



Cypress County

REQUEST FOR STANDING OFFERS

**MECHANICAL AND HVAC SERVICES HOURLY RATES
2026**

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Standing Offer submissions must be clearly marked **“STANDING OFFER MECHANICAL AND HVAC SERVICES”** and received at the front desk of Cypress County’s administration office, 816 - 2nd Avenue, Dunmore, Alberta T1B 0K3 or submitted by email to facilities@cypress.ab.ca, no later than **2:00:59 p.m.** on **February 23, 2026**.

Inquiries:

Facilities Coordinator
Email: facilities@cypress.ab.ca

INSTRUCTIONS TO OFFERORS

1 SCOPE OF STANDING OFFER

- 1.1 The purpose of this Standing Offer is an invitation by Cypress County ("the County") to prospective Offerors to submit non-binding Standing Offers for Mechanical and HVAC Hourly Rates as further described in the Request For Standing Offer particulars 'Appendix A, the "Deliverables & Submission Form'.
- 1.2 Cypress County's Operations Department is seeking hourly rates from qualified suppliers of mechanical and HVAC services in order to call upon their services whenever needed to keep the County's infrastructure in service and in good condition. This Mechanical and HVAC Services contract will include multiple buildings such as administration buildings, maintenance shops, fire stations.

2 SUBMISSION OF STANDING OFFERS

- 2.1 Standing Offers will be accepted by the Operations Department until **2:00:59 p.m. on February 23, 2026.**

Cypress County
816 - 2nd Avenue
Dunmore, AB T1B 0K3
Attention: Facilities Coordinator
facilities@cypress.ab.ca

- 2.2 One (1) hard copy of the Standing Offer must be submitted.
- 2.3 It is the Offeror's sole responsibility to ensure that the Standing Offers are received at the correct place and time. Any offer received after the stated closing time for receipt of offers will be disqualified.
- 2.4 All inquiries are to be directed to the County's Facilities Coordinator at facilities@cypress.ab.ca.

3 TYPE OF CONTRACT FOR DELIVERABLES

- 3.1 The selected Offeror(s) will be requested to enter a contract for the provision of the Deliverables on the terms and conditions set out in the form of Agreement (Appendix B, the "Agreement"). It is the County's intention to enter contracts with more than one (1) legal entity. The term of the contract is to be for a period of one (1) year with an option in favour of the County to extend the contract on the same terms and conditions for an additional term of up to two (2) years.

4 TIMETABLE

Issue Date of Request For Standing Offer	February 9, 2026
Submission Deadline	February 23, 2026; 2:00:59 p.m.

The timetable is tentative and may be changed by the County at any time.

5 ACCEPTANCE AND WITHDRAWALS OF STANDING OFFERS

- 5.1 Standing Offers must be signed by the person/persons submitting the Standing Offer.
- 5.2 Standing Offers may be withdrawn at any time prior to the closing time by a request in writing to the Operations Department, at facilities@cypress.ab.ca.

- 5.3 Standing Offers shall not be withdrawn after the closing time. Negligence or mistake on the part of the Offeror in preparing the Standing Offer confers no right for withdrawal of the offer after closing time.
- 5.4 Modifications in offers will only be considered when submitted in writing in a sealed envelope clearly marked with the Standing Offer name, and providing such changes are received at the office of the Operations Department, prior to the scheduled closing time for receipt of offers.
- 5.5 Cypress County reserves the right at its sole discretion, to reject any and all Standing Offers, or any or all portions of a Standing Offer.
- 5.6 The lowest offer or any other Standing Offer will not necessarily be accepted.
- 5.7 Cypress County reserves the right, in its sole discretion, to waive any irregularities in a Standing Offer.

6 STANDING OFFER CRITERIA AND EVALUATION AND AWARD

- 6.1 Each Standing Offer will be evaluated on the basis of the criteria listed below and the County will have the sole and unfettered discretion to award up to the maximum number of points for each criteria as listed below. By submitting a Standing Offer, the Offeror acknowledges and agrees that the County has, and it is hereby entitled to exercise, the sole and unfettered discretion to award the points for the evaluation of the noted criteria.
- 6.2 By submitting its Standing Offer, each Offeror acknowledges and agrees that it waives any right to contest in any legal proceedings, the decision of the County to award points in respect of the criteria noted below. The criteria and the maximum number of points for each criterion are as follows:

