



Request for Proposal (RFP) - RFP26-02

**HVAC & Maintenance
Services for Town
Facilities**

Issue Date: March 4, 2026

RFP Due Date: April 7, 2026

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Definitions

- a) **CAO:** means Chief Administrative Officer
- b) **Proponent:** means a person or entity (excluding its parent, subsidiaries or other affiliates) with the legal capacity to contract, that submits a proposal in response to the RFP.
- c) **Request for Proposals (RFP):** A request to suppliers to submit innovative proposals for the supply of goods and/or services. RFPs do not bind firms to existing processes or rigid specifications, but encourage new approaches, techniques and methods for meeting the Town requirements. RFPs need not be advertised unless the value of the purchase is expected to exceed \$75,000.00 RFPs will not be opened publicly.
- d) **Town:** means Town of Rosthern.

1. Introduction

The Town is seeking proposals from qualified and experienced HVAC service providers to supply general HVAC and refrigeration services along with preventative maintenance for various Town-owned facilities. The objective of this RFP is to establish a contract with a proponent capable of delivering reliable, efficient, and cost-effective HVAC solutions aligned with the Town's operational, safety, and sustainability standards.

2. Scope of Services

The successful proponent will be responsible for providing comprehensive HVAC services across 10 Town-owned properties. Services include, but are not limited to:

2.1 Preventative Maintenance

- Scheduled inspections and servicing of HVAC equipment. Inspections will be scheduled for two to three times annually as per suggested by proponent.
- Seasonal startups and shutdowns.
- Cleaning, lubrication, filter replacement and diagnostic testing.
- Identification of deficiencies recommended corrective action, and detailed reporting.
- Provide recommendations for upgrades and optimization.

2.2 Emergency Services

- 24/7 on-call emergency response.
- Guaranteed response time (proponent to specify)
- Immediate stabilization of HVAC failures to minimize operational disruptions.
- Reporting outlining cause, repair actions, and prevention recommendations.

3. Project-Based Services

- Repair, replacement, and installation of HVAC components as required.
- Capital project support including equipment upgrades or full system replacements, as required.
- Quotation and approval processes to be followed prior to work.

4. Standards & Compliance

All work must comply with applicable:

- Municipal bylaws and policies.
- Saskatchewan building and safety codes.
- Provincial occupational health and safety regulations.
- National building, mechanical, and electrical codes.

5. Town-Owned Facilities

Facilities included:

- Town Office

- Fire Hall
- Library
- Town Shop
- Valley Aquatic Centre (VAC)
- Community Multi-Purpose Centre (CMC)
- Post Office
- Water Treatment Plant (WTP)
- Jubilee Sports Centre (JSC):
 - Skating Rink,
 - Curling Rink, and
 - Ice Plant Room
- Station Arts Centre

A current maintenance schedule for the Town’s facilities is provided below. Proposals must not remove or eliminate any stated maintenance activity from this schedule.

Facility	Civic Address	Maintenance Activities	Equipment
Town Office	710 Railway Ave	2 inspections per year: - AC/Heat start-up; belt replacements; air filter supply & installations; lubrication; inspect electronic ignitors; report deficiencies	- Boiler - Air Exchange - 3 AC Units - 3 Furnaces - Hot Water Heater
Rosthern Fire & Rescue Hall	5002 Saskatchewan Street	2 inspections per year: - AC/Heat start-up; belt replacements; air filter supply & installations; lubrication; inspect electronic ignitors; report deficiencies	- Boiler - 1 AC Unit - 1 Furnace - Hot Water Heater
Library	1029 6th Street	2 inspections per year: - AC/Heat start-up; belt replacements; air filter supply & installations; lubrication; inspect electronic ignitors; report deficiencies	- Boiler - 1 AC Unit - 1 Furnace - Hot Water Heater
Town Shop	1001 4th Avenue N	2 inspections per year: - AC/Heat start-up; belt replacements; air filter supply & installations; lubrication; inspect electronic ignitors; report deficiencies	- Boiler - Make-up Air Unit - 1 AC Unit - 5 Furnaces - Hot Water Heater
VAC	3013 6th Street	Start up & Shutdown per year: - Annual cleaning/descaling of boiler heat exchangers (Fall); reconnect heat exchangers in Spring; fall start-up; belts; filters; lubrication; glycol strength testing with report; report deficiencies	- Boiler - Heat Exchangers - 3 Furnaces - Hot Water Heater
CMC	2001 3rd Street	2 inspections per year: - AC/Heat start-up; belt replacements; air filter supply & installations; lubrication; inspect electronic ignitors; report deficiencies	- Boiler - 2 AC Units - 4 Furnaces - Hot Water Heater
Post Office	715 1st Avenue	2 inspections per year: - AC/Heat start-up; belt replacements; air filter supply & installations; lubrication; inspect electronic ignitors; report deficiencies	- 2 AC Units - 2 Furnace - 2 Hot Water Heaters

Facility	Civic Address	Maintenance Activities	Equipment
WTP	1210 4th Avenue	2 inspections per year: - AC/Heat start-up; belt replacements; air filter supply & installations; lubrication; inspect electronic ignitors; report deficiencies <i>*Note: the scope of work/equipment may change when transitioning from old WTP to new WTP in summer of 2026.</i>	- 3 Furnaces - Exhaust Fan - Hot Water Heater
JSC	799 2nd Avenue	2 inspections per year: - fall start-up; belts; filters (incl. extra mid-season set provided at Fall); lubrication; inspect electronic ignitors; inspect dehumidifiers and change filters; inspect concession coolers/freezers; report deficiencies	
Skating Rink			- Boiler - Air Exchange - 3 Exhaust Fans - 6 Furnaces - 8 Hot Water Heaters
Curling Rink			- Boiler - 3 Furnaces - Hot Water Heaters
Ice Plant		3 inspections per year: - Fall start-up, mid-season, shutdown; belts; filters (incl. extra mid-season set provided at Fall); lubrication; inspect electronic ignitors; inspect dehumidifiers and change filters; report deficiencies	- Equipment used for the creation of artificial ice
Station Arts Centre	701 Railway Avenue	2 inspections per year: - AC/Heat start-up; belt replacements; air filter supply & installations; lubrication; inspect electronic ignitors; report deficiencies	- 3 AC Units - 3 Furnace - Hot Water Heater

Table 1 - Town Facilities required Inspections and Listing of Equipment

**Note: The following equipment list is provided solely to give proponents a general understanding of the systems within each facility. It may not be fully accurate, and a guided site tour may be necessary to confirm details.*

The proponent is responsible for supplying any equipment required to complete maintenance activities, including scissor lifts or similar devices when necessary.

The Town will host a guided tour of all facilities to allow the proponent to review equipment prior to submission by deadline date. Guided tours will be scheduled for:

→ **Wednesday March 18, 2026, and/or March 25, 2026, from 1:00 p.m. to 4:00 p.m.**

These tours will only be by **appointment only**. Proponents may arrange a time by calling the Parks & Recreation Lead Hand (Facilities Foreman) at 306-212-7232.

6. Contractor Deliverables

The successful proponent will be expected to provide:

- Detailed maintenance logs for each service visit.
- Annual HVAC performance summaries.
- Asset condition assessments and lifecycle recommendations.
- Transparent pricing and invoicing.
- Proof of insurance, certifications, and safety program documentation.

7. Term of Contract

Initial term of this contract is 3 years (June 1, 2026, to May 31, 2029) with option to renew for up to 2 additional years based on performance decided upon the Town.

8. Submission Requirements

Interested proponents are asked to submit a comprehensive proposal that includes the following components:

1. **Company Profile & Experience**
 - Company background highlighting your certifications and key personnel
2. **Work Plan**
 - Approach to preventative maintenance and emergency response.
3. **Pricing**
 - Hourly rates, parts markup, and annual maintenance costs.
 - Please provide this information in the form of a table highlighting the service description such as preventative maintenance, emergency service call-out, etc.
4. **References**
 - Minimum of three municipal or institutional clients with contact information.
5. **Insurance & Safety**
 - Proof of liability insurance and safety compliance.
6. **Additional Information**
 - Any other information the proponent wishes to highlight.

9. Key Dates

- Issue Date: March 4, 2026
- Guided tours: March 18 & 25, 2026, 1:00 p.m. to 4:00 p.m.
- Deadline for Questions: April 1, 2026
- Closing Date: Tuesday April 7, 2026, at 4:00 p.m.
- Anticipated Award: May 1, 2026

10.Submission Instructions and Questions

These instructions are designed to ensure that all proposals are given equal and fair consideration. It is important therefore that you provide all the information asked for in the format and order specified.

1. **Proposal Submission Requirements**

All proposals must be received by **4:00 p.m. Tuesday April 7, 2026**. Late submissions will not be considered unless due to an error by the Town.

Proposals must be submitted in one of the following formats:

- Digital submission: PDF format via email to cao@rosthern.com with the subject line "RFP2026-02– HVAC & Maintenance Services for Town Facilities [Proponent Name]"
- Hard copy: Sealed envelope clearly marked "RFP2026-02– HVAC & Maintenance Services for Town Facilities [Proponent Name]" delivered to:

Town of Rosthern
Attention: Chief Administrative Officer
PO Box 416
Rosthern SK S0K 3R0

All proposals must remain valid for 90 days after closing date of RFP.

All proposals must be signed by an authorized company representative.

3. **Inquires & Addenda**

All inquiries and requests for clarification must be submitted in writing to Cortney Larsen, CAO via email – cao@rosthern.com by **5:00 p.m. Wednesday, April 1, 2026**. Responses to questions may be shared with all known proponents via an addendum. Addendums, if issued, will be posted on www.sasktenders.ca and our website: www.rosthern.com/p/bids-tenders, proponents are responsible for monitoring and incorporating them.

4. **Amendments, Withdrawal & Revisions to Proposals**

Proponents may amend or withdraw their proposals in writing prior to the closing time. After the submission deadline, proposal is final and pre-proposal negotiations are not allowed.

5. **Late Submissions**

Late proposals will not be considered unless explicitly authorized following a Town-issued extension or Town-caused error.

6. **Confidentiality**

All submissions will be held in confidence by the Town, subject to applicable freedom of information and privacy laws.

11. Evaluation Criteria

All proposals received under this RFP will be evaluated based on criteria aligned with the Town’s operational and service objectives. The evaluation process is designed to be fair, transparent, and focused on delivering reliable HVAC and refrigeration services along with preventative maintenance for municipal facilities.

Proposals may be assessed through a combination of scoring, reference checks, interviews, and requests for clarification. Such inquiries will not imply preference or shortlisting.

The Town is committed to ensuring equal opportunity in all public sector competitions and upholds two guiding principles:

- Evaluation criteria will be clearly communicated prior to the invitation to tender and applied consistently throughout the process.
- Rejection decisions will be documented, supported by evidence, and traceable to the established evaluation framework.

11.1 Weighted Evaluation Criteria

All submitted proposals shall undergo a comprehensive review and evaluation process, with final approval resting solely with Town Council. Submissions will be scored using the following weighted criteria to identify best overall value:

Quality Criteria	Description	Weight - 100%
Technical Expertise & Qualifications	Demonstrated experience with municipal or commercial HVAC systems; certifications; staff qualifications; understanding of requirements.	30
Approach & Methodology	Quality of proposed maintenance program; emergency response plan; reporting processes; safety procedures.	25
Financial Proposal	Pricing structure; hourly rates; equipment mark-up; overall value; cost-effectiveness.	25
Sustainability & Energy Efficiency	Practices that reduce energy consumption; recommendations for system optimization; environmental policies.	10
Past Performance & References	Positive track record; reliability; references from similar clients; history of meeting performance expectations.	10

11.2 Compliance Requirements

This RFP is governed by the Town’s Purchasing Policy GG-FI005 and relevant trade agreements, including the New West Partnership Trade Agreement (NWPTA). The procurement process will be open, fair, transparent, and free of local preference when above trade thresholds.

11.3 Contract Award Process

Town Council will award the contract because the total value exceeds the CAO's approval authority.

Council approval is required in any of the following circumstances:

- The recommended proponent is or is not the lowest qualified bidder in a public tender.
- The contract award exceeds the approved budget or is considered controversial.
- The purchase is sole-source and exceeds \$20,000.
- The CAO refers the matter to Council for consideration.

All unsuccessful bidders will be notified in writing.

12. Terms and Conditions of the RFP Process

This section outlines terms that govern submission and evaluation:

- Issuance of this RFP does not guarantee contract award. The Town may:
 - Accept or reject any proposal in whole or in part,
 - Cancel or amend the RFP at any stage, and/or
 - Extend submission deadlines at its sole discretion.