



*Cypress County*

# **REQUEST FOR PROPOSAL**

***Building Asset Management Support Service:  
Preventative Maintenance Program  
Development***

*June 2, 2026*

# INSTRUCTIONS TO BIDDERS

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# INSTRUCTIONS TO BIDDERS

## 1. INVITATION AND OVERVIEW

Cypress County (“County”) invites qualified consulting firms (“Proponents”) to submit quotations to develop preventative maintenance programs for various buildings within the County’s asset portfolio. The County will receive sealed tenders until 2:00pm MST on June 2, 2026. Faxed tenders will not be accepted and will be returned to the Proponent.

## 2. BACKGROUND

The County owns and operates a diverse portfolio of buildings. The County is advancing its Buildings Asset Management Plan (AMP) and requires preventative maintenance (PM) task libraries to support long-term planning, operations and budgeting.

## 3. OBJECTIVES

The County owns and operates a diverse portfolio of buildings. The County is advancing its Buildings Asset Management Plan (AMP) and requires preventative maintenance (PM) task libraries to support long-term planning, operations and budgeting.

## 4. SUBMISSION OF TENDERS

4.1 Each tender shall be addressed to the County in a sealed envelope clearly marked with the Proponent’s name and address, and marked PM Program Development. The sealed envelope containing the Tender shall be delivered before the Tender Closing to the County at:

Cypress County  
816 2<sup>nd</sup> Avenue  
Dunmore AB, T1B 0K1  
Attention: Purchasing

OR

Email to: [Bids@cypress.ab.ca](mailto:Bids@cypress.ab.ca)

4.2 Proponents are responsible for ensuring their submission is received before the deadline. Late submissions may be rejected at the County’s sole discretion.

4.3 All inquiries are to be directed to the County Purchasing Coordinator at [purchasing@cypress.ab.ca](mailto:purchasing@cypress.ab.ca)

# INSTRUCTIONS TO BIDDERS

## 5. ACCEPTANCE AND WITHDRAWLS OF QUOTATIONS

The County reserves the right, in its sole discretion, to accept or reject any proposal in whole or in part, to waive informalities and irregularities, and to cancel, amend, or re-issue this RFP at any time. A Proponent may withdraw its proposal at any time before the Submittal Deadline by providing written notice to the County. After the Submittal Deadline, proposals may not be withdrawn or amended except with the County's written consent. Negligence or mistake on the part of the Proponent in preparing the proposal confers no right for withdrawal of the proposal after closing.

## 6. GUARANTEE

Prices are to be valid for a period of 30 days after the quotation closing time to allow for evaluation of bids and award of contract.

## 7. ACCESS TO INFORMATION

Proponents are advised that Cypress County is a public body subject to Alberta's **Access to Information Act (ATIA)** and **Protection of Privacy Act (POPA)**. Information submitted to the County may be subject to access requests and disclosure in accordance with ATIA, subject to any applicable exceptions. The County will protect personal information in its custody or control, and will collect, use, and disclose personal information in accordance with POPA. Proponents should clearly identify any information in their proposal that they believe is confidential or proprietary; however, the County does not guarantee that such information will be withheld from disclosure if required by law.

## 8. EVALUATION AND SELECTION

Proposals will be evaluated by a County evaluation committee. The County may, at its discretion, request clarifications, conduct interviews, and/or negotiate scope and fees with one or more Proponents. The County is not obligated to accept the lowest-priced proposal.

Criterion	Weight
Understanding of the work and methodology	30%
Experience (i.e. Familiarity with requested work; quality of past deliverables; project team qualifications)	20%
Methodology (i.e. Work Plan and Schedule; QA/QC approach)	20%
Price (evaluation of both lump sum and site visit fees)	30%
<b>Total</b>	<b>100%</b>

## INSTRUCTIONS TO BIDDERS

### 9. LAW AND FORUM OF PROPOSAL

This Request for Proposal and any resulting contract shall be governed by and construed in accordance with the laws of the Province of Alberta and the applicable laws of Canada. By submitting a quotation, the Proponent irrevocably attorns to the exclusive jurisdiction of the courts of Alberta for the resolution of any disputes arising out of or relating to this Request for Proposal or any resulting contract.

*REMAINDER OF THE PAGE INTENTIONALLY LEFT BLANK*

# SCOPE OF WORK

## 1. SCOPE OF WORK

The Proponent shall develop comprehensive Preventative Maintenance (PM) Programs for mechanical, electrical, and plumbing (MEP) equipment for the facilities listed in Appendix A. The PM Programs shall be suitable for implementation by County staff and/or third-party service providers.

- Review the equipment inventory for all facilities using the County's previously completed Building Condition Assessments (where available).
- Identify and classify all major MEP equipment items.
- Develop PM tasks for each major equipment item based on manufacturer recommendations, applicable codes and standards, and industry best practices.
- Assign maintenance frequencies (e.g., monthly, quarterly, semi-annual, annual, and multi-year intervals) appropriate to equipment type, operating context, and criticality.
- Provide estimated costs for completion of each PM task, assuming work is performed by a qualified third-party service provider (identify assumptions).
- Provide PM checklists in Microsoft Excel format, organized by facility and by system/equipment.
- Pricing shall include a site visit fee, should site visits be deemed necessary due to insufficient information in existing equipment inventory.

