



Renfrew

TOWN OF RENFREW
127 Raglan Street South
Renfrew, Ontario
K7V 1P8

Tender 2026-12-CRS HVAC Service Agreement

Section I – Information

Background

The Corporation of the Town of Renfrew, hereinafter referred to as the “Town”, is seeking bids from qualified and experienced contractors for the supply of all labour, equipment and materials necessary to provide regular maintenance and inspection of heating, cooling and ventilation systems at Town properties under the Community and Recreation Services Department.

The lowest or any bid will not necessarily be accepted, and the Town reserves the right to award any portion of this Tender. This offer shall be irrevocable for a period ninety (90) calendar days following the date bids are to be received.

Registration and Communications

It is mandatory that you register as a bidder with the Corporation of the Town of Renfrew. **Failure to register will result in non-acceptance of your submission.**

Please remit Name of Company, Name of Contact Person, and Contact Information to:

Ashley Robertson, Purchasing Assistant, Town of Renfrew

Email: purchasing@renfrew.ca

All communications must reference **Tender 2026-12-CRS** in the subject line.

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.

Municipal Contact: Ashley Robertson, Purchasing Assistant, Town of Renfrew

Email: purchasing@renfrew.ca

Where a bidder finds discrepancies or omissions in the tender requirements or otherwise requires any clarification, the bidder should contact the Corporation of the Town of Renfrew in writing by email as noted above. Where the Corporation of the Town of Renfrew deems that an explanation or interpretation is necessary or desirable, an addendum may be issued.

Only documents provided to bidders by the Town or found on Biddingo are to be considered the **official** documents. The Town accepts no responsibility for the accuracy of information found on other websites. The onus is on the bidder to check on the Town's and Biddingo's website to verify they have received all relevant information. The Town



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reserves the right to not accept a bid submission if determined that the documents have been altered from the Town's own official documents.

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.

- (a) All Tenders shall be submitted on the supplied Tender Form, in a sealed envelope and shall be clearly marked as to the contents and bidder's name.
- (b) Tenders received by this time, date and at the location specified above, shall be opened and read in a public opening. The public reading of a submission does not imply any decision by the Corporation of the Town of Renfrew on whether a tender is or is not irregular.
- (c) All Tenders must be completed in full, in ink and be legible.
- (d) The Tenders Document shall not be modified in any way.
- (e) An officer of the company, designating their position shall sign the Tender Form and execute with the company seal. In the case of an individual trading as a company the signature of the person signing the Tender shall be witnessed.
- (f) Late Tenders **will not** be accepted beyond the closing date/time as set out. Tenders received after the established closing will be returned unopened.
- (g) Tenders transmitted by fax or email **will not** be considered.
- (h) **The lowest or any Tender is not necessarily accepted.**
- (i) Should a dispute arise regarding the meaning or intent of the contract documents, the decisions of the Town shall be final.
- (j) The Town of Renfrew will make documents available in an accessible format or via appropriate communication supports upon request.

The Bidder Declares

- a) No person, firm, or corporation, other than the Bidder, has any interest in this Tender in the proposed contract for which this tender is made.
- b) This Tender is made without any connection, comparison of figures or arrangements with or knowledge of any other corporation, firm or person making a tender for the same work and is in all respects fair and without collusion or fraud.



- c) No member of Council and no officer or employee of the Town is or will become interested directly or indirectly as a contracting party, partner, shareholder, surety or otherwise in any portion of the profits thereof, or in any of the monies to be derived there from.

Insurance

The successful bidder shall provide at all times the following insurances with issuers, satisfactory to the Town and in amounts stated below and ensure that such insurance is enforced and effective.

