



Renfrew
INC. 1858
Bridging Charm and Convenience

Town of Renfrew
127 Raglan Street South
Renfrew, Ontario
K7V 1P8

Addendum No. 1

Date: September 9, 2026

Project No. 2026-12-CRS

Project: HVAC Service Agreement

To: All Bidders

Schedule and Clarification

Addition:

To Section: Delivery and Closing Time

Examination of Premises

Bidders may attend a site visit. Please contact the Municipal Contact identified above to register. The site visit is scheduled for **Monday, September 14th and Tuesday, September 15th, 2026** as outlined below. Please meet at the building main entrance at the specified times.

Monday, September 14

Time	Building	Location	Contact
9:45 AM	Visitor Information Centre (VIC)	190 Mask Road	Shawn
11:00 AM	Library	13 Railway Avenue	Maggie
1:00 PM	Town Hall	127 Raglan Street South	Jacob
2:00 PM	Fire Hall	152 Plaunt Street South	Chief Guest

Tuesday, September 15

Time	Building	Location	Contact
8:30 AM	Public Works Garage	529 Lisgar Ave	Gerard
9:45 AM	myFM Centre	1 Ma-te-way Park Drive	Shawn
11:00 AM	Rec Centre	67 Argyle Street South	Shawn
1:00 PM	Landfill	376 Bruce Street	Amanda

Questions arising from the site visit shall be provided in written form **only** (email accepted) and shall be directed to the Municipal Contact identified.

The Owner will not be responsible for instructions, clarifications or amendments communicated orally. Instructions, clarifications, or amendments which affect the Bid Documents may only be made in writing by written addendum.

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Remove:

From Section: Registration and Communications

Questions related to this tender, or the requirements are to be received by **2:00 p.m. on, September 9th, 2026**. Inquiries should be directed to the Municipal Contact listed.

Addition:

To Section: Registration and Communications

Questions related to this tender, or the requirements are to be received by **2:00 p.m. on, September 16th, 2026**. Inquiries should be directed to the Municipal Contact listed.

Remove:

From Section: Delivery and Closing Time

Tenders must be received no later than **2:00 p.m., Friday September 18th, 2026**. The time clock in the main counter service area in the Renfrew Town Hall Office is the official time for the deadline for submission. The Town is not responsible for submissions which arrive late or are not properly marked.

Addition:

To Section: Delivery and Closing Time

Tenders must be received no later than **2:00 p.m., Thursday September 24th, 2026**. The time clock in the main counter service area in the Renfrew Town Hall Office is the official time for the deadline for submission. The Town is not responsible for submissions which arrive late or are not properly marked.

Remove:

From Section: Delivery and Official Closing Time of Proposals

Tender submissions must be received not later than: **2:00 p.m. September 18th, 2026**.

Addition:

To Section: Delivery and Official Closing Time

Tender submissions must be received not later than: **2:00 p.m. September 24th, 2026**.

Remove:

From Section: Delivery and Official Closing Time of Proposals

The expected timeline for selection is as follows:



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Task	Target Date
Tender Issued	August 27, 2026
Question Deadline	September 9, 2026
Town Published Addendum (if applicable)	September 14, 2026
Closing date for Tender Submissions	September 18, 2026
Anticipated Award (on or about)	September 22, 2026

Addition:

To Section: Delivery and Official Closing Time

The expected timeline for selection is as follows:

Task	Target Date
Tender Issued	August 27, 2026
Site Visit	September 14 & 15, 2026
Question Deadline	September 17 , 2026
Town Published Addendum (if applicable)	September 21 , 2026
Closing date for Tender Submissions	September 24 , 2026
Anticipated Award (on or about)	September 29 , 2026

Addition:

To Section: Section II – Tender Specifications, 1. Work Details

1 Innovation Drive	1 Innovation Drive	5 H/C Units 1 Makeup Air Unit
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Addition:

To Section: Section III - Form of Tender

See attached Form of Agreement

Pre-Bid Questions

- 1. Question:** We can assume the properties have been maintained as per the manufactures instructions to date with no surprises?

Answer: The equipment listed in the tender document was part of a previous regular maintenance contract and was serviced regularly during that contract. If any issues arise that are outside of the scope of the agreement, the contractor will notify the Town, and these projects will be dealt with on a case-by-case basis.

- 2. Question:** Will there be a site visit for these locations? And if so, is it mandatory?



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Answer: Please see above Schedule and Clarification section for site visit schedule. The site visit is not mandatory to submit a bid.

3. **Question:** Will gaskets for boiler cleaning be deemed extra and as required?

Answer: These items/projects will be dealt with on a case-by-case basis.

4. **Question:** Work schedule: Based on work schedule, commencement is September 22nd, 2026, with a final date of December 31st, 2027. Should we consider Qty (1) quarterly visit for 2026 year and Qty (4) for 2027?

Answer: Yes, Qty (1) quarterly visit for 2026 year and Qty (4) for 2027. As per the tender, the successful Contractor shall invoice the Town of Renfrew on a quarterly basis.

5. **Question:** Supervision and coordination: Is the supervisor to be on site while performing preventative maintenance, and or deemed available by phone and appointment?

Answer: Deemed available by phone and appointment is acceptable

6. **Question:** Will pressure washing be added to the scope of work for AC systems in spring PM?

Answer: The contractor will notify the Town if required, and these projects will be dealt with on a case-by-case basis.

7. **Question:** Could we either schedule a site walkthrough for the 10 buildings or receive a detailed equipment list outlining the makes and models?

Answer: Please see above Schedule and Clarification section for site visit schedule. The 1 Innovation site is not available for a site visit due to construction. Model numbers are listed with photos in Appendix A – 1 Innovation Unit Information.

5 H/C Units

Model: DM090N15N5AAA4A – 1 unit

Model: DJ060N10N5AAA2A - 4 units

1 Makeup Air Unit

Model MPA-01-210GM – 1 unit, natural gas

8. **Question:** If you could please provide the specifications for the boiler systems, specifically:

- Whether they are steam or water tube boilers
- Whether they are used for space heating or domestic hot water



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Answer: The myFM Centre is a Water tube boiler, used for domestic hot water, Rec Centre is a Water tube boiler, used for space heating.

Please attach this addendum to your Tender document and be governed accordingly. Bidders must acknowledge receipt of all addenda.

One copy of this Addendum is to be SIGNED and SUBMITTED with the Proposal

Proponent's Name (Company)

Date of Issue – August 27, 2026

Closing Date – **September 24, 2026**

Signature

Closing Time – 2:00 PM

Name (Please Print)

Date



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Form of Agreement

HVAC Service Agreement (Tender 2026-12-CRS)

This agreement is made in duplicate this _____ day of _____, 2026.

BETWEEN: _____

Hereinafter referred to as the 'CONTRACTOR',

and

THE CORPORATION OF THE TOWN OF RENFREW,

Hereinafter referred to as the 'TOWN'.

WHEREAS the TOWN wishes to have the CONTRACTOR supply of all labour, equipment and materials necessary to provide regular maintenance and inspection of heating, cooling and ventilation systems at Town properties.

NOW THEREFORE the parties agree as follows:

1. The TOWN has accepted the CONTRACTOR'S bid of \$_____incl. taxes. As per the Request for Tender, no increase in the amount invoiced is permitted after the awarding of the contract.
2. An invoice for the accepted contract amount can be sent to the TOWN at the end of each quarter for work completed within that period in accordance with the terms of the contract once all required work is complete as deemed by the TOWN.
3. If, at any time, the CONTRACTOR is prevented from performing any obligation under this Agreement by reason of strike, lockout, riot, fire, hurricane, flood, invasion, explosion, act of God, war, legal acts of the public authorities, or any other cause beyond the CONTRACTOR'S control, then the CONTRACTOR shall not be required to perform such obligation during such time. The CONTRACTOR will exercise its best attempt to overcome the cause of prevention as expeditiously as possible.
4. Under no circumstances will the CONTRACTOR be liable to the TOWN for any loss of profit, indirect, special, or consequential damages.
5. The CONTRACTOR shall defend, indemnify and save harmless the TOWN its elected officials, officers, employees and agents from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury, sickness, disease or death or to damage to or destruction of tangible property including loss of revenue or incurred expense resulting from disruption of service, arising out of or allegedly attributable to the negligence, acts, errors, omissions, misfeasance, nonfeasance, fraud or willful misconduct of the CONTRACTOR, its directors, officers, employees,



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agents, contractors and subcontractors, or any of them, in connection with or in any way related to the delivery or performance of this Contract. This indemnity shall be in addition to and not in lieu of any insurance to be provided by the CONTRACTOR in accordance with this Contract and shall survive this Contract.

