



## REQUEST FOR PROPOSALS NOTICE

### RFP10-175 PREVENTIVE MAINTENANCE AND REPAIR SERVICES VARIOUS CITY OF BRANTFORD PROPERTIES HVAC SYSTEMS

Sealed Proposals, one (1) original and four (4) additional copies, in a clearly marked envelope are to be delivered to the BID DEPOSIT BOX, Purchasing Division, located at 1 Market Square, Lower Level, Suite 120, Brantford, ON, N3T 6C8, on or before 2:00 p.m. Local Time on Tuesday February 8, 2011.

This Request for Proposal is for Preventive Maintenance and Repair Services- HVAC Systems at Various City of Brantford Facilities.

Request for Proposal documents may be obtained from the Purchasing Division, Finance Department, the City of Brantford, 1 Market Square, Lower Level, Suite 120, Brantford, ON between the hours of 8:30 a.m. and 4:30 p.m. weekdays. **The cost for the Request for Tender documents is \$43.05 (including HST), payable in cash, debit, Visa or MasterCard, or cheque made payable to the Corporation of the City of Brantford. This fee is non-refundable.** If unable to visit the Purchasing Division office in person to obtain documents, Proponents may request to have the RFP forwarded by email. Proponents are to send their requests, along with their method of payment and complete contact information (including name of company, contact name, address, phone, fax and email address) to: [purchasing@brantford.ca](mailto:purchasing@brantford.ca).

Proponents shall be solely responsible for obtaining the RFP documents and for the delivery of their Proposal submission in the manner and time described in the RFP. Fax or electronic submissions will NOT be accepted.

Each Proposal Submission must be accompanied by a bid deposit in the form of a bid bond, bank draft, certified cheque, or money order in the amount of **TWENTY –FIVE HUNDRED DOLLARS (\$2,500.00)** made payable to the Corporation of the City of Brantford.

**Contract security will be required to be provided by the Successful Bidder before a Contract will be awarded.**

#### **Site Visits:**

Proponents are expected to visit the various City Properties to gain a general understanding about the operations and location of these existing proposed facilities. The City has arranged for a group site visit at the selected sites to be held the **week of January 17, 2011** in order to ensure that all Proponents get equivalent access to the sites and related information shared during the site visits. **Proponents are required to respond to Lindsay Bowman, Property Management at 519.759-4150 Extension 2323 by Thursday January 13, 2011 to arrange attendance at the site meetings.** See Terms of Reference for details and breakdown of sites and times.

Submissions will be opened publicly and acknowledged as received; no additional information will be provided at the opening. By responding to this Request for Proposal, Proponents agree to accept the decision of the evaluation committee as final.

Late submissions will not be accepted. The City of Brantford reserves the right to reject any or all submissions. The City of Brantford reserves the right to cancel this request for submissions at any time.