- (a) Workplace Safety & Insurance Board fully complying with the laws of the Province, with a Certificate of Clearance from the Workplace Safety & Insurance Board Independent Owner/Operator Status Form to show that the Bidder is in good standing.
- (b) The successful bidder shall provide the Corporation of the Town of Renfrew with an original Certificate of **Commercial Liability Insurance** in the amount of at least five million dollars (\$5,000,000.00). Coverage should include, but not limited to:
- Bodily injury and property damage
 - Products and completed operations
 - Non-owned automobile coverage and shall include Contractual non-owned coverage
 - Products and completed operations coverage
 - Contractual Liability
 - Cross liability clause
 - Work performed on Behalf of the Named Insured by Sub-Contractors
 - The policy shall provide 30 days prior notice of cancellation
- (c) The successful bidder must be able to provide proof of **Motor Vehicle Liability Insurance** of standard wording, covering motor vehicles owned, leased or operated by or on behalf of the Bidder, in connection with the Services provided or to be provided under this Agreement, with coverage of not less than Two Million (\$2,000,000) Dollars exclusive of interest or costs per occurrence and equipment leased, borrowed, rented or operated;
- i. The successful Bidder shall provide proof of Commercial Liability Insurance and WSIB Clearance to meet the Tender specifications and shall ensure that WSIB Clearance is up to date for the entirety of the contract.
- (d) The Contractor's insurance shall name the following as additional named insured:

The Corporation of the Town of Renfrew
127 Raglan Street South, Renfrew ON, K7V 1P8



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Damages and Responsibilities

- (a) The Contractor shall employ such methods as necessary to avoid defacement or damage to the Town's property.
- (b) The Contractor shall be responsible for all damage caused by his/her employees, equipment or supplies to the Town's property, equipment, buildings and building contents.

Freedom of Information

All written Tenders received by the Town of Renfrew become a **public** record. Once a Tender is accepted and a contract is signed, all information contained in them is available to the **public**.



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Section II – Tender Specifications

Scope of Work

Under the direction of the Director of Community and Recreation Services, or designate, the contractor will be responsible for the supply of all labour, equipment and materials necessary to provide regular/preventative maintenance and inspections of heating, cooling and ventilation systems at Town properties listed below.

Sites

The sites are located within the Town of Renfrew, Ontario:

- myFM Centre at 1 Ma-te-way Park Drive
- Town Hall at 127 Raglan Street South
- Fire Hall at 152 Plaunt Street South
- Library at 13 Railway Avenue
- Visitor Information Centre at 190 Mask Road
- 1 Innovation Drive
- Public Works Garage at 529 Lisgar Ave
- Landfill at 376 Bruce Street
- Henry Eady Building at 18 Ma-te-way Park Drive
- Rec Centre at 67 Argyle Street South

Contractors are strongly encouraged to visit the sites to familiarize themselves with the buildings and equipment.

Subcontractors

The Contractor shall not engage any subcontractor to perform services under this scope of work without first providing the Town with the subcontractor's name, scope of work, and any other information reasonably requested by the Town.

The Town shall have the right to review and approve or reject any proposed subcontractor. Any rejection must be based on reasonable grounds, including but not limited to concerns regarding the subcontractor's qualifications, experience, financial stability, regulatory compliance, safety record, conflicts of interest, past performance, insurance coverage, or ability to perform the required services in accordance with this scope of work.

If the Town rejects a proposed subcontractor, the Town shall provide the Contractor with written notice setting out the reasons for the rejection. The Contractor shall promptly propose an alternative subcontractor for the Town's review and approval.



1. Work Details

Building	Address	List of Equipment
myFM Centre	1 Ma-te-way Park Drive	22 H/C Units 3 Exhaust Fans 3 Makeup Air Units 1 NTI Boiler
Town Hall	127 Raglan Street South	5 H/C Units 1 HRV Unit 1 Unit Heater
Fire Hall	152 Plaunt Street South	1 H/C Unit
Library	13 Railway Avenue	1 Outdoor Condenser 1 A/C Condenser 2 Gas Boilers 1 HRV Unit 1 Force Flow Heater 1 Horizontal Furnace 4 Ceiling Cassettes
Visitor Information Centre	190 Mask Road	1 H/C Unit
1 Innovation Drive	1 Innovation Drive	5 H/C Units
Public Works Garage	529 Lisgar Avenue	2 Boilers 2 A/C Unit
Landfill	376 Bruce Street	1 Propane Furnace Unit
Henry Eady Building/Rec Garage	18 Ma-te-way Park Drive (Ma-te-way Park Drive & Belanger Road)	2 Gas Wall/Ceiling Unit Heaters
Rec Centre	67 Argyle Street South	1 Boiler

Regular maintenance should include, but not necessarily be limited to:

- Seasonal maintenance and inspection, on a quarterly basis, four (4) times a year.
- Filter replacement on each visit.
- Belt replacement annually.
- Boiler cleaning annually.
- Inventory/recordkeeping of equipment and work performed.
- Recommendations for services outside of regular maintenance.

