



1049-2016 ADDENDUM #6

PROVISION OF UPS MAINTNENACE AND EMERGENCY SERVICES

URGENT

PLEASE FORWARD THIS DOCUMENT TO WHOEVER IS IN POSSESSION OF THE REQUEST FOR PROPOSAL

ISSUED: MARCH 20, 2017
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THIS ADDENDUM SHALL BE INCORPORATED INTO THE REQUEST FOR PROPOSAL AND SHALL FORM A PART OF THE CONTRACT DOCUMENTS

Template Version: Ar20160708

Please note the following and attached changes, corrections, additions, deletions, information and/or instructions in connection with the Request for Proposal, and be governed accordingly. Failure to acknowledge receipt of this Addendum in Paragraph 9 of Form A: Proposal may render your Proposal non-responsive.

PART A – PROPOSAL SUBMISSION

Replace: 1049-2016 _Bid_Submission with 1049-2016 _Addendum_6_Bid_Submission. The following is a summary of changes incorporated in the replacement Bid Submission:

- Form B-R2: Items 1 through 7 – Change in description, specification reference, unit, and approximate annual quantity
- Items 8 and 9 – New Items
- Item A – New Optional Item

PART B – BIDDING PROCEDURES

- Revise: B2.1 to read: The Submission Deadline is 12:00 noon Winnipeg time, March 28, 2017.
- Revise: B12.1(a) to read: 1-Hour (One Hour) on-site response of a trained service personnel capable of beginning resolution of the issue(s) **(Optional)**;
- Revise: B12.1(b) to read: 4-Hour (Four Hour) on-site response of a trained service personnel capable of beginning resolution of the issue(s);
- Revise: B12.1(c) to read: 1-Hour (One Hour) remote technical response by phone or computer.
- Revise: B14. to read: **B14. BATTERY PROGRAMS (SECTION F)**
 - B14.1 Proponent should prepare and submit a Battery Inspection Program. At a minimum, the program must meet the requirements of E8.1.
 - B14.2 Proponent should provide information and details to show how the Proponent would be able to meet the battery replacement schedule and requirements of E8.2.
- Revise: B22.1(c) to read: Total Bid Price; (Section B) 40%
 - (i) Labour Rate – 4-Hour Response 7%
 - (ii) Labour Rate – Remote Response 7%
 - (iii) UPS Inspection / Maintenance 8%
 - (iv) Battery Inspection Program 7%

(v)	Battery Replacement Program	7%
(vi)	Battery Rack and Charging Station for Spare Batteries	1%
(vii)	Spare Materials Kit WE7TMM-SPL3	1%
(viii)	Spare Materials Kit WE7TSM-OPT1-SPL3	1%
(ix)	Training Session	1%

Revise: B22.1(g) to read: Battery Programs (Section F) 5%

Add: B22.4.2 Optional Unit Prices are for information purposes only and will not be evaluated.

Revise: B22.8 to read: Further to B22.1(g), Battery Program will be evaluated considering the Proponent's ability to comply with the requirements in accordance with B14.

PART D – SUPPLEMENTAL CONDITIONS

Revise: D2.1 to read: The Work to be done under the Contract shall consist of the provision of all labour, material, equipment and related services and supervision for the maintenance of and emergency response to the UPS system at 245 Smith Street for the period from June 15, 2017 until June 14, 2018, with the option of four (4) mutually agreed upon one (1) year extensions.

Revise: D2.1.1 to read: The City may negotiate the extension option with the Contractor within ninety (90) Calendar Days prior to the expiry date of the Contract. Negotiations shall include any price or service level changes. The City shall incur no liability to the Contractor as a result of such negotiations.

Revise: D2.1.2 to read: Changes resulting from such negotiations shall become effective on June 15 of the respective year. Changes to the Contract shall not be implemented by the Contractor without written approval by the Contract Administrator.

Revise: D2.2 to read: The major components of the Work are as follows:

- (a) **24 x 7 x 365 4-Hour (Four Hour) On-Site Response** of trained service personnel capable of beginning resolution of the issue.
- (b) **24 x 7 x 365 1-Hour (One Hour) Remote Response** of trained service personnel by telephone or computer.
- (c) **UPS Inspection / Maintenance Program**
- (d) **Battery Inspection Program**
- (e) **Battery Replacement Program**
- (f) **Battery Rack and Charging Station for Spare Batteries**
- (g) **Spare Materials Kits**
- (h) **Training**
- (i) **Reporting**
- (j) Optional: **24 x 7 x 365 1-Hour (One Hour) On-Site Response** of trained service personnel capable of beginning resolution of the issue.