Criteria	Points	Evaluation
Company Overview	10	
• Staffing count with qualifications and experience		
• 3 references (post-secondary institutions if available)		
Qualifications & Certifications	20	
• Preference will be given to firms who have worked In the public sector, particularly with similar commercial facilities		
• Accomplished works (detailed)		
Available HVAC Consulting Services (reliability & availability)	25	
• Delivery and track record		
• Can include out-of-house services with hourly rates		
• Quality assurance, control processes, description of a available services		
Costs/Fees	45	
• Hourly rates for type of technician		
• Reimbursables / mileage		
• Balance quality and reliability		
TOTAL	100	

7 GENERAL INFORMATION AND INSTRUCTIONS

- 7.1 Offerors to follow Instructions - Offerors should structure their Standing Offers in accordance with the instructions in this Request For Standing Offer. Where information is requested in this Request For Standing Offer, any response made in a Standing Offer should reference the applicable section numbers of this Request For Standing Offer.
- 7.2 Standing Offers in English – All Standing Offers are to be in English only.
- 7.3 No Incorporation by Reference – The entire content of the Offeror’s Standing Offer should be submitted in a fixed form and the content of the websites or other external documents referred to in the Offeror’s Standing Offer but not attached, will not be considered to form part of its Standing Offer.
- 7.4 Past Performance – In the evaluation process, the County may consider the Offeror’s past performance or conduct on previous contracts with the County or other institutions.
- 7.5 Information in Request For Standing Offer Only an Estimate – the County and its advisers make no representation, warranty, or guarantee as to the accuracy of the information contained in this Request For Standing Offer or issued by way of addenda. Any quantities shown or data contained in this Request For Standing Offer or provided by way of addenda are estimates only and are for the sole purpose of indicating to Offerors the general scale and scope of the deliverables. It is the Offeror’s responsibility to obtain all the information necessary to prepare a Standing Offer in response to this Request For Standing Offer.
- 7.6 Offerors to Bear Their Own Costs – The Offeror will bear all costs associated with or incurred in the preparation and presentation of its Standing Offer.
- 7.7 Standing Offer to be Retained by the County – The County will not return the Standing Offer, or any accompanying documentation submitted by an Offeror.
- 7.8 No Guarantee of Volume of Work or Exclusivity of Contract – The County makes no guarantee of the value or volume or work to be assigned to the successful Offeror. The contract with the selected Offeror will not be an exclusive contract for the provision of the described Deliverables. The County may contract with others for goods and services the same or similar to the Deliverables or may obtain such goods and services internally.

8 CONFLICT OF INTEREST AND PROHIBITED CONDUCT

8.1 Conflict of Interest

For the purposes of this Request For Standing Offer, the term “Conflict of Interest” includes, but is not limited to, any situation or circumstance where:

- 8.1.1 in relation to the Request For Standing Offer process, the Offeror has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to (i) having, or having access to, confidential information of the County in the preparation of its Standing Offer that is not available to other Offerors, (ii) communicating with any person with a view to influencing preferred treatment in the Request For Standing Offer process (including but not limited to the lobbying of decision makers involved in the Request For Standing Offer process), or (iii) engaging in conduct that compromises, or could be seen to compromise, the integrity of the open and competitive Request For Standing Offer process or render that process non-competitive or unfair; or
- 8.1.2 in relation to the performance of its contractual obligations under a contract for the Deliverables, the Offeror’s other commitments, relationships, or financial interests (i) could, or could be seen to, exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgement, or (ii) could, or could be seen to, compromise, impair or be incompatible with the effective performance of its contractual obligations; or

8.1.3 is engaged in actual or reasonably apprehended litigation or other dispute against or contrary to the County.

8.2 Disqualification for Conflict of Interest

The County may disqualify an Offeror for any conduct, situation, or circumstances, determined by the County, in its sole and absolute discretion, to constitute a Conflict of Interest as defined above.

Disqualification for Prohibited Conduct

The County may disqualify an Offeror, rescind notice of selection, or terminate a contract subsequently entered if the County determines that the Offeror has engaged in any conduct prohibited by this Request For Standing Offer.

8.3 Prohibited Offeror Communications

Offerors must not engage in any communication that could constitute a Conflict of Interest and should take note of the Conflict-of-Interest declaration set out in the Submission Form, Appendix A.