Please provide a quote for an annual fee (lumpsum) to perform the work listed above. When performing maintenance and servicing work, if other 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.

Please include preferred hourly rates on services outside of regular maintenance if applicable, and the availability of 24/7 service, or guaranteed response times.



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Contractor shall provide to the Town, upon request and at the end of the agreement, an inventory of all maintenance (both regular/routine and out-of-scope) performed on equipment, including location, make, model, and serial number of the unit.

2. Work Schedule

Regular maintenance should include seasonal maintenance and inspection four (4) times each year, on a quarterly basis.

Work will commence upon award on or about September 22, 2026. This service period will be from award to December 31, 2027.

Routine Service work shall take place between the hours of 7:00 am and 7:00 pm.

At the option of the Town of Renfrew, this contract may be extended into 2028. Please indicate the percentage increase to the overall price and a total price (excluding HST) to extend the service contract for one (1) more year. Extensions will be at the mutual consent of both the Town and the Contractor. Blanks will be interpreted as contractor intention in 2026/2027 service period only at this time.

3. References

Provide related experience and 3 references for similar projects completed in municipal/commercial settings within the past 5 years.

References shall be submitted as instructed in **Section III - Form of Tender** as an attachment and should include the following at a minimum:

- a) Client Name:
- b) Description of project:
- c) Location:
- d) Service date(s):
- e) Client contact information:
- f) Permission to contact client:

Schedule

The total project should commence upon award for the specified service period.

Inspection

The Town reserves the right to:



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- (a) Inspect all work performed by the Bidder under this Tender.
- (b) Shut down any operation, which gives an indication of poor workmanship or substandard materials being supplied under this Tender.
- (c) Refuse acceptance of workmanship until it is proven to be of a satisfactory quality.

Materials

- (a) Materials and equipment shall be supplied by the Contractor.

Labour

- (a) All work shall be performed by workers who are qualified and skilled to carry out and perform the duties required in the Contract and applicable training and certification in accordance with all provincial Ministry of Labour and Health and Safety legislation and standards.

Supervision and Coordination

- (a) The Contractor shall appoint an experienced Supervisor to be responsible for all the work required under the Contract.
- (b) The Supervisor shall be readily accessible to the Town personnel at all times.
- (c) The Contractor shall supervise and coordinate all phases of the Work and shall cooperate fully with all supervisory representatives of the Town during the performance of the Work of this Contract.

Commencement and Termination

- (a) The Contractor shall commence work on the date stated in the Agreement as agreed upon by the Contractor and the Owner and shall continue for the period of time designated therein unless terminated in accordance with the provisions of this Contract.
- (b) The Town reserves the right to terminate the Contract upon giving seven (7) days written notice to the Contractor if it deems the services of the contractor are no longer required.
- (c) The Town reserves the right to terminate the Contract upon giving seven (7) days written notice to the Contractor in the event of the Contractor neglecting or failing to perform the work properly or diligently.

Change In the Work

- (a) The Town, without invalidating the Contract, may make changes by altering,



adding to, or deducting from the Work. All additional work shall be executed under the conditions of this Contract.

- (b) No variations from the work that may result in a change to the amount of the Contract shall be proceeded with, until proper approval has been obtained by the Contractor in writing from the Town.

Miscellaneous

The Contractor and support staff should be prepared to make presentations to Town of Renfrew management, elected officials, and the general public, if required.

Site visits must be requested in advance and will be scheduled based on facility operating restrictions. Organized tours/briefings will be scheduled.

Verbal information, directions, and opinions, from whatever source, do not supersede nor elaborate on the requirements of this document. Changes in specifications and requirements (if required) will be provided in writing to all proponents by the contact identified above., in the form of a numbered addendum.

Delivery and Official Closing Time of Proposals

All submissions shall be in a sealed envelope with covering pages (*Envelope Label*) supplied by the Town and delivered to:

Town of Renfrew (Town Hall)
Attention: Ashley Robertson, Purchasing Assistant
127 Raglan Street South
Renfrew, Ontario
K7V 1P8

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

The time clock at the main counter service area in the Renfrew Town Hall shall be the official time for the submission deadline. The Corporation of the Town of Renfrew is not responsible for submissions which arrive late or are not properly marked. Submissions shall be officially opened after closing time.

