse supply and recommend those needed for owner inventory.
- Check and adjust operating and safety controls as per attached control setting specification.
- Check gauges on compressor and panel.
- Start up refrigeration system - see attached sheet.
- Mid-season inspection of refrigeration system - see attached sheet.
- Shutdown refrigeration system - see attached sheet.
- Keep an updated equipment list needed to identify replacement parts.
- Instruct the operator in plant operation and routine servicing to be performed between inspection calls.
- Provide a service checklist and recommendations for the equipment, each visit.

b) SPECIFICALLY

- Change compressor oil - (two (2) times annually).

- Clean compressor oil filters and suction strainers (two (2) times annually).
- Perform compressor pump down capacity check (two(2) times annually).
- Check and adjust compressor coupling and/or alignment as necessary.
- Ensure compressor crankcase heater is working.
- Record operating hours for each compressor hour meter.
- Check liquid solenoid (if present) for leakage.
- Check condenser spray nozzle header.
- Flush out and clean condenser water sump.
- Check condenser spray nozzles for cleanliness or damage.
- Inspect condenser fan assemblies for structural damage.
- Check condenser bundle for scale.
- Report water leaks on condensers.
- Purge air when required.
- Check brine pH and specific gravity.
- Check brine operating levels.
- Check ammonia-operating levels.

c) START UP

- Tighten belts
- Fill compressor with oil and check crankcase heater
- Check brine Ph, freezing point and specific gravity
- Check condenser nozzles and tank
- Grease bearings
- Fill water system and check operation
- Start brine pump and check operation
- Start compressor system check operation
- Check all levels - brine, refrigerant
- Check safety controls
- Measure and record amperages on all motors
- Record recommendations and observations where relevant

d) MID SEASON

- Check levels - brine, refrigerant
- Change oil
- Check belts
- Grease bearings
- Check controls
- Check condenser spray nozzles
- Record recommendations and observations where relevant

e) SHUT DOWN

- Pump out chiller if receiver is present
- Block in compressor and de-pressure
- Loosen compressor belts
- Isolate and drain water system
- Turn off main electrical to refrigeration room
- Change compressor oil
- Drain chiller oil
- Record recommendations and observations where relevant

Before the contract can be awarded, the contractor must produce the following:

1. Current Town of Drumheller Business License
2. WCB Coverage
3. Commercial Liability Insurance in the amount of \$5,000,000.00
4. Ticket(s) Certification in Refrigeration and maintenance
5. A company rate sheet with costs over and above the maintenance contract on: regular & overtime rate, mileage, truck charge, accommodations, subsistence, consumables and after hour parts call outs. The contractor's time site guarantee, in hours when the contractor is required.

Note:

- **All Procurement processes will be in compliance with the Town of Drumheller purchasing policy.**

Those contractors that wish to tour the Arena Plant room must RSVP Reg Bennett at RBennett@drumheller.ca

Mandatory tour date will be on May 12, 2020 at 1:00 PM local time at the Drumheller Arena, by the Worlds Largest Dinosaur.

SECTION #2

Total cost of the contract for one years (excluding GST) \$ _____

Quotation submission price will be in effect for 30 days from date of acceptance from the Town of Drumheller.

REFERENCES:

Company Name: _____

Primary Contact: _____

Phone Number: _____

Company Name: _____

Primary Contact: _____

Phone Number: _____

Company Name: _____

Primary Contact: _____

Phone Number: _____

SECTION #3

All five (5) pages of this quote and your rate sheet, must accompany your quotation. Quotation that is unsigned, incomplete, improperly signed or sealed, conditional. Illegible, obscure, contains arithmetical errors, erasures, alterations or irregularities of any kind may be considered invalid.

The lowest, or any evaluated quotation, may not necessarily be accepted. The Town of Drumheller reserves the right to reject any or all quotations or to accept the quotation evaluated to be in the best interest of the Town of Drumheller.

INTENT

The undersigned contractor hereby provides a quotation to supply the product as described within its entirety for the cost as described in section 2, item 1

COMPANY: _____

Print name of authorized personnel: _____

Signature: _____

TOWN OF DRUMHELLER:

Print name of authorized personnel: _____

Signature: _____

DATE: YEAR MONTH DAY

Upon completion of signatures above, this document will represent a contract agreement between the contractor and the Town of Drumheller.