



**Perth-Andover Electric Light Commission**  
**Mini-Split Ductless Heat Pump Program**  
**Request for Proposals**

**INTRODUCTION**

The Perth-Andover Electric Light Commission is currently pursuing a Mini-Split Ductless Heat Pump rental program. This program would see the installation of the *high efficiency units* and include an ongoing service for our customers.

**SCOPE OF PROPOSAL**

In general terms, the selected vendor will be responsible for customer assessment, installation, and ongoing maintenance of units related to this program.

**CUSTOMER ASSESSMENT & INSTALLATION**

Vendor will visit interested property owners for an initial assessment. This assessment will include a review of the electrical panel and service entrance, review layout and square footage, establish priority areas in home, educate home owner on the basics of mini split operation, and provide customer registration information. In general, the duration of home assessments will be 30-45 minutes.

**UNIT PROVISION & INSTALLATION**

The vendor will provide unit pricing on 9,000 BTU, 12,000 BTU, and 15,000 high efficiency units that are Energy Star rated. These units will include a minimum 10 year warranty. If desirable the Commission would consider purchasing multiple units directly for inventory to reduce financial risk to vendor.

Provision of unit prices for basic installations. Any installations that require piping over 15ft and/or electrical over 25 ft., that cost will have to be paid directly by the customer to the vendor.

### **SERVICE PROGRAM**

The vendor will outline a detailed annual service program required for the units. This will include a description of the service and the fee per unit. To encourage efficiencies, the Commission would require that the Vendor schedule all service calls during a condensed time frame.

### **WARRANTY SPECIFICATIONS**

Please provide all details of warranty program. This will include the term and years and items covered by the warranty. This will include things such as labor, parts, and materials. Units without a minimum of 10 year manufactures warranty will not be considered.

### **INSURANCE**

The Contractor shall provide the owner a copy of the Contractors Liability Insurance with a minimum value of \$ 2,000,000.00. The Contractor will also be responsible to ensure that all vehicles and equipment are insured with a minimum \$ 1,000,000.00 Public Liability and Property Damage coverage.

### **QUALIFICATIONS**

The vendor upon request will provide confirmation of certified installers. The minimum requirements will include Red Seal HVAC Certified Technicians and Licensed Electricians. The Vendor will also provide certified Ozone Depleting Substance Use and Purchase License.

### **SAFETY**

The Vendor shall be responsible for the safety of all personnel associated with the work. The Vendor shall comply with the requirements of the New Brunswick Occupational Health and Safety Act and Regulations. Prior to final selection the vendor will be require to provide proof of "good standing" with Worksafe NB.

### **FURTHER INFORMATION**

For additional information please do not hesitate to contact Dan Dionne by email – [dan.dionne@perth-andover.com](mailto:dan.dionne@perth-andover.com) or call 273-4959. We thank-you in advance for your time and efforts in this matter.

**SUBMISSION SHOULD INCLUDE THE FOLLOWING**

The Commission would like vendors to include the following information in their proposal.

1. Company background information including services, experience, and certifications of installer(s).
2. Detailed unit purchase cost - 9,000 BTU, 12,000 BTU, and 15,000 high efficiency units that are Energy Star rated. Vendor may bid on more than one model or brand. Vendor may include option for the Village to carry the unit inventory.
3. Installation cost including all labour and materials (not including unit cost). Detailed description of what will be included in the "basic installation" and what additional cost would be the homeowner's responsibility.
4. Time frame to complete installations after assessments are completed.
5. Unit Specifications
6. Detailed warranty information
7. Service program - detailed description of service with fee.
8. Brief summary of similar projects that your firm has completed that relate to our project.

**EVALUATION**

The Commission reserves the right to reject any or all proposals. The lowest proposal will not necessarily be accepted. Evaluations will be based on price, quality, warranty, service, experience, and performance. During the evaluation stage, all proposals will remain confidential between the vendor and Commission.

**DEADLINE FOR SUBMISSION**

Will be Friday, March 24th, 2017\_at 10:00 a.m. Submissions may be made to the following:

Mini-Split RFP  
Perth-Andover Electric Light Commission  
1131 West Riverside Drive  
Perth-Andover, N.B.  
E7H 5G5  
**FAX: 1-506-273-4947**  
**ATTENTION: Dan Dionne**