

INDOOR AIR QUALITY TESTING - TOWN HALL AND LIBRARY

RFQ WOL015-2024

November 2024



A cultivated experience for the mind, body, and soil



Request for Quotation Indoor Air Quality Testing - Town Hall and Library

The Town of Wolfville seeks quotations for the assessment of indoor air quality in two municipal buildings: the current Town Hall and the Library. The purpose of this assessment is to determine current conditions related to key indoor air quality parameters. The Town is specifically seeking testing for mould spore concentrations, carbon dioxide, and carbon monoxide levels, while excluding measurements for VOCs, temperature, and relative humidity. Testing must adhere to the guidance and requirements outlined by the Canadian Centre for Occupational Health and Safety (CCOHS) for non-industrial workplaces, as applicable.

Quotations will be received until **14:00, local time, Tuesday, December 3, 2024.**

All quotations must be submitted electronically in a single PDF file, by email with the subject line reading “Submission for WOL015-2024 – INDOOR AIR QUALITY TESTING - TOWN HALL AND LIBRARY” sent to: Karen Outerleys at kouterleys@wolfville.ca

All inquiries related to this RFQ shall be addressed, in writing, to Alexander J. de Sousa, P.Eng. by email at adesousa@wolfville.ca. Information obtained from any other source is not official and is not binding upon the Town of Wolfville.

The lowest, or any quotation will not necessarily be accepted. The Town reserves the right to accept or reject any or all quotations. The Town further reserves the right to award the work in whole, or in part, to one or more parties.

PROJECT SCOPE AND REQUIREMENTS:

1) Locations of Testing:

- a.) Town Hall (all levels) – *Figures 1 & 2*
- b.) Wolfville Library (all levels) – *Figures 3 & 4*

2) Parameters to be Measured:

- a.) **Carbon Dioxide (CO₂) concentration:** As per CCOHS guidelines to ensure indoor air quality meets recommended levels for occupant health and comfort.
- b.) **Carbon Monoxide (CO) concentration:** With attention to potential sources such as vehicle exhaust or combustion equipment, in alignment with CCOHS requirements.
- c.) **Mould Spore Concentrations:** Including indoor locations (breathing zone) and outdoor reference samples to establish baseline.

3) Testing Methodology:

- a.) The preferred methods include the use of a centrifugal air sampler for mould spore testing and a meter for CO₂ and CO.
- b.) Vendors are encouraged to propose different, industry-recognized methodologies if deemed more suitable for the intended outcomes.
- c.) Sampling is to be conducted on a day and at a time representative of peak occupied hours when the buildings are open to ensure that the data accurately reflects typical indoor air quality conditions during regular use.

4) Reporting Requirements:

- a.) Provide a detailed report summarizing the results, including graphs and tables as necessary.
- b.) Analysis should compare indoor results against outdoor reference values.
- c.) Identification of potential sources or recommendations for improving air quality if applicable.
- d.) Reference relevant CCOHS guidelines and ensure the report indicates compliance with recommended indoor air quality levels.

5) Submission Requirements:

- a.) **Quotation Submission Deadline:** Quotations will be received until 14:00, local time, Tuesday, December 3, 2024. All quotations must be submitted electronically in a single PDF file, by email with the subject line reading “Submission for WOL015-2024 – INDOOR AIR QUALITY TESTING - TOWN HALL AND LIBRARY” sent to Karen Outerleys at kouterleys@wolfville.ca.
- b.) **Contact for Inquiries:** All inquiries related to this RFQ shall be addressed, in writing, to Alexander J. de Sousa, P.Eng. by email at adesousa@wolfville.ca. Information obtained from any other source is not official and is not binding upon the Town of Wolfville.

6) Insurance, Health, and Safety Requirements:

- a.) The **successful proponent** shall submit a certificate of insurance (per the Health & Safety checklist) that meets the following requirements:
 - i.) Town of Wolfville named as an additional insured.
 - ii.) A minimum of \$5,000,000 coverage inclusive per occurrence for general commercial liability, incident, bodily injury, death, and damage to property.
 - iii.) Policy to include a cross liability clause, waiver of subrogation, and include coverage for Tenant's legal liability and personal injury (where applicable).
- b.) The **successful proponent's** submission must include the following documents:
 - i.) A current WCB clearance letter.
 - ii.) WCB safety accreditation or Certificate of Recognition from Construction Safety Association.
 - iii.) Completed Contractor Health & Safety Checklist.

7) General Instructions and Evaluation Criteria:

- a.) All submissions will be evaluated based on information contained in the documents received. All submissions must be dated and signed by the proponent, or a representative of the proponent having signing authority.
- b.) The Town assumes all terms and conditions of the RFQ are accepted by the proponent based on their signature on the submission.
- c.) Consideration for award will be based on:
 - i.) The quotation meets the needs of the Town of Wolfville without question;
 - ii.) The quotation meets or exceeds the "Specifications," where provided;
 - iii.) The quotation is approved by the department concerned;
 - iv.) All RFQ forms are complete in all respects, where provided.
- d.) The lowest, or any quotation will not necessarily be accepted. The Town reserves the right to accept or reject any or all quotations. The Town further reserves the right to award the work in whole, or in part, to one or more parties.

8) Schedule of Services and Costing:

- a.) Each proponent is to provide milestone schedule information for each task, including start and completion dates, to ensure alignment with staff expectations.
- b.) **Proposed Costs to Deliver Scope:**
 - i.) All prices are to be quoted in Canadian dollars and shall be inclusive of all travel, labour, materials, testing, and equipment necessary to complete the scope of work;
 - ii.) Harmonized Sales Tax (HST) is to be excluded from the quoted price.

9) Evaluation Criteria and Award:

- a.) Project Costs: 75%
- b.) Company Experience and Qualifications: 25%

10) Additional Information:

- a.) Quotations are to be submitted electronically in a single PDF file, by email with the subject line reading **“Submission for WOL015-2024 – INDOOR AIR QUALITY TESTING - TOWN HALL AND LIBRARY”** and are to be received no later than 14:00 on Tuesday, December 3, 2024 by Karen Outerleys at kouterleys@wolffville.ca.
- b.) Any and all costs associated with preparing a submission to this RFQ shall be the responsibility of the proponent submitting the quotation.
- c.) All materials submitted in response to this RFQ, including any supporting documentation, shall become the property of the Town of Wolffville upon submission.
- d.) The expected duration of the work following notice of award must be indicated in the submission.
- e.) No part of the work scope shall be performed by any party except the proponent, unless authorized by the Town of Wolffville.

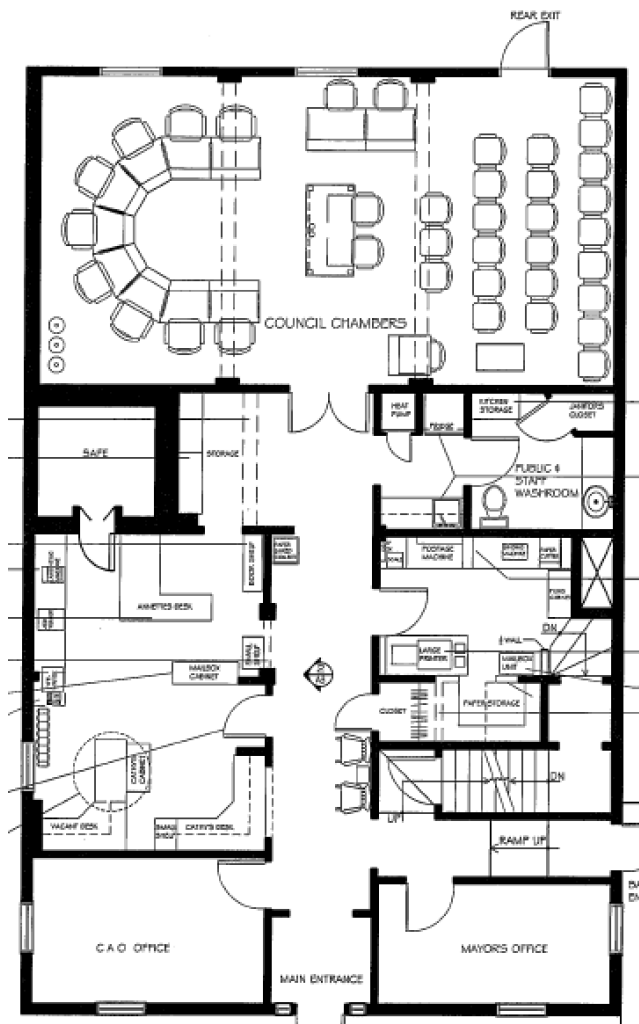


Figure 1 - Town Hall 1st Floor Layout

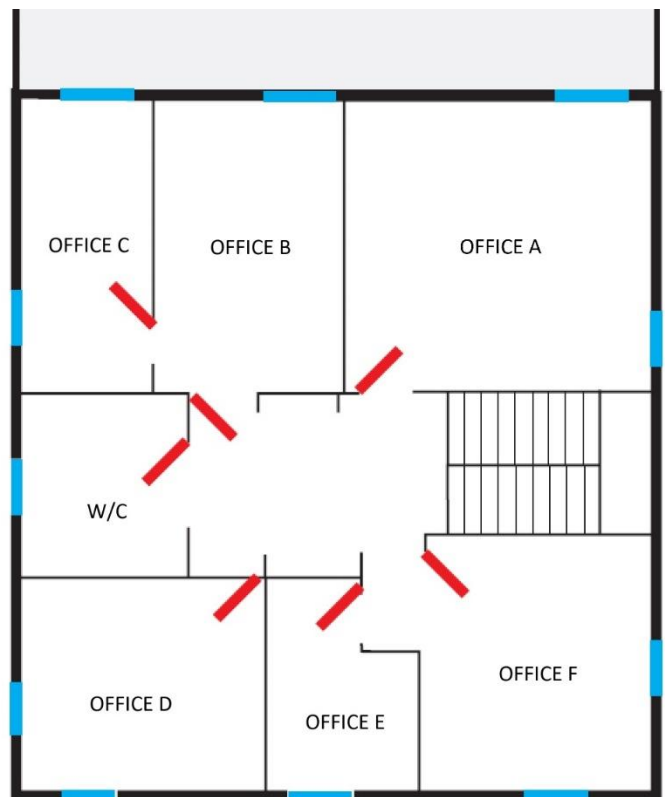


Figure 2 - Town Hall 2nd Floor Layout

(Basement not pictured)

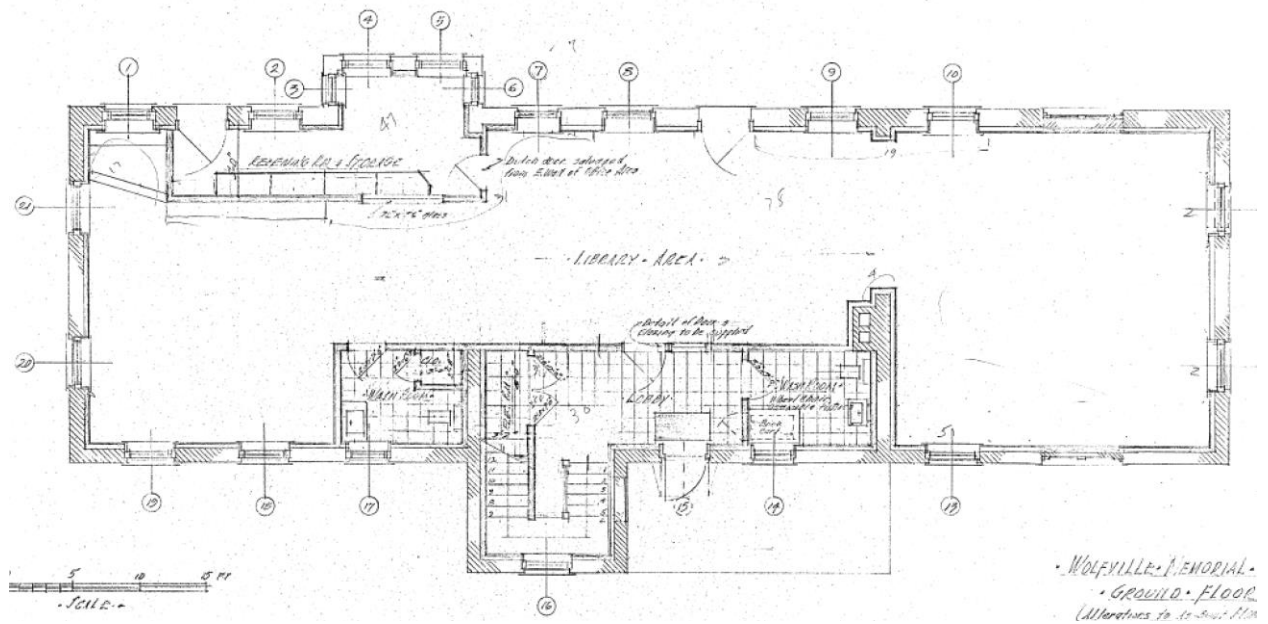


Figure 3 - Library Main Level

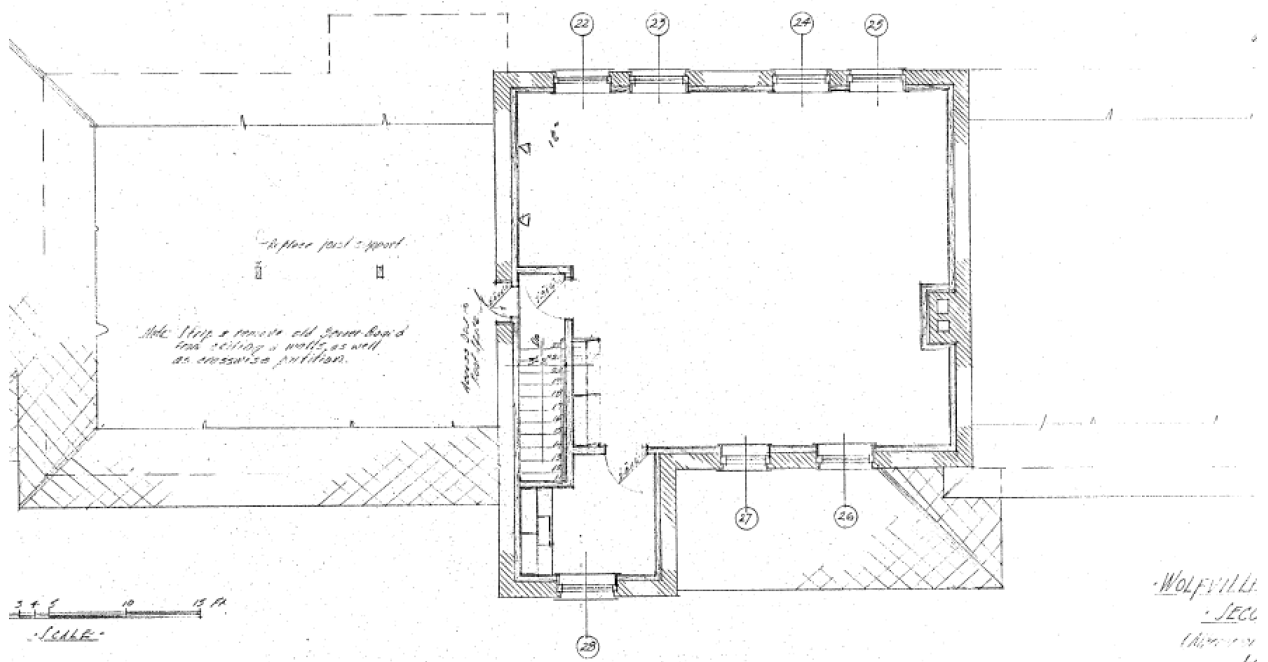


Figure 4 - Library Upper Level