

# **Request for Quote:**

## **Chimney & Heating System Inspection & Preventative Maintenance Servicing**

Issued by:

Inuvialuit Regional Corporation (IRC)

107 Mackenzie Road

Inuvik, NWT X0E 0T0

**Deadline for Submissions: March 31, 2025**

## Background

Inuvialuit Regional Corporation (IRC) was established in 1984 to manage the settlement outlined in the Inuvialuit Final Agreement (IFA) and to represent the collective interests of the Inuvialuit. IRC's mandate is to continually improve the economic, social and cultural wellbeing of the Inuvialuit through the implementation of the IFA and by all other available means. Today, IRC is made up of 53 organizations with over 400 employees.

The IRC Home Repair Program aims to support a wide range of home improvement needs, including accessibility modifications, safety enhancements and general maintenance to promote community wellbeing and quality of life.

## Objective

The purpose of this request for quotation (RFQ) is to solicit bids from qualified contractors for the inspection and preventative maintenance servicing of chimneys and heating systems in 16 units in Inuvik, NT.

## Scope of Work

The scope of work includes ensuring the safe and efficient operation of these systems through thorough inspections and necessary maintenance on 10 boilers, four forced-air furnaces and associated heating components. The selected contractor must provide detailed inspection reports for each unit, documenting the condition of the boiler/furnace, ducting, pipes, radiators and chimney.

### Inspection of chimneys:

- **Visual Inspection:** Conduct a thorough visual inspection of all chimneys for visible signs of damage, blockages or deterioration.
- **Structural Integrity:** Assess the structural integrity and securement of the chimneys to ensure they are safe and functional.
- **Cleaning:** If necessary, clean the chimneys to remove soot, debris or blockages that could impede proper ventilation.

### Inspection and servicing of heating systems:

- **Boilers (10 units):**
  - **Inspection:** Inspect each boiler for signs of wear, damage or inefficiency.

- **Servicing:** Perform routine maintenance, including cleaning, adjusting and lubricating components to ensure optimal performance.
- **Component check:** Inspect and service key components, including valves, thermostats, glycol levels, nozzles and filters.
- **Forced-air furnaces (four units):**
  - **Inspection:** Inspect each furnace for signs of wear, damage or inefficiency.
  - **Servicing:** Perform routine maintenance, including cleaning, adjusting and lubricating components to ensure optimal performance.
  - **Component Check:** Inspect and service key components, including valves, thermostats, nozzles and filters.

#### Heating system components:

- **Valves:** Check for proper operation and any signs of leaks or wear.
- **Thermostats:** Ensure thermostats function correctly and accurately control temperature.
- **Glycol:** Test and/or flush the glycol in the heating systems to maintain proper levels and prevent freezing or overheating.
- **Nozzles and Filters:** Inspect and replace as needed to ensure efficient operation and clean airflow.

#### Reporting

- Submit detailed inspection report for each unit, documenting the condition of:
  - Boiler or furnace
  - Ducting
  - Pipes and radiators
  - Chimney

#### Milestones

The following milestone schedule must be met to be considered for selection. All deadlines are 5pm MST on the respective date. Late proposals may be disregarded.

- Bid start: March 17, 2025
- Bids close: March 31, 2025
- Bid awarded: April 7, 2025

- Tentative start date: April 2025

## **Mandatory Submission Requirements**

Safety documentation per the Northwest Territories Safety Act and OHS Regulations, including:

- Proof of compliance with the Workers' Safety and Compensation Commission, including registration and good standing, or ability to register.
- Proof of compliance with the applicable health and safety and worker compensation board or commission of the place of manufacture and documentation demonstrating being registered and in good standing, if units or significant components are manufactured elsewhere.
- Proof of valid commercial liability insurance, including coverage limits and dates, to cover potential damage or injury during contract performance.
- Detailed cost breakdown for the full scope of work, including individual costs for each deliverable.
- References from previous clients.

IRC reserves the ability to request additional safety documentation at any time.

## **Evaluation**

Proposals will be evaluated based on the following criteria:

- Contractor experience and qualifications.
- Completeness and feasibility of the project plan.
- Cost-effectiveness of the proposal.
- References and past performance.
- Compliance with safety and regulatory requirements.

## **Confidentiality**

All information provided in this RFQ and any subsequent communications must be treated as confidential and proprietary to IRC. Proponents must not disclose any related information without prior written consent.

## Contact information

For inquires and proposal submissions, please contact: [procurement@inuvialuit.com](mailto:procurement@inuvialuit.com)

Subject line: RFQ Heating Inspection – 16 Units

During the bidding period, and through to when the contract is awarded, the organization/individual shall not contact any employee of IRC, or any of its affiliates, for additional information, except in writing with copy to [procurement@inuvialuit.com](mailto:procurement@inuvialuit.com).

## NOTE

*This RFQ is not a call for tenders or a request for binding offers and no contractual or other legal obligations shall arise between IRC and any proponent as a result of the issuance of this RFQ or the submission of any proposal in response to this RFQ, until and unless IRC and a proponent enter into a contract for the work sought by IRC under this RFQ. For clarity and without limiting the foregoing, this RFQ does not commit IRC in any way to treat proponents in any particular manner, to select a proponent, to proceed to negotiations with any proponent or to enter into any contract and IRC may reject any or all proposals, re-issue a new RFQ or end this RFQ process at any time, at its sole discretion.*