



ARMSTRONG SPALLUMCHEEN PARKS & RECREATION

3351 Park Drive, Armstrong, BC V0E 1B0
(250) 546-9456 info@asprd.com

REQUEST FOR PROPOSALS (RFP)

HVAC, Mechanical and Refrigeration Services - ASPR-2026-003

Issue Date: August 6, 2026

Closing Date and Time:

“Proposal” must be received no later than:

3:00 pm, Local Time Day, August 21, 2026

Electronic Submission:

Proposals shall be submitted electronically by email to:

info@asprd.com

with the subject line:

RFP – HVAC, Mechanical and Refrigeration

Inquiries and Clarification:

All enquiries and requests for clarification regarding this RFP shall be submitted in writing no later than, **4:00 pm Local Time, August 17, 2026.**

Questions shall be submitted electronically to:

Cheryl Wiebe, General Manager Parks and Recreation

email: info@asprd.com

Inquiries and answers will be recorded and posted on the Armstrong Spallumcheen Parks and Recreation website: www.asprd.com.

Proponents are solely responsible for ensuring that they have all the information available on this RFP and should therefore check the Armstrong Spallumcheen Parks and Recreation website regularly up to the closing date and time of this RFP.

Introduction/Background

Armstrong Spallumcheen Parks and Recreation (ASPR) is seeking proposals from Contractors to provide HVAC, refrigeration, and mechanical services, including emergency and after-hours support. ASPR operates multiple public facilities that require reliable HVAC, refrigeration, and mechanical services. These facilities include an arenas with refrigeration plants, dry floor arena, seasonal aquatic centre and other community buildings that serve residents and visitors year-round.

Maintaining safe, efficient, and cost-effective operation of these facilities is essential to delivering recreation, cultural, and community services.

ASPR requires a consistent, responsive, and qualified service provider to handle both routine maintenance and urgent repairs. While day-to-day preventative maintenance is critical, ASPR also needs assurance of rapid response for emergencies and after-hours incidents – particularly where failures can disrupt community programming and events.

This RFP is intended to cover routine maintenance and minor upgrades. Any major projects will be issued under a separate RFP process.

The successful proponent will be responsible for providing all labour, materials, equipment, permits, and services necessary to provide routine maintenance, emergency works and minor maintenance.

Contents

This RFP is organized into the following parts:

- ☐ **Part A: The Services** – the Services required and terms and conditions
- ☐ **Part B: The RFP Process** – the process for submissions, evaluation and award of the Contract
- ☐ **Part C: Submission Instructions and Forms** – the forms a Respondent should submit in their Proposal
 - ☐ Appendix A Contract RFP Form
 - ☐ Appendix B Qualification, Experience and Expertise
 - ☐ Appendix C Work Plan and Service Approach
 - ☐ Appendix D Project Schedule and Availability
 - ☐ Appendix E References and Past Performance

Instructions

Whenever you see the following symbol and box throughout this document, this box is providing instructions to a Respondent on what this section means and/or what a Respondent must do:

Example:

	Whenever you see this box throughout the RFP document, the text is providing instructions or information on what this section means and/or what a Respondent must do.
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Part A: The Services



This Part A provides details on Scope of Work (the “Services”) required by ASPR. Respondents should ensure they are fully capable of providing all the requirements outlined, as this section will form the scope of work in the final Contract.

1. Project Objectives

Armstrong Spallumcheen Parks and Recreation (ASPR) is seeking proposals from Contractors to provide HVAC, refrigeration, and mechanical services, including emergency and after-hours support (**Fall 2026-Fall 2029**). The selected contractor(s) will be responsible for providing services to multiple facilities including arena refrigeration plants including:

- Sunbelt Arena (refrigeration plant) - 3351 Park Drive
- Hassen Arena (Dryfloor) – 3315 Pleasant Valley Road
- Centennial Hall –3120 Pleasant Valley Road
- Armstrong Spallumcheen Outdoor Pool – 3347 Park Drive
- Armstrong Spallumcheen Fair Grounds – 3010 Wood Ave
 - Poultry Barn
 - Green Grandstand
 - Horticulture Building
 - Cow Barn

Preventative Maintenance Service Frequency – Minimum three (3) times annually – January, April and September

2. Scope of Work

The successful contractor will be expected to provide:

- Routine HVAC maintenance and repairs
- Arena and ammonia plant support, including emergency response
- Refrigeration services and maintenance
- Building automation and control system maintenance
- Sheet metal fabrication, installation, and repairs
- Emergency 24/7 call-out support
- Equipment replacement and minor infrastructure upgrades

Required Services

Proponents are not required to provide refrigeration services in order to submit a Proposal. Proposals may be submitted for:

- **HVAC and Mechanical Services only;** or
- **Refrigeration only;** or
- **HVAC, Mechanical, and Refrigeration Services:** or

Proponents who are not qualified or licensed to perform refrigeration work should clearly identify this in their Proposal and submit pricing only for the services they are able to provide.

The Commission reserves the right to award the Contract for HVAC and Mechanical Services separately from Refrigeration Services, or to award a single contract for all services, as deemed to be in its best interest.

Equipment List

Sunbelt Arena (3) RTU (2) Storage Tanks (2) Boilers (2) Expansion Tanks (1) Glycol Feeding tank (1) Heat Exchanger (2) Pumps (1) Sump Pump (1) Dehumidifier (5) Exhaust Fans (2) Unit Heaters (3) Tube Heaters (2) Electric Heater	Hassen Arena (1) RTU (1) Make up Air (3) Exhaust fans (3) Hot Water Tanks (1) Horizontal Furnace (2) Unit Heaters (8) Backflows (5) Electric Unit heaters
Centennial Hall (4) Furnaces (2) Split Air conditioners (3) Hot Water tanks (3) Hot water tank flushes (1) Return Air Fan (1) Backflow	Armstrong Spallumcheen Fairgrounds • Poultry Barn (1) Hot Water Tanks (2) Electric Heaters • Green Grandstand (1) Hot Water Tanks • Horticulture Building (1) Electric hot water tank (2) Gas heaters • Cow Barn (1) Tankless water heater • Ground washrooms (Kin building) (1) Hot Water Tank
Pool/Spray Park (1) Boiler (1) Furnace (4) Exhaust Fans (3) Backflow (1) ductless split Air conditioner	

** The equipment identified in this RFP has been based on previous recommendations obtained by ASPR. Proponents are responsible for reviewing and identifying equipment for maintenance and repair.*

3. Permits, Licences, and Insurance Requirements

The successful Proponent shall be responsible for obtaining and maintaining all permits, approvals, licences, and authorizations required to complete the work in accordance with all applicable municipal, provincial, and federal regulations.

The Proponent shall, at their own cost, obtain and provide evidence of:

- All required permits, including but not limited to building, mechanical, gas, electrical, or other applicable permits;
- All required inspections and approvals associated with the work;
- A valid City of Armstrong business licence;
- Evidence of compliance with WorkSafeBC requirements and shall provide a clearance letter upon request; and
- All required trade certifications, registrations, and licences necessary to perform the work.

Prior to commencement of work, the successful Proponent shall provide proof of insurance, including:

Commercial General Liability Insurance

The Proponent shall maintain Commercial General Liability Insurance with limits of not less than Two Million Dollars (\$2,000,000) per occurrence, inclusive of bodily injury, property damage, personal injury, and completed operations.

The policy shall:

- Name the City of Armstrong, Township of Spallumcheen and Armstrong Spallumcheen Parks and Recreation as an additional insured;
- Include a cross-liability clause;
- Include completed operations coverage;
- Remain in effect for the duration of the project and any required warranty period.

The successful Proponent shall provide a Certificate of Insurance confirming the required coverage prior to commencing work.

Failure to provide required documentation may result in the Proponent being deemed non-compliant and the Owner may withdraw the award.

Part B: The RFP Process



This Part B details the terms and conditions of how this RFP process will be run by ASPR and how the Proponent will be selected. Respondents to this RFP must ensure they follow all the terms detailed below. Failure to follow the terms of this Part B may result in a Proposal being rejected.

1. Submission of Proposals:

1.1 Proposals must be submitted electronically in PDF format to:

Cheryl Wiebe, General Manager Parks and Recreation
Armstrong Spallumcheen Parks and Recreation
Subject Line: RFP – HVAC, Mechanical and Refrigeration Services
Email: info@asprd.com

Proponents will receive confirmation of receipt of their electronic submission. If confirmation is not received within one (1) business day, proponents should contact ASPR to verify receipt.

1.2 Proposals in English

All Proposals are to be in the English language only.

1.3 Proposal to be Submitted on Time

Proposals must be submitted electronically as set out above on or before the submission deadline. Proponents are responsible for ensuring their submission is successfully transmitted and received prior to the closing deadline.

ASPRD is not responsible for delays, technical difficulties, or incomplete submissions resulting from electronic transmission issues.

Proposals submitted after the closing date and time will not be accepted.

1.4 Amendments of Proposals

Proponents may amend their proposals prior to the submission deadline.

1.5 Withdraw of Proposal

At any time throughout the RFP process until the execution of a written agreement for provision of the Deliverables, a proponent may withdraw a submitted proposal. To withdraw a proposal, the authorized representatives should email info@asprd.com

1.6 Mandatory Submission Requirements: Contract RFP form (Appendix A)

Each RFP must include a Contractor RFP Form (Appendix A) completed and signed by the authorized representative of the proponent.

2. Evaluation and Award:

2.1 Scored Criteria:

Proposals will be evaluated using a weighted scoring matrix to determine the Proposal that offers the best overall value to ASPR. The evaluation will consider both price and non-price factors. The Proponent with the highest total score, based on the evaluation criteria and associated weightings, may be recommended for award.

The ASPR reserves the right to reject any Proposal, including the lowest priced Proposal, where it does not achieve an acceptable score in any category or does not demonstrate the ability to successfully meet the terms of the RFP.

	Evaluation Criteria	Weighing	Score
1.	Experience and Qualification	25%	
2.	Workplan and Service Approach	35%	
3.	References and Past Performance	15%	
4.	Pricing	25%	

2.2 Scoring Method:

All criteria will be scored by the evaluation committee out of 100, which will then be multiplied by the weighting factor to provide a weighted score.

2.3 Ranking of Respondents:

Following completion of the evaluation against the scored criteria, the weighted scores for each Proposal will be added together and Proposals will be ranked according to their total weighted scores. The Respondent with the highest-ranked Proposal will be invited to conclude a Contract with ASPR. If two or more Proposals have an equal total weighted score, then the Respondent offering the best price will be invited to enter into a Contract with the ASPR.

3. Timeline

RFP Issued:	August 6, 2026
Site Visit	August 11, 2026 10:00 am at Hassen Arena
Deadline for Questions:	August 17, 2026 4:00 pm
Proposals Due Date:	August 21, 2026 4:00 pm
Proponent selection:	August 27, 2026

4. Terms and Conditions of the RFP

- Although the ASPR fully intends to conclude a Contract as a result of this RFP, ASPR may at its sole discretion, cancel or amend this RFP process at any time without any liability to any Respondent.
- The lowest-cost proposal will not necessarily be selected. (See Part B (2) – Evaluation criteria)
- Armstrong Spallumcheen Parks and Recreation reserves the right to reject any or all proposals.
- All documents submitted become the property of the Armstrong Spallumcheen Parks and Recreation.
- The successful proponent must carry appropriate insurance (\$2 million General Commercial Liability) and comply with WorkSafeBC requirements.

Part C: Submission Instructions and Forms

	This Part C contains forms detailing the information that should be included in a Proposal, as detailed in Part B.
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Part C Contents:

This Part C contains the submission process and the following forms:

- Appendix A Contract RFP Form
- Appendix B Qualification, Experience and Expertise
- Appendix C Work Plan and Service Approach
- Appendix D References and Past Performance
- Appendix E Pricing

APPENDIX A - CONTRACT RFP FORM

BUSINESS NAME

AUTHORIZED REPRESENTATIVE

MAILING ADDRESS

PHONE NUMBER

EMAIL ADDRESS

To furnish materials, equipment, labour and transportation necessary for the:

“HVAC, Mechanical and Refrigeration Services”

It is expected that the proponent, in addition to this contract form, will provide narrative to support the evaluation criteria provided in Part B (2) – Evaluation Criteria. It is the proponents' responsibility to ensure that the response can be easily and clearly found by the evaluator.

Schedule of Addenda

The Proponent states that they have received the following addenda which have been considered in preparation of this bid

Addendum Number	Date Issued	# of Pages
_____	_____	_____
_____	_____	_____
_____	_____	_____

By signing this Contract RFP form, we the Respondent, certify and acknowledge the following:

- a. We have carefully read and examined this RFP document, including all parts, schedules and appendices, and have conducted such other investigations as were prudent and reasonable in preparing this Proposal. We can provide the Services detailed in Part A for the pricing submitted in this Proposal.
- b. We certify that the statements made in this Proposal are true and submitted in good faith.
- c. We acknowledge and understand that the RFP process and the submission of this Proposal do not give rise to any contractual obligations whatsoever (including what is commonly referred to as 'Contract A') between ASPR and us, the Respondent, and that no contractual obligations shall arise between ASPR and us, the Respondent, until and unless we execute a written Contract with the ASPR.
- d. We certify that in relation to this RFP process, we have not engaged in any conduct which would constitute a conflict of interest, and we understand that a conflict of interest would include the following situations:
 - i. The Respondent has an unfair advantage or engages in conduct which may give it an unfair advantage;
 - ii. The Respondent has had access to confidential information of the ASPR, which is not available to other Respondents to this RFP.
 - iii. The Respondent has influence over an employee of the ASPR who is a decision-maker involved in this RFP process, which could reasonably be perceived as giving the Respondent an unfair advantage or preferential treatment.
- e. The Proponent certifies that it currently holds, or upon award of contract will obtain and maintain, all necessary licenses, permits, certifications, insurance, and other documentation required to perform the Work in accordance with all applicable federal, provincial, and municipal laws, regulations, and bylaws.

The Proponent agrees to provide proof of such documentation to the ASPR upon request and prior to commencement of the Work. Failure to provide satisfactory documentation may result in disqualification of the Proposal or termination of any resulting agreement.

Authorized Representative

Date

APPENDIX B – QUALIFICATION, EXPERIENCE AND EXPERTISE

	Proposals must include this Qualification, Experience & Expertise, with all requested information completed. No changes to this form shall be made, except for completing the requested information in the spaces provided. This section of your Proposal must be labelled as “Appendix B – Qualifications, Experience and Expertise”. <u>Evaluation Factors /100:</u> Factors to be considered during the evaluation in assessing suitability of the experience and references will include: • Description of business and experience with commercial/institutional facilities (arenas, recreation centers, etc) 40 • Experience with similar maintenance contracts /30 • Qualifications, certifications and technical expertise of project team /20 • Company capacity, resources and ability to complete the project /10
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Proponent Qualifications, Experience & Expertise

25% Weight

Outline relevant experience providing HVAC services. Include references.

Years of operation: _____

WorkSafe BC Registration Number: _____

Description of Business: _____

Examples of similar contracts:

Client	Year of Service	Project

Qualifications of team:

<u>Team Member/ Subcontractor</u>	<u>Role/ Responsibility</u>	<u>Qualification/Certification</u>	<u>Years of Relevant Experience</u>

Capacity and Resources to Complete Project

APPENDIX C – WORKPLAN AND SERVICE APPROACH

	Proposals must include this Workplan and Service Approach, with all requested information completed. No changes to this form shall be made, except for completing the requested information in the spaces provided. This section of your Proposal must be labelled as “Appendix C – Workplan and Service Approach”. <u>Evaluation Factors /100:</u> Factors to be considered during the evaluation in assessing suitability of the experience and references will include: • Understanding of contract requirements /25 • Workplan, methodology /25 • Approach to minimizing disruptions to the facility / 20 • Safety, quality control and risk management /15 • Communication and coordination /15
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Workplan and Service Approach

35% Weight

Proponents shall provide a description of their proposed approach and methodology for completing the Contract. Responses should demonstrate an understanding of the project requirements, proposed work methods, coordination approach, and strategies to minimize disruption to facility operations.

1. Understanding of Contract Requirements

Describe your understanding of the Contract objectives, key requirements, and any important considerations related to the routine maintenance of HVAC, Mechanical and Refrigeration Services.

2. Work Plan, Methodology, and Sequencing

Describe your proposed work plan, including:

- Preventative Maintenance
- On-Time Service Delivery
- Emergency Response Time
- Routine Service Response Time
- Regulation Compliance

3. Minimizing Disruption to Facility Operations

ASPR operates active recreation facilities. Describe your approach to minimizing impacts to facility users, staff, and scheduled programming, including any anticipated shutdowns or service interruptions.

4. Safety, Quality Control, and Risk Management

Describe your approach to:

- Site safety and regulatory compliance;
- Quality control during installation;
- Identifying and managing project risks;
- Addressing deficiencies or unexpected site conditions.

5. Communication, Coordination, and Reporting

Describe your proposed communication process with ASPR, including:

- Primary point of contact
- Deficiency/condition reporting
- Coordination meetings
- Notification of issues, delays, or changes

Additional Information / Assumptions / Exclusions

Identify any assumptions, exclusions, or additional information that should be considered in evaluating your proposal.

APPENDIX D – PAST PERFORMANCE AND REFERENCES

	Proposals must include this past performance and reference form, with all requested information completed. No changes to this form shall be made, except for completing the requested information in the spaces provided. This section of your Proposal must be labelled as “Appendix D – Past Performance and References”. <u>Evaluation Factors /100:</u> Factors to be considered during the evaluation in assessing suitability of the experience and references will include: • Quality and relevance of similar projects /30 • Project completed on time /20 • Project completed within budget or approved budget changes /20 • Quality of workmanship and commissioning /20 • Client Satisfaction /10
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PAST PERFORMANCE/REFERENCES**10% Weight**

ASPRD will evaluate the Proponent’s past performance through reference checks with previous clients for similar projects completed by the Proponent. References may be contacted to verify the Proponent’s experience, performance, and ability to successfully deliver projects of similar scope and complexity.

Proponents shall provide a minimum of three (3) references for comparable projects completed within the past five (5) years. References should include projects involving commercial HVAC installations, make-up air unit replacements, or similar mechanical system upgrades.

Reference checks may include, but are not limited to, the following evaluation criteria:

- Quality and relevant of similar projects
- Project completed on time
- Project completed within budget or approved budget changes
- Quality of workmanship and commissioning
- Client satisfaction

Client/Facility	Year	Contact Name	Phone #

APPENDIX E – PRICING

	Proposals must include this fee chart No changes to this form shall be made, except for completing the requested information in the spaces provided. This section of your Proposal must be labelled as “Appendix E – Pricing”. <u>Evaluation Factors /100:</u> Factors to be considered during the evaluation in assessing suitability of the experience and references will include: • Quality and relevance of similar projects /30 • Project completed on time /20 • Project completed within budget or approved budget changes /20 • Quality of workmanship and commissioning /20 • Client Satisfaction /10
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PRICING**25% Weight**

Pricing will be evaluated based on the total annual preventative maintenance cost for all five (5) facilities.

Hourly rates, call-out fees, and parts markups will be evaluated for reasonableness but will not form part of the pricing score.

Preventative Maintenance:

**Must include, labour, materials, supplies and transportation to complete the service. Pricing is based on annual pricing on a three-year contract with an opportunity to have an annual increase. There will be two optional one (1) year extensions at the discretion of ASPR.*

Facility	Annual Preventative Maintenance
Sunbelt Arena	\$
Hassen Arena	\$
Centennial Hall	\$
Armstrong Spallumcheen Outdoor Pool	\$
Armstrong Spallumcheen Fair Grounds (Poultry Barn, Green Grandstand, Horticulture Building, Cow Barn, and Grounds Washroom (Kin Building))	\$
TOTAL ANNUAL	

**Where materials or equipment cannot be reasonably identified at the time of proposal submission, the Proponent may identify those items as cost-plus. The Proponent shall provide the actual invoiced cost of the material or equipment plus the stated mark-up percentage included in their proposal. The mark-up shall include all overhead, administration, handling, and profit associated with the procurement of the item unless otherwise specified.*

*** Annual increases shall be limited to the lesser of:**

- (1) the percentage change in the Consumer Price Index (CPI) for British Columbia over the previous twelve (12) month period; or
- (2) ____%.

Additional Rates:

Item	Rate
HVAC Technician (Regular Hours)	\$ /hr
HVAC Technician (After Hours)	\$ /hr
Refrigeration Technician (Regular Hours)	\$ /hr
Refrigeration Technician (After Hours)	\$ /hr
Apprentice Rate	\$ /hr
Emergency Call-Out Fee	\$
Vehicle/Travel Charge (or mileage)	\$
Parts Markup (%)	%