Request for Proposal

NORTH GRENVILLE CURLING CLUB
HEAT PUMP SUPPLY AND INSTALLATION 2026

Procurement Timeline

RFP Issue Date: November 12, 2026
Site Meeting: **November 18, 2026 (8am-12pm, David Eastwood on site)**
Question Deadline: November 23, 2026 (5 pm EST)
Question Response: November 25, 2026 (11:59 pm EST)
RFP Close Date: November 27, 2026 (11:59 pm EST)

Procurement Contacts: Yvonne Lane and David Eastwood

Proponent Information

Legal Name of the Firm: **_North Grenville Curling Club (NGCC)_____**

Address: **200 Reuben Cres. Kemptville, ON K0G1J0**

Phone Number: **____613.258.4100_____**

Proponent Contact Email: **_ngcurlingclub@gmail.com_____**
(for notification purposes only)

Website (if applicable: **_____ngcurling.org_____**

The _NGCC__ reserves the right to accept or reject any or all proposals and is not bound to accept the lowest cost proposal. The __NGCC____ may select the proposal that, in its sole discretion, provides the best overall value that meets the needs and objectives of the project.

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1.0 INTRODUCTION

The _NGCC__ is seeking proposals from qualified and experienced proponents for _the supply and installation of 4 heat pumps____.

2.0 INSTRUCTIONS TO PROPONENTS

2.1 Invitation

The NGCC is seeking proposals from qualified and experienced proponents for _the supply and installation of 4 heat pumps (2 on main floor and 2 on second floor)____.

Proponents must submit one complete proposal via email to _ngcurlingclub@gmail.com_____

Submission deadline: Proposals must be received no later November 27, 2026 at 11:59pm (EST). Late submissions will not be considered.

2.2 Charge for Documents

All documents, including background information, will be provided at no cost.

2.3 Costs Incurred by Proponents

All costs and expenses incurred by proponents in preparing and submitting proposals, including any costs incurred during discussions, presentations, or negotiations with the NGCC, are the sole responsibility of the proponent.

2.4 Acceptance of Terms

Submission of a proposal indicates acceptance of all the terms, conditions, and requirements set forth in this RFP. The __NGCC__ reserves the right to reject any or all proposals and to waive irregularities and informalities at its sole discretion.

2.5 Insurance

The successful proponent shall, at its own cost and expense, obtain and maintain in full force and effect the following insurance coverage for the duration of the contract through a company duly registered and authorized to conduct insurance business in the Province of Ontario.

Prior to the award of a contract, the successful proponent must provide the _NGCC__ with Certificate(s) of Insurance or certified copies of each policy, including any amending endorsements, signed by an authorized representative of the insurer. Work will not be authorized to commence until these documents are received and approved by the _NGCC_.

1. **Commercial General Liability Insurance**

- Broad form Commercial General Liability policy with a minimum limit of $1,000,000 per occurrence for third-party liability claims, including bodily injury, property damage, and personal injury.

- Coverage must include, but is not limited to:
  - Premises and operations liability
  - Blanket contractual liability
  - Products and completed operations
  - Tenants' legal liability
  - Non-owned automobile liability (if applicable)
  - Owners and Contractors Protective Liability (if applicable)

- Contingent Employers Liability (if applicable)
- Breach of Conditions Clause

2. Professional Liability (Errors & Omissions) Insurance
Minimum limit of $1,000,000 per occurrence.

3. Automobile Liability Insurance
- Minimum limit of $1,000,000 per occurrence, required only if the work involves the use of vehicles as part of the contract.
- Proof of insurance must be provided prior to contract award. All coverage shall remain in effect for the duration of the contract.

2.6 **Clarification**
All inquiries regarding this RFP must be submitted through email (ngcurlingclub@gmail.com)__ no later than November 23, 2026 at 5 pm.

Responses to all inquiries will be issued by the NGCC_ as written addenda via email by November 25, 2026 at 11:59pm.

Oral answers are not binding. Only written addenda issued by the ngcurlingclub@gmail.com__ via email form part of this RFP. Proponents must acknowledge receipt of all addenda.

3.0 TERMS OF PAYMENT

3.1 **Terms of Payment**
A valid WSIB clearance certificate shall be provided prior to contract award.

Completion of the work described in this RFP and subsequent contract, and successful final inspection by the _NGCC_____, payment will be made within thirty (30) calendar days from receipt of invoices.

3.2 **Proposal Validity**
Proposals shall remain valid and open for acceptance by the __NGCC_____ for a period of sixty (60) calendar days following the deadline for receipt of proposals.

4.0 TERMS OF REFERENCE/ PROJECT INFORMATION

4.1 **Address of Project/location:** _200 Reuben Cres. Kemptville K0G 1J0__

4.2 **Entire Budget**
The successful proponent, if selected, must include in their proposal the pricing required to conduct this work and complete the provided pricing schedule in full.