Timeline

The expected timeline for selection is as follows:

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



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Section III - Form of Tender

Company Information

1.	Company Name	
2.	Bidder Contact Individual	
3.	Address (incl. Postal Code)	
4.	Office Phone Number	
5.	Cellular Phone Number	
6.	Email Address	
7.	HST Account Number	

I/We hereby submit the attached documents to satisfy the requirements as issued by the Corporation of the Town of Renfrew.

I/We agree that we have reviewed and understand the tender documents and I/We are capable and qualified to perform the requirements of the contract.

I/We agree that this offer shall be irrevocable from the time the tenders are opened and extended for a period of 90 days.

I/We agree that this offer acknowledges all addenda and that the pricing quoted includes the provision set out in such addenda.

Acknowledgement to Receipt of Addenda

This will acknowledge receipt of the following addenda and, that the pricing quoted includes the provision set out in such addendum(s)

Addendum #	Date Received
# _____	_____
# _____	_____
# _____	_____

☐ Check here if No Addenda considered.



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Bid Form

The Bidder offers to provide the services detailed within the tender package and identified specifications, and as further detailed in the Bidder's proposal, to the acceptance of the Corporation of the Town of Renfrew for the following Upset Cost Limit.

2026/2027 Service Period - Cost Estimate Breakdown (excludes HST)

Description:	Annual Cost:
myFM Centre	\$
Town Hall	\$
Fire Hall	\$
Library	\$
Visitor Information Centre	\$
1 Innovation Drive	\$
Public Works Garage	\$
Landfill	\$
Henry Eady Building/Rec Garage	\$
Rec Centre	\$

Overall Project

Description:	Annual Cost:
Bid Price (as specified) No HST	\$
HST	\$
Total Price	\$

Extensions will be at the mutual consent of both the Town and the Contractor. Blanks will be interpreted as contractor intention in 2026/2027 service period only at this time.

2028 Season: % Increase _____ Quoted Price \$ _____
(Excluding HST)

- Bidder shall register for this tender as outlined in **Section I – Information**
- Bidder shall include information requested in **Section II – Tender Specifications**
- Quotes shall include expected schedule.
- Quotes shall include all associated costs including freight and delivery.



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Bid Submission

The undersigned affirms that they are duly authorized to execute this bid and that all costs associated with this proposal have been submitted in the fee envelope.

BIDDER'S SIGNATURE AND SEAL: _____

NAME AND POSITION: _____

WITNESS SIGNATURE: _____

NAME AND POSITION: _____

DATED AT: _____

THIS _____ DAY OF _____ 202_____

Related Experience and References

Provide related experience and 3 references for similar projects completed in municipal/commercial settings within the past 5 years.

References shall be submitted as an attachment and should include the following at a minimum:

- a) Client Name:
- b) Description of project:
- c) Location:
- d) Service date(s):
- e) Client contact information:
- f) Permission to contact client:

Basis of Payment

The contract price is in Canadian funds, and the price includes any specified cash and contingency allowances and all the applicable taxes in force at this date except as may be otherwise provided in the Tender Documents. A Purchase Order may be issued to the successful Contractor. The Contractor shall invoice the Town of Renfrew on a quarterly basis. Each invoice shall be clearly marked with the:

- Purchase Order Number issued;
- Tender Number and Project Name;
- Work performed at each Town property
- Date of work performed.

Payment made by the Town shall be in accordance with Town of Renfrew policy. The successful Bidder shall invoice at the end of each quarter for work completed within that period in accordance with the terms of the contract. Invoices shall be emailed to Treasury@renfrew.ca or delivered to the Town of Renfrew, 127 Raglan St South, Renfrew, ON, K7V 1P8.

Tender 2026-12-CRS – HVAC Service Agreement

From:

Contact:

Telephone:

Deliver to:

**The Town of Renfrew
127 Raglan Street South
Renfrew, ON K7V 1P8
Attention: Ashley Robertson, Purchasing Assistant**

Tender Number:

Closing Date and Time:

Description: