TOWN OF POUCH COVE
REQUEST FOR STANDING OFFER
HVAC

Reference: SO-2027-06 | Initial term: January 1–December 31, 2027

Optional renewals: January 1–December 31, 2028, and January 1–December 31, 2029, each at the Town's sole option subject to written agreement and applicable procurement requirements.

Submission deadline: 5pm Monday November 30th | Questions deadline: 5pm Wednesday November 18th

Submit to: Chief Administrative Officer, Town of Pouch Cove, 660 Main Road, Pouch Cove, NL A0A 3L0; rodneyhynes@pouchcove.ca. Mark submission with the reference number. Questions must be directed exclusively to the CAO in writing.

1. Invitation and scope

The Town invites qualified contractors to submit unit rates for as-needed HVAC services within the Town of Pouch Cove. Work may include planned maintenance, minor repairs, emergency response, and individual assignments authorized by the Town. Quantities and expenditures are not guaranteed. This solicitation does not in itself authorize work.

2. Nature of standing offer

The Town may establish a roster of one or more qualified suppliers. A standing offer is not an exclusive contract. No minimum volume is promised. The Town may obtain separate competitive quotations or tenders for any project and may decline to issue work orders. Work is binding only upon a written purchase order or written authorization from the CAO or authorized delegate.

3. Term and extensions

Rates apply for the initial calendar year. The Town may request up to two separate one-year extensions by written notice before expiry. Any extension, including pricing changes, requires a written agreement signed by both parties; no automatic renewal applies. No contractor is entitled to renewal.

4. Selection and dispatch

The Town will review compliance, capacity, experience, availability, response times, and total evaluated pricing. Among qualified suppliers, individual assignments will be allocated based on documented best value, including urgency, technical suitability, past performance, and cost. For emergencies the Town may contact available roster suppliers sequentially. A contractor unable to respond within the required timeframe may be bypassed. The Town may require a project-specific written quote.

5. Qualifications and compliance

Submit company identification, trade licenses and certifications where applicable, references for comparable municipal work, proof of workers compensation registration/good standing, applicable safety training, commercial general liability insurance (proposed minimum $2 million), automobile liability coverage where vehicles are used, and a list of equipment and personnel. The Town may request evidence before award. All work must comply with applicable Newfoundland and Labrador legislation, codes, permits, occupational health and safety requirements, and municipal specifications.

6. Performance and administration

Contractors shall provide competent supervision, safe equipment, traffic control where necessary, protection of municipal assets, cleanup, and proper waste disposal. Contractors must obtain approval before subcontracting or varying scope. Invoices must identify the work order, dates, labour hours, equipment hours, material quantities, applicable taxes, and supporting receipts. The Town may inspect and reject deficient work and require correction at the contractor's expense.

7. Pricing rules

Quote Canadian dollars excluding HST; identify HST separately. Hourly rates shall include wages, benefits, ordinary tools, overhead, and profit unless an item is expressly priced separately. No unapproved travel, fuel surcharge, standby, disposal, minimum-hour charge, or markup may be billed. Specify normal hours, minimum call-out, emergency premiums, and any exceptions in the pricing schedule. Rates remain firm during the initial term.

8. Reservation of rights and termination

The Town may reject non-compliant submissions, seek clarification without permitting unfair bid repair, verify references, cancel the solicitation before award, and establish no standing offer, subject to applicable law. Following award, the Town may suspend assignments for safety or performance concerns and terminate for material breach after reasonable notice and opportunity to remedy where appropriate; immediate termination may occur for serious safety risk, fraud, or illegality. Payment remains due for properly authorized and satisfactorily completed work.

9. Questions and addenda

All questions shall be submitted in writing to the Chief Administrative Officer at rodneyhynes@pouchcove.ca by the deadline. Material clarifications will be issued to all known interested proponents through a common written addendum. Verbal statements are not binding. Bidders must acknowledge all addenda.

10. Evaluation and award

Proposed evaluation: mandatory compliance (pass/fail), evaluated pricing 50%, qualifications and comparable experience 25%, equipment and staffing capacity 15%, and response availability 10%. The Town may award to multiple proponents. Final methodology and weights must be confirmed before publication and applied consistently.

Schedule A — Pricing submission

Item / unit	Rate (CAD, excl. HST)	Notes / inclusions
Licensed HVAC/refrigeration technician hourly rate	$ _____	_____
Apprentice hourly rate	$ _____	_____
Emergency after-hours hourly rate	$ _____	_____
Diagnostic / call-out fee	$ _____	_____
Preventive maintenance visit per unit	$ _____	_____
Refrigerant supply per kilogram	$ _____	_____
Materials markup percentage	$ _____	_____

Normal business hours: _____ Emergency response target: _____ Minimum charge: _____

Any proposed exclusions or assumptions (attach page if necessary): _____

Schedule B — Proponent declaration

Legal business name: _____

Address / contact / telephone / email: _____

Applicable licenses / certifications: _____

Insurance carrier / limits: _____

Workers compensation registration: _____

Comparable references (attach details): _____

Addenda acknowledged (numbers): _____

Authorized signatory: _____ Date: _____

By signing, the proponent confirms the accuracy of its submission, agrees to the solicitation terms, and understands that no work or payment is guaranteed without written authorization.