8.4 Offeror Not to Communicate with Media

Offerors must not at any time directly or indirectly communicate with the media in relation to this Request For Standing Offer or any agreement entered into pursuant to this Request For Standing Offer without first obtaining the written permission of the Request For Standing Offer Contact.

8.5 No Lobbying

Offerors must not, in relation to this Request For Standing Offer or the evaluation and selection process, engage directly or indirectly in any form of political or other lobbying whatsoever to influence the selection of the successful Offeror(s).

8.6 Illegal or Unethical Conduct

Offerors must not engage in any illegal business practices, including activities such as offer rigging, price-fixing, bribery, fraud, coercion, or collusion. Offerors must not engage in any unethical conduct, including lobbying, as described above, or other inappropriate communications; offering gifts to any employees, officers, agents, elected or appointed officials or other representatives of the County; deceitfulness; submitting Standing Offers 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 the Request For Standing Offer.

8.7 Past Performance or Past Conduct

The County may prohibit a supplier from participating in a procurement process based on past performance or based on inappropriate conduct in a prior procurement process, including but not limited to the following:

8.7.1 illegal or unethical conduct as described above;

8.7.2 the refusal of the supplier to honour its submitted pricing or other commitments; or

8.7.3 any conduct, situation or circumstance determined by the County, in its sole and absolute discretion, to have constituted an undisclosed Conflict of Interest; or

8.7.4 litigation, criminal, or quasi-criminal history.

9 CONFIDENTIAL INFORMATION

9.1 Offerors must not engage in any communications that could constitute a Conflict of Interest and should take note of the Conflict-of-Interest declaration set out in the Submission Form, Appendix B.

9.2 The County may disqualify an Offeror for any conduct, situation, or circumstances, determined by the County, in its sole and absolute discretion, to constitute a Conflict of Interest as defined above.

10 COMMUNICATION AFTER ISSUANCE OF REQUEST FOR STANDING OFFER

- 10.1 Offerors to Review Request For Standing Offer - Offerors should promptly examine all the documents comprising this Request For Standing Offer and may direct questions or seek additional information in writing by email to the Request For Standing Offer Contact. No such communication is to be directed to anyone other than the Request For Standing Offer Contact. The County is under no obligation to provide additional information, and the County is not responsible for any information provided by or obtained from any source other than the Request For Standing Offer Contact. It is the responsibility of the Offeror to seek clarification from the Request For Standing Offer Contact on any matter it considers to be unclear. The County is not responsible for any misunderstanding on the part of the Offeror concerning this Request For Standing Offer or its process.

11 ACCESS TO INFORMATION ACT AND THE PROTECTION OF PRIVACY ACT

- 11.1 All documents submitted to Cypress County are subject to the provisions to the *Access to Information Act* and the *Protection of Privacy Act*. These Acts provide every person with a right of access to records under the control of Cypress County, subject to limited and specific exemptions.

The Access to Information Act prohibits the disclosure of certain third-party information, including trade secrets, confidential financial, commercial, scientific or technical information, where disclosure could reasonably be expected to result in material financial loss or gain, or prejudice the competitive position of a third party, as set out in section 19 of the Act. The Protection of Privacy Act protects personal information from disclosure where such release would constitute an unreasonable invasion of privacy, as defined under section 13 of the Act.

Proposers are encouraged to clearly identify any portions of their submissions that contain confidential business information or personal information, and to describe the potential harm that could reasonably be expected to result from disclosure. However, Cypress County cannot guarantee that any portion of a submission will be withheld if disclosure is required under the *Access to Information Act*.

12 LAW AND FORUM OF TENDER

- 12.1 The law to be applied in respect of the Standing Offer Documents and the Contract shall be the law of the Province of Alberta and all civil actions commenced in relation to the Standing Offer Documents or Contract shall be adjudicated by the Courts of the Province of Alberta and by submitting Quotes, proposers are taken to have agreed to attorn to the jurisdiction of the Courts of the said Province.

13 SCOPE OF WORK

13.1 Mobilization

To all Cypress County buildings.

13.2 Labour, Materials and Equipment

All required labour, materials, equipment, and tools will be provided by the Contractor. All material must be properly disposed of off site.

13.3 Description of Work

This contract will cover a variety of mechanical and HVAC related services including repairs to existing equipment, maintenance of existing infrastructure, and supply and installation of replacement units when needed and approved.

