

# **Building Services - HVAC**



**Request for Proposal 2025-23**

**Building Services- HVAC  
Mountain View County  
RFP 2025-23**

**Key Dates**

**Proposal Schedule:**

<b>Issue of RFP</b>	<b>December 10, 2025</b>
<b>Tour of Facilities</b>	<b>December 19, 2025 at 8:30 a.m.</b>
<b>Deadline for Submission of Questions</b>	<b>December 29, 2025 by 2:00 p.m.</b>
<b>Deadline for Proposal Submissions</b>	<b>January 7, 2026 by 4:00 p.m.</b>
<b>Tentative Deadline for Awarding Contract</b>	<b>January 14, 2026</b>

**All dates and times are subject to change.**

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# **Mountain View County the “County”**

## **Building Services - HVAC**

### **Request For Proposal (RFP)**

#### **1. INSTRUCTIONS TO PROPONENTS**

##### **1.1 Introduction**

Mountain View County (MVC) is seeking proposals from qualified HVAC service providers to deliver comprehensive maintenance services across all County-owned facilities. The scope includes the development and management of a preventive maintenance program, along with responsive support for corrective actions, system diagnostics, and repairs as needed.

The selected contractor will enter into a two-year service agreement with an option to extend one-year if agreed upon between both parties.

Additional information about Mountain View County may be obtained on its website:

<http://www.mountainviewcounty.com>

##### **1.2 Preparation of Proposals**

All Proposals received will be subject to all terms and conditions contained in this RFP. Proponents are responsible for familiarizing themselves with all terms and conditions of this document and for carefully examining the samples, specifications and other documents enclosed herewith (herein collectively referred to as the “RFP”). The Proponent shall make all inquiries and investigations necessary for the preparation and submission of Proposals and shall be deemed to have made same prior to submitting the Proposal response.

The County will not be responsible for any costs incurred by a Proponent in preparing and submitting a Proposal. The County accepts no liability of any kind to a Proponent unless and until the Proposal is accepted by the County.

##### **1.3 Offer and Acceptance Period**

A response to the RFP shall be deemed to be an offer to contract with the County based upon the terms, conditions and specifications contained in this RFP. Proposals shall constitute offers which are irrevocable for a period of sixty (60) days after the RFP's Closing Date and Time. If in the County's sole opinion, a Proponent's Proposal does not meet these requirements, the County may reject the Proposal.

## 1.4 Definitions

Terms used in this RFP have the meaning set out below unless otherwise indicated.

**“Agreement”** means a written document between the County and the Proponent(s) to perform the tasks, duties and responsibilities, as described in this RFP. The proposed form of Agreement from this RFP is CCDC 14-2013 Design Build Stipulated Price Contract

**“MST”** means Mountain Standard Time or Mountain Daylight Saving Time as provided for in the Daylight Saving Time Act of Alberta.

**“Contract Administrator”** means the County's representative responsible for the day-to-day administration of the contract. The Contract Administrator is the Proponent's primary County contact for all matters relating to the contract and service delivery.

**“Must”** means a requirement that is to be met in a substantially unaltered form for a Proponent's Proposal to be considered.

**“Primary Contact”** means the individual a Proponent (that has submitted a Proposal), designates to represent the Proponent during the competitive process associated with this RFP. There can be only one (1) Primary Contact.

**“Proponent”** means the firm or individual who has obtained a copy of this RFP or has registered as an Interested Proponent on APC for this competitive process.

**“Proposal”** means the Proponent's response to this RFP.

**“Services”** means everything done or performed by or through the Proponent that is within the scope of work for the RFP, including preparation and submission of any deliverables required by the Agreement.

## 1.5 Owner Representative

For this contract the County has designated a representative (listed below) to act on its behalf. The County Representative will act as Contract Administrator for the Contract resulting out of this RFP as defined in Section 1.4.

Benjamin Neale, T.T.  
Operations Technologist  
10-1408 Township Road 320  
Didsbury, AB T0M 0W0  
Canada

## 1.6 Pre-Proposal Meeting

A Pre-Proposal facility tour is currently scheduled for December 19, 2025 at 8:30am. Tour to begin at the Administration Office (10-1408 Township Road 320).

