

AGENDA ITEM NO: 7.4

MEETING DATE: February 25, 2025

**STAFF REPORT – COVER SHEET**

SUBJECT: HVAC Maintenance and Repair for Civic and Recreational Facilities - RFP Proponent Selection      DATE: February 18, 2025

DEPARTMENT: Recreation and Culture      PREPARED BY: Dustin Enns

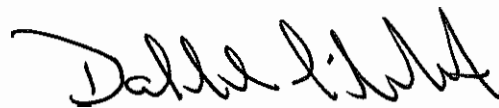
**1. SUMMARY OF ISSUE:**

A Request for Proposals (RFP) was released on January 15, 2025 for the provision of HVAC maintenance and repair services at thirty two City facilities. Proposals were received on February 5, 2025 from seven qualified respondents. The contract's initial term will span two years, with the option for renewal of three, one year terms.

A decision is requested to accept the proposal for HVAC Maintenance and Repair for Civic and Recreational Facilities from the lead proponent.

**2. RECOMMENDATION:**

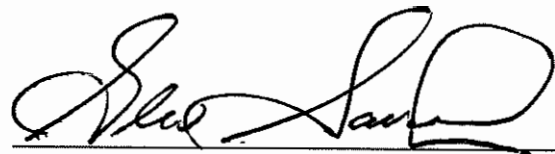
That Council accept the proposal for "HVAC Maintenance and Repair for Civic and Recreational Facilities" in the amount of \$140,000.00 annually, for a two year period, with the option for renewal of three, one year terms, from the lead proponent, Chill-Air Conditioning (2014) Ltd; and further, that the Mayor and Corporate Officer be authorized to sign any necessary documentation.



Darrell Lindhout,  
Director of Recreation & Culture

**3. FINANCE COMMENTS:**

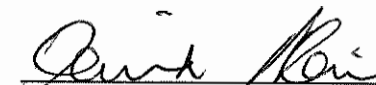
Funding has been allocated within the approved Financial Plan.



Glen Savard, Director of Finance

**4. CHIEF ADMINISTRATIVE OFFICER'S RECOMMENDATION/COMMENTS:**

Supports recommendation.



David Blain, CAO

**STAFF REPORT ON  
HVAC Maintenance and Repair for Civic and Recreational Facilities**

**PREPARED BY:**                     Dustin Enns                          **DATE:**                     February 18, 2025                      
**POSITION:**                     Manager of Civic Facilities                          **DEPARTMENT:**                     Recreation and Culture                    

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**1. DEFINITION OF ISSUE:**

The City of Chilliwack issued a Request for Proposals (RFP) to respondents for HVAC maintenance and repair for civic and recreational facilities which closed on February 5, 2025. Seven proposals were received by the stipulated closing date.

The initial term of the contract is for a two-year period with an option to renew for an additional three, one-year terms.

The following proposals were received and evaluated as per City policy:

<b>Proponent</b>	<b>Technical Points (70)</b>	<b>Financial Points (30)</b>	<b>Total Points (100)</b>	<b>Ranking</b>
Chill-Air Conditioning (2014) Ltd.	58	30	88	1
Fraser Valley Refrigeration Ltd.	51	18	69	2
Entity Mechanical Ltd.	43	17	60	3
Alpine Refrigeration Ltd.	45	6	51	4
Emerald Green Mechanical Ltd.	43	0	43	5
Fortius Mechanical Inc.	42	0	42	6
Modern Niagra Building Services Inc.	39	0	39	7

**2. FACTORS:**

- 2.1 Seven proposals were received by the stipulated closing date.
- 2.2 The HVAC contract encompasses thirty two facilities with an anticipated annual value of \$140,000 for HVAC preventative maintenance and emergency repairs as required.
- 2.3 A four person Evaluation Team evaluated each response based on the following criteria:
  - a. Company profile
  - b. Experience and capability
  - c. Key Personnel
- 2.4 The Evaluation Team ranked the RFP responses based on information and details provided by each respondent.
- 2.5 The financial proposals remained sealed until the technical evaluation was completed.

**3. RECOMMENDATION & SUBSTANTIATION:**

Recommendation:

That Council accept the proposal for “HVAC Maintenance and Repair for Civic and Recreational Facilities” in the amount of \$140,000.00 annually, for a two year period, with the option for renewal of three, one-year terms, from the lead proponent, Chill-Air Conditioning (2014) Ltd; and further, that the Mayor and Corporate Officer be authorized to sign any necessary documentation.

Substantiation:

Chill-Air Conditioning (2014) Ltd. received the highest technical and financial score and provides the best overall value to the City.

The financial submission from Chill-Air Conditioning (2014) Ltd. is within the City’s approved budget for HVAC services.

Chill-Air Conditioning (2014) Ltd. are currently undertaking HVAC maintenance and repairs for the City and have continually met the objectives and requirements as set out in the previous agreement.