6. Proof of appropriate insurance, certificates, and WSIB clearance shall be provided the TOWN **prior to** commencement of the work. The CONTRACTOR agrees to defend, indemnify and save harmless the TOWN from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever arising out of or related to the CONTRACTOR'S status with WSIB. This indemnity shall be in addition to and not in lieu of any proof of WSIB status and compliance to be provided by the CONTRACTOR in accordance with this Contract, and shall survive this Contract.

7. The RFT documents shall be included as part of the contract.

IN WITNESS WHEREOF the TOWN and the CONTRACTOR has caused this Agreement to be executed by the signatures below.

Town of Renfrew

Name: _____ Title: _____

Signature: _____ Date: _____

I have the authority to bind the Corporation

Town of Renfrew

Name: _____ Title: _____

Signature: _____ Date: _____

I have the authority to bind the Corporation

Contractor

Name: _____ Title: _____

Signature: _____ Date: _____

I have the authority to bind the Corporation



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Appendix A – 1 Innovation Unit Information



Serial No.: **N0L6133509**
Model No.: **DM090N15N5AAA4A**

FOR OUTDOOR INSTALLATION ONLY
USE COPPER SUPPLY WIRE

UNIT VOLTAGE: 575-3-60
MINIMUM CIRCUIT AMPACITY: 18.2
MAXIMUM FUSE SIZE (TIME DELAY): 20
MAX. CIRCUIT BRKR SIZE (HACR type per NEC): 20

QTY	LOAD	HP	VOLT-PH-HZ	RLA/FLA	LRA
1	COMP #1		575-3-60	5.1 RLA	34 LRA
1	COMP #2		575-3-60	5.1 RLA	34 LRA
1	ID BLOWER	3.0	575-3-60	4.1 FLA	
1	OD FAN #1	3/4	575-1-60	1.3 FLA	
1	OD FAN #2	3/4	575-1-60	1.3 FLA	
1	COMB BLWR	1/12	208/230-1-60	0.5 FLA	

FACTORY CHARGED: SYS #1 R-22 4 LBS. 10 OZ.
SYS #2 R-22 3 LBS. 14 OZ.

MIN. TEST PRESS.: HIGH SIDE 300 PSIG, LOW SIDE 150 PSIG.
MIN/MAX VOLTAGE: 540V / 630V
FORCED AIR FURNACE WITH COOLING. TYPE GAS: NATURAL.
GAS SUPPLY PRESS: MAX: 10.5 IN. W.C. MIN: 4.5 IN. W.C.
ORIFICE: 37 DRILL SIZE

TEMP. RISE DEGREE F	GAS INPUT BTU/HR	MIN. INPUT BTU/HR	MANIFOLD PRESSURE
30-60	180000	108000	3.5 IN. W.C.

ALTITUDE: 0 - 2000 FT. ELEVATION
HEAT ANTICIPATOR SETTING: .74 A.
DESIGNED MAX OUTLET AIR TEMPERATURE: 185 F
LIMIT CONTROL SETTING: 185 F
MAX. EXT. STATIC 1.5

SERVICE (S) AND MINIMUM (M) CLEARANCE TO COMBUSTIBLE MATERIAL/

(M)	(S)	(M)	(S)	(S)	(S)	(S)
DUCT	FLOOR	TOP	FRONT	LEFT	REAR	RIGHT
0 IN.	0 IN.	72 IN.	36 IN.	36 IN.	12 IN.	12 IN.

REAR CLEARANCE IS 36 IN. IF ECONOMIZER IS PRESENT
HORIZONTAL OVERHANG EXTENSION: 36 IN.
FOR INSTALLATION ON COMBUSTIBLE FLOORING OR
CLASS A, B OR C ROOF COVERING MATERIAL.
GAS FIRED CENTRAL FURNACE
CENTRAL COOLING AIR CONDITIONER

UL 1995/CSA G22.2 NO. 238-95
ANSI Z21.47-2000/CSA 2.36-2000



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Serial No.: **N0M6283281**
Model No.: **DJ060N10N5AAA2A**

FOR OUTDOOR INSTALLATION ONLY
USE COPPER SUPPLY WIRE

UNIT VOLTAGE: 575-3-80
MINIMUM CIRCUIT AMPACITY: 11.8
MAXIMUM FUSE SIZE (TIME DELAY): 15
MAX. CIRCUIT BRKR SIZE (HACR type per NEC): 15

QTY	LOAD	HP	VOLT-PH-HZ	RLA/FLA	LRA
1	COMP #1		575-3-80	7 RLA	53 LRA
1	ID BLOWER	1.50	575-3-80	2 FLA	
1	OD FAN #1	0.50	460-1-80	1.3 FLA	
1	COMB BLWR	0.07	460-1-80	0.7 FLA	

FACTORY CHARGED: SYS #1 R-22 11 LBS. 0 OZ.

