



Request for Proposal (RFP)

Project Name: [HVAC and Refrigeration Services](#)
Closing Date and Time: **Tuesday, September 30th, 2025 at 2:00pm**

PROJECT CONTACT

Name: [Robert Cavaghan](#)
Title: [Facilities Manager](#)
Email: rcavaghan@quesnel.ca

SUBMISSION INSTRUCTIONS

Proposals must be submitted in PDF format via email to rcavaghan@quesnel.ca
The total file size must not exceed 30MB.

Late submissions will not be accepted.
Enquiries regarding this Request for Proposal are to be directed to Project Contact.

KEY DATES

ACTIVITY	DATE
Issue Request for Proposal (RFP)	Monday, September 15th, 1:00 pm, PST
Deadline for Inquiries	Thursday, September 25th, 1:00 pm, PST
Receive Proposals by	Tuesday, September 30th, 2:00 pm, PST
Award of Contract	Friday, October 3rd, 1:00 pm, PST

Dates are not guaranteed and may change based upon circumstances. Amendments & cancellations to a Proposal may be submitted prior to the Closing.

By submitting the RFP, the Contractor acknowledges that the City of Quesnel will not be responsible for any costs, losses, or damages resulting from the submission, acceptance, or rejection of the Proposal, or from any contract award decisions made outside the terms of the Proposal documents.

Any changes & inquiries related to the RFP will be issued in the form of a written addendum. Each addendum will be incorporated into and become part of the RFP document. The decision to issue or not issue an addendum is entirely at the sole discretion of the City of Quesnel.

All applicants will be notified of the Request for Proposal outcome via email from the City of Quesnel.



INTRODUCTION

The City of Quesnel is seeking proposals from Contractors to provide HVAC, refrigeration, and mechanical services, including emergency and after-hours support. The selected contractor will be responsible for providing services to multiple city facilities including arena refrigeration plants.

This RFP is intended to cover routine maintenance and minor upgrades. Any major projects will be issued under a separate RFP process.

The scope of work, proposal requirements, and evaluation criteria are outlined below.

BACKGROUND

The City of Quesnel owns and operates multiple public facilities that require reliable HVAC, refrigeration, and mechanical services. These facilities include arenas with refrigeration plants, civic centres, and other community buildings that serve residents and visitors year-round. Maintaining safe, efficient, and cost-effective operation of these facilities is essential to delivering recreation, cultural, and community services.

The City requires a consistent, responsive, and qualified service provider to handle both routine maintenance and urgent repairs. While day-to-day preventative maintenance is critical, the City also needs assurance of rapid response for emergencies and after-hours incidents – particularly where failures can disrupt community programming and events.

Historically, the City has managed HVAC and refrigeration services through contracted vendors on a as-needed basis. While this approach has addressed immediate needs, there is a desire to consolidate services under a single qualified contractor to improve efficiency, accountability, and service continuity across multiple facilities.

This procurement aligns with the City's strategic commitment to:

Asset Management – Ensuring the long-term sustainability and reliability of City-owned infrastructure.

Energy Efficiency & Climate Goals – Reducing greenhouse gas emissions and improving energy performance in City facilities.

Community Service Delivery – Minimizing service interruptions for residents, user groups, and community partners.

SCOPE OF WORK

The successful contractor will be expected to provide:

- Routine HVAC maintenance and repairs
- Arena and ammonia plant support, including emergency response
- Refrigeration services and maintenance



- Building automation and control system maintenance
- Sheet metal fabrication, installation, and repairs
- Emergency 24/7 call-out support
- Equipment replacement and minor infrastructure upgrades

PROPOSAL CONTENT

Contractors must include:

- Company background and relevant experience
- Project team and certifications
- Description of emergency response protocols
- Proof of insurance and WCB
- Appendix A – Contractor Acceptance Form
- Appendix B – Non-Acceptance of Conditions Summary Sheet (if applicable)
- Appendix C – Qualification/Experience
- Appendix D – Fees



EVALUATION CRITERIA

Criteria	Weight (%)
Qualifications, Certifications, and Relevant Experience	25%
24/7 Emergency Response Capacity and Responsiveness	20%
Competitiveness of Fee Schedule	25%
Proponents Capacity, Resources and Availability to Meet Contract Demands	20%
Overall Quality and Completeness of Proposal	10%

TERMS AND CONDITIONS

The contract term will be for a period of one (1) year.

A City of Quesnel business license is required upon signing a contract.

Indemnification

By accepting the contract and purchase order, the successful Contractor agrees to indemnify and hold harmless the City of Quesnel, including its elected officials, employees, and agents, from any losses or expenses resulting from bodily injury (including death) or property damage (including loss of use) arising from the performance of the work outlined in the RFP and any resulting agreement.

Sub-Contractor or Manufacturer

The Contractor shall be responsible for all work or services provided by the manufacturer or Sub- Contractor and the Contractor in no way is relieved from its responsibility for the fulfillment of the work or services provided by a manufacturer or sub-contractor.

Submission format

The City of Quesnel is requesting proposals from Contractors who are both interested and capable of undertaking The Project. The onus is on the Contractor to show their knowledge, understanding and capacity to conduct the work outlined in this Request for Proposals. The responses will be assessed according to how well they assure the City of Quesnel of success in



relation to the submission requirements. The detail and clarity of the written submission will be considered indicative of the respondent's expertise and competence.

Evaluation of Proposals

The City of Quesnel may, prior to Contract award, negotiate changes to the scope of the Work, the materials, the Requirements or any conditions with any one or more of the Contractors without having any duty or obligation to advise any other Contractors or to allow them to vary their prices as a result of changes to the scope of Work, the materials, the Specifications, or any conditions, and the City of Quesnel shall have no liability to any other Contractor as a result of such negotiations or modifications.

Request for Proposal Process

This RFP does not commit the City of Quesnel to purchase any goods or services, award a contract, or begin negotiations. The City of Quesnel reserves full discretion and may:

- Accept non-compliant or higher-cost proposals.
- Accept part or all of any proposal.
- Change the scope or required qualifications.
- Assess and reject proposals based on perceived contractor capacity.
- Cancel or restart the RFP process at any time.
- Reject any or all proposals, even the lowest-priced or sole submission.
- Disregard incomplete or altered proposals.
- Split the requirements & award the contract to multiple contractors if desired.

Opening of Proposals

All proposals received by the closing date and time will be opened in a non-public setting by City staff. No pricing or Contractor information will be disclosed at the time of opening. The City reserves the right to verify any information submitted and may contact Contractors for clarification or additional details as needed.

Contract Award and Formation Process

The selected contractor will enter into a Contract Agreement with the City of Quesnel based on this RFP, their proposal, and any negotiated changes. If a contract cannot be finalized within 30 days of notifying the contractor, the City of Quesnel may end negotiations and either approach the next qualified contractor or cancel the RFP altogether.

A contract award depends on approved funding and authorization by the City of Quesnel. No contract exists until both parties have agreed on terms, a purchase order is issued, and the contract agreement is signed by an authorized City of Quesnel representative.

In case of conflict, the order of precedence is:

- a) The executed Contract Agreement
- b) Purchase Order
- c) The Contractor's proposal



Workers' Compensation

The successful Contractor shall abide by all provisions of the Workers Compensation Act of British Columbia and upon request by the City of Quesnel, supply proof that all assessments have been paid.

Insurance and Indemnification Requirements

The successful Contractor shall, at its own cost, obtain and maintain the following insurance coverage for the duration of the Contract, and must provide satisfactory evidence of such coverage to the City of Quesnel:

Type of Insurance	Minimum Coverage	Requirements
Commercial General Liability	\$2,000,000 per occurrence	- Name the City as an additional Insured - Include cross liability clause
Workers' Compensation (WCB)	As required by law (WorkSafeBC)	Provide proof of WorkSafe BC registration and compliance

The City of Quesnel is to be provided with 30 days' written notice of cancellation or material change resulting in reduction of coverage. The Contractor's insurance shall respond first for all work performed under this contract. Any insurance or self-insurance held by the City of Quesnel will apply only in excess of, and without contribution to, the vendor's coverage.

Conflict of Interest

Contractors shall disclose any potential conflicts of interest and existing business relationships they may have with the City of Quesnel, its elected or appointed officials or employees. The City of Quesnel may rely on such disclosure. The City of Quesnel may reject a Proposal from any Contractor that the City of Quesnel judges would be in a conflict of interest if the Contractor is awarded a Contract. Failure to disclose or provide false or insufficient disclosure of the nature and extent of any relationship the Contractor may have with any employee, officer or director of the City of Quesnel shall be grounds for immediate termination of any Contract with the City of Quesnel, in the City of Quesnel's sole discretion, without further liability of notice.

Confidentiality

Information about the City of Quesnel obtained by Contractors must not be disclosed unless prior written authorization is obtained from the City of Quesnel. The Contractor agrees that this obligation of confidentiality will survive the termination of the Contract between the Contractor and the City of Quesnel.

