

TOWN OF THREE HILLS



REQUEST FOR QUOTE FOR ANNUAL FACILITY MAINTENANCE OF HVAC SYSTEMS

Copies of this Request for Proposal may be obtained from the Town Office and website.

RFQ Issue Date:	July 31, 2025
RFQ Closing:	August 18, 2025 @ 4:00PM, Local Time
RFQ Contact:	Kristy Sidock 232 Main Street, PO Box 610 Three Hills, Alberta T0M 2A0
Telephone:	(403) 443-5822
Email:	ksidock@threehills.ca

The Town of Three Hills reserves the right to issue an addenda or amendments or change the schedule of events to this RFQ. It is the Proponents' responsibility to check for any addendums or amendments to this RFQ.

General

The Town of Three Hills (the “Town”) has prepared this Request for Quotation (“RFQ”) to provide annual maintenance and servicing of rooftop Heating, Ventilation, and Air Conditioning (HVAC) units located at multiple Town facilities. This contract will include both Fall and Spring preventive maintenance as well as on-call service and repair throughout the year to ensure optimal performance and reliability of all equipment.

The HVAC systems covered under this RFQ are located at the following Town facilities (Details of Units in Schedule A):

- Three Hills Community Centre (212 Main Street)
- Three Hills Aquatic Centre (221 – 4 Avenue NE)
- Three Hills Town Office (232 Main Street)
- Three Hills Fire Hall (111 – 1 Avenue NE)
- Three Hills Arena (202 – 3 Avenue NE)
- Three Hills Library (135 – 2 Avenue SE)

The successful proponent will be responsible for providing all labour, materials, tools, and equipment necessary to perform scheduled maintenance and respond to service calls in a timely and professional manner. The Town is seeking qualified contractors with experience in municipal or commercial HVAC systems and the ability to deliver a comprehensive maintenance program.

Proponent Expenses

- Proponents shall bear their own costs associated with or incurred in the preparation and presentation of its Quote, including, if applicable, costs incurred for meetings, interviews or demonstrations related to this RFQ prior to the issuance of a contract.

Multiple Quotes

- If multiple Quotes are offered, the Proponent must submit each Quote separately in the same format as outlined in this RFQ. Quotes must meet the fundamental intent of this RFQ.

Submission of Quotes

- The Town will receive sealed Quotes until the RFQ Closing.
- Quotes are to be prepared in such a way as to provide a straightforward and concise description of capabilities to satisfy the requirements of this RFQ.
- Quotes must be submitted in the format described in *Schedule A - Quote Requirements*.
- Quotes must be sealed and clearly marked with:
 - RFQ’s name
 - RFQ Closing
 - and addressed to the attention of the RFQ Contact

- All quotes must include the following information to be considered:
 - **Company Information**
 - Company name, address, and contact details
 - Name and title of the authorized representative submitting the quote
 - Summary of relevant experience, particularly in municipal or commercial HVAC maintenance
 - **Pricing**
 - Annual cost for Fall and Spring preventive maintenance visits (broken down by visit, if applicable)
 - Hourly rate for on-call service and repairs outside of scheduled maintenance
 - Pricing structure for parts and materials (e.g., cost-plus percentage or discounted rate)
 - Any travel or additional fees that may apply
 - **Scope of Services**
 - Confirmation of the ability to provide Fall and Spring maintenance as well as on-call service throughout the year
 - List of typical tasks included in seasonal maintenance (e.g., filter replacement, inspection of belts, checking refrigerant levels, thermostat testing, etc.)
 - Annual Report including but not limited to the following (overall conditions, key issues and recommendations, any equipment nearing end of life cycle, major repairs completed etc.)
 - **Proposed Schedule**
 - Suggested timeline for seasonal maintenance visits
 - Response time for on-call and emergency service
 - **Warranties and Service Guarantees**
 - Details of any warranties or service guarantees for labour and parts
 - **References**
 - A minimum of three (3) references for similar commercial or municipal HVAC maintenance contracts
 - **Proof of Insurance & Safety Certifications**
 - Certificate of liability insurance and confirmation of worker's compensation coverage
 - Copies of relevant safety certifications or training credentials

Offer and Acceptance of Quotes

- At any time prior to the RFQ Closing Date and Time, a Proponent may withdraw its Quote by submitting written notice to the RFQ Contact.