## 1.7 Inquiries

Email inquiries will be accepted up to and including **2:00 p.m. MST, Wednesday, December 29, 2025**. **No telephone inquiries will be accepted.**

At the County's sole discretion, information or clarifications regarding competitive process procedural issues may be provided to Proponent(s) after this date and time.

All inquiries shall be sent to the County Representative listed below. Do not contact any other County employees or Proponents regarding any aspect of this RFP process, procedural or technical.

When submitting an inquiry, identify your organization name, address, telephone and e-mail address, as well as "**RFP for Building Services - HVAC**" in the header. E-mail inquiries are to be submitted as follows:

Benjamin Neale, T.T.  
Operations Technologist  
E-mail: [bneale@mvcounty.com](mailto:bneale@mvcounty.com)

All inquiries received will be reviewed by the County. Inquiries that may contain proprietary or confidential information, in the County's sole opinion, may be answered exclusively to the submitting Proponent directly via e-mail (not posted on APC) provided the response does not 1) require a modification to this RFP document, or 2) potentially provide the Proponent with an undue advantage in the competitive process. If the County believes that either of these situations may reasonably arise, it reserves the right to request the Proponent to reword and resubmit the inquiry or not provide a response.

All other inquiries will be compiled and answered in the form of written Addenda issued by the County and posted on APC. Proponents are strongly encouraged to submit inquiries as early as possible. Proponents are advised that all other inquiries received and answered by the County will be provided verbatim to all Proponents.

Prior to the Closing Date and Time, if the County requires clarification pertaining to an inquiry submitted by a Proponent, the County will direct the request for clarification to the Proponent's representative that submitted the inquiry.

After the Closing Date and Time, the County will direct all correspondence regarding this competitive process only to the Proponent's Primary Contact as identified in its Proposal. It is the Proponent's responsibility to notify the County personnel listed above in writing and in advance of any change in the Proponent's Primary Contact information; this is especially critical for an e-mail address change.

The County assumes no responsibility or liability arising from information obtained in a manner other than as described by this RFP.

## 1.8 Addenda

Any changes to this RFP as well as the response(s) to all inquiries received will be issued in the form of written Addenda. The final written Addenda will be issued no later than **4:00p.m. MST, Friday, January 2, 2026.**

The final written Addendum to non-proprietary or non-confidential inquiries will be posted on APC no later than the above noted date and time. The final written Addenda to proprietary or confidential inquiries will be e-mailed directly to the Proponent's representative that submitted the inquiry no later than the above noted date and time.

The date and time for issuing the final written Addendum may be amended at the sole discretion of the County.

Verbal instructions shall not be binding.

It is the Proponent's sole responsibility to regularly check APC for any updates or Addenda pertaining to this competitive process, and to maintain current and accurate user profile information on APC. The County will not be liable to any Proponent for any damages, direct or indirect, or lost profits arising out of the Proponent's use of the APC. By registering as an Interested Proponent on APC for this competitive process, the Proponent agrees to be bound by the terms and conditions set out in the APC web site.

The County requests the Proponent acknowledge receipt of all Addenda by completing and returning Appendix A with the Proposal. The County shall have the sole authority to resolve any discrepancies, omissions, or conflicts in this RFP.

## 1.9 Closing Date and Time

The Closing Date and Time for this RFP is **Tuesday, January 7, 2026, at 4:00 p.m. MST.**

The Closing Date and Time may be amended at the sole discretion of the County.

For RFP closing purposes the official time of receipt of Proposals shall be as determined by the clock on the computer located at the County Administration Building, Front Reception.

Failure to clearly identify Proposals as outlined in Section 1.10, Proposals being delivered just prior to the Closing Time, and/or Proposals not being delivered directly to front reception may result in delays in date and time marking of Proposals. Proposals that are date and time marked after the Closing Date and Time will not be evaluated and will be returned unopened.



## 1.10 Submission of Proposals

**One (1) PDF copy** of the request for proposal package, signed dated, will be received by Mountain View County by email and marked:

Building Services - HVAC  
E-mail RFP submission is to be submitted electronically to:

[tenders@mvcountry.com](mailto:tenders@mvcountry.com)

- Proposals submitted in the name of an incorporated company shall be signed in the name of the company by a duly authorized representative of the company;
- Proposals received after the Closing Date and Time will not be evaluated and will be returned unopened;
- Delivery service disruptions will not be acceptable conditions for late Proposal submissions;
- At any time prior to the RFP Closing Date and Time, a Proponent may withdraw its Proposal. No Proposal shall be altered, amended or withdrawn after the Closing Date and Time unless the Proponent is requested to do so by the County;
- There will be no public opening of Proposals;
- Persons or firms submitting Proposals shall be actively engaged in the line of work required by the RFP and shall be able to refer to work of a similar character performed by them; and,
- The County will retain for its records all copies of Proponents' Proposals and related documents.

## 1.11 Health & Safety

Health and Safety are paramount on all work undertaken for the County. All Proponents shall have a Health & Safety program and maintain a Certificate of Recognition (COR) through the Alberta Construction Safety Association. The Proponent and its team members shall also maintain accounts in good standing with the Workers' Compensation Board of Alberta covering all workers who will be involved in any services delivered for the duration of the agreement. All Proponents **MUST** submit a copy of the COR or a temporary letter of certification that is valid for a period of 4 months after the completion date of the work under this agreement.

The successful Proponent will be deemed the Prime Contractor as per the provisions of the *Occupational Health and Safety Act* for the work under the resultant Agreement from this RFP. The successful Proponent shall ensure that all persons on its work site comply with the Alberta *Occupational Health & Safety Act* and any other applicable regulations.

The successful Proponent shall ensure all applicable laws, safe work practices and safe work procedures required to carry out the work are followed to ensure:

- The safety of their own employees;
- The safety of the County's employees or agents;
- The safety of the County's visitors and customers;
- The safety of the public.

The Contractor, at the direction of the County, may be required to provide additional safety measures to ensure a safe work area. The Contractor shall immediately comply with such direction.

## 1.12 Exceptions

For the Proponent to be considered for possible exemption from the application of any of the terms and conditions or specifications contained in the RFP, the County requests the Proponent's Proposal specifically address the term, condition or specification in question by referring to the corresponding RFP page number and paragraph containing the term, condition or specification and, if applicable, providing proposed revised wording.

The acceptability of any proposed exemption will be determined by the evaluation team. The extent of any proposed exemption(s) may be a factor in whether the County will accept or reject a Proponent's Proposal.

Prior to the submission of its Proposal, the Proponent is strongly encouraged to use the Inquiries process outlined in Section 1.6 – Inquiries to obtain clarification from the County as to the acceptability of any proposed exception(s).

### 1.13 Reservation

Notwithstanding anything to the contrary herein, the County reserves the right in its sole and absolute discretion to exercise any or all of the following rights, alone or in combination with each other, to:

- Accept proposal(s):
  - which in the County's sole and absolute discretion fail in any material respect to comply with the requirement of this RFP; or
  - in whole or in part without any negotiations.
- Enter into negotiations with:
  - any and/or all Proponents on any aspects of their proposal, to ensure the County's operational requirements are always met and promote best value.
  - any or all Proponents, or prospective persons or entities capable of delivering the required services but who may not have submitted a proposal in response to this RFP in the event, in the County's sole and absolute discretion, no proposals meet the requirements of the RFP; or
  - tied Proponents in the event of a tie between two or more Proponents.
- Conduct a best and final offer process:
  - With any or all Proponents in which Proponents are invited to revise their financial offers in circumstances where the County deems it appropriate in the County's sole and absolute discretion.
- Cancel, modify re-issue or suspend:
  - any aspect of this RFP, in whole or in part, at any time, for any reason;
  - in whole or in part, at any time, for any reason, the schedule for this RFP, including without limitation the Deadline for Proposals stated above, the anticipated award date or any other activity or date stipulated in the RFP; or
  - this RFP in its current or modified form and invite proposals from only the Proponents who submitted proposals in response to this RFP where to do so, in the County's sole and absolute discretion, to be in the County's best interests.
- Seek clarification, validate or take into account:
  - independently or with the help of the Proponent, any or all information provided by the Proponent with respect to this RFP and, for this purpose, disclose any or all information provided by the Proponent to a third party, subject to the County obtaining appropriate assurances of confidentiality from those third parties.

- Reject or refuse to consider any proposal:
  - if in the County's sole and absolute discretion it fails in any material respect to comply with the requirements of this RFP;
  - containing false, misleading or misrepresented information;
  - in the event any matter causes or is likely to cause or is likely to cause, in the County's sole and absolute discretion, a conflict of interest in relation to the selection of any proposal;
  - from a Proponent who colludes with one or more other Proponent(s) in the preparation of any proposal;
  - from a Proponent who fails to cooperate with the County in any attempt by the County to clarify or validate any information provided by the Proponent or who fails to provide accurate or complete documentation as directed by the County;
  - from a Proponent with whom the County has previously terminated a contract for any reason or has had a previous, or currently has a commercial or legal dispute that, in the County's sole and absolute discretion, would impair the County's ability to enter into the productive business arrangement contemplated by this RFP;
  - from a Proponent failing to have the capacity to contract with the County;
- Award:
  - one or more contracts in connection with this RFP;
- Waive:
  - irregularities, informalities, omissions and defects in any proposal where, in the County's sole and absolute discretion, they do not materially affect the ability of the Proponent to provide the goods and services required by this RFP.

#### **1.14 Freedom of Information and Protection of Privacy Act**

While the Freedom of Information and Protection of Privacy Act allows persons a right of access to records in the County's custody or control, it also prohibits the County from disclosing personal information about an individual in certain circumstances, or business information, if disclosure could reasonably be expected to cause harm as outlined in the Act. Because of the complexity of this Act, Proponents must consider the potential that any information that is provided to the County may be disclosed to a third party.

All information in the possession or control of the County, including any information provided, obtained or under the control of the County under this competitive process, is subject to the Freedom of Information and Protection of Privacy Act. Should the County receive a request for any records that are under the control of the County and in the

Proponent's custody, the Proponent must provide the records, at the Proponent's expense, to the County.

Assessment criteria and allocation formulas for this competitive process are public information. Information regarding individual assessments is considered confidential and may be provided, upon request, to the party to whom it relates. Third parties will only be provided information in accordance with the Freedom of Information and Protection of Privacy Act.

### **1.15 Conflict of Interest**

Proponents must fully disclose, in writing to the County on or before the Closing Date and Time of this RFP, the circumstances of any potential conflict of interest or what could be perceived as a possible conflict of interest if the Proponent were to become a contracting party pursuant to this RFP. The County shall review any submissions by Proponents under this provision and may reject any Proposals where, in the sole opinion of County, the Proponent could be in a conflict of interest or could be perceived to be in a possible conflict of interest position if the Proponent were to become a contracting party pursuant to this RFP.

### **1.16 Governing Law**

This RFP shall be governed by the laws of the Province of Alberta, and the forum for all disputes shall be the Courts of the Province of Alberta.

## **2. BACKGROUND INFORMATION**

### **2.1 Background**

Mountain View County operates a variety of buildings that require regular HVAC maintenance to ensure occupant comfort, system efficiency, and compliance with applicable safety standards. These include administrative offices, operations centers, shop facilities, and community support structures.

### **2.2 Scope of Work**

The HVAC contractor will be responsible for providing both preventive and corrective maintenance services for all heating, ventilation, and air conditioning systems within MVC facilities. These services include but are not limited to:

#### **Preventive Maintenance**

- Development and implementation of a comprehensive preventive maintenance program tailored to each facility and HVAC system.
- Routine inspections, seasonal system preparation (start-up and shut-down), filter replacement, belt adjustments, lubrication, and operational checks.
- System performance tracking and recommendations for upgrades or optimizations.

#### **Corrective and On-Call Services**

- Troubleshooting and repair of HVAC system components including but not limited to furnaces, boilers, air conditioning units, rooftop units, ventilation systems, thermostats, and controls.
- Emergency call-out response with defined response timeframes.
- Coordination with other facility service providers (e.g., electrical or general maintenance) as required.
- Knowledge of Trane BMS system adjusting RTU units as needed

#### **Compliance and Documentation**

- Maintenance of service logs for each facility.
- Submission of detailed reports outlining work completed, recommendations, and any observed deficiencies.
- Compliance with all relevant provincial codes, regulations, and industry standards.

## **2.3 Facilities Covered**

All Mountain View County facilities, including but not limited to:

- Administration Building (10-1408 Township Road 320)
- Agriculture Shop (20-1408 Township Road 320)
- Heavy Duty Shop (1414 16st, Didsbury)
- Olds Grader Shop (10-33061 Highway 2A)
- Carstairs Grader Shop (155 9<sup>th</sup> Ave, Carstairs)
- Eagle Hill Grader Shop (33203 Range Road 40)
- Sundre Grader Shop (5417 Township Road 325B)
- Bergen Grader Shop (5163 Township Road 320)
- Cremona Grader Shop (4338 Township Road 300)
- East Grader Shop (31313 Range Road 272)

### **3. CONTRACTOR REQUIREMENTS**

#### **3.1 Scheduled Service and Preventative Maintenance**

The contractor shall perform two (2) scheduled inspections, including seasonal startups and shutdowns of all heating and cooling systems at each facility specified. The service inspections shall be scheduled for spring (May or June) and fall (October or November).

The contractor shall check PH levels and arrange for appropriate chemical cleaning agents to be added to closed systems, as necessary.

#### **3.2 Controls**

The County Administration Building is equipped with a Trane BMS system. The contractor is required to access this control system and adjust the RTU units as needed. The contractor may be required to subcontract services or control system parts from other authorized control dealers. Bidders should indicate if they have experience with Trane systems.

#### **3.3 Sustainability and Energy Efficiency**

The Contractor is expected to identify any improvement opportunities during the course of maintenance and repair within County facilities for installation of products and equipment that would reduce energy consumption or provide other environmental benefits

The contractor shall utilize replacement materials of the same or higher standards in terms of energy consumption and energy efficiency management.

#### **3.4 Sub-Contracting**

The contractor shall be allowed in certain circumstances to utilize sub-contractors to undertake work requests. The contractor must notify the Operations Technologist when a sub-contractor is employed and indicate the reason. Sub-contractors must comply with all the terms and conditions of this RFP and contract with the County.

#### **3.5 Invoicing and Work Orders**

Service calls and requests shall be invoiced at the completion of each project and address the following:

- Facility name and date of work
- Hourly rates and charges
- Total number of hours
- Detailed list of materials supplied and installed, if applicable
- Description of work performed



## 4. PROPOSAL EVALUATION PROCESS

### 4.1 Screening

Upon receipt of the Proposals, the County will screen each Proposal to ensure the Proponent's compliance with the requirements of this RFP. After the Proposal has passed the initial screening, the evaluation team will then undertake a detailed analysis of the Proponent's Proposal.

### 4.2 Mandatory Requirements

The following list is provided with the intention of assisting the Proponent in ensuring a complete submission. The Proponent is responsible for meeting all submission requirements. Proponents shall introduce their submissions with a cover letter.

Failure to meet mandatory requirements will render the proposal as non-compliant and no further evaluation will be carried out.

MANDATORY AT PROPOSAL CLOSING		Met	Not Met
1.	Company Profile and Experience		
2.	Hourly Rates and Pricing		
3.	Signed Certification Form		
4.	Technical Information		

### 4.3 Evaluation Process

The main areas of consideration and the weighting in the evaluation process are:

CRITERIA	Weight (out of 100)
Company Profile and Experience	40%
Pricing and Hourly Rates	40%
Technical Information	20%

The following scoring will be used in the evaluation process. Each criterion will be scored by the evaluation committee a score between 1 and 5. These scores will then be weighted and tabulated.

SCORE		DESCRIPTION
5	Excellent	Exceeds the requirement of the criteria significantly in a way that is beneficial to the County needs.
4	Very Good	Exceeds the requirement of the criteria in a way that is somewhat beneficial to the County needs.
3	Good	Fully meets the requirement of the criteria.
2	Average	Adequately meets most of the requirement of the criteria; may be lacking in some areas that are not critical.
1	Poor	Minimally addresses some, but not all, of the requirements.
0	Very Poor	Does not satisfy the requirements.

Incomplete Proposals may be eliminated without further evaluation.

At any time during the evaluation process, the County may request written clarification concerning any aspect of a Proponent's Proposal. If the County is not satisfied as to the reliability of any proposed solution, the Proposal may be rejected, at the sole discretion of the County.

### 4.4 Award Strategy

The successful Proponent(s) will be notified as soon as possible after approval of award by Council. Selection of a successful Proponent(s) does not obligate the County to negotiate or execute an Agreement.

Awards shall be made on Proposals that give the greatest value based on quality, service, and price.

#### **4.5 Proponent Debriefing**

The County may, at the request of a Proponent who submitted a response to this RFP, conduct a debriefing after the signing of an Agreement with the successful Proponent, for the purpose of discussing with the requesting Proponent the strengths and weaknesses of its Proposal.

#### **4.6 Outstanding Issues Negotiation**

After the proposal evaluation and the presentation phases, but prior to notifying Proponents of the successful Proponent(s), the County may, starting with the highest ranking Proponent, enter into sequential negotiations in an attempt to resolve outstanding issues. If necessary, the County may enter into sequential negotiations with other Proponent(s) in order of ranking. If the County is unable to successfully conclude negotiations, the County reserves the right, in its sole discretion, to:

1. Cancel this RFP without award or compensation to Proponents, their officers, directors, employees or agents; or,
2. Reissue to compliant Proponents updated competitive process documents, in whole or in part, and request compliant Proponents to resubmit Proposals, in whole or in part.

The County will inform Proponents of its intent to enter into Outstanding Issues Negotiation with Proponent(s).

## 5. PROPONENT RESPONSE INSTRUCTIONS

### 5.1 Introduction

This Section outlines the information the County requests the Proponent to provide in its Proposal. Failure to provide all the information may result in disqualification from the competitive process.

The Proponent is advised to confirm that its Proposal clearly addresses all requirements defined as a “Must.” See Section 1.4 – Definitions for additional information.

### 5.2 Proposal Organization

The County requests the Proponent’s Proposal be organized as outlined below. This will facilitate the County’s evaluation.

If the Proponent wishes to include additional information on any point that is somewhat voluminous or that is not directly relevant to the specific situation described in this RFP, that information should be placed in the section entitled “Other Appendices” (Appendix C) and referenced in the main body of the Proposal.

Cover Page (*see section 5.3*)

Table of Contents

1.0 Experience (*see section 5.4*)

1.1 – Corporate Profile

1.2 – Key Personal

1.3 – References

2.0 Additional Features/Value Added (*see section 5.5*)

3.0 Costs (*see section 6.6*)

3.1 – Cost proposal

4.0 Addenda Acknowledgement Form (*see section 6.0*)

5.0 Certification Form (*see section 7.0*)

6.0 Other Information (As the Proponent deems necessary to provide additional information)

### 5.3 Cover Page

The County requests the cover page include:

- The name and number of this RFP;
- The legal name of the Proponent that would enter into a contract with the County if selected under this proposal call;
- The Proponent’s address, telephone and fax numbers, name of the Proponent’s Primary Contact for this competitive process, and Primary Contact’s e-mail address;
- The date of Proposal submission;
- The following statement: “It is the intent of [Proponent’s legal name] to enter into a formal Agreement with the County based on the requirements of this RFP.”

**Modifying the above wording may result in disqualification from this**

**competitive process;** and

- The signature of a duly authorized representative of the company (indicate name and title).

## **5.4 Experience**

### **5.4.1 Corporate Profile**

The County is interested in acquiring the services of a Proponent Team with proven experience in providing HVAC services of a similar size, scope and value.

In this section the Proponent should include brief corporate histories and overview of the Proponent team member companies; please limit this to a maximum of two (2) pages per company. The Proponent should clearly demonstrate that it has the resources and experience necessary to effectively provide the requirements of this RFP. The proposal shall identify and provide information for the following key team members:

- HVAC Technician
- Apprentice

### **5.4.2 Key Personnel**

A demonstration that the Proponent team has key personnel with the capability, capacity and expertise in each area required to complete the scope of work.

### **5.4.3 References**

In this section identify corporate experience relevant to the requirements of this RFP, including the following information:

- Name of Municipalities or organizations where services were performed on contracts similar to the size and scope/ requirements of this RFP;
- A minimum of three (3) references from the above list of Proponent corporate experience that the County can contact without prior notification. Include reference name, title, company, location, phone number and email address and a brief description of services provided and value of work completed.

The County cannot be used as a reference.