PRICE STRUCTURE

- 13.4 The submission of a Schedule of Prices is required (hourly rates, travel rate, and material markup rate) and forms an integral part of the offer and it is understood and agreed that the following shall apply:
 - 13.4.1 Prices submitted shall include all costs and charges, including overhead profit.
 - 13.4.2 Standing Offers must include your applicable 2026 schedule of hourly labour rates including journeyman, 3rd year apprentice, labourer and any other applicable hourly rates that may apply to this contract.
 - 13.4.3 Include applicable vehicle rates and travel rates (hourly or price per kilometre rates to be charged over and above the hourly labour rates).
 - 13.4.4 Include markup percentage on material cost.
 - 13.4.5 Offer must also include Offeror's legal name, address, phone number, email address, and authorized representative name and signature.
 - 13.4.6 Successful Offerors will be required to provide Workers' Compensation letter of account in good standing.
 - 13.4.7 Successful Offerors will be required to make available to the County field hazard assessments upon request.

14 SCHEDULE OF EVENTS

START DATE: March 1, 2026

PROJECT COMPLETION DATE: February 28, 2027

15 GENERAL NOTES

- 15.1 Cypress County reserves the right to refuse any and all offers. Offers that meet or exceed the Request For Standing Offer contracting limit will be rejected.
- 15.2 Neither the final payment, nor any provision in the Contract documents shall relieve the Contractor from responsibility for faulty materials or workmanship which appear within a period of one (1) year from the date of Acceptance of the Work, or such other period as may be specified for parts of the Work, and he shall remedy any defects due thereto and pay for any damage to other work resulting there from which appear within such periods.
- 15.3 Access to site is to be restricted to the public by posting adequate signage and barriers and the use lookouts when required to ensure that the public are not at risk to workplace operations.
- 15.4 Site shall be left clear of debris, neat and well manicured to a high standard while retaining the existing look. Unless indicated otherwise, all waste material shall be removed, transported and disposed of at the nearest sanitary landfill site.
- 15.5 The Contractor shall repair and make good all damage to existing site incurred during construction. Protect all surrounding properties, infrastructure and equipment for the duration of construction. Damage as a result of the work of this project, activities of the Contractor's workmen or Contractor's negligent security arrangements are the responsibility of the Contractor.
- 15.6 All construction waste is to be removed from site as required.
- 15.7 The Contractor shall provide all labour, materials, tools, equipment and services including transportation necessary to complete the Work. The intent is that the Contractor provides a complete job. Demolition and disposal costs are to be included in the Contractor's quote, site is to be clear of all debris upon completion of demolition and Final Acceptance of Work.
- 15.8 The Contractor is permitted to work between 8:00 a.m. and 4:00 p.m. during weekdays; hours can be extended with permission.

- 15.9 For the purpose of the Occupational Health and Safety Act (Alberta), and for the duration of the work of the Contract:
- a) The Contractor will be designated as the “Prime Contractor” for the “worksite”; and
 - b) Do everything that is reasonably practicable to establish and maintain a system or process that will ensure compliance with the Act and its regulations, as required ensuring the health and safety of all persons at the worksite; and
 - c) Direct all sub-contractors, other Contractors, employers, workers, and any other persons at the “work site” on safety related matters, to the extent required to fulfill its “prime contractor” responsibilities pursuant to the Act.
- 15.10 Contractor shall attend a mandatory on-site meeting with the County representative prior to commencing work.
- 15.11 All work shall be in accordance with all local and provincial codes and regulations. All work shall be performed by qualified tradesmen, tested and under warranty for a period of one year from acceptance date of Work. List of all trade persons, with resumes, will be attached to Request For Standing Offer. Cypress County has the right to refuse anyone that may work on owner’s properties.
- 15.12 All material and equipment shall be new and bear the labeling of the governing authorities such as CSA, ULC, and other, as required by governing codes, regulations and by laws.
- 15.13 All products shall be as specified or a Cypress County prior approved equal following project award, but before Contractor commences work on site. The costs of any changes affecting other disciplines as a result of non-specific equipment, including approved alternates, shall be included in the contract costs. Any alternate product to provide equal to or greater quality, performance and finish.
- 15.14 Provide shop drawings or specification sheets for major pieces of supplies and material for review prior to installation. Review by the County representative shall not relieve the Contractor of responsibility defined by drawings and specifications.
- 15.15 Minor details not usually shown or specified, but necessary for the proper installation and operation of the Work shall be included in the Work as if herein specified or shown.
- 15.16 Contractor and all sub-trades to review site conditions, scope of work, and related work, all drawings and report any discrepancies or discontinuations to Cypress County representative prior to construction.
- 15.17 Any addendums and change orders supersede the original Request For Standing Offer contract documents.
- 15.18 Manufacturer’s installation instructions shall be strictly adhered to for all items.
- 15.19 All work to conform to the current Alberta Building Code.
- 15.20 Closeout, including documenting all work with photographs, safety records, invoicing and documentation of completion for all deficiencies shall be provided to Cypress County from the Contractor prior to Cypress County processing the final progress claim.
- 15.21 Every Proponent shall provide proof of liability insurance coverage with limits of not less than \$2,000,000.00 per occurrence, insuring against bodily injury, death, and property damage including loss of use thereof. Such insurance shall include but not necessarily be limited to coverage for:
- a) Owner’s and Contractor’s protective liability.
 - b) Personal injury liability.
 - c) Non-owned automobile liability.
 - d) Broad form property damage endorsement.

