

# **REQUEST FOR PROPOSAL FOR HVAC System Replacement**

**INQUIRIES AND PROPOSALS SHOULD BE DIRECTED TO:**

**Julie Pauli  
Director of Corporate Services  
[jpauli@hpph.ca](mailto:jpauli@hpph.ca)**

**I. GENERAL INFORMATION.**

A. **Purpose.** This request for proposal (RFP) is to contract for HVAC replacement services to be provided to the **Huron Perth Health Unit (HPPH)**.

B. **Instructions on Proposal Submission.**

1. **Closing Submission Date.** Proposals must be submitted no later than **4:00 pm** on **November 17<sup>th</sup>, 2023**

2. **Inquiries.** Inquiries concerning this RFP should be emailed to:

**Julie Pauli**  
**Director of Corporate Services**  
[jpauli@hpph.ca](mailto:jpauli@hpph.ca)

3. **Conditions of Proposal.** All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Proposer and will not be reimbursed by HPPH

4. **Instructions to Prospective Contractors.** Your proposal should be addressed as follows:

**Julie Pauli**  
**Director of Corporate Services**  
[rfp@hpph.ca](mailto:rfp@hpph.ca)

5. **Right to Reject.** HPPH reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be drafted based upon the factors described in this RFP.

6. **Notification of Award.** It is expected that a decision selecting the successful proposal will be made within four (4) weeks of the closing date. Upon conclusion of final negotiations regarding the successful proposal, all other Proposers will be informed, in writing, of the name of the successful Proposer.

C. **Description of Entity.**

HPPH is a publicly funded local public health agency, governed by an autonomous Board of Health that provides public health programs and services, in accordance with the Health Protection and Promotion Act, to Huron and Perth County.

Composition of HPPH

The Board of Health is made up of nine elected municipal representatives (from the Counties of Huron and Perth, the Town of St. Marys, and the City of Stratford), and 2 provincial appointees. A

Management Committee of 16, which includes the Medical Officer of Health a Physician Consultant and four-person Executive Committee oversees public health services and provides direction to more than 150 full- and part-time staff members.

The HVAC replacement is to be undertaken at HPPH in Clinton- 77722B London Rd. Clinton Ontario. NOM 1L0. The square footage of this site is 22,000 square feet.

**II. SCOPE OF SERVICES.** The Proposer shall be readily available to perform the following services, as requested by the Director of Corporate Services:

- Bonding or bonding costs
- Building Permits or costs associated with permits
- Remove Hot Water Supply & Return piping for removal of Coil in AHU-1 & AHU-2
- Supply and Install new Coils for AHU-1 & AHU-2 (Trane Coils, as specified)
- Install new piping, valves, by-passes, etc. as shown on schematics on Dwg. M300
- Supply and Install new Pump (P-1) on AHU-2 as shown on Dwg. M300
- All new pipe sizing based on 2" SCH 40, Blk Pipe.
- Insulation of newly installed piping and duct work only.
- Balancing as specified
- Controls work and devices as specified (Johnson Controls)
- Electrical work as specified
- All Coils and Fans as specified
- Compete Turnkey solution based on the drawings provided (noted above)
- Temporary replacement heating while under construction

**III. PROPOSAL CONTENTS.** The Proposer, in its proposal, shall, at a minimum, include the following:

A. **HVAC Experience.** The Proposer should describe its experience related to the areas outlined in the scope of services above. There is a particular interest in the following topic areas: Experience with the various Acts listed above. Additionally, if applicable, provide a description of any experience with organizations comparable to HPPH that require similar HVAC systems

B. **Organization, Size, Structure, and Areas of Practice.** The Proposer should describe its organization in terms of the following:

- size
- structure,
- office location(s)
- Any anticipated service disruptions at location

D. **Price.** The Proposer's proposed price should include information on the total price of installation and/or renovation including all labour, equipment and applicable taxes.

#### IV. PROPOSAL EVALUATION.

- A. **Submission of Proposals.** All proposals shall include one (1) electronic copy.
- B. **Evaluation Procedure and Criteria.** HPPH's Director of Corporate Services and representatives may review proposals and make recommendations for final approval. HPPH may request a meeting with some qualified Proposers prior to final selection. Proposals will be reviewed in accordance with the following criteria:
1. Proposed approach to scope of work. (20%)
  2. Level of experience of the individual(s) identified to work on this matter. (10%)
  3. The Proposer's experience with similar clients. (30%)
  4. Cost. (40%)

#### V. PROPOSAL TIMELINE.

During the period from your organization's receipt of this Request for Proposals and until a contract is awarded, your organization shall not contact any employee of HPPH for additional information except in writing directed to Julie Pauli at [jpauli@HPPH.ca](mailto:jpauli@HPPH.ca)

#### VI. QUESTIONS.

Questions for the purpose of clarifying the RFP must be submitted **in writing by email** and must be received no later than **4:00 p.m. on November 3, 2023.**

Questions must be emailed to Julie Pauli at [jpauli@HPPH.ca](mailto:jpauli@HPPH.ca). Questions and responses will be emailed to all firms that have submitted an intent to propose. Please note that submissions of questions for response do not in any way enhance or guarantee the chances of receiving a contract through this proposal.

#### VII. GENERAL INFORMATION.

A. **Site Visit:** Site visit will occur on November 2nd, 2023 at 10 am. Meet at Huron Perth Health Unit reception at 77722B London Rd. Clinton Ontario N0M 1L0. Contact is Steve McGraw.

B. **Contract Award**

- a. HPPH reserves the right to award the contract in a manner deemed to be in the best interests of HPPH.

C. **Stability of Proposed Prices**

- a. Any price offerings from Proposers must be valid for a period of 30 days from the due date of the proposals.

D. **Amendment or Cancellation of the RFP**

- a. HPPH reserves the right to cancel, amend, modify, or otherwise change this RFP

at any time if it deems it to be in the best interests of HPPH.

E. **Completion Date:** The project must be completed by March 31, 2024

F. **Proposal Modifications**

- a. No additions or changes to any proposal will be allowed after the proposal due date, unless such modification is specifically requested by HPPH. HPPH, at its option, may seek Proposer retraction and clarification of any discrepancy or contradiction found during its review of proposals.

G. **Proposer Demonstration of Proposed Services and/or Products**

- a. Proposers must be able to confirm their ability to provide all proposed services.

H. **Erroneous Awards**

- a. HPPH reserves the right to correct inaccurate awards. This includes revoking the awarding of a contract to a Proposer and subsequently awarding the contract to a different Proposer.
- b. Such action shall not constitute a breach of contract on the part of HPPH because the contract with the initial Proposer will be deemed voided as if no contract were ever in place.

I. **Ownership of Proposals**

- a. All proposals shall become the property of HPPH and will not be returned.

J. **Ownership of Subsequent Products**

- a. Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFP shall be the sole property of HPPH unless otherwise stated in the contract.

K. **Oral Agreement or Arrangements**

- a. Any alleged oral agreements or arrangements made by Proposers with HPPH will be disregarded in any proposal evaluation or associated award.

L. **Not a Contract**

- a. This RFP is not a contract and, alone, shall not be interpreted as such. Rather, this RFP serves only as the instrument through which proposals are solicited. HPPH will pursue negotiations with the highest scoring proposal. If, for some reason, HPPH and the initial Proposer fail to reach consensus on the issues relative to a contract, then HPPH may commence contract negotiations with other Proposers. HPPH may decide at any time to start the RFP process again.
- b. The selected Proposer will be required to sign a formal contract.

**M. Subcontractors**

- a. HPPH must approve any and all subcontractors utilized by the successful Proposer prior to any such subcontractor commencing any work. Proposers acknowledge by the act of submitting a proposal that any work provided under the contract is work conducted on behalf of HPPH and that the HPPH MOH or designee may communicate directly with any subcontractor as HPPH deems necessary or appropriate.
- b. It is also understood that the successful Proposer shall be responsible for all payment of fees charged by the subcontractor(s). The successful Proposer shall provide a performance evaluation of any subcontractor promptly to HPPH upon request. The successful Proposer must provide the majority of services described in the specifications.

Thank you for your time and interest in HPPH.

Julie Pauli, CPA, CMA, CMP, CHRL  
Director of Corporate Services  
Huron Perth Public Health