Information obtained through reference checks will be incorporated into the evaluation and scoring of any applicable part of a Proposal. A Reference's relevance to the requirements of this RFP is an element of the evaluation of references.

## **5.5 Additional Features / Value Added**

The purpose of the Value Added section is to provide Proponents with an opportunity to utilize their knowledge and experience to identify any value added options or ideas that may benefit the County or the project. If the Proponent can include more scope or service within the County's constraints, the Proponent should provide an outline of potential value added options. This may include ideas or suggestions on alternatives in implementation timelines, project scope, project costs, goals, deliverables, methodologies, etc. Value added ideas must not be included in the base fee of the cost proposal. The potential impacts to cost and schedule duration should be identified in this section. Prior to award, the County will determine if the value added items will be accepted or rejected.

## **5.6 Costs**

### ***5.6.1 Cost Proposal***

The Proponent shall provide a cost proposal with their submission utilizing the Price Proposal Form in Appendix B. Pricing is to be submitted on a per hour price basis.

Proponent is to provide any terms and conditions regarding payment/cost proposal. Each Proponent shall submit a cash flow based upon their Cost Proposal and proposed Schedule.

Proponent shall be responsible for application and payment for any necessary permits.

## 6. ADDENDA ACKNOWLEDGEMENT FORM

The following Addenda have been received. The modifications to the RFP documents noted therein have been considered and the effects are included in the Proposal prices.

Note: The County requests the Proponent acknowledge receipt of all Addenda by completing and returning Appendix A with the Proposal.

Addendum # 1	Received	Date_____
Addendum # 2	Received	Date_____
Addendum # 3	Received	Date_____
Addendum # 4	Received	Date_____
Addendum # 5	Received	Date_____
Addendum # 6	Received	Date_____
Addendum # 7	Received	Date_____
Addendum # 8	Received	Date_____

## 7. CERTIFICATION FORM

Proponents are required to sign and return this form with their Proposal.

We \_\_\_\_\_  
(Legal name of the Company)

Of \_\_\_\_\_  
(Business Address)

Having examined and read this Request For Proposal 2025-23 Building Services - HVAC for Mountain View County, do hereby agree that our Proposal is complete and includes all the requirements described to provide the services/products identified as per the Request For Proposal documents, and do hereby agree to accept the terms and conditions set out in this Request For Proposal.

Executed this the \_\_\_\_\_ day of \_\_\_\_\_, 2026

\_\_\_\_\_(Signature of Authorized Representative)

\_\_\_\_\_(Position of Authorized Representative)



## **APPENDIX A – MOUNTAIN VIEW COUNTY PRICE PROPOSAL FORM**

The following file is provided separately and form part of this RFP.

- Appendix A – Hourly Rates and Pricing.pdf

## **APPENDIX B – MOUNTAIN VIEW COUNTY TECHNICAL INFORMATION**

The following file is provided separately and form part of this RFP.

- Appendix B – Technical Information.pdf

\*\*\*\*\*END OF DOCUMENT\*\*\*\*\*

## Appendix A Hourly Rates and Pricing

1.0

<b>HVAC Technician</b>		Price per hour excluding GST
a.	Regular Time – Monday to Friday	
b.	Overtime	
c.	Saturday/Sunday/Statutory Holidays	
d.	Minimum call out	
e.	Other - describe	

<b>Apprentice</b>		Price per hour excluding GST
a.	Regular Time – Monday to Friday	
b.	Overtime	
c.	Saturday/Sunday/Statutory Holidays	
d.	Minimum call out	
e.	Other - describe	

### 2.0 **Mark-up: Materials/Rental/Sub-contractor**

Mark-up Rate on:

Materials \_\_\_\_\_ %

Rental \_\_\_\_\_ %

Sub-contractor \_\_\_\_\_ %



## Appendix A Hourly Rates and Pricing

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**3.0 Travel Time: Please indicate if travel time is charged and how travel time is calculated and charged out.**

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## Appendix B Technical Information

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### 1.0 Personal

Provide a list of qualifications and experience of staff employed with your company that will be assigned to this contract.

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### 2.0 Equipment and Vehicles

Please list the vehicles and equipment which are owned or leased which will be used in providing services for this contract. Provide additional sheets if necessary.

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