Revise: D3.1(a) to read: **"1-Hour (One Hour) On-Site Response"** means a trained service person will respond to the Site to begin resolution of issues within one hour (1 hour) of the termination of the initial contact between the City and the Contractor;

Revise: D.3.1(b) to read: **"4-Hour (Four Hour) On-Site Response"** means a trained service person will respond to the Site to begin resolution of issues within four hour (4 hours) of the termination of the initial contact between the City and the Contractor;

Add: D3.1(h) **“Remote Response”** means a trained service person will respond to by phone or computer within one hour (1 hour) of a City request for support.

Page numbering on some forms may be changed as a result.

PART E – SPECIFICATIONS

Revise: E2.2 to read: Response and services shall be provided at the rates specified in Form B-R1: Prices.

- (a) **Item 1 – Labour Rate – 4-Hour Response** shall be the rate for a trained service person to respond to the Site to begin resolution of issues within four hour (4 hours) of the termination of the initial contact between the City and the Contractor in accordance with E3.
- (b) **Item 2 – Labour Rate – Remote Response** shall be the rate for a trained service person to respond by phone or computer within one hour (1 hour) of the City’s request for contact in accordance with E3.
- (c) **Item 3 - UPS Inspection / Maintenance Program** shall be the rate to perform work included in the agreed upon UPS Inspection / Maintenance Program at the Site, in accordance with E7.
- (d) **Item 4 - Battery Inspection Program** shall be the rate to perform a bi-annual battery inspection at the Site, in accordance with E8.
- (e) **Item 5 - Battery Replacement Program** shall be the rate to perform battery replacement at the Site, in accordance with E8.
- (f) **Item 6 - Battery Rack and Charging Station for Spare Batteries** shall be the rate to supply and set-up at the Site a battery rack and charging station to hold spare batteries, in accordance with E8.
- (g) **Item 7 - Spare Materials Kit WE7TMM-SPL3** shall be the cost to purchase and deliver a spare materials kit, in accordance with E6.
- (h) **Item 8 – Spare Materials Kit WE7TSM-OPT1-SPL3** shall be the cost to purchase and deliver a spare materials kit, in accordance with E6.
- (i) **Item 9 - Training Session** shall be the cost to provide training to City staff, in accordance with E14.
- (j) **Optional Item A – Labour Rate – 1-Hour Response** shall be the rate for a trained service person to respond to the Site to begin resolution of issues within one hour (1 hour) of the termination of the initial contact between the City and the Contractor.

(k) Delete: E2.3

Revise: E3 to read: **E3. EMERGENCY RESPONSE TIMES**

E3.1 Contractor must be able to provide the following 24 x 7 x 365 response:

- (a) **On-Site Response:** 4-Hour (Four-Hour) response of trained service personnel capable of beginning resolution of the issue.
- (b) **Remote Response:** Technical support by trained service personnel by either phone or computer. Contractor must be able to respond by either phone or computer within one hour (1 hour) of the City’s request for contact.

Delete: E3.2

Delete: E3.3

Revise: E8 to read: **E8. BATTERY PROGRAMS AND EQUIPMENT**

- E8.1 **Battery Inspection Program:** Contractor will design a Battery Inspection Program for the UPS battery system, which shall include at a minimum:
- (a) Bi-Annual inspection;
 - (b) Contractor shall replace batteries found to be faulty or unusable. Replacement batteries shall be taken from the Spare Battery rack. Batteries shall only be replaced with those of the same age.
 - (c) Contractor's Battery Inspection Program shall be subject to Contract Administrator review and approval.

E8.2 **Battery Replacement Program:** Contractor will implement the following Battery Replacement Program:

Year 1	Year 2	Year 3	Year 4	Year 5
UPS 3 + 2 additional spare batteries	UPS 1 + 2 additional spare batteries	UPS 2 + 2 additional spare batteries	UPS 3 + 2 additional spare batteries	None

- (a) All replacement batteries, including the spare batteries, to be the same age, capacity, voltage, amperage and physical size, weight and other design characteristics as specified by the Electrical Engineer of record.
 - (b) Replacement batteries shall be installed on existing racks, and replacement of batteries will not result in any additional cost to the City of Winnipeg.
 - (c) Spare batteries shall be installed on existing spare battery rack, and shall be connected to the charging station.
- E8.3 **Battery Rack and Charging Station for Spare Batteries:** Contractor will supply and install a battery rack and charging station at the Site to hold the spare batteries provided in E8.2.
- E8.4 All labour, material (including all costs associated with battery supply), safe disposal and travel costs associated with the inspection and/or replacement are included.

Add: E14

E14. TRAINING SESSION

- E8.1 Contractor shall provide a minimum of eight (8) hours of training for up to six (6) people. Training shall be provided on-site, and shall include instruction in safety, maintenance and operation of the UPS system.
- E14.2 Instruction shall be provided by a trained service person, and training sessions must be arranged in advance with the Contract Administrator.
- E14.3 All labour, material and travel costs are included.
- E14.4 On completion of training session, Contractor shall forward a report to the Contract Administrator indicating the name(s) of the instructor(s), the date of the training session, and the name(s) of the City personnel who attended the training session.