## 2. DELIVERABLES

The Proponent shall provide deliverables meeting the requirements below. Deliverables must be clear, complete, and suitable for direct use in the County's asset maintenance strategies.

- PM task library and checklists for each facility (13 total) in Microsoft Excel format.
- Task frequencies, with identification of maintenance driver (i.e. manufacturer recommendations, code, standards, industry best practice, etc.) and resource assumptions for each task (e.g., labour hours, skill/trade, safety notes as applicable).
- Estimated third-party service costs (by task and/or by system) with clearly stated pricing assumptions.
- All files open without errors and are provided in the required formats (Word/Excel/CAD/PDF as applicable).

All deliverables produced become the property of the County upon payment, subject to any pre-existing Proponent intellectual property in standard templates/tools.

## 3. SCHEDULE

The County's target is to complete all work by August 14, 2026, to support incorporation into the County's 2027 capital and operating budgets. Proponents shall provide a detailed work

# SCOPE OF WORK

plan and schedule, including: preliminary data review, anticipated site visit windows (if necessary), draft deliverable dates, County review periods, and final deliverable dates.

## 4. ROLES AND RESPONSIBILITIES

### 4.1 County Responsibilities

- Provide available background documentation (e.g. equipment inventories, building condition assessments, where available) and points of contact for all facilities.
- Coordinate access to facilities for any site visits deemed necessary and support reasonable scheduling of these visits.
- Review draft deliverables and provide consolidated comments within the agreed review period.

### 4.2 Proponent Responsibilities

- Initiate project kick-off meeting.
- Review background documentation and assess whether site visits are necessary. Inform the County of any facilities that require visits.
- Plan and complete all site visits, including travel, scheduling, and coordination with County contacts. Site visits to be paid in accordance with the site visit fee provided for the individual site(s).
- Ensure staff are qualified for the work and comply with all applicable health and safety requirements while on County sites.
- Maintain Commercial General Liability insurance of CDN \$2,000,000 during the term of the agreement
- Provide proof of a written, approved, safety program (COR certification)
- Provide proof of a WCB account in good standing via a WCB Clearance Letter
- Provide all tools, equipment, and software necessary to complete the work.
- Clearly state assumptions, limitations, exclusions, and any information required from the County.
- Provide progress updates as required.
- Describe QA/QC process and provide a single consolidated issues log for County comments on draft deliverables.
- Provide a consistent file naming convention for all deliverables.
- Initiate project closeout meeting.

## PRICING TABLE

### PRICING

Proponents shall provide pricing in Canadian dollars, exclusive of applicable taxes, and inclusive of all labour, travel, subsistence, equipment, printing (if any), and other expenses necessary to complete the PM Programs. Proponents shall price each facility separately. Additionally, proponents shall include a site visit fee for each facility, in the event there is insufficient information regarding equipment inventory.

Price Schedule	Lump Sum Fee (CAD)	Site Visit Fee (CAD)
Hilda Community Centre	[\$]	[\$]
Seven Persons Community Centre	[\$]	[\$]
Suffield Community Centre	[\$]	[\$]
Walsh Community Centre	[\$]	[\$]
Irvine Community Resource Centre	[\$]	[\$]
Box Springs Fire Hall	[\$]	[\$]
Dunmore Fire Hall	[\$]	[\$]
Hilda Fire Hall	[\$]	[\$]
Irvine Fire Hall	[\$]	[\$]
Schuler Fire Hall	[\$]	[\$]
Seven Persons Fire Hall	[\$]	[\$]
Walsh Fire Hall	[\$]	[\$]
Schuler Arena	[\$]	[\$]
<b>TOTAL</b>	<b>[\$]</b>	

**Appendix A – Facility List**

The following facilities are included in the Scope of Work

<b>Description</b>	<b>Location</b>
<b>Community Facilities (4)</b>	
Hilda Community Centre	114 2 Avenue, Hilda, AB
Seven Persons Community Centre	500 Drinnan Street, Seven Persons, AB
Suffield Community Centre	328 3 Street, Suffield, AB
Walsh Community Centre	213 Grant Street, Walsh, AB
<b>Cultural Centres (1)</b>	
Irvine Community Resource Centre	45 Ross Street, Irvine, AB
<b>Fire Stations (7)</b>	
Box Springs Fire Hall	13302 Range Road 65
Dunmore Fire Hall	2039 Bullshead Road, Dunmore, AB
Hilda Fire Hall	125 1 Avenue, Hilda AB
Irvine Fire Hall	115 S Railway Avenue, Irvine, AB
Schuler Fire Hall	10 Centre Street, Schuler, AB
Seven Persons Fire Hall	405 Mildred St, Seven Persons, AB
Walsh Fire Hall	318 3 Avenue, Walsh, AB
<b>Sports Complexes (1)</b>	
Schuler Arena	17 1 Street E, Schuler, AB

**DECLARATIONS**

The undersigned Consultant declares and confirms to Cypress County that:

- 1. the Consultant agrees to perform the work in compliance with the schedule required by the Request for Proposal and any schedule submitted with its quotation;
- 2. no person, firm, or corporation other than the undersigned has any interest in the proposed contract, except as expressly disclosed in the quotation;
- 3. the Consultant acknowledges that Cypress County has the right, in its sole discretion, to accept any quotation or to reject any or all quotations;
- 4. this quotation is signed, sealed, and submitted on behalf of the Consultant by a duly authorized representative of the Consultant; and
- 5. the undersigned has the authority to bind the Consultant to the statements and commitments contained in the quotation.

**SIGNATURES**

Company: \_\_\_\_\_  
 (Name)

\_\_\_\_\_

(Street Address or Postal Box)

\_\_\_\_\_

(City, Province & Postal Code)

\_\_\_\_\_

(Phone Number)

\_\_\_\_\_

(email)

Signature: \_\_\_\_\_

Name and title: \_\_\_\_\_

Witness: \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2026

# MEMORANDUM OF AGREEMENT

This Memorandum of Agreement (the "Agreement") is made effective as of the \_\_\_\_\_ day of \_\_\_\_\_, 2026, by and between Cypress County, a municipal corporation in the Province of Alberta (the "County"), and \_\_\_\_\_ (the "Consultant"). The County and the Consultant may be referred to individually as a "Party" and collectively as the "Parties."

The Parties agree that this Agreement sets out the terms under which the Consultant will provide preventative maintenance program development and related consulting services for Cypress County buildings, as more particularly described in the Request for Proposal, the Consultant's submission, and any mutually agreed written amendments, all of which are incorporated into this Agreement to the extent they are consistent with this Agreement.

## 1. SERVICES

The Consultant shall perform the services described in the Request for Quotation, the Consultant's proposal, and any written scope refinements approved by the County. The Consultant shall provide the services diligently, professionally, and in accordance with the standard of care, skill, and diligence ordinarily exercised by qualified consultants performing similar services in Alberta.

## 2. TERM AND SCHEDULE

This Agreement shall commence on the effective date and shall continue until the services are completed, unless terminated earlier in accordance with this Agreement. The Consultant shall perform the services in compliance with the schedule required by the Request for Quotation and any schedule accepted by the County in writing.

## 3. COMPENSATION

In consideration of the Consultant's performance of the services, the County shall pay the Consultant the fees set out in the accepted quotation, plus applicable taxes, subject to satisfactory performance and receipt of invoices acceptable to the County. Unless otherwise agreed in writing, the Consultant is responsible for all costs and expenses incurred in performing the services.

## 4. CONSULTANT OBLIGATIONS

- The Consultant shall provide qualified personnel and adequate supervision for the services.
- The Consultant shall comply with all applicable laws, regulations, bylaws, safety requirements, and professional standards.
- The Consultant shall promptly advise the County of any issue that may affect scope, schedule, cost, or deliverables.
- The Consultant shall not assign or subcontract the Agreement, in whole or in part, without the County's prior written consent.

## 5. COUNTY OBLIGATIONS

The County shall provide reasonable access to available information, records, and facilities necessary for the Consultant to perform the services, and shall review and respond to submitted deliverables within a reasonable time.

# MEMORANDUM OF AGREEMENT

## 6. OWNERSHIP AND CONFIDENTIALITY

All reports, working papers, spreadsheets, maintenance libraries, and other deliverables prepared specifically for the County under this Agreement shall become the property of the County upon payment of the fees properly due for them, subject to the Consultant's ownership of any pre-existing proprietary tools, templates, methodologies, or intellectual property. Each Party shall keep confidential any non-public information received from the other Party in connection with this Agreement and shall use such information only for the purposes of performing or administering this Agreement, except as disclosure may be required by law.

## 7. TERMINATION

The County may terminate this Agreement, in whole or in part, at any time upon written notice to the Consultant. In such event, the Consultant shall be paid for services properly performed up to the effective date of termination. Either Party may terminate this Agreement for a material breach by the other Party if the breach is not remedied within a reasonable time after written notice specifying the breach.

## 8. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the Province of Alberta and the applicable laws of Canada. The Parties attorn to the exclusive jurisdiction of the courts of Alberta in respect of any dispute arising out of or relating to this Agreement.

## 9. GENERAL TERMS

This Agreement constitutes the entire agreement between the Parties with respect to the subject matter hereof and supersedes all prior discussions, representations, and understandings relating to that subject matter. No amendment to this Agreement shall be effective unless made in writing and signed by both Parties. If any provision of this Agreement is found to be invalid or unenforceable, the remaining provisions shall continue in full force and effect.

# MEMORANDUM OF AGREEMENT

IN WITNESS WHEREOF the Parties have executed this Memorandum of Agreement by their duly authorized representatives.

## CYPRESS COUNTY

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness Signature

## CONSULTANT

\_\_\_\_\_  
Legal Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness Signature