Relationship of the Parties

The Contractor and the City of Quesnel expressly acknowledge that they are independent entities and neither an agency, partnership nor employer-employee relationship is intended or created by submission of a proposal or subsequent contract.



Information Disclaimer Summary

The City of Quesnel is not responsible for any errors, omissions, or inaccuracies in this RFP or any related information provided. Contractors must rely on their own assessments and cannot hold the City of Quesnel or its representatives liable for any information or advice, whether written or verbal, given during the RFP process.

Freedom of Information and Protection of Privacy Act (BC)

Contractors should note that the City of Quesnel is subject to the Freedom of Information and Protection of Privacy Act (British Columbia), which imposes significant obligations on the City of Quesnel's Contractors to protect all personal information acquired from the City of Quesnel in the course of providing any service to the City of Quesnel.

Procurement Protest Procedure

If a contractor wishes to challenge the RFP process, it must provide written notice to the RFP. Contact within ten (10) days of notification of the final outcome of the procurement process, and the City of Quesnel will respond accordingly.

Ownership of Proposals and Deliverables

All proposals, reports, documents, data, and materials submitted to or prepared for the City of Quesnel in connection with this RFP and any resulting Contract shall become the property of the City. The City of Quesnel reserves the right to use such materials for its purposes without restriction or further compensation to the Contractor.

APPENDICES

- Appendix A: Contractor Acceptance Form
- Appendix B: Non-Acceptance of Conditions Summary Sheet



APPENDIX A: CONTRACTOR ACCEPTANCE FORM

Contractors must complete this form and include it with the Proposal Submission. Failure to sign Appendix A will result in rejection of the submission.

Vendor Legal Name	
Contractor's Main Contact Individual	
Full Address	
Office Phone:	
Cellular:	
Email:	
GST Account # (if applicable)	

Contractor

Signature

Date

Note: All forms that require a signature must be signed by a person authorized to legally bind the Contractor to statements made in response to this RFP.

The Contractor hereby acknowledges that:

1. It understands and agrees with the RFP process as described in this RFP; and
2. The information provided in this Proposal is accurate, has been thoroughly reviewed, and complies with the requirements of the RFP, including all applicable addenda and posted questions and answers.



APPENDIX B: NON-ACCEPTANCE OF CONDITIONS SUMMARY SHEET

If a Contractor is unable to comply with one or more of the conditions set out in this RFP, but still wishes to submit a proposal, they must complete Appendix B – Non-Acceptance of Conditions Summary Sheet. This appendix provides an opportunity to clearly identify any conditions the Contractor does not accept, along with explanations and, where possible, proposed alternatives. Submission of Appendix B does not guarantee acceptance of any exceptions by the City of Quesnel. The City reserves the right to reject any proposal that includes material deviations from mandatory conditions, or to negotiate terms with the successful Contractor at its sole discretion. Failure to disclose non-acceptance of any condition at the time of submission may result in disqualification. Bidders are advised that all variations from stated conditions will be reviewed and may negatively impact the overall rating of your Tender.

CONDITION:

EXPLANATION OF NON-ACCEPTANCE:



APPENDIX C: QUALIFICATION/EXPERIENCE

Qualification / Experience	Yes	No	Years
24-Hour On-Call HVAC Technician	☐	☐	
Currently Hold Gas Ticket	☐	☐	
Class/Type of Ticket _____			
Certified Refrigeration Mechanic	☐	☐	
Arena Refrigeration Plant Experience	☐	☐	
Ability to Respond to Emergency Ammonia Plant Calls (24 hrs.)	☐	☐	
Commercial HVAC Experience	☐	☐	
Building Automation Experience	☐	☐	
Brand of Control _____			
Sheet Metal Fabrication Experience	☐	☐	
Ammonia Plant Experience	☐	☐	
Commercial Boiler Experience	☐	☐	
New Commercial Construction Experience	☐	☐	
Air Balancing Experience	☐	☐	
Experience with Chemical Dehumidification A/C Systems	☐	☐	



APPENDIX D: FEES

Please provide your standard fee rates:

Service	Amount (\$)
Regular Hourly Rate	
Regular Call-Out Fee	
Emergency Call-Out Fee	
Overtime Fee	
Evening and Weekend Call-Out Fee	
Truck Charge	

Materials and Parts Pricing	Percentage (%)
Please indicate the average percentage markup you would apply to materials and parts supplied under this contract. If the markup varies depending on the type of item or supplier, please provide the typical range.	

Additional Comments (optional)

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