



Call for Bids
For
“Installation of Heat Recovery Ventilation
& Heat Pump Systems”

[2025-11-PW-VEN]

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PROJECT SUMMARY

The Town of Placentia (“the Town”) is inviting proposals for the installation of four (4) Heat Recovery Ventilation (HRV) system and one (1) quad-zone, ceiling cassette mini-split Heat Pump system. We are interested in improving the indoor air quality, comfort, and energy efficiency within an existing building located in Argentina, NL.

The building, which will be referred to as “Building 502”, is a former military base structure, constructed with heavy concrete and later adapted for use by the Town of Placentia, which now occupies a portion of the building as a municipal garage and equipment storage suite. The internal layout is divided into large bays by concrete pillars and walls, with the Town’s suite containing a small office area and locker room, though much of the facility shows signs of aging and limited modernization. In May 2025, Building 502 received a mechanical site visit and ventilation assessment to begin the steps of modernization, and while the recommendations made encompassed multiple aspects of the building’s safety, this proposal package is focused on remedying the recommendations made regarding Building 502’s air quality. Building 502 has limited windows and currently relies on natural ventilation through the opening of bay doors located on the North side of the building.

Building 502 is divided into four main areas: Three bays used primarily for municipal vehicle and equipment storage, and one suite area that is sectioned off into offices, a lunchroom, and washrooms. Previously, the building was heated by a central oil-fired hydronic boiler, but this system has since been decommissioned and much of the old hydronic piping remains in place while the original ceiling-mounted heaters are either disconnected or partially removed. A smaller oil-fired furnace currently provides heat only to the office and locker room, leaving much of the remaining suite without adequate temperature control.

This proposal seeks to install a balanced heat recovery ventilation system to ensure a consistent supply of fresh, filtered air while minimizing heat losses through uncontrolled ventilation. This proposal also seeks to install new heating and cooling system through the use of mini-split heat pumps vented into the main working spaces. The focus of this project is on the office suite portion of the building, in which the installed HRV and heat pump will need to be ducted through the ceiling. The interior ceiling of the suite is a tiled drop ceiling covered in insulation, which has roughly 4ft of clearance between it and the main structural ceiling of the building (The drop ceiling and structural ceilings are at heights of 8ft and 12ft, respectively).

For the purposes of this Call for Bids, the Work is divided into two distinct project components. Bidders may submit pricing for Part A, Part B, or both:

Part A – Office Suite Ventilation & Heat Pump Installation

This component includes the supply and installation of one (1) 112 CFM heat recovery ventilator and one (1) quad-zone ceiling cassette mini-split heat pump system, complete with all associated ductwork, condensate management, ceiling integration, and required controls above the office suite drop-ceiling. A more detailed description of the proposed ventilation layout along with drawn schematics and floorplans can be seen at the bottom of this proposal in **Appendix F**.

Part B – Garage Bay Ventilation Installation

This component includes the supply and installation of three (3) 131 CFM heat recovery ventilators within Garage Bays #1, #2, and #3, including all associated ductwork, electrical connections, wall penetrations, support framing, and required controls. A more detailed description of the proposed ventilation layout along with drawn schematics and floorplans can be seen at the bottom of this proposal in **Appendix G**.

Right to Award Contracts Separately

The Town of Placentia reserves the right to award the contract in whole or in part, and may, at its discretion:

- Award **Part A (Office Suite Work)** to one bidder;
- Award **Part B (Garage Bay Work)** to a different bidder; or
- Award **both** components as a single contract to one bidder.

This right is exercised solely at the Town's discretion to ensure best value, performance, and project suitability. Bidders must acknowledge that submitting a bid for both parts does not guarantee award of both, and the Town is under no obligation to award the entire project to a single bidder.

Qualified bidders meeting or exceeding the minimum specifications required in this proposal document must provide their quote by courier, regular mail, or drop off to the Placentia Town Hall before **2:00 PM on December 12, 2025**. It is the responsibility of the bidder to ensure the quoted installations meet the specifications herein. If minimum requirements are not met or exceeded, they may be declared non-compliant and be rejected.

The Bidder is permitted to propose alternative design approaches, layout modifications, or equipment selections where such changes may improve installation efficiency, serviceability, or overall system performance. Any proposed deviations must, however, fully comply with the minimum numerical requirements provided in this proposal package, specifically the recommended air changes per hour (ACH), and minimum cubic feet per minute (CFM) delivery rates, which can be see below in Table #1 and Table #2.

Alternative solutions will be considered acceptable provided that:

- All specified ACH and CFM values are met or exceeded for each room or area.
- System performance, occupant comfort, and code compliance are maintained.
- Proposed alternatives are clearly documented, including supporting calculations and product data where applicable.

Bidders are encouraged to use their expertise to optimize the installation, but approval of any modifications rests with the Town and must be obtained prior to implementation.

Part A Calculations

Table #1: Recommended Air Change Rate Using an Air Changes Per Hour (ACH) Rate of 0.5 (Imperial).

Dimensions in Imperial			***Using a Recommended ACH of 0.5
	Floor Area (m ²)	Room Volume (ft ³)	Recommended Cubic Feet Per Minute (CFM) Per Room
Office #1	173.8	1390.7	11.6
Office #2	153.0	1223.6	10.2
Office #3	183.5	1468.2	12.2
Men's WC	156.7	1253.8	10.4
Women's WC	83.0	663.9	5.5
Kitchen	195.5	1563.8	13.0
Hallway	245.6	1965.1	16.4
Total	1191.1	9529.1	79.4

Table #2: Recommended Air Change Rate Using an Air Changes Per Hour (ACH) Rate of 0.5 (Metric).

Dimensions in Metric			***Using a Recommended ACH of 0.5
	Floor Area (m ²)	Room Volume (m ³)	Recommended Cubic Meters Per Minute (CMM) Per Room
Office #1	16.2	39.4	0.3
Office #2	14.2	34.6	0.3
Office #3	17.1	41.6	0.3
Men's WC	14.6	35.5	0.3
Women's WC	7.7	18.8	0.2
Kitchen	18.2	44.3	0.4
Hallway	22.8	55.6	0.5
Total	110.7	269.8	2.2

Part B Calculations

Table #3: Recommended Air Change Rate Using an Air Changes Per Hour (ACH) Rate of 0.35 (Imperial).

Dimensions in Imperial			***Using a Recommended ACH of 0.35
	Floor Area (ft^2)	Room Volume (ft^3)	Recommended Cubic Feet Per Minute (CFM) Per Room
Bay Garage #1	1924.9	23098.8	134.7
Bay Garage #2	1924.9	23098.8	134.7
Bay Garage #3	962.45	11549.4	67.4

Table #3: Recommended Air Change Rate Using an Air Changes Per Hour (ACH) Rate of 0.35 (Imperial).

Dimensions in Metric			***Using a Recommended ACH of 0.35
	Floor Area (ft^2)	Room Volume (ft^3)	Recommended Cubic Metres Per Minute (CMM) Per Room
Bay Garage #1	178.8	2145.6	12.5
Bay Garage #2	178.8	2145.6	12.5
Bay Garage #3	89.4	1072.8	6.3

PART 1 - INVITATION AND SUBMISSION INSTRUCTIONS

1.1 Invitation to Bidders

This Call for Bids is an invitation by the **Town of Placentia** (hereinafter referred to as the "**Town**") to prospective bidders to submit bids for the installation of multiple Heat Recovery Ventilation (HRV) systems, as well as a quad-zone mini-split heat pump system, as further described in the **Form of Agreement** attached as **Appendix E** to this Call for Bids (the "**Services**").

The successful bidder will be responsible for completing the services detailed in the contract by March 31, 2026. Parts and labour have to be warrantied for a minimum of one (1) year from the date of installation.

1.2 Call for Bids Contact

For the purposes of this procurement process, the "Call for Bids Contact" will be:

Gerry Hynes, CAO
Town of Placentia
(709) 227-2151 Ext. 230
cao@placentia.ca

1.3 Contract for Services

The successful bidder will be required to enter into an agreement with the Town for the provision of the Services, in substantially the same form as attached as Appendix E to this Call for Bids (the "**Agreement**").