Evaluation Criteria

Quotations will be evaluated based on the following criteria:

- **Pricing (50%)** – Competitive and transparent pricing structure for maintenance and on-call services
- **Experience & Qualifications (20%)** – Demonstrated experience with municipal or commercial HVAC maintenance, qualifications of personnel
- **Service Approach (15%)** – Proposed maintenance schedule, response times, and overall service plan
- **References (10%)** – Quality of references from similar contracts
- **Insurance & Certifications (5%)** – Proof of appropriate insurance and safety credentials

Schedule A - Quote Requirements

Requirements

The following heating (rooftop and non-rooftop), ventilation, and air conditioning (HVAC) units are included in the scope of work for this RFQ. The successful proponent will be required to perform fall and spring preventive maintenance on these units and respond to service calls as required throughout the year.

Site	Equipment	Type
Town Office	Lennox - KGA060S4BH2Y	RTU heat / cool
Town Office	Lennox - KGA048S4BH1Y	RTU heat / cool
Town Office	Lennox - KGA092S4BM1Y	RTU heat / cool
Town Office	Lennox - KGA048S4BH1Y	RTU heat / cool
Town Office	Lennox - TGA120S2BH1Y	RTU heat / cool
Town Office	Marathon - 1/10 HP, 120 V, 2.1 A	EX. Fan
Town Office	Fasco - 1/4 HP, 120 V, 305 A	EX. Fan
Library	GE - 5KH37PN36GX	EX. Fan
Library	York - DM120N20P2AAA3B	RTU heat / cool
Community Center	4 Furnaces in basement. Unknown make	Forced air furnace. Heat only
Community Center	Main hall A/C. Unknown make.	RTU cool only
Community Center	Lennox - KCA102S4BN14	RTU cool only
Community Center	ICG - BMA109	Kitchen Make Up Air

Site	Equipment	Type
Community Center	Baldor - CATM3112	Kitchen EX. Fan
Community Center	SKH35MNA	Washroom EX. Fan
Community Center	S55NXWR-3711	Washroom EX. Fan
Fire Hall	Engineered Air - EA2164 AHU2 HE 70/0	Makeup Air
Fire Hall	Engineered Air - LM3-C-O	Makeup Air
Fire Hall	WEG - 1/2 HP, 120 V, 8.5 A	EX. Fan
Fire Hall	WEG - 1/2 HP, 120 V, 8.5 A	EX. Fan
Arena	323 P764 SER GF95	EX. Fan
Arena	GE - 5KSPTGD5K61	EX. Fan
Arena	AO Smith - 323p764	EX. Fan
Arena	Marathon - 1/4 HP, 120V, 5 A	EX. Fan
Arena	Marathon - 1/4 HP, 120V, 5 A	EX. Fan
Arena	Lennox - GA06054BH1Y	RTU heat / cool
Arena	Lennox - GA06054BH1Y	RTU heat / cool
Arena	Lifebreath - 2500EFD	RTU Makeup Air
Arena	Lifebreath - 2500EFD	RTU Makeup Air
Arena	Weg - GF00158053E56	Kitch EX. Fan
Aquatic Center	Scott Springfield - HQ-180-AHU-20000-H-HR-VU-3-0-A10-2446-M1	Main AHU for Pool Deck
Aquatic Center	ALX-DD033EC	EX. Fan
Aquatic Center	Fasco - 1/6 HP, 120 V, 2.7 A	EX. Fan
Aquatic Center	Marathon - 1/6 HP, 120 V, 2.2 A	EX. Fan
Aquatic Center	Engineered Air - XES225/HB/MA/SS/R	AHU Men's Changeroom
Aquatic Center	Engineered Air - XES225/HB/MA/SS/R	AHU Women's Changeroom