



Request for Proposal (RFP) - RFP26-02

**HVAC & Maintenance
Services for Town
Facilities**

Addendum 1

Issue Date: March 4, 2026

RFP Due Date: April 7, 2026

This addendum is issued to provide clarification and to respond to proponent's questions, ensuring fair, clear, and transparent information under this RFP. This requirement is clearly stated in section 10.3) in the original RFP.

The questions listed herein were received by 5:00 p.m. on Wednesday, March 25, 2026. A subsequent addendum may be issued following 5:00 p.m. on April 1, 2026, which is the final cutoff date for questions.

Proponents Questions and Answers

1. How often do the oil and brine samples take place?

This is completed at start up and shut down, besides emergency services.

2. How often is the oil changed?

This is completed annually at start up.

3. How often is oil added? How much oil is typically added?

The frequency and quantity of oil added varies by equipment model and operating conditions. As such, this information is not known and is dependent on the specific unit in use.

4. What is a typical power bill for the Jubilee Sports Centre (JSC)?

The power bills calculated using a twelve-month average are:

- The entire JSC - 8,500 kW.h (\$1,405)
- Ice Plant – 20,375 kW.h (\$2,000)

5. What brand of leak detection system is used? Is the system tested twice a year?

The system name unknown. However, upon detection of a leak, the system will generate an immediate alert to the designated Parks and Recreation on-call cellular contact. The on-call staff must be at the facility within 15 minutes or less.

6. Have there been overhauls to the compressors or have the compressors been replaced since 2017?

Since 2017, only one compressor (Compressor #3) has been fully replaced. The other compressors have undergone valve replacements only, not complete overhauls.

7. Could we view a few service records to understand what the current provider considers as annual/semi-annual maintenance vs extra maintenance?

The successful contractor will be responsible for providing routine annual maintenance and operational inspections for HVAC and applicable refrigeration equipment:

Facility	Quality	Description
Arena (Skating and Curling Rink)	Fall and Spring – (Start up and shutdown)	Provide seasonal system startups and shutdowns, standard preventative maintenance activities, and condition checks of key components such as belts, filters, ignitors, and humidity control equipment. Filter materials will be supplied as required, including provision for a customer-performed mid-season change. Refrigeration equipment, serving arena and curling rink concession areas, are included. The contractor will identify and report observed deficiencies and may recommend corrective work as needed. The ice plant refrigeration system is excluded from this scope and is maintained under a separate contract. The Contractor will require their own lift for servicing in any of these locations, as required.
Arena Ice Plant	Fall, mid-season & Spring – (Start up, mid-season & shutdown)	Provide a defined ice plant maintenance program for the arena systems serving the skating and curling rinks. Services will include seasonal commissioning and decommissioning, oil analysis at shut-down, inspection and verification of electrical components, lubrication of pumps and motors, and testing and calibration of safety and control devices. System operating conditions, including pressures, temperatures, and electrical loads, will be measured and documented. Condenser and related equipment will be reviewed to confirm proper operation and performance. The Contractor will require their own lift for servicing in any of these locations, as required.
Town Shop Fire Hall Town Office Post Office Library Community Multi-Purpose Centre Water Treatment Plant Station Arts Centre Swimming Pool	Fall and Spring – (seasonal)	Provide seasonal commissioning of heating systems, standard preventative servicing, testing of heating loops, and upkeep of pool heating equipment. Ongoing maintenance activities will include replacement of common wear items, provision and installation of filters, and general lubrication as required. The contractor will document observed performance issues and advise on potential repairs. Also any non-routine cleaning, specialized access requirements. The Contractor will require their own lift for servicing in any of these locations, as required.

8. What size of filters are used for the dehumidifiers? How often do you replace the filters? Do you want us to come replace the filters, or to just supply them?

Filter sizes are dependent on the equipment model. Filters should be checked and replaced during annual inspections (Spring and Fall). The contractor is not required to attend the site solely to change filters unless already on site for scheduled work. However, the contractor may

supply filters at cost for Municipal staff to install, if needed between annual service or emergency visits.

9. What is the dehumidifier belt size?

This is dependent on the equipment model and should have been identified during the site tour.

10. Does the contractor re-certify and service the gas detection system?

Yes, this will be the contractor's responsibility.

11. Is the Sewer lift station serviced by this contract?

No, all sewer lift stations in the Town are not serviced by this contract. If services are required, you may be notified and costs are separate to this contract.

12. Are exhaust fans on the service contract?

Only one exhaust fan is included in this contract. The exhaust fan located at the Fire Hall.