1.4 Submission of Bids

Bids must be submitted in a sealed envelope prominently marked "Installation of Heat Recovery Ventilation & Heat Pump Systems", with the full legal name and return address of the bidder. Bids must be received on or before the submission deadline of 2:00 pm, December 12, 2025, NST (the "Submission Deadline").

1.4.1 Bids to be Submitted at Prescribed Location:

Town Hall
17 Patterson Drive
Placentia, NL
A0B 2Y0

1.4.2 Bids to be Submitted on Time

Bids must be submitted at the location set out above on or before the Submission Deadline. Bids submitted after the Submission Deadline shall be rejected. Onus and responsibility rest solely with the bidder to deliver its bid to the exact location indicated in Section 1.4.1 on or before the Submission Deadline. The Town does not accept any responsibility for submissions delivered to any other location by the bidder or its delivery agents. Bidders are advised to make submissions well before

the deadline. Bidders making submissions near the deadline do so at their own risk.

1.4.3 Bids to be Submitted in Prescribed Format

- Bidders must submit one (1) hard copy of their bid, which bid must include all submission requirements, as set out in Appendix A.
- Bids not submitted on the required forms may be rejected.
- Other than inserting the information requested on the mandatory submission forms set out in Appendix A, a bidder may not make any changes to any of the forms. Any bid containing any such changes, whether on the face of the form or elsewhere in the bid, may be rejected.
- All documents/information required under Appendix A shall be placed in a sealed envelope marked with the Call for Bids title “Installation of Heat Recovery Ventilation & Heat Pump Systems”, **2025-11-PW-VEN**, and must be marked with the full legal name and return address of the bidder.
- No electronic submissions are permitted.

1.4.4 Amendment of Bids

Bidders may amend their bids after they have been submitted if, and only if, the amendment is delivered to the location set out in Section 1.4.1 prior to the Submission Deadline, and is marked with the Call for Bids title and the full legal name and return address of the bidder.

Any amendment shall clearly indicate which part of the bid the amendment is intended to affect.

Amendments submitted after the Submission Deadline will not be accepted.

1.4.5 Withdrawal of Bids

Bidders may withdraw their bids prior to the Submission Deadline. To withdraw a bid, a notice of withdrawal in writing must be sent to the Call for Bids Contact prior to the Submission Deadline and must be signed by an authorized representative of the bidder. The Town is under no obligation to return withdrawn bids.

1.4.6 Bids Irrevocable after Submission Deadline

Bids shall be irrevocable for a period of sixty (60) days, commencing immediately after the Submission Deadline.

1.5 Questions and Clarifications

Inquiries and requests for clarification shall be made in writing and shall be accepted up to 7 business days prior to the Submission Deadline. Inquiries and requests for clarification received after that date shall not be addressed. Inquiries and requests for clarification received verbally shall not be addressed.

To ensure consistency and quality in the information provided to bidders the Town shall provide, by way of amendment to this Call for Bids in the form of an addendum, any relevant information with respect to the inquiries and requests for clarification received in writing without revealing the source of such inquiries or requests. Bidders are cautioned that it is their responsibility to ensure that they receive all information relevant to this Call for Bids. The Town shall not be responsible to bidders who fail to inform themselves regarding the scope and nature of the work. The Town shall publish all addenda on the Town's website <https://www.placentia.ca/> under "Call for Bids". Bidders should check on a regular basis for addenda. Bidders are solely responsible for ensuring they are aware of and have complied with the requirements of all addenda by the Submission Deadline.

1.6 Key Dates

Issue Date of Call for Bids	Nov 28, 2025
Deadline for Inquiries	Dec 4, 2025
Deadline for Issuing Addenda	Dec 5, 2025
Submission Deadline	Dec 12, 2025
Opening of Proposal	2:00PM Dec 12, 2025
Anticipated Execution Date for Agreement	Dec 19, 2025

PART 2 – EVALUATION AND AWARD

2.1 Stages of Evaluation

The Town will conduct the evaluation of bids in the following stages:

2.1.1 Stage 1 – Evaluation of Submission Requirements

Stage 1 will consist of a review to determine which bids comply with all of the requirements set out in this Call for Bids, included the appendices hereto and any addenda issued in connection with this Call for Bids. Bids that do not comply with all of the submission requirements as of the Submission Deadline may be disqualified and not evaluated further.

2.1.2 Stage 2 – Evaluation of Pricing

Stage 2 will consist of an evaluation of the pricing of bids determined to be compliant with the requirements of this Call for Bids. The evaluation of price will be undertaken after the evaluation of compliance in accordance with Section 2.1.1. The lowest price will be determined based on the total lump sum price set out in Appendix D.

2.2 Selection of Lowest Compliant Bidder

Subject to the Town's reserved rights, including review and approval of the Council, the compliant bidder with the lowest price will be selected to enter into the Agreement with the Town. In the event of a tie, the selected bidder will be determined by way of a coin toss.

2.3 Notice to Bidder and Execution of Agreement

Notice of selection by the Town to the successful bidder shall be in writing. The successful bidder shall execute the Agreement, and shall satisfy any other applicable conditions of this Call for Bids to the satisfaction of the Town within five (5) days of notice of selection. This provision is solely for the benefit of the Town and may be waived by the Town.

2.4 Failure to Enter into Agreement

If a selected bidder fails, to the satisfaction of the Town, to execute the Agreement within five (5) days of notice of selection, the Town may, without incurring any liability, proceed with the selection of another bidder and pursue all remedies available to the Town.

PART 3 – TERMS AND CONDITIONS

3.1 General Information and Instructions

3.1.1 Bidders to Follow Instructions

Bidders should structure their bids in accordance with the instructions in this Call for Bids. Where information is requested in this Call for Bids, any response made in a bid should reference the applicable section numbers of this Call for Bids.

3.1.2 Bids in English and Canadian Dollars

All bids are to be in English only and prices are to be in Canadian dollars and exclusive of HST.

3.1.3 Information in Call for Bids Only an Estimate

The Town makes no representation, warranty or guarantee as to the accuracy of the information contained in this Call for Bids or issued by way of addenda. Any quantities shown or data contained in this Call for Bids or provided by way of addenda are estimates only, and are for the sole purpose of indicating to bidders the general scale and scope of the Services. It is the bidder's responsibility to obtain all the information necessary to prepare a bid in response to this Call for Bids.

3.1.4 Bidders to Bear Their Own Costs

The bidder will bear all costs associated with or incurred in the preparation and presentation of its bid. The Town shall not be liable to a bidder for the costs associated with or incurred in the preparation or presentation of its bid under any circumstances.

3.1.5 Bid to be Retained by the Town

The Town shall not be responsible to return the bid or any accompanying documentation submitted by a bidder other than security deposit to unsuccessful bidders.

3.2 Communication after Issuance of Call for Bids

3.2.1 Bidders to Review Call for Bids

Bidders shall promptly examine all of the documents comprising this Call for Bids, and

- (a) shall report any errors, omissions or ambiguities; and
- (b) may direct questions or seek additional information in writing by email to the Call for Bids Contact up to seven (7) business days prior to the Submission Deadline. All questions or comments submitted by bidders by email to the Call for Bids Contact shall be deemed to be received once the email has entered into the Call for Bids Contact's email inbox. No such communications are to be directed to anyone other than the Call for Bids

Contact, and the Town shall not be responsible for any information provided by or obtained from any source other than the Call for Bids Contact. The Town is under no obligation to provide additional information. It is the responsibility of the bidder to seek clarification from the Call for Bids Contact on any matter it considers to be unclear. The Town shall not be responsible for any misunderstanding on the part of the bidder concerning this Call for Bids or its process.

3.2.2 All New Information to Bidders by Way of Addenda

This Call for Bids may be amended only by an addendum issued in accordance with this Section 3.2.2 and Section 1.5. If the Town, for any reason, determines that it is necessary to provide additional information relating to this Call for Bids, such information will be communicated to all bidders by an addendum. Each addendum forms an integral part of this Call for Bids and may contain important information, including significant changes to this Call for Bids. Bidders are responsible for obtaining all addenda issued by the Town. In the Bid Submission Form (Appendix B), bidders shall confirm their receipt of all addenda by setting out the number of each addendum in the space provided.

3.2.3 Post-Deadline Addenda and Extension of Submission Deadline

If the Town determines that it is necessary to issue an addendum after the deadline for issuing addenda, the Town may extend the Submission Deadline for a reasonable period of time.

3.2.4 Verify, Clarify and Supplement

When evaluating bids, the Town may request further information from the bidder or third parties in order to verify, clarify or supplement the information provided in the bidder's bid. The response received by the Town shall, if accepted by the Town, form an integral part of the bidder's bid.

3.3 Notification

3.3.1 Notification to Other Bidders

In accordance with section 30 of the *Public Procurement Regulations*, once the Agreement is awarded by the Town, the outcome of the Call for Bids will be publicly posted at <https://www.placentia.ca>

3.4 Prohibited Conduct

3.4.1 Illegal or Unethical Conduct

Bidders shall not engage in any illegal business practices, including but not limited to activities such as bid-rigging, price-fixing, bribery, fraud, coercion or collusion. Bidders must not engage in any unethical conduct, including but not limited to lobbying, as described above, or other inappropriate communications, offering gifts to any employees, officers, agents, elected or appointed officials or other representatives of the Town, deceitfulness, submission of a bid containing misrepresentations or other misleading or inaccurate information, or any other

conduct that compromises or may be seen to compromise the competitive process provided for in this Call for Bids.

3.5 Confidential Information

3.5.1 Confidential Information of the Town

All information provided by or obtained from the Town in any form in connection with this Call for Bids either before or after the issuance of this Call for Bids.

- (a) is the sole property of the Town and must be treated as confidential;
- (b) is not to be used for any purpose other than replying to this Call for Bids and the performance of the Agreement;
- (c) shall not be disclosed without prior written authorization from the Town; and
- (d) shall be returned by the bidder to the Town immediately upon the request of the Town.

3.5.2 Confidential Information of Bidder

This Call for Bids and the related procurement process is subject to the *Access to Information and Protection of Privacy Act, 2015*. A bidder should identify any information in its bid or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by the Town. The confidentiality of such information will be maintained by the Town, except as otherwise required by law or by order of a court or tribunal. Bidders are advised that their bids will, as necessary, be disclosed, on a confidential basis, to advisers retained by the Town to advise or assist with the Call for Bids process, including the evaluation of bids. If a bidder has any questions about the collection and use of personal information pursuant to this Call for Bids, such questions shall be submitted to the Call for Bids Contact.

3.6 Reserved Rights and Limitation of Liability

3.6.1 Reserved Rights of the Town

The Town reserves the right to:

- (a) make public the names of any or all bidders as well as bid price and value;
- (b) make changes, including substantial changes, to this Call for Bids provided that those changes are issued by way of addendum in the manner set out in this Call for Bids;
- (c) request written clarification or the submission of supplementary written information in relation to the bid received from any bidder, and incorporate a bidder's response to that request for clarification into the bidder's bid, provided that such written clarification or submission of supplementary written information does not constitute an opportunity for bid repair;
- (d) verify with any bidder or with a third party any information set out in a bid;
- (e) disqualify a bidder, rescind a notice of selection or terminate a contract subsequently entered into if the bidder has engaged in any conduct that

breaches the terms of this Call for Bids, or otherwise compromises or may be seen to compromise the competitive process;

- (f) cancel this Call for Bids and the related procurement process at any stage;
- (g) cancel this Call for Bids and related to procurement process at any stage and issue a new call for bids for the same or similar services;
- (h) waive minor irregularities and formalities and accept bids that substantially comply with the requirements of this Call for Bids;
- (i) check references other than those provided by any bidder;
- (j) accept any bid in whole or in part; or
- (k) not necessarily select the lowest or any bidder;

and these reserved rights are in addition to any other express rights or any other rights that may be implied in the circumstances.

3.6.2 Limitation of Liability

By submitting a bid, each bidder agrees that:

- (a) neither the Town nor any of its employees, officers, agents, elected or appointed officials, advisors or representatives will be liable, under any circumstances, for any claim arising out of this Call for Bids or the related procurement process, including but not limited to costs of preparation of the bid, loss of profits, loss of opportunity or for any other claim; and
- (b) the bidder waives any right to or claim for any compensation of any kind whatsoever, including claims for costs of preparation of the bid, loss of profit or loss of opportunity by reason of the Town's decision not to accept the bid submitted by the bidder for any reason, to enter into an agreement with any other bidder, or to cancel this bidding process, and the bidder shall be deemed to have agreed to waive such right or claim.

3.7 Governing Law and Interpretation

The terms and conditions of this Call for Bids:

- (a) are intended to be interpreted broadly and independently (with no particular provision intended to limit the scope of any other provision);
- (b) are non-exhaustive and shall not be construed as intending to limit the pre-existing rights of the Town; and
- (c) are to be governed by and construed in accordance with the laws of the Province of Newfoundland & Labrador and the federal laws of Canada applicable therein.

3.8 Resulting Agreement

All of the provisions of this Call for Bids, including the appendices hereto, shall be deemed to be accepted by each bidder, shall be incorporated into each bidder's bid, and shall form part of the Agreement entered into with the successful supplier.

INSTRUCTIONS TO BIDDERS

Proposal Submission

- i. Sealed, clearly marked proposals should be delivered to the Placentia Town Hall and will be received up to and including the date and time specified in the proposal call. Bid submissions will be opened following the proposal closing time as noted on the proposal title page.
- ii. The envelope containing the proposal is to be clearly marked as follows:

Proposal for: Town of Placentia

Proposal Title: Installation of Heat Recovery Ventilation & Heat Pump Systems

Addressed to: Gerry Hynes, CAO

Town of Placentia

P.O. Box 99

21 Patterson Drive

Placentia, NL

A0B 2Y0

Phone : 709-227-2151 Ext. 230

- iii. Before submitting a proposal, bidders shall carefully examine the proposal documents and fully inform themselves of the existing conditions and limitations described therein. There will be no allowance for any bidder who has failed to familiarize themselves with all aspects of the Proposal.
- iv. The Town of Placentia will not pay or contribute to any expenses incurred by a bidder in the preparation of its proposal.
- v. The submitted proposal shall be valid for a period of 60 calendar days.

PROPOSAL DOCUMENTS

- i. The proposal documents consist of the Instructions to Bidders, Proposal Form, Specifications, Schedule of Prices and any written amendments to the Proposal Documents issued during the proposal period.
- ii. Every interpretation of or addition to the proposal documents will be issued in the form of a written addendum. Only written addenda issued by the Town of Placentia are considered valid amendments to the proposal documents.
- iii. No addenda will be issued less than two (2) business days prior to the closing date of the proposal. If an addendum is issued within these two (2) days, the proposal date will be extended accordingly.
- iv. Proposal documents and addenda will be posted to www.placentia.ca.

COMPLETION OF PROPOSAL FORM

- i. The Proposal Form is to be completed in its entirety including all applicable appendices and submitted through regular Canada Post mail, or be hand delivered to the Town Hall by courier or in person in sealed envelopes with the name of the bidder shown on the proposal envelope. The Town of Placentia will not accept liability for proposals that are not delivered within the specified period, by either of the foregoing or any methods.

UNACCEPTABLE PROPOSALS

- i. Proposals shall be submitted on the prescribed proposal form.
- ii. Faxed proposals shall not be accepted.
- iii. Proposals received after the proposal closing time (determined by Town of Placentia computer time) shall not be considered.
- iv. Incomplete proposals shall be rejected.
- v. Proposals containing qualifications or additional clauses to the Proposal Form shall be rejected.

AMENDMENTS TO THE PROPOSAL FORM

- i. If it becomes necessary to correct an error made on the Proposal Form, such correction must be emailed, post marked, couriered or hand delivered by persons sending the Proposal Form **BEFORE** the closing date and time.

WITHDRAWAL OF PROPOSALS

- i. Bids may be withdrawn without penalty by email if received prior to the time fixed for the closing in the proposal advertisement. Inability of bidders to send emails is solely at the bidder's risk.

ACCEPTANCE OF THE PROPOSAL

- i. The Town of Placentia reserves the right not to proceed further following the release of the Invitation to Proposal or to cancel the process at any time thereafter. The Town of Placentia shall not be bound to consider, process or accept any proposal whatsoever and notwithstanding the evaluation criteria provided herein, may choose to reject any or all proposals which is received in response to this Invitation to Proposal in its sole, unfettered and absolute discretion.
- ii. The Town of Placentia shall neither be responsible for, nor liable for the payment of any costs that are incurred by any bidder in preparing a proposal or proposals in response to this Invitation to Proposal.
- iii. Acceptance of the proposal will by e-mail and by issue of a Purchase Order within the proposal validity period, the proposal constitutes the Agreement between the Owner and the Bidder and the successful bidder will be required to execute a formal agreement by invoice to the Town of Placentia with thirty (30) calendar days of the letter of intent.

APPENDIX A
MANDATORY REQUIREMENTS AND PRE-CONDITIONS TO AWARD
[2025-11-PW-VEN]

A. MANDATORY SUBMISSION REQUIREMENTS

1. Each bid must include a Submission Form (Appendix B), completed and signed by an authorized representative of the bidder.
2. Each bid must include a completed Equipment List (Appendix C), which shall include without limitation, vehicle make, model, year, and all attachments to be used on the equipment.
3. Each bid must include a completed Pricing Form (Appendix D). Pricing information must comply with the instructions contained in this Call for Bids, and the Pricing Form (Appendix D). Rates must be provided in Canadian funds, exclusive of HST, with HST itemized separately. Rates included in a bid shall be all-inclusive and shall include without limitation all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery, all costs of installation and set-up, including any pre-delivery charges, all operator costs, and all other overhead including any fees and other charges required by law. In order for a bid to be compliant, bid must include pricing for all items in the pricing table. Pricing is to remain firm for the duration of the contract. In case of mathematical error in the extension/calculation of prices, the unit price will govern.
4. Each bid must include written confirmation of insurability from an insurance company authorized by law to carry on business in the Province of Newfoundland and Labrador which confirms that, if the bidder's bid is successful, the bidder shall be insured in accordance with the requirements set out in Section 10 the of Agreement (Appendix E). The confirmation of insurability must:
 - a. Be issued by an insurance company as described above;
 - b. Include reference to the name and number of this Call for Bids; and
 - c. Otherwise be acceptable to the Town.
5. Each bid must include a Bid Security via certified cheque, money order or bid bond in the value of five thousand dollars (\$5,000.00) and made payable to the Town of Placentia.
 - a. Unsuccessful bidders will have their Bid Security returned not later than ten (10) business days after the Agreement has been signed by the successful bidder.
 - b. The Town will retain the Bid Security of the successful bidder for Performance Security during the entirety of the term of the Agreement.

- c. The Bid Security will be forfeited to the Town in the event that the successful bidder fails to enter into the Agreement when notified of the award of the work, or, in the event that the Town terminates the Agreement because of default on the part of the successful bidder.
- d. The Performance Security will be returned to the successful bidder upon satisfactory completion of the Agreement.

B. TECHNICAL REQUIREMENTS

The bidder will be required to install a total of five (5) systems: one (1) quad-zone mini split heat pump system and one (1) 112 CFM heat recovery ventilator, both of which will be installed above the office suite drop-ceiling and will be ducted into the rooms shown below in Figure #3 and Figure #4. The remaining systems are 131 CFM heat recovery ventilators and will be installed in the garage bay areas, whose placements can be seen below in Figures 5-9.

LG Ceiling Cassette Mini Split Heat Pump System

- 4-Zone – 30k BTU Outdoor - 7k + 7k + 7k + 7k

Indoor - 22.0 SEER2 - R-32 (x1)

[Product Link](#)

Venmar Heat Recovery Ventilator ,112 CFM

(x1)

[Product Link](#)

Venmar Heat Recovery Ventilator ,131 CFM

(x3)

[Product Link](#)

C. PRE-CONDITIONS OF AWARD

1. The Town requires the successful bidder to provide the following documents within 5 calendar days from the Town's request to do so:
 - a. A list of employees who will be involved in the performance of the Services, and copies of driver's licenses, including required endorsements, and all required training documentation;
 - b. A signed copy of the Agreement;
 - c. Workplace NL Letter of Clearance; and
 - d. Certificate of Insurance, as required by Section 10 of the Agreement (Appendix E).

APPENDIX B: SUBMISSION FORM
[2025-11-PW-VEN]

Closing Date: December 12, 2025

Closing Time: 2:00 pm

For Office Use Only:	
Date Received (DD/MM/YYYY):	
Time Received:	
Received By (Print Name):	

- ☐ **I/We agree to be bound by the terms and conditions contained in the Bid Document and any applicable Addenda, and the person named below has the authority to submit this bid on behalf of the Bidder.**
- ☐ **I/We further acknowledge that we have received the following addenda:**

Addenda Number	Received: Yes or No

Bidder Information:

Description	Response
Full Legal Name of Bidder (Please Print):	
Any Other Relevant Name Under Which Bidder Carries on Business:	
Street Address:	
City:	
Province:	
Postal Code:	
Telephone Number:	
Email Address:	
Bidder Contact Name and Title:	
Authorized Signature:	
HST Registration Number:	

Mandatory Technical Requirements:

Compliance Item	Yes	No	Comments
Payment of Bid Security (\$5,000.00)			
Meets Minimum Equipment Requirements			
Proof of Insurance			

APPENDIX C: EQUIPMENT LIST

[2025-11-PW-VEN]

Please list available equipment to be used in the delivery of services for the Contract:

Item	Amount	Yes/No	If checked "no", please provide the details of the alternative system(s) recommended. Alternative system(s) must meet the previously mentioned requirements.
LG Ceiling Cassette Mini Split Heat Pump System - 4-Zone – 30k BTU Outdoor - 7k + 7k + 7k Indoor - 22.0 SEER2 - R-32 Product Link	(x1)	<input type="checkbox"/> <input type="checkbox"/>	
Venmar Heat Recovery Ventilator, 112 CFM Product Link	(x1)	<input type="checkbox"/> <input type="checkbox"/>	
Note: Bidders who are only proposing for Part A for this project should <u>not</u> fill out the final row below. Bidders who are proposing for both Part A <u>and</u> Part B are required to complete it.			
Venmar Heat Recovery Ventilator, 131 CFM Product Link	(x3)	<input type="checkbox"/> <input type="checkbox"/>	

*****The bidder may use rigid or flexible ductwork for all HRV and heat pump connections above the office suite drop-ceiling and within the garage bays, provided system performance and airflow requirements in this proposal are met or exceeded.**

APPENDIX D: PRICING FORM**[2025-11-PW-VEN]**

Rates must be provided in Canadian funds, exclusive of HST, which should be itemized separately.

Rates quoted by the bidder must be all-inclusive and must include all labour and material costs, all travel and carriage costs, all insurance costs, tipping fees, all costs of set-up, and all other overhead, including any fees or other charges required by law.

PART A

Service Supplied	Price	HST	Total
Price of all work to be completed as outlined in Part A of this proposal (HRV and heat pump installation, ductwork labour, materials, and equipment for the Office Suite portion of Building 502).			

PART B

Service Supplied	Price	HST	Total
Price of all work to be completed as outlined in Part B of this proposal (HRV installation, ductwork, labour, materials, and equipment for the Bay Garages of Building 502).			

APPENDIX E: FORM OF AGREEMENT
[2025-11-PW-VEN]

SUMMARY CHECKLIST

Did you include:

- ☐ Proof of insurance
- ☐ \$5,000.00 Bid Security
- ☐ Appendix B: Submission Form (2 pages)
- ☐ Appendix C: Equipment List
- ☐ Appendix D: Pricing Form
- ☐ One (1) hard copy of the submission placed in a sealed envelope and appropriately marked with the Call for Bids information and the full legal name and return address of the bidder marked.

APPENDIX F: PROJECT SCHEMATICS (PART A)
[2025-11-PW-VEN]

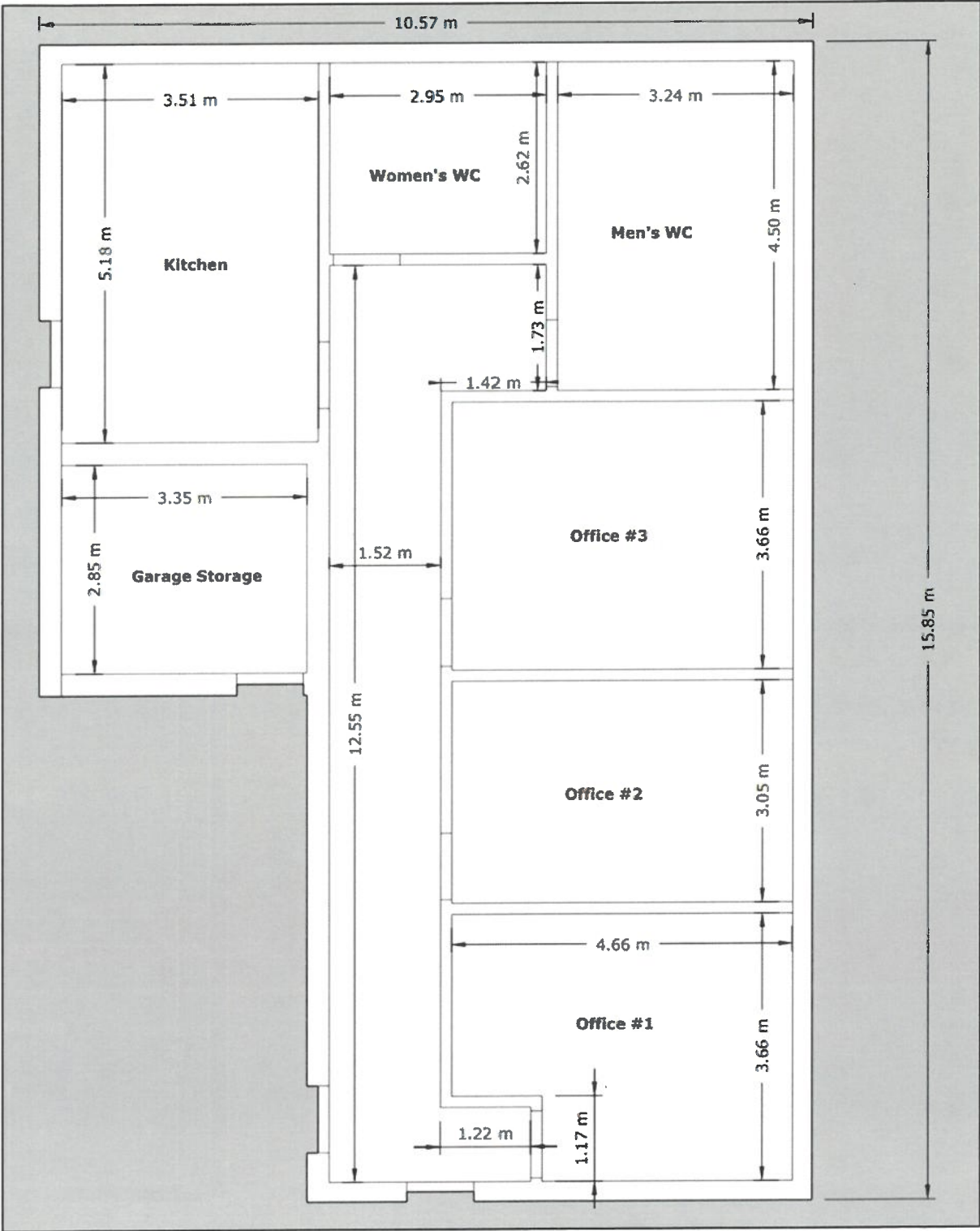


Figure #1: Dimensioned Floorplan of Building 502.

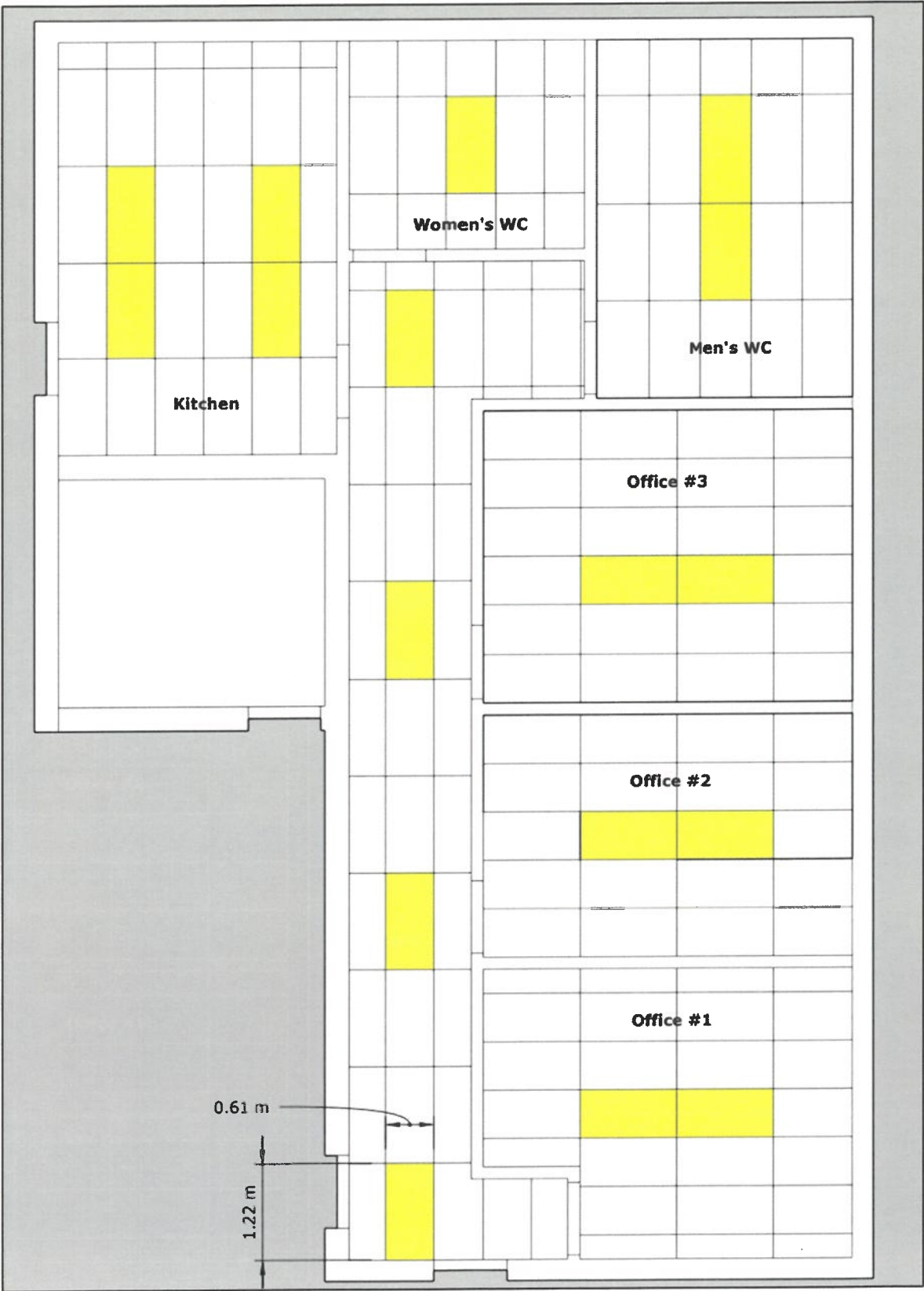


Figure #2: Reflected Ceiling Floorplan of Building 502 showing the locations of the fluorescent lighting fixtures in the drop-ceiling.

PART A

As seen below, the proposed location for the HRV system is above the lunchroom drop-ceiling, where it can be secured on the inside of the South wall of Building 502. The HRV system will be ventilated into 6 ducts: 3 extraction air vents located in the lunchroom, women's WC, and men's WC, and 3 supply air vents located in offices #1, #2, and #3. Additionally, the quad-zone mini-split heat pump will be placed on the outside of the South wall and will also be ducted above the drop-ceiling, with its four ceiling cassettes being positioned in the lunchroom and offices #1, #2, and #3.

Grey: HRV Duct System

Red: Extraction Vents (HRV)

Green: Supply Vents (HRV)

Blue: Quad-Zone Vented Heat Pump Duct System

Yellow: Fluorescent Lighting Fixture Locations in Drop-Ceiling

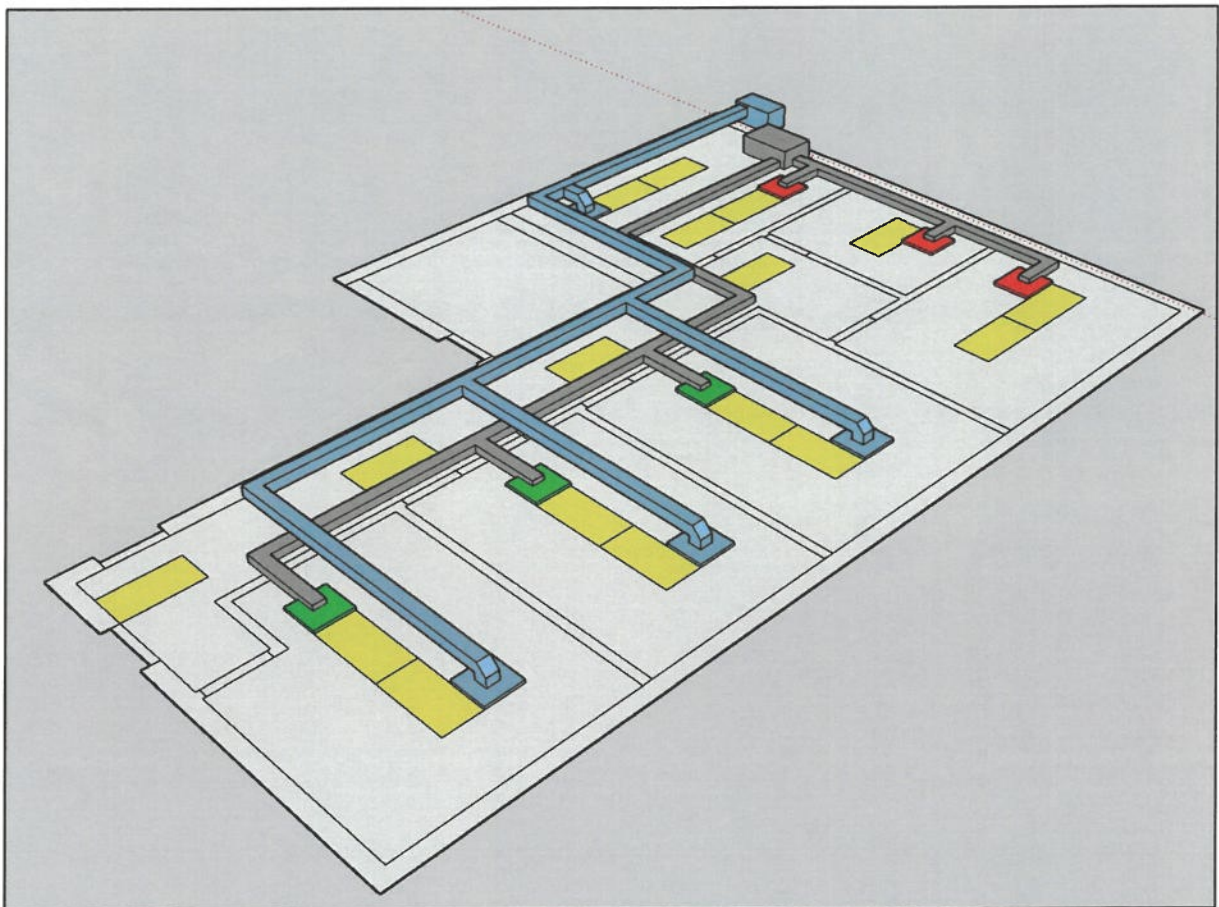


Figure #3: Recommended layout for HRV and Heat Pump ducts above office suite of Building 502 (Isometric View).

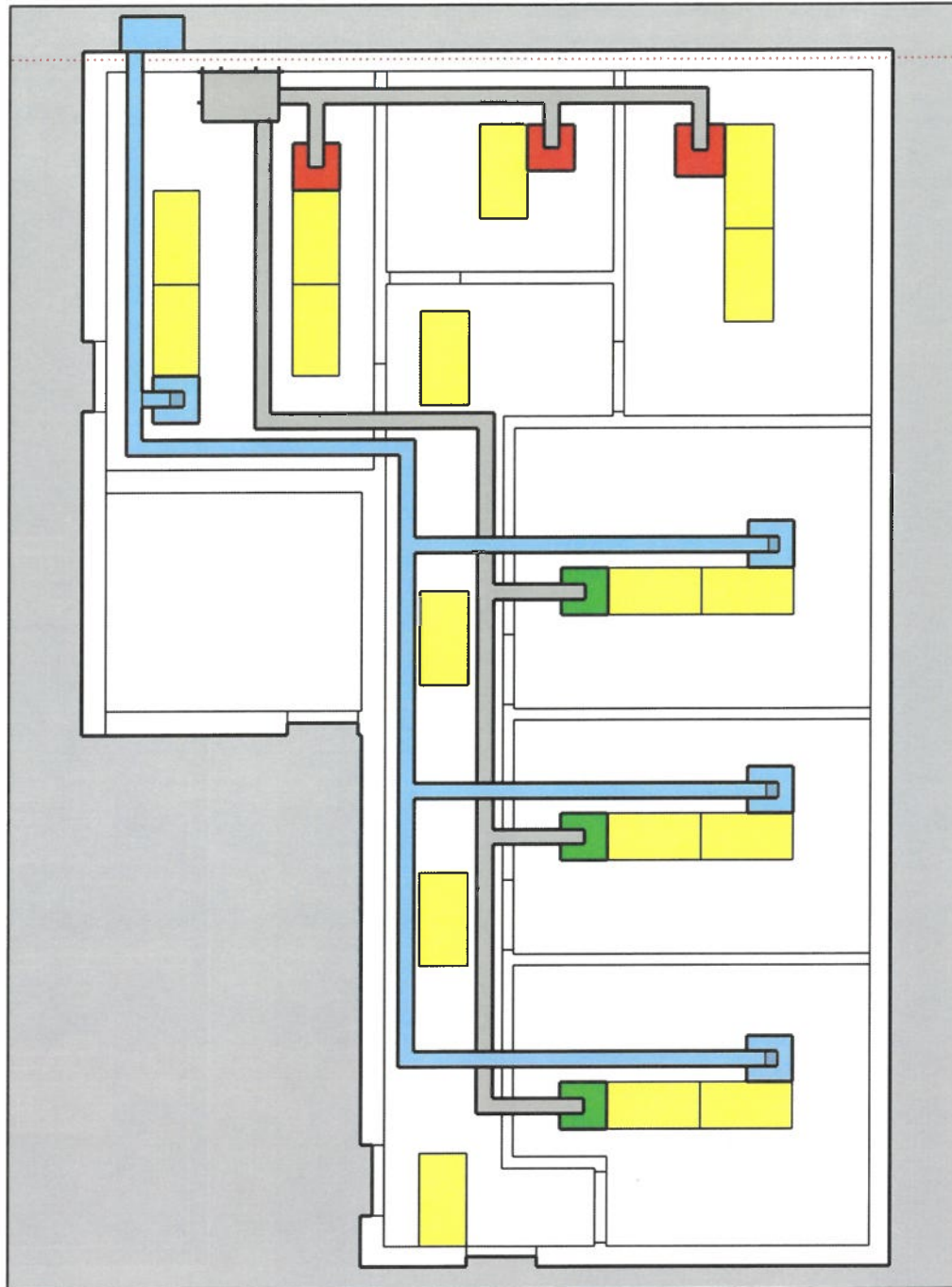


Figure #4: Recommended layout for HRV and Heat Pump ducts above office suite of Building 502 (Top-Down View).

APPENDIX G: PROJECT SCHEMATICS (PART B)

[2025-11-PW-VEN]

PART B

The proposed locations for the remaining HRV systems in the garage bays are also on the Southern wall of Building 502. The ductwork is to be mounted from the ceiling, with the supply and extraction vents positioned oppositely (the supply vents near the South wall and the extract vents positioned closer to the bay doors), maximizing air circulation. The bidder may alter the layout of the ventilation given that all aforementioned requirements are made and the distance between the supply and extraction vents do not deviate too far from the locations shown below.

Grey: HRV Duct System

Red: Extraction Vents (HRV)

Green: Supply Vents (HRV)

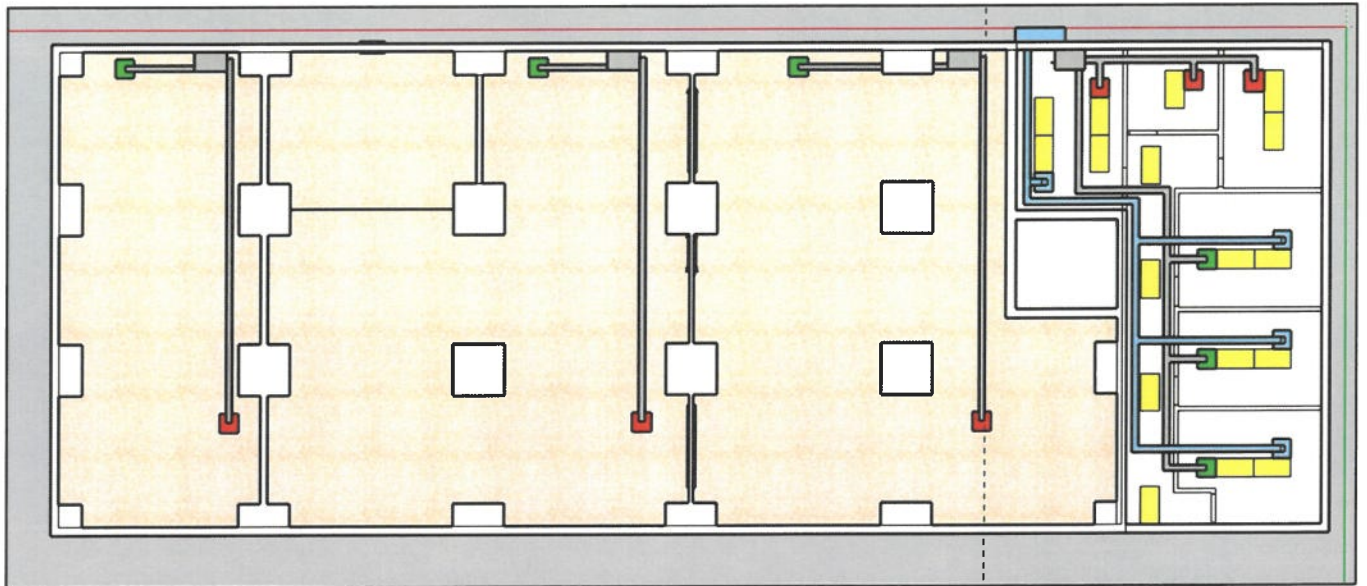


Figure #5: Recommended layout for HRV above garage bays of Building 502 (Top-Down View).

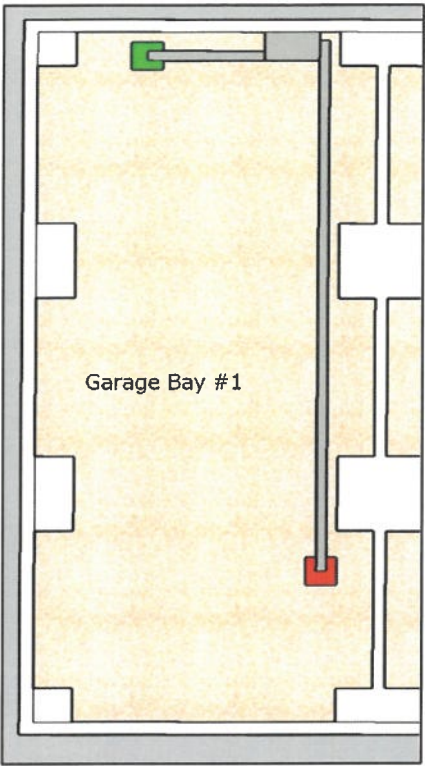


Figure #6: Isolated view of Garage Bay #1 showing recommended layout for HRV ducts.

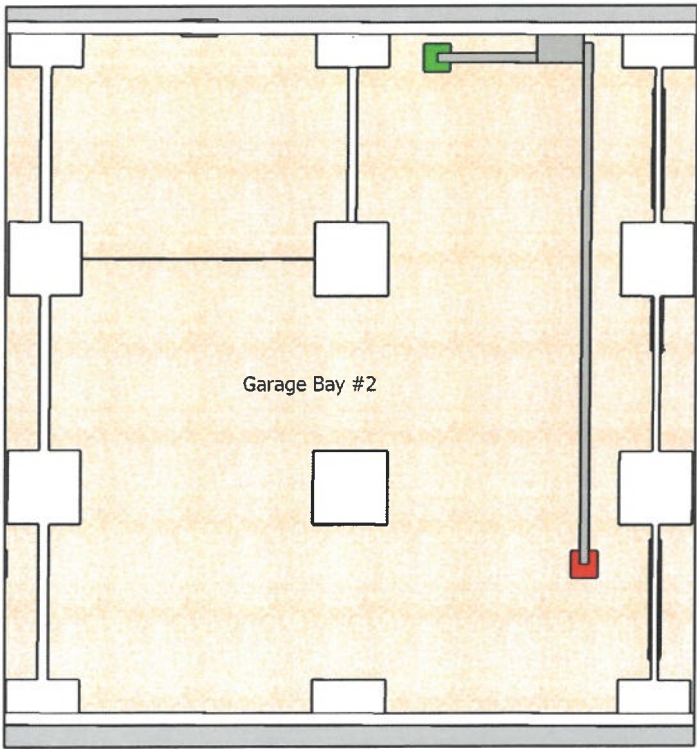


Figure #7: Isolated view of Garage Bay #2 showing recommended layout for HRV ducts.

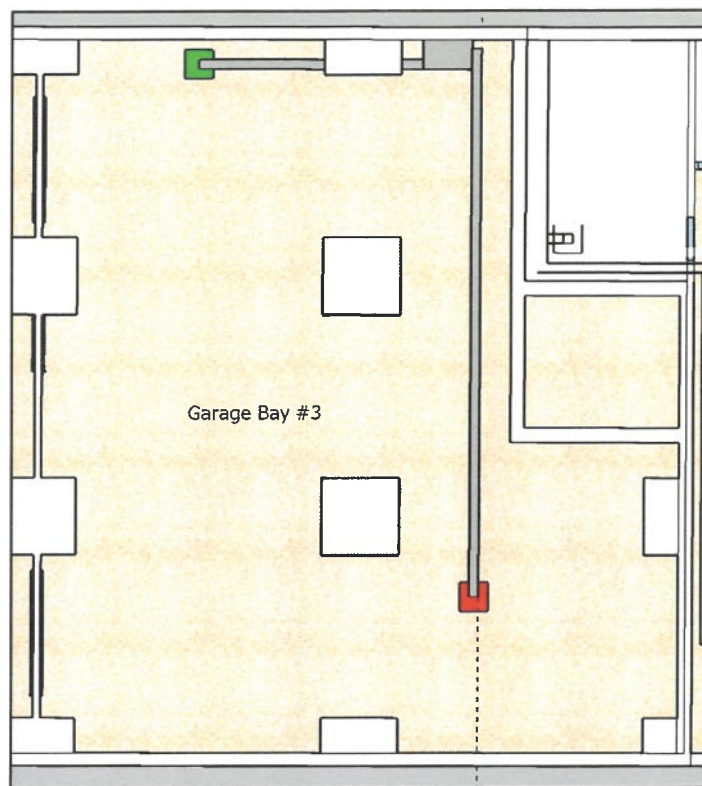


Figure #8: Isolated view of Garage Bay #3 showing recommended layout for HRV ducts.

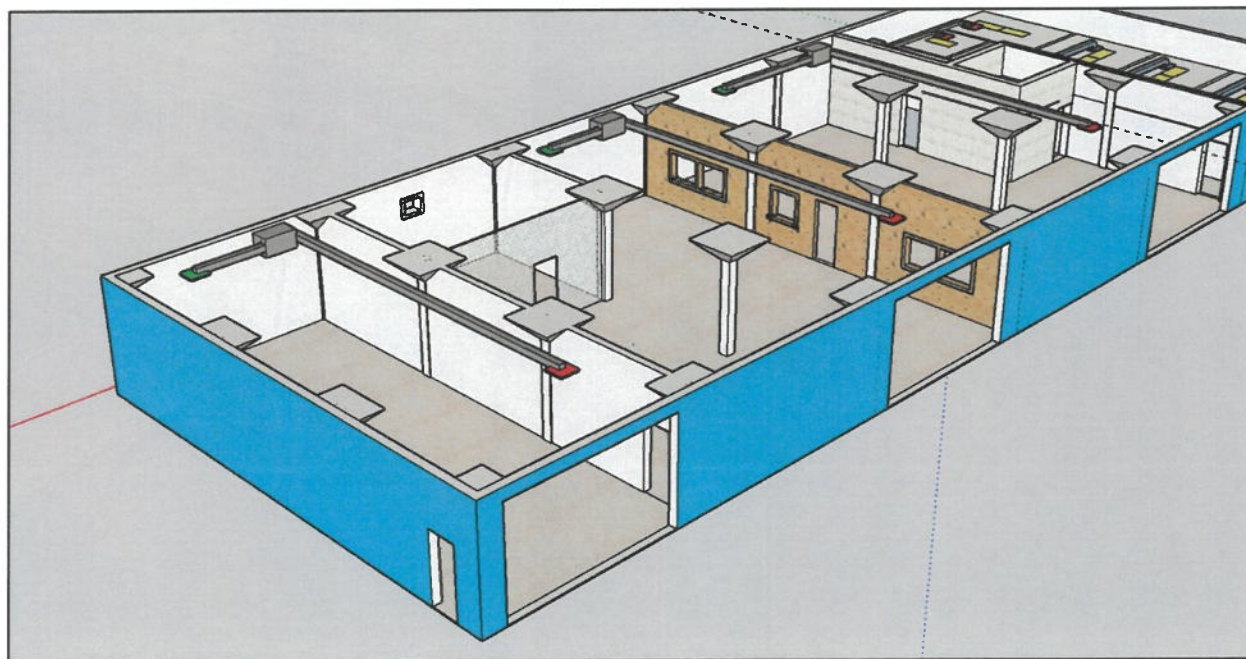


Figure #9: Recommended layout for HRV ducts above Garage Bays of Building 502 (Isometric View).

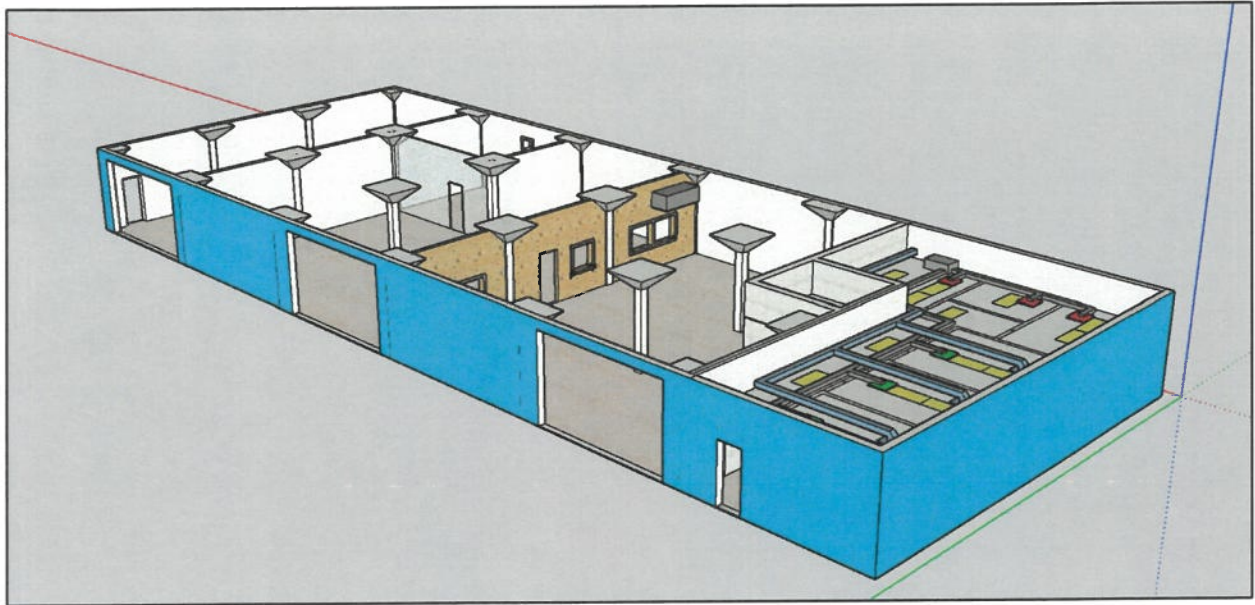


Figure #10: Isometric View of Building 502.

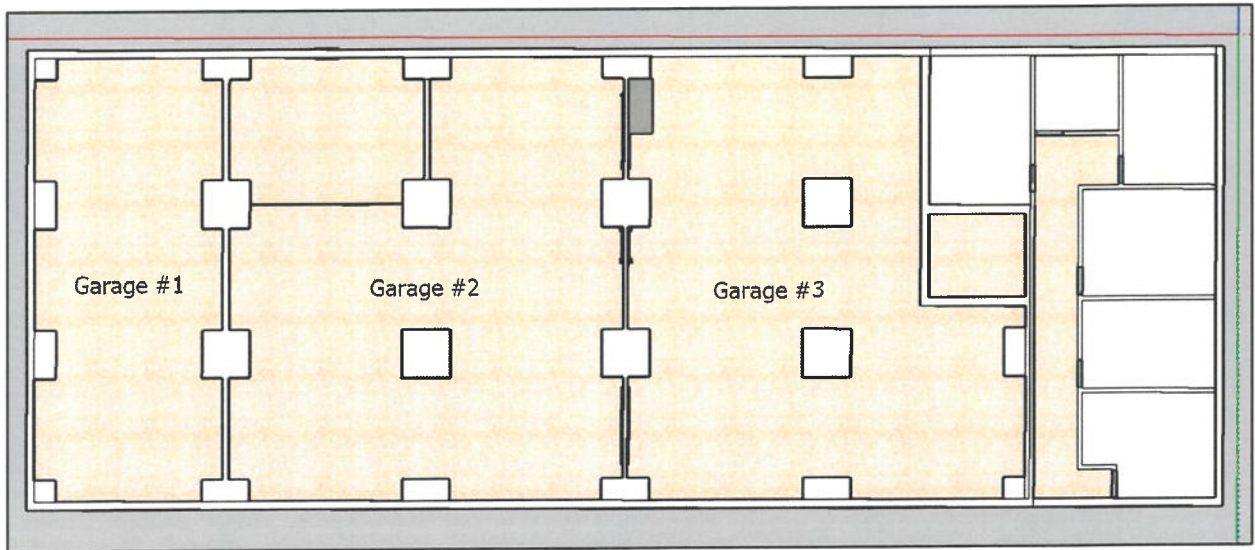


Figure #11: Top-Down View of Building 502 showing floorplan layouts of Garage Bays #1, #2, and #3, and the office suite.