



REQUEST FOR PROPOSALS (RFP)

Reference # RFP-2026-03

Replacement Heating & Cooling System – Gagetown Medical Clinic

Issued by: Village of Arcadia

C/O Karrie Bedford – CAO

info@arcadianb.ca

Issue Date: October 1, 2026

Closing Date: October 16, 2026

1. Introduction

The Village of Arcadia is seeking pricing proposals from qualified HVAC contractors for the replacement of the existing heating and cooling system at the Gagetown Medical Clinic located at 14 Doctor's Hill, Gagetown, NB. The Village's preference is to have the replacement system installed, commissioned, and fully operational no later than December 1, 2026.

2. Background

The clinic's existing ducted heating system has reached the end of its service life. One of two heating elements has failed, and the control board has burned out and cannot be repaired due to unavailable replacement parts. The remaining heating element is operating beyond normal capacity and there is currently no secondary heating source available within the building. The existing exterior unit provides cooling only and is effective to approximately -5°C, making it unsuitable as a primary winter heating source.

3. Scope of Work

The successful contractor shall provide all labour, materials, equipment, permits (if required), and commissioning necessary to:

- Remove and properly dispose of the existing indoor and outdoor HVAC equipment.
- Supply and install a new cold-climate heat pump system to serve as the primary heating and cooling source.
- Supply and install a new electric furnace/air handler to provide supplemental and backup heating.
- Supply and install a programmable thermostat and associated controls as required.
- Connect and integrate all controls and electrical components required for operation.
- Test, commission, and demonstrate system functionality.
- Provide warranty information and operating manuals.

- Supply equipment sized and designed to adequately heat and cool the facility in accordance with manufacturer recommendations and climate conditions.
- Include all electrical, controls, accessories, and related components necessary for complete and operational installation.

4. Site Inspection

Proponents are encouraged to conduct a site visit prior to submitting a proposal. Site visits may be arranged through the Office of the Village of Arcadia at 506-488-2581 or by email at info@arcadianb.ca.

5. Completion of Approved Work

Following review of proposals, the Village may select to proceed with some, all, or none of the recommended work.

The successful proponent shall:

- a) Review existing site conditions and identify any additional work required to complete the proposed installation.
- b) Submit a complete proposal including equipment specifications, warranties, installation schedule, and total project costs.
- c) Supply all labour, equipment, materials, permits, and supervision necessary to complete the approved work.
- d) Complete all work in accordance with applicable building codes, electrical codes, manufacturer specifications, and industry best practices.
- e) Coordinate all required subcontractors, including electrical contractors where required.
- f) Remove and dispose of replaced equipment in accordance with applicable regulations.
- g) Commission and test all installed equipment.
- h) Provide all warranty documentation and operating manuals upon completion.

6. Submission Information

Proposals shall be submitted electronically to the Village of Arcadia by **October 16, 2026**.

The Village reserves the right to accept or reject any proposal, waive minor informalities, and select the proposal that best meets the Municipality's operational and financial requirements.

Proposals shall include:

- a) Company name and contact information
- b) Completed pricing submission
- c) Equipment manufacturer and model numbers
- d) Equipment specification and efficiency ratings
- e) Warranty information
- f) Proposed installation schedule
- g) Confirmation of applicable insurance coverage and certifications
- h) Total project costs, excluding and including HST.

Submission of a proposal does not create any contractual relationship between the Municipality and the proponent until a formal written agreement has been executed.

The Village is not obligated to accept the lowest-priced proposal. Consideration may be given to equipment quality, warranty provisions, installation schedule, experience and overall value to the Municipality.

The Village reserves the right to negotiate minor amendments with the preferred proponent and may cancel or reissue this Request for Proposals at its sole discretion.

Proposals must be submitted to:

Village of Arcadia – Attention: Karrie Bedford, CAO
info@arcadianb.ca

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Submission Deadline: October 16, 2026 at 4:00pm. Late submissions will not be considered.