



**2026 STA Chiller Replacement
REQUEST FOR PROPOSAL**

King's University College
266 Epworth Ave
London, ON
N6A 2M3

Table of Contents:

Section Name	Page Number
Instructions to Bidders	2
Schedule A – Target Dates	5
Schedule B – Evaluation Criteria	6
Schedule C – Site Visit Details	7
Schedule D – Scope of Opportunity	8
Attachment 1 – Request for Proposal Form	10
Attachment 2 – Bidder References	11
Attachment 3 – Costs	12

INSTRUCTIONS TO BIDDERS

1. Summary

This document requests bids on a turnkey project for the assessment, recommendations and installation services of the Saint Thomas Aquinas (STA) building air cooled chiller at King's University College (hereby referred to as "King's").

The Chiller Replacement Selection Committee (hereby referred to as "the Committee") will be made up of King's administrators and operational staff with responsibilities related to chillers.

2. Bid Submissions

King's is committed to equity and diversity and encourages applications from all qualified Bidders including women, members of visible minorities, aboriginal persons and persons with disabilities.

To receive consideration, bids must be submitted in accordance with the following instructions. Failure to comply with these instructions will result in the bid being disqualified.

Attachment 1 - Request for Proposal Form, Attachment 2 - Bidder References and Attachment 3 - Costs must be included in the bid submission. There shall be no alteration of or changes made to the Attachments. Any alterations made to the Attachments, other than the supply of the required information, may result in the bid being declared non-compliant and rejected without further consideration.

All bids must be emailed by the date/time outlined in Schedule A to Tiffany Chisholm, Purchasing Services Coordinator at tiffany.chisholm@kings.uwo.ca with a subject line containing "2026 STA Chiller Replacement RFP" and the name of the Bidder.

King's is not responsible for the timeliness of documents emailed nor will King's accept any bid emailed to an email address other than the specified email address above. King's is neither liable nor responsible for any costs incurred by a Bidder in the preparation, submission, or presentation of their bid to this RFP.

Bidders are advised that it is not permissible to send a copy(s) of a response to any employee, consultant, agent, volunteer or business employed or working on behalf of King's or involved in this process, and King's will reject without further consideration any response so delivered.

All documents related to the bid become the property of King's. All information, data, recommendations and reports resulting from the project become the property of King's.

3. Inquiries

Bidders having any questions or requiring clarification of the intent or meaning of any part thereof shall notify Tiffany Chisholm by email (tiffany.chisholm@kings.uwo.ca) by the deadline for submission of questions as outlined in Schedule A. Any questions resulting from the site visit must be submitted in the same way.

4. Communication of all RFP documents

The original RFP document will be posted on Biddingo and the King's website.

If it becomes necessary to revise any part of this RFP, addenda and amendments will be posted solely on the King's website <https://www.kings.uwo.ca/about-kings/facts-and-information/administrative-departments/finance/rfp/>.

It is the sole responsibility of each potential bidder to check the King's website for any/all changes to the original RFP document, as these will become part of the RFP specifications.

For RFP's valued \$100,000 or more, the award notice will be posted solely on Biddingo.

5. Assessment of Response

All bids will be opened in private. The Committee will evaluate the bids based on the pre-determined evaluation criteria outlined in Schedule B.

As the Committee evaluates the bids, decisions will be based on the contents of the bid as submitted. Each Bidder shall include any and all information required as outlined in Schedule D. It shall be explicitly understood that there shall be no opportunity to make any material change to the bid, including any alteration, addition or deletion of any element within the bid as submitted based on dates outlined in Schedule A. Information submitted independent of the response document or after closing will not be considered by the Committee.

King's may seek clarifications from a Bidder after the closing date. Clarification questions will be submitted to the Bidder in writing. Answers to the written clarification questions must be returned to King's in writing. The intent of the clarification is simply to obtain further explanation and understanding of what was intended by the Bidder. A clarification shall not provide an opportunity to make any material changes to the original bid, including any alteration, addition or deletion of any element of the original bid.

6. Bid Acceptance/Rejection

No action by King's or the Committee implied or otherwise, shall be construed as acceptance to this RFP.

King's reserves the right to accept any bid (in whole, or a portion thereof) which may be deemed to be most advantageous to King's, or to reject any or all bids. Although King's would like to award this contract to one Bidder, it realizes that it may not be in King's best interest to do so. Bidders shall highlight in the bid any cost or operational advantages of awarding all service requests to one Bidder.

King's may declare, at its sole and unfettered discretion, any bid to be non-compliant, and reject without further consideration if it:

- is informal, incomplete, unqualified, or otherwise irregular in any way;
- is not legible, is not dated, is not executed in the legal registered name of the entity, is not signed by authorized officials, and/or does not acknowledge all addenda that may have been issued;
- is submitted without the required materials (eg. Request for Proposal Form);
- is submitted without first having registered for and attended the mandatory site visit as outline in Schedule C;
- does not contain sufficient information for the Committee to evaluate the Bid based on the evaluation criteria contained in Schedule B.

King's, at its sole and unfettered discretion, may reject without further consideration any response where the Bidder, a member of the Bidder's team, an employee, shareholder, director, officer, partner or person otherwise associated with the Bidder:

- has now or has in the past, unsatisfactorily performed work for King's or had an unsatisfactory relationship with King's, by contract or otherwise, in the sole opinion of King's;
- has a contract with King's which in the sole opinion of King's, is not in good standing or has had a contract terminated by King's for non-performance;

- is engaged in a substantially unresolved dispute or is in litigation with King's or has a claim or judgment arising from litigation;
- has been charged or convicted of an offence with regard to a business enterprise which has or may have an impact upon King's;
- is considered to have a conflict of interest, in the sole opinion of King's.

7. Invoicing and Payment

King's standard payment policy is net 30 days following receipt of invoice and sign-off by the responsible department or faculty. Final payment terms will be negotiated between the successful Bidder (if any), and King's prior to contract signing.

8. Debriefing (applies to RFP valued \$100,000 or more)

The successful Bidder(s) will be notified of their success according to the Notification to Successful Bidder timeline in Schedule A.

Once an agreement is executed by King's and the successful Bidder, the other Bidders will be notified by a public award notice found on Bidding. It is the Bidders responsibility to check this public posting.

After the Notification to Successful Bidder date on Schedule A, and within sixty (60) days, Bidders may request a written debrief by emailing Tiffany Chisholm at tiffany.chisholm@kings.uwo.ca. The intent of the written debrief is to aid the Bidder in presenting a better proposal in subsequent procurement opportunities. Any debriefing provided is not for the purpose of providing an opportunity to challenge the procurement process.

9. Confidentiality and Data Privacy

All information provided by King's, its partners, or clients in relation to this RFP must be treated as confidential and used solely for the purpose of responding to this RFP. The selected Bidder will be required to adhere to strict confidentiality and data privacy standards during the project's lifecycle and beyond.

10. Accessibility

King's is committed to recognizing the dignity and independence of all and seeks to ensure that persons with disabilities have genuine, open and unhindered access to King's RFP opportunities. If you require an accommodation during the RFP process, please contact Tiffany Chisholm at tiffany.chisholm@kings.uwo.ca or 519-433-3491 for assistance.

As outlined in the Ontario Regulation 429-07, Accessibility for Ontarians with Disability Act, 2005, King's will incorporate accessibility criteria and features when procuring, goods, services and facilities, except where it is not practical to do so.

The Bidder will respect the dignity and independence of persons with disabilities in accordance with the Accessibility Standards for Integrated Accessibility Standards O. Reg. 191/11, s. 5 (1); O. Reg. 413/12, s. 4 (1) developed under the Accessibility for Ontarians with Disabilities Act, 2005.

End of Instructions to Bidders

SCHEDULE A – TARGET DATES

King’s has identified the following project target dates:

Activity	Target Date
RFP Issued	Thursday, May 21 st , 2026
Mandatory Site Visit Request Deadline	Friday, May 29 th , 2026 @ 4:30pm
Mandatory Site Visits Available	Thursday June 4 th @ 1:00pm
Deadline for Questions/Clarifications on RFP	Thursday June 11, 2026 @ 4:30pm
Deadline for Answers/Clarifications on RFP	Monday, June 15, 2026 @ 4:30pm
Closing Date: RFP Submissions Due	Monday, June 22 nd , 2026 @ 4:30pm
RFP Review Period & Committee Deliberation	Tuesday, June 23 rd – Friday, July 3 rd , 2026
Notification & Contract Development	Monday, July 6, 2026 – Friday, July 10 th , 2026
Contract Start	Monday, July 13 th , 2026

End of Schedule A – Target Dates

SCHEDULE B – EVALUATION CRITERIA

Each Bid will be rated on a scale of 1-10 (1 = poor, 10 = excellent) by the Committee members and the averages will determine final rankings as a tool contributing to overall assessment of RFP submissions. The rating will not be the sole determining factor in the final decision.

Bidders are responsible for reviewing the evaluation criteria listed below and providing appropriate and sufficient information to enable the Committee to accurately assess the Bid.

Bids will be evaluated on the following criteria using weights provided:

Required Criteria	Yes/No
The Bidders ability to meet the implementation dates as outlined in Schedule A	
The Bidders ability to comply with confidentiality and data privacy requirements.	
Weighted Criteria	Weight
Capability, experience and qualifications of the bidder	20
Proposed schedule including project meetings, proposed methodology and ability to meet project requirements	25
Fee arrangement and overall cost	25
Overall quality of the proposal	20
References	10
Subtotal	100

End of Schedule B – Evaluation Criteria

SCHEDULE C – SITE VISIT DETAILS

The site visit will provide Bidders with a tour of the current spaces related to the STA Chiller on King's campus.

Registration:

Registration is mandatory. According to the timeline provided in Schedule A, each Bidder must register for the site visit by emailing Tiffany Chisholm (tiffany.chisholm@kings.uwo.ca).

Attendance:

Attendance is mandatory. A maximum of 2 representatives from each Bidder can attend the site visit.

Disqualification:

Any bids received from Bidders who have not registered by the deadline and been in attendance for the site visit will be disqualified.

It is the intention that there will be only 1 scheduled site visit and no additional visits will be provided. Bidder questions will not be answered during site visit and must be submitted as per Section 3 of Instructions to Bidders above.

End of Schedule C – Site Visit Details

SCHEDULE D – SCOPE OF OPPORTUNITY

Purpose:

King’s University College is seeking proposals from a qualified Contractor to replace the existing air-cooled chiller at Saint Thomas Aquinas building. The existing air-cooled chiller serving the building was installed in approximately 1991 and has reached the end of the expected service life. This project will include the replacement of the underground chilled water piping from the chiller to the mechanical room.

To reduce impacts of the project on the regular scheduled operations of the facility, construction will be planned to take place during a time of year when air conditioning for the building will likely not be required.

Scope:

The project is to be completed with all required piping, wiring and controls as per drawings and specifications. It is the intent of these documents that all work necessary to effect and complete the described project is to be included by the contractor.

Specifications:

Unless otherwise specified, the work includes but is not necessarily limited to providing the following:

1. Supply and install all equipment, material, labor, tools, commissioning, and warranty for the project as per the specifications. All installations shall comply with codes, standards, and regulations listed herein. TSSA, the Refrigeration Consultant, and the Owner are required to inspect and approve all installations.
2. The Contractor is responsible for obtaining and paying the fees for refrigeration installation permit, electrical installation permit, and any other necessary permits.
3. Confirm available space and location on site for the new equipment installation.
4. Demolition and removal of all redundant existing equipment. Provide refrigeration system decommissioning and related existing equipment disposal service.
5. All freight and local cartage costs of the equipment and material for the project to be included in the contract.
6. Off-loading and rigging of all equipment and materials.
7. Provide excavation and replacement of the existing buried chilled water piping, equalizing and purge connections, and valves from chiller to bypass arrangement in mechanical room.
8. Supply new control valves, relief valves, controls, thermostats, float switches, and pressure switches as needed.
9. Supply and install necessary electrical and control system upgrades of the new installed equipment.
10. Supply and install necessary field wiring and conduits for the new equipment power supply and controls.
11. Supply and install sleeves, cans, flashing, caulking and sealing for all duct, pipe and conduit penetrations.
12. Supply and install thermal insulation on all chilled water piping
13. Auxiliary supports, bases, seismic anchors, restraint stands or sleepers for all equipment as required.
14. Pressure relief devices at all points in the system where hydrostatic expansion could occur.
15. Clean up job site on completion of the work including removal of the construction debris
16. Check dimensions and line routing before bidding.
17. Adjustments under full load.
18. Provide system commissioning and start-up service
19. Provide treatment of the existing glycol solution as part of the scope.
20. The Contractor is responsible for calling the Consultant for regular inspections and final inspection.

21. Provide one-year onsite labor and material warranty. Warranty starts from the project substantial completion date.
22. Prepare shop drawings, as-built drawings and provide an electronic copy of the instruction manuals.
23. Provide a half day on site instruction and training period to the site operators.

Bidders are responsible to read and meet the requirements of the separately attached engineering and specifications files listed below.

1. 10691 BID M&E Drawings - King's College STA House Chiller Replacement.pdf
2. 10691 BID M&E Specifications - King's College STA House Chiller Replacement.pdf

End of Schedule D - Scope of Opportunity

ATTACHMENT 1 - REQUEST FOR PROPOSAL FORM

Bidder Identity	
Full Legal Registered Name	
Any Other Relevant Name	
Year Established	
Head Office Address	
Phone Number	
Type of Entity	<input type="checkbox"/> Corporation <input type="checkbox"/> Unregistered Partnership <input type="checkbox"/> Registered Partnership <input type="checkbox"/> Proprietorship <input type="checkbox"/> Other. Explain:
Number of Employees	

We the undersigned, having examined the 2026 STA Chiller Replacement RFP documents (including any and all addenda and amendments), and are satisfied that we understand the services as identified. We further acknowledge that we have not relied on the completeness of such information and declare ourselves competent to undertake and complete the services and do hereby irrevocably propose and agree to carry out the services outlined in Schedule E. We acknowledge that the submitted bid must include the Attachment 1 - Request for Proposal Form, Attachment 2 - Bidder References, Attachment 3 - Costs.

For the purposes of this section, the term “Conflict of Interest” means in relation to the RFP process, the Bidder 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 King’s in the preparation of its proposal that is not available to other Bidders;
- (ii) communicating with any person with a view to influencing preferred treatment in the RFP process (including but not limited to the lobbying of decision makers involved in the RFP process); or
- (iii) engaging in conduct that compromises or could be seen to compromise the integrity of the RFP process.

We hereby certify that we have no conflict of interest in submitting this bid. If we feel an actual or potential conflict of interest exists, we will provide a separate statement outlining the details.

The undersigned hereby represents and warrants as to having authority to execute the document on behalf of the Bidder.

Name of Authorized Officer(s): _____

Signature(s): _____

Executed this ____ day of _____, 2026.

End of Attachment 1 - Request For Proposal Form

ATTACHMENT 2 – BIDDER REFERENCES

Bidders must provide three (3) references from clients who have obtained similar services in the last three (3) years. References should be external to King’s. King’s reserves the right to conduct reference checks. Bidders can use a separate sheet for this information if preferred. This is not grounds for disqualification.

Bidder Reference #1	
Company Name	
Company Address	
Contact Name	
Contact Email Address	
Date and Duration of Service	
Description and Relevancy	

Bidder Reference #2	
Company Name	
Company Address	
Contact Name	
Contact Email Address	
Date and Duration of Service	
Description and Relevancy	

Bidder Reference #3	
Company Name	
Company Address	
Contact Name	
Contact Email Address	
Date and Duration of Service	
Description and Relevancy	

End of Attachment 2 – Bidder References

ATTACHMENT 3 – COSTS

Bidders shall complete all pricing tables included in this section. Pricing must be comprehensive, all-inclusive, and clearly itemized. Failure to provide complete pricing information may result in the proposal being deemed non-responsive.

1. BASE BID

We have examined the attached specifications and Schedule D – Scope of Opportunity as well as this RFP in full including any/all addenda for this project. We hereby offer to supply all labour, materials, plant and tools for the execution of this work including all prime costs, allowances and all applicable taxes (excluding HST), in the sum of:

(\$ _____) CDN Dollars excluding HST

2. SUBCONTRACTORS AND SUPPLIERS

We submit herewith a list of subcontractors and suppliers we propose to use on this project. Use only one name for each item. We understand any changes to this list must be approved by the King's.

Title	Name of Subcontractor
Mechanical	
Electrical	
General Work	
Insulation	
Testing and Balancing	
Chemical Treatment	
Mechanical Equipment	Name of Supplier
Chiller	

Assumptions

List any assumptions, exclusions, or special conditions associated with your pricing.

End of Attachment 3 – Costs