4.3 **Site Meeting:** DATE AND TIME at __November 18, 2026 (8am-12pm)____. Attendance at the site meeting is mandatory unless the contractor has already been on site at a different date/time. Proponents who do not attend the site meeting will be deemed non-compliant, and their proposals will not be considered.

4.4 **Scope of Project**
The NGCC___ is seeking proposals from qualified and experienced proponents for _the supply and installation of 4 heat pumps (2 on main floor and 2 on second floor)___.
The successful proponent will be responsible for:

2 split system heat pumps are to be added to the ground floor lounge area. The existing electric forced air fan heaters would remain as back up & supplementary heat for extreme cold weather. 2 split system heat pumps are to be added to the second floor lounge area.

The existing gas fired radiant tube heater would remain as back up & supplementary heat for extreme cold weather.

Ground floor walls are 8” concrete block. Second floor walls are 2 x 6 wood frame.

Scope of Work
● Provide 2 new Mitsubishi Hyper Heat Cold Climate heat pump systems for the ground floor lounge. Wall mounted ductless split indoor units. Wall mounted outdoor units, located at least 10 feet above grade, on the long white wall above the parking spaces. Capacity: 22,000 BTUH cooling @ 26.6*C and 24,000 BTUH heating @ 8.3*C for each of two heat pump systems. Drain 1 unit to janitor’s sink, drain 1 unit to drain stack in electrical room including adding a P trap.
● Cold Climate heat pumps to provide 90% of rated heating down to -15*C and continue to operate down to -35*C.
● Provide 2 Media High Tier Standard heat pump systems for the second floor lounge. Wall mounted ductless split indoor units. Wall mounted outdoor units, located at least 10 feet above grade, on the long white wall above the parking spaces. Capacity: 30,000 BTUH cooling @ 26.6*C and 30,000 BTUH heating @ 8.3*C for each of two heat pump systems. Drain through the exterior wall to the condenser.
● Standard heat pump systems to provide 70% of rated heating capacity down to +5*C and continue to operate down to -10*C.
● Provide front windscreen for outdoor units if required for winter operation. ● Provide covers for all exterior tubing & wiring.
● Insulate all refrigeration lines.
● Heat pumps to have WiFi connectivity.
● Allow for up to 35 feet of refrigerant line set for each heat pump.
● Allow for up to 50 feet of electrical wire run from the electrical room to each outdoor unit. Allow for up to 35 feet of electrical wire run between each pair of outdoor and indoor units.
● A new 120/208 volt panel located in the existing electrical room has been provided under a separate contract. Provide breakers in the new panel and connect to the new heat pumps.
● Provide electrical breakers and disconnect switches.
● Include electrical surge protectors.

● Obtain all permits.
● Provide 1 year warranty for workmanship and material.
● Provide heat pump manufacturer's warranty Mitsubishi units 10 years compressor and parts 2 year labour, Media units 5 year compressor, 1 year parts & labour.

Complete Schedule "A" attached, providing detailed pricing.
Provide detailed warranty information.

4.5 Final Inspection

Prior to the release of payment, the successful bidder and the __NGCC___ will complete a final inspection. A deficiency list will be compiled if the final inspection/site tour is not satisfactory.

Failure to correct the deficiencies in the allotted timeframe will allow the __NGCC___ to proceed with the corrections required at the cost of the Proponent/Contractor.

5.0 MANDATORY SUBMISSION REQUIREMENTS

- Completed Schedule "A" – Pricing
- Schedule
- Warranty information
- Proof of insurance (prior to award)
- A valid WSIB clearance certificate shall be provided prior to contract award.
- Proof of COR or equivalent Health & Safety program
- Confirmation of compliance with OHSA and municipal site rules.

6.0 EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria. The __NGCC_____ reserves the right to award the contract to the proponent whose proposal is deemed most advantageous, considering all aspects of the proposal, not necessarily the lowest cost.

6.1 Basis of Selection

Proposals will be evaluated based on:

- Cost, including completeness and reasonableness of pricing

6.2 Selection Criteria

A total of 100 points will be allocated to each proposal based on the criteria outlined below.

Criteria	Points
Qualifications and Experience of the Firm	25
Qualifications and Relevant Experience of Project Team	20
Understanding of Project Objectives	15
Quality of Proposed Approach and Methodology	20
Proposed Work Plan and Schedule	10
Technical Subtotal	80
Cost / Pricing Submission	20
TOTAL	100

Pricing must be submitted in accordance with Schedule "A" – Pricing Schedule. Prices must be provided in Canadian dollars and exclusive of HST, with HST shown separately.
Up to three (3) of the highest-ranked proponents may be invited to attend an interview at the ___NGCC_____'s discretion. Interviews, if held, are intended to clarify aspects of the submitted proposals and will not alter the scores, unless the _____NGCC____ identifies material inconsistencies between the proposal and the information provided during the interview.

7.0 SPECIAL TERMS AND CONDITIONS

Submission of a proposal constitutes acknowledgement the proponent has read and agrees to be bound by all the terms and conditions of the Request for Proposal.

The _NGCC___ will not make any payments for the preparation of the response to the Request for Proposal. All costs incurred by a proponent will be borne by the proponent.

This is not an offer. The __NGCC_____ does not bind itself to accept the lowest price proposal, or any proposal submitted.

The __NGCC___ has the right to cancel the Request for Proposal at any time and to reissue it for any reason whatsoever, without incurring any liability and no proponent will have any claim against the ___NGCC_____ as a result of the cancellation or re-issuing of the Request for Proposal.

The Consultant acknowledges that the __NGCC____ shall have the right to reject any, or all, Proposals for any reason, or to accept any Proposal which the __NGCC_____ in its *sole unfettered discretion* deems most advantageous to itself. The lowest, or any, Proposal will not necessarily be accepted, and the __NGCC_____ shall have the unfettered right to:

(i) waive minor informalities or irregularities in a proposal where such waiver does not compromise the fairness of the procurement process or materially affect the proposal.
(ii) Accept a Proposal which is not the lowest Proposal; and
(iii) Reject a Proposal that is the lowest Proposal even if it is the only Proposal received.

The __NGCC_____ reserves the right to consider, during the evaluation of Proposals:

(i) information provided in the Proposal document itself.
(ii) information provided in response to enquiries of industry references set out in the Proposal.
(iii) information received in response to enquiries made by the _NGCC_____ of third parties apart from those disclosed in the Proposal in relation to the reputation, reliability, experience, and capabilities of the Consultant.
(iv) the manner in which the Consultant provides services to others.
(v) the experience and qualification of the Consultant's senior management, and project management.
(vi) the compliance of the Consultant with the __NGCC_____'s requirements and specifications; and
(vii) innovative approaches proposed by the Consultant in the Proposal.

The Consultant acknowledges that the __NGCC___ may rely upon the criteria which the _NGCC_____ deems relevant, even though such criteria may not have been disclosed to the Consultant. By submitting a Proposal, the Consultant acknowledges the __NGCC___'s rights under this Section and absolutely waives any right, or cause of action against the _NGCC___, by reason of the __NGCC_____'s failure to accept the Proposal submitted by the Consultant, whether such right or cause of action arises in contract, negligence, or otherwise.

If a contract is to be awarded as a result of the Request for Proposal, it will be awarded to the proponent whose proposal, in the __NGCC___'s opinion provided the best potential value to the _NGCC__ and is

capable in all respects to fully perform the contract requirements and the integrity to assure performance of the contract obligations based on the objective assessment outlined above.

If the _NGCC____ decides to award a contract based on a submission received in response to this Request for Proposal, the successful proponent will be notified of the intent to award in writing, and the subsequent execution of a written agreement shall constitute the making of a contract. Proponents will not acquire any legal or equitable rights or privileges whatsoever until the contract is signed by both parties.

In the event of any inconsistency between the RFP and the contract, the contract shall govern.

The _NGCC___ reserves the exclusive right to determine the qualitative aspects of all proposals relative to the evaluation criteria. Unsuccessful proponents will be provided with a verbal debriefing on the evaluation of their submission after the selection process has been completed, if so requested.

Proponents may not amend or withdraw their proposals after the closing date and time.
Proposals will be evaluated as soon as practicable after the closing time.

The proposals and accompanying documentation submitted by the proponent are the property of the _NGCC____ and will not be returned.

All communications related to this RFP during the procurement process must be conducted exclusively through email.

8.0 SIGNATURE REQUIREMENTS

I/we, the undersigned, having examined the RFP and all related documents, do hereby offer to provide the services as outlined in the proposal. I/we certify that the information provided is true, complete, and accurate, and that I/we are duly authorized to sign and submit this proposal on behalf of the Proponent.

Proponent Information:

Legal Name of the firm: NORTH GRENVILLE CURLING CLUB
Address: 200 REUBEN CRES, KEMPTVILLE ON K0H 1J0 Phone Number: 613.258.4100
Email Address: ngcurlingclub@gmail.com Website: ngcurling.org

Authorized Signing Officer(s):

Printed name(s) of signing officer(s) Ian Briggs	Printed name(s) of signing officer(s) Jaimee Gardiner
Title(s)/Position NGCC President	Title(s)/Position NGCC Vice President
Signature	Signature
Date of Signing	Date of Signing

Pricing Schedule "A" (attached)

Supporting Documentation: Proponents are encouraged to provide supporting documentation to accompany their pricing schedules, including but not limited to:

- Any other relevant information that supports or clarifies the proposed pricing
- Make and model of heat pumps