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## Request for Proposal (RFP) REC-2026-02

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The Corporation of the Municipality of Arran-Elderslie invites you to provide a proposal for the following item(s);

**FOR REFRIGERATION MAINTENANCE SERVICES AT CHESLEY  
COMMUNITY CENTRE, PAISLEY COMMUNITY CENTRE AND TARA  
COMMUNITY CENTRE**

**Sealed** request for proposal, clearly marked as to contents, will be received at the office of the Municipality of Arran-Elderslie or by email to [jmcallister@arran-elderslie.ca](mailto:jmcallister@arran-elderslie.ca), until **11:00am, Thursday April 30<sup>th</sup> 2026** for a Refrigeration Maintenance Services Contract at the Chesley Community Centre, Paisley Community Centre & Tara Community Centre.

**THE LOWEST OR ANY QUOTE NOT NECESSARILY ACCEPTED.**

JOEL MCALLISTER

MANAGER OF FACILITIES, PARKS & RECREATION

MUNICIPALITY OF ARRAN-ELDERSLIE

1925 BRUCE ROAD 10

CHESLEY, ONTARIO

N0G 1L0

Phone: 519.363.3039

Cell: 519.270.1569

Email: [jmcallister@arran-elderslie.ca](mailto:jmcallister@arran-elderslie.ca)

**Request for Proposal may also be submitted via [biddingo.com](http://biddingo.com)**



## **1.0 REQUEST**

### **1.1 Introduction**

The Municipality of Arran-Elderslie is seeking proposals from qualified refrigeration service contractors to provide a comprehensive three-year maintenance agreement for the ice refrigeration plants at Chesley, Paisley, and Tara facilities.

### **1.2 Purpose**

The purpose of this RFP is to secure preventative maintenance, inspections, repairs, emergency response, and seasonal servicing for municipal refrigeration systems.

### **1.3 Facilities Included**

Chesley Community Centre– Single pad arena surface, 4-sheet curling rink  
129 4<sup>th</sup> Ave SE, Chesley ON N0G1L0

Paisley Community Centre – Single pad arena surface, 3-sheet curling rink  
391 Queen St N, Paisley ON N0G2N0

Tara Community Centre – Single pad arena surface  
150 Hamilton St Tara ON N0H2N0

### **1.4 Term of Agreement**

Three-year term with early termination provisions and optional extension.

### **Site Meeting