



June 8, 2018

**ADDENDUM No. 1**

**Request for Proposals CS-18-04  
REMOTE MONITORING SYSTEM FOR  
CANOE VALLEY RECREATION CENTRE AMMONIA PLANT**

*The addendum is being issued prior to the closing of the Request for Proposals (RFP) to provide further information, make changes to, or to clarify the Request For Proposal Documents and is to be read, interpreted and coordinated with all other parts of the RFP Documents. In the case of a conflict with the balance of the documents, this Addendum shall govern. **Proponents shall attach a signed copy of this addendum to their tender submission, failure to do so may result in a non-compliant proposal.** This addendum shall form part of the Contract Documents.*

**A. Due to time constraints, please be advised that for this proposal call we will now accept Email submissions and the closing date is changed as follows:**

**S. 1.3 Proposal Submissions and Closing Date is replaced in its entirety with the following:**

The Regional District will accept proposals submitted by email or by direct delivery to the Regional District main office. All proposals must be submitted to the Regional District's General Manager of Financial Services by 2:30 p.m. (local time) on **July 4, 2018**.

Proposals submitted by fax will **NOT** be accepted. Any proposal received after the closing date and time will be considered disqualified and will be returned unopened to the proponent.

Submissions by Email will see the proposal attached to an email in a PDF, or equivalent, format and emailed to [purchasing@rdffg.bc.ca](mailto:purchasing@rdffg.bc.ca). The Subject Line should read "**CS-18-04 Proposal submission in response to Request for Proposals Remote Monitoring System for Canoe Valley Recreation Centre Ammonia Plant- Attention General Manager of Financial Services.**"

Submissions directly delivered to the Regional District Main Office can either in an:

- Electronic format submitted on a USB readable device with the proposal in a PDF, or equivalent, format, or
- Hard copy format, including three (3) complete proposal copies, in a sealed envelope with the following information written on the outside of the envelope containing the proposal, as well as on the outside of the courier envelope (if sending by courier):
  1. Attention: General Manager of Financial Services  
Regional District of Fraser-Fort George  
3<sup>rd</sup> Floor, 155 George Street  
Prince George, BC V2L 1P8
  2. Request for Proposals, CS-18-04  
Remote Monitoring System for  
Canoe Valley Recreation Centre Ammonia Plant
  3. Responding Proponent's name and address.

To be considered, proposals must be signed by an authorized signatory of the proponent. By signing the proposal, the proponent is bound to statements made in response to this Request for Proposals (this "RFP"). Any proposal received by the Regional District that is unsigned will be rejected.

Proposals not submitted in strict accordance with these instructions or not complying with the requirements in this RFP may be rejected.

The Regional District will not be responsible for any costs incurred by proponents as a result of the preparation or submission of a proposal pertaining to this RFP. The accuracy and completeness of the proposal is the proponent's responsibility. Should errors be discovered, they will be corrected by the proponent at their expense.

## **B. MANDATORY SITE VISIT - NEW**

The Project Manager or delegate will provide an overview of the contract expectations and be available for questions pertaining to this RFP. The purpose of the site meeting is for proponents to satisfy themselves as to the nature of the work in general, to clarify their understanding of the scope of work, to view the sites, to determine specifications, and to have the opportunity to ask questions regarding the project and any other circumstances which may influence their proposal.

The Regional District will not, under any circumstances, make accommodations for rescheduling, or holding any additional site meetings or providing individuals access to the sites.

**The mandatory site visit will be held at the Canoe Valley Recreation Centre, 100 Elm Street, Valemount, BC at 10:00 a.m. on June 19, 2018.**

## **C. ERRORS, ORRMISSIONS, CLARIFICATIONS – Date and contact changes**

### **S. 14. Is replaced in its entirety with the following:**

All questions and requests for clarification relating to the RFP process, and/or identification of any errors or omissions in the RFP documents, shall be made by email to: Lyle Lewis, Project Manager, [llewis@rdffg.bc.ca](mailto:llewis@rdffg.bc.ca) with a cc to [cpaton@rdffg.bc.ca](mailto:cpaton@rdffg.bc.ca) .

NOTE: the last day that requests for clarification or inquiries may be made is **Tuesday, June 26, 2018** in order that addendum(s), if necessary, are issued in time for all proponents to complete their proposal submission and have it delivered to the Regional District office prior to the closing time and date of the RFP.

## **D. APPENDIX A – SPECIFICATIONS**

### **S. ii. Deliverables is replaced in its entirety and replaced with the following:**

- ii. Deliverables for CS-18-04:
  - a. **controller capable of interfacing between the existing equipment for the artificial ice plant and the new remote monitoring system**
  - b. remote monitoring system able to communicate over an IP network
  - c. supply and install a dedicated computer system complete with graphics, if necessary to the proposed monitoring system
  - d. supply and install one high resolution, wide screen-display, with touch screen to function as a direct digital control (DDC) in the compressor room



- e. supply and install interconnecting field wiring
- f. provide necessary electrical supplies for the project
- g. provide programming and graphics
- h. provide on-site training to staff
- i. provide follow-up IT support to Regional District staff by phone or email for the period of one year from the commissioning date of the monitoring system to be included in this contract at no extra cost
- j. provide all manuals in hard copy and electronic (pdf) format
- k. provide minimum one year warranty on all equipment and installation work

**E. The following are general questions/inquiries received to-date and the Regional District's responses.**

- 1) Would you consider accepting a system that we design?

**Regional District's Response: Yes.**

- 2) Are the schematics available?

**Regional District's Response: hard copy release is pending, attendees to the site visit on June 19 will have the opportunity to view the schematics.**

- 3) To which existing PLC/controller system(s) will the Remote Monitoring System (RMS) be interfacing digitally? If so, how many data points (discrete and analog) from each system are required to be displayed/interfaced to the RMS?

**Regional District's Response: the existing controller is a Honeywell A775 (installed in 1999), with this Addendum, a new controller has been added to the Deliverables.**

- 4) Does the RMS need to interface to hard-wired IO, such as discrete inputs (i.e. switches), discrete outputs (i.e. motor starters, lights), analog inputs (i.e. transmitters), and analog outputs (i.e. VFD outputs) from the existing equipment (i.e. manual control panel, compressors, condenser, circulating pumps, chiller and components, etc)? If so, how many of each type?

**Regional District's Response: Yes.**

- 5) Will the RMS need call out capabilities (i.e. to send emails or text messages) to remote operations staff?

**Regional District's Response: Yes, email minimum, the Regional District will provide access to SMTP relay.**

- 6) What is the minimum touch screen size HMI (Human Machine Interface) that you require for the interface DDC in the compressor room?

**Regional District's Response: no less than 10" on any side, can be square or rectangular, no preference.**

- 7) Can closing date be extended?



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**Regional District's Response: The closing date for RFP CS-18-04 is extended to July 4, 2018.**

8) Is using the Regional District of Fraser-Fort George as a reference acceptable?

**Regional District's Response: No.**

I/We hereby verify that we have considered this addendum in our proposal submission.

\_\_\_\_\_  
Proponent's Signature

\_\_\_\_\_  
Date

All inquiries relating to RFP CS-18-04 must be emailed to:  
Lyle Lewis, Project Manager  
Email: [llewis@rdffg.bc.ca](mailto:llewis@rdffg.bc.ca) with cc to [cpaton@rdffg.bc.ca](mailto:cpaton@rdffg.bc.ca)