MIN. TEST PRESS.: HIGH SIDE 350 PSIG. LOW SIDE 150 PSIG.
MIN/MAX VOLTAGE: 540V / 630V
FORCED AIR FURNACE WITH COOLING. TYPE GAS: NATURAL.
GAS SUPPLY PRESS: MAX: 13.5 IN. W.C. MIN: 4.5 IN. W.C.
BURNER ORIFICE: 42 DRILL SIZE
PILOT ORIFICE: 56 DRILL SIZE

TEMP. RISE DEGREE F	GAS INPUT BTU/HR	MANIFOLD PRESSURE
35-65	125,000	3.5 IN. W.C.

ALTITUDE: 0 - 2000 FT. ELEVATION
MAX
EXT STATIC
0.8 IN. W.C.

DESIGNED MAX OUTLET AIR TEMPERATURE: 190 F
LIMIT CONTROL SETTING: 165 F

SERVICE (S) AND MINIMUM (M) CLEARANCE TO COMBUSTIBLE MATERIALS	(S)	(M)
DUCT FLOOR TOP FRONT LEFT REAR RIGHT	0 IN. 0 IN. 72 IN. 32 IN. 24 IN. 12 IN. 24 IN.	

REAR CLEARANCE IS 36 IN. IF ECONOMIZER IS PRESENT
LEFT CLEARANCE IS 36 IN. IF ECONOMIZER IS PRESENT
HORIZONTAL OVERHANG EXTENSION: 36 IN.
FOR INSTALLATION ON COMBUSTIBLE FLOORING OR
CLASS A, B OR C ROOF COVERING MATERIAL
GAS FIRED CENTRAL FURNACE
CENTRAL COOLING AIR CONDITIONER

UL 1995/CSA C22.2 NO. 236-95
ANSI Z21.47-2003/CSA 2.3-2003
ASHRAE 90.1 COMPLIANT



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UNIT-HEATER
FOR NATURAL GAS

MODEL YPA-01-210GV
SERIAL NO. 118126
ALTITUDE IN FEET 0-2000

B.T.U. PER HOUR
MAX. INPUT 210 MBTUH
MIN. INPUT 63 MBTUH
BONNET CAP. 157.5 MBTUH

ORIFICE SIZE 44 DMS
MAN. PRESS. 4 "W.C.

VOLTS 120
AMPS 8.4
HERTZ 60
PHASE 1

LIGHTING AND RELIGHTING INSTRUCTIONS
(AUTOMATIC PILOT IGNITION)

1. Shut off electrical supply and move system switch to "OFF" position.
2. Close main burner and pilot burner manual gas valves.
3. Allow unit to stand 5 minutes before attempting to light.
4. Light pilot burner as follows:
A. Turn electrical power supply on.
B. Turn pilot burner manual gas valve to on position and allow 5 minutes for pilot to light and remain lit.
5. Open main burner manual valve.
6. Move system switch to "ON" position.
7. Should pilot go out, repeat above procedure.

SHUT-DOWN INSTRUCTIONS

1. Close main burner and pilot gas valves.
2. Move system switch to "OFF" position.

BLOWER RATING
AIR DELIVERY 1600 CFM
EXT. STATIC PR. 0.67 "W.C.
TEMP. RISE 51 °F
BLOWER SPEED 300 RPM
MOTOR H.P. 0.5

CERTIFIED FOR 1.7" W.C. MAX. E.S.P. AT TEMP. RISE BETWEEN 51 °F & 81 °F

Provide the following clearances to combustibles materials:
1. 12" from entering and leaving air ends.
2. At least width of unit from control side.
3. 6" from side opposite controls.
4. 0" from bottom of unit base frame.

CERTIFIED FOR OUTDOOR INSTALLATION ONLY
THIS UNIT IS CERTIFIED FOR INSTALLATION DOWNSTREAM FROM REFRIGERATION SYSTEMS FOR OPERATION AT AMBIENT TEMPERATURES DOWN TO -40°F (-40°F) FOR UNIT WITH SUPREX K1.

ICG
ICG MANUFACTURING LTD
DISTRIBUTOR OF INTER-CITY GAS EQUIPMENT