General Liability Insurance shall:

- a) Not include Cypress County as a named insured, and
- b) Shall be maintained continuously until twelve months following date of Interim Acceptance

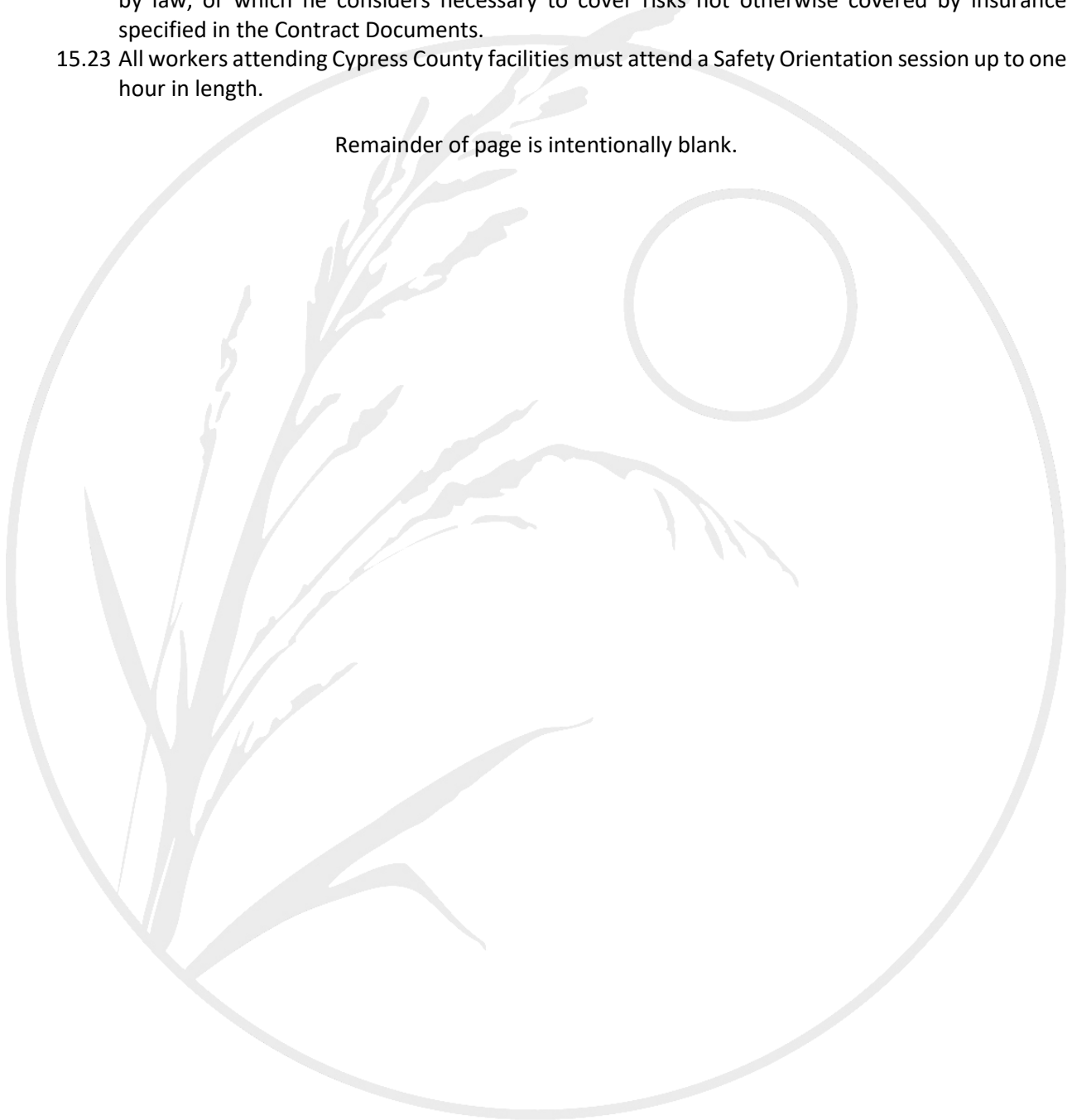
of the Work or until date of Final Acceptance of the Work, whichever is later.

