



# AGREEMENT HIGHLIGHTS

## HVAC COMMISSIONING, RECOMMISSIONING/RETROCOMMISSIONING AND RELATED SERVICES

OECEM #2023-428

Item	Description
<b>Agreement Term</b>	<p><b>Effective Date:</b> December 1, 2023</p> <p><b>Initial Expiry Date:</b> November 30, 2027</p> <p><b>Optional Extension(s):</b> OECEM has the option to extend the Master Agreement for up to three (3) additional years, which if exercised would take the Final Expiry to November 30, 2030</p>
<b>Services Available Through the Agreement</b>	<p><b><u>Category A – HVAC Commissioning and Related Services:</u></b></p> <p>The agreement offers HVAC Commissioning and Related Services, including quality assurance processes, for new buildings, which span the periods from concept, design, construction, and start-up (e.g., including the first year of operation) to ensure the building’s operation, energy, water, and indoor environmental quality meets requirements.</p> <p><b>Commissioning Service Phases:</b></p> <ul style="list-style-type: none"><li>• Concept design phase:<ul style="list-style-type: none"><li>➤ Developing Customer’s (also known as owner) project requirements (“OPR”) document</li><li>➤ Developing basis of design (“BOD”) document</li><li>➤ Creating a commissioning plan</li></ul></li><li>• Design phase:<ul style="list-style-type: none"><li>➤ Provision of regular progress reports</li><li>➤ Review of OPR and BOD</li><li>➤ Development of design phase issue logs</li><li>➤ Updates to the commissioning plan</li><li>➤ Preparation and verification of checklist and test procedures</li></ul></li><li>• Construction phase:<ul style="list-style-type: none"><li>➤ Review and follow-up for OPR and BOD</li><li>➤ Review of the commissioning plan with construction schedule</li><li>➤ Review of contractor submittals</li><li>➤ Completion of verification checklists and functional performance test results</li></ul></li></ul>

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<p><b>Services Available Through the Agreement</b></p>	<ul style="list-style-type: none"> <li>➤ Reporting on training completion</li> <li>➤ Preparation of minutes/issues log for commissioning meetings</li> <li>➤ Provision of periodic commissioning progress reports</li> <li>➤ Drafting of Commissioning Report</li> </ul> <ul style="list-style-type: none"> <li>• Occupancy and operations phase: <ul style="list-style-type: none"> <li>➤ Performance of seasonal testing</li> <li>➤ Performance of system warranty reviews</li> <li>➤ Provision of as-built sequence of operations</li> <li>➤ Preparation of final issues log</li> <li>➤ Provision of final Commissioning Report</li> <li>➤ If required, assistance with planning for recommissioning services</li> </ul> </li> </ul> <p><b><u>Category B – HVAC Recommissioning/Retrocommissioning and Related Services</u></b></p> <p>The agreement offers a variety of Recommissioning and/or Retrocommissioning services which will provide:</p> <ul style="list-style-type: none"> <li>• Reduced energy costs</li> <li>• Improved system operation and equipment performance</li> <li>• Enhanced preventative maintenance program</li> <li>• Enhanced property values</li> <li>• Protection against future liability</li> <li>• Reduced repair and replacement costs</li> <li>• Increased building performance efficiency</li> </ul> <p><b>Recommissioning:</b> The agreement offers Recommissioning Services including re-optimization processes for existing buildings that have either been commissioned or retrocommissioned in the past. The supplier will look at how and why building systems are integrated, operated, and maintained as they are and then identify issues to be addressed and ways to improve the overall building performance. Recommissioning services may be adapted to meet the specific needs of various Customers.</p> <p><b>Retrocommissioning:</b> The agreement offers Retrocommissioning Services, including buildings that have never been commissioned, and includes collaborative processes that look at how and why building systems are operated and maintained as they are. This also includes identifying issues to be addressed and ways to improve overall building performance. These services may be adapted to meet the specific needs of various Customers.</p> <p><b>Recommissioning and Retrocommissioning Service Phases:</b></p> <ul style="list-style-type: none"> <li>• <b>Planning phase:</b> <ul style="list-style-type: none"> <li>➤ Defining goals and objectives for the services</li> <li>➤ Assembly of the team that will see through the completion of services</li> <li>➤ Development of a recommissioning plan, including service costs and associated savings</li> </ul> </li> </ul>

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<p align="center"><b>Services Available Through the Agreement</b></p>	<ul style="list-style-type: none"> <li>• <b>Investigation phase:</b> <ul style="list-style-type: none"> <li>➤ Determination of how and why building systems are currently operated and maintained to identify issues and potential improvements</li> <li>➤ Review of existing drawings, specifications, existing service contracts and available technical information related to the existing HVAC system</li> <li>➤ Interviewing of customer’s personnel</li> <li>➤ Recommendation of the most cost-effective improvements for short (e.g., within one (1) year), medium (e.g., within five (5) years, and long-term (e.g., within ten (10) years) implementation</li> <li>➤ Evaluation of trend data and equipment sequence of controls</li> <li>➤ Inspection(s) of the building and its sub-systems and equipment components</li> <li>➤ Spot testing of equipment and controls</li> <li>➤ Gathering and analysis of applicable data</li> <li>➤ Development of an investigation report that lists recommended system improvements and associated estimated costs and savings for short (e.g., within one (1) year), medium (e.g., within five (5) years, and long-term (e.g., within ten (10) years)</li> </ul> </li>   <li>• <b>Implementation phase:</b> <ul style="list-style-type: none"> <li>➤ Implementation of selected measures</li> <li>➤ Updates to energy savings calculations as necessary</li> <li>➤ Verification that measures have been implemented correctly</li> <li>➤ Monitoring of the results through metering, utility bills and trending log review</li> </ul> </li>   <li>• <b>Handoff phase:</b> <ul style="list-style-type: none"> <li>➤ Completion of the final report summarizing each improvement, findings and recommendations, including sequence of operation and operating intent as developed from the previous phase</li> <li>➤ Conducting Customer facility staff training as required</li> <li>➤ Holding a hand-off meeting</li> <li>➤ Generation of a post-recommissioning energy performance rating</li> <li>➤ Development of persistence strategies, including the next recommissioning plan or an ongoing commissioning plan as may be required</li> </ul> </li> </ul>																		
<p align="center"><b>Awarded Supplier Partner(s)</b></p>	<table border="1"> <thead> <tr> <th data-bbox="407 1407 992 1514">Awarded Supplier Partner</th> <th data-bbox="992 1407 1219 1514">Category A</th> <th data-bbox="1219 1407 1458 1514">Category B</th> </tr> </thead> <tbody> <tr> <td data-bbox="407 1514 992 1598">C.E.S. Engineering Inc.</td> <td align="center" data-bbox="992 1514 1219 1598">√</td> <td align="center" data-bbox="1219 1514 1458 1598">√</td> </tr> <tr> <td data-bbox="407 1598 992 1682">CFMS Consulting Inc.</td> <td align="center" data-bbox="992 1598 1219 1682">√</td> <td align="center" data-bbox="1219 1598 1458 1682"></td> </tr> <tr> <td data-bbox="407 1682 992 1755">CFMS-West Consulting Inc.</td> <td align="center" data-bbox="992 1682 1219 1755">√</td> <td align="center" data-bbox="1219 1682 1458 1755">√</td> </tr> <tr> <td data-bbox="407 1755 992 1829">Ecovert Commissioning Corporation</td> <td align="center" data-bbox="992 1755 1219 1829">√</td> <td align="center" data-bbox="1219 1755 1458 1829">√</td> </tr> <tr> <td data-bbox="407 1829 992 1902">EnerZam Inc.</td> <td align="center" data-bbox="992 1829 1219 1902">√</td> <td align="center" data-bbox="1219 1829 1458 1902">√</td> </tr> </tbody> </table>	Awarded Supplier Partner	Category A	Category B	C.E.S. Engineering Inc.	√	√	CFMS Consulting Inc.	√		CFMS-West Consulting Inc.	√	√	Ecovert Commissioning Corporation	√	√	EnerZam Inc.	√	√
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<b>Awarded Supplier Partner(s)</b>	JLL Canada	√	√
	Loring Consulting Engineers Inc.	√	√
	MAT 4Site Engineers Ltd.	√	√
	Pact Engineering Inc.		√
	VIP Energy Services Inc.		√
	WSP Canada Inc.	√	√