Contractor shall provide Automobile Liability Insurance on all vehicles owned, operated or licensed in Contractor's name, with limits of not less than \$2,000,000.00 inclusive per occurrence for bodily injury, death, and property damage.

15.22 Contractor shall provide, maintain and pay for any additional insurance required to be provided by law, or which he considers necessary to cover risks not otherwise covered by insurance specified in the Contract Documents.

15.23 All workers attending Cypress County facilities must attend a Safety Orientation session up to one hour in length.

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APPENDIX A - THE DELIVERABLES & SUBMISSION FORM

HOURLY RATE *NOT TO INCLUDE GST*

Rate Per Hour	Training and Certification Level
	Labourer
	Apprentice
	Journeyman
	For the following categories please provide an hourly rate for each certification level you employ on staff.
	Certificate of Qualification for Refrigeration & Air Conditioning Systems Mechanic:
	Gas Technician Certification:
	NATE Certification:
	Building Environmental System (BES) Operator Class II:
	Red Seal
Rate Per Hour	
	Travel Rate
Rate per Km	
	Travel Rate
Percentage	
	Material Markup Rate

DECLARATIONS

We hereby acknowledge and declare that:

- (a) We agree to perform the Work in compliance with the required schedule stated in the Contract;
- (b) No person, firm, or corporation other than the undersigned has any interest in the proposed Contract for which this Standing Offer is made;
- (c) We hereby acknowledge and confirm that the County has the right to accept any Standing Offers or to reject any or all Standing Offers in accordance with the Instructions;
- (d) This Standing Offer is open to acceptance for a period of sixty (60) days from the date of Closing.

SIGNATURES:

Signed, sealed, and submitted for and on behalf of:

Company:

(Name)

(Street Address or Postal Box Number)

(City, Province & Postal Code)

(Telephone)

(Email)

Signature:

Name & Title:

(Print)

Witness:

(Print and sign)

Dated at _____ this _____ day of _____, 2026.

APPENDIX B – THE AGREEMENT

MEMORANDUM OF AGREEMENT

Made this ____ Day of _____ 2026.

BETWEEN:

CYPRESS COUNTY

(Hereinafter referred to as the “County”)

AND:

(Hereinafter referred to as the “Contractor”)

STANDING OFFER AGREEMENT FOR MECHANICAL AND HVAC SERVICES

WHEREAS the County requires supply and delivery of Mechanical and HVAC Services Hourly Rates.

AND WHEREAS the Contractor has submitted a Standing Offer to perform the required supply and delivery of Mechanical and HVAC Services Hourly Rates.

NOW THEREFORE the County and the Contractor agree to the considerations, mutual terms, covenants, and conditions as set forth in the attached “Request for Standing Offer” document submitted by the Contractor to the County.

IN WITNESS WHEREOF the parties hereto have hereunder set their respective hands the day and year written.

Contractor: _____
(Print and Sign)

Witness: _____
(Print and Sign)

Cypress County: _____
General Manager of Operations

Chief Administrative Officer

PRIME CONTRACTOR

Cypress County hereby designates:

(Company)

to be the prime contractor. The prime contractor will be responsible to ensure compliance with the Occupational Health & Safety Regulations & Codes while contracted by Cypress County.

Printed Name of Contractor

Contractor Signature

Date

Facilities Coordinator

Date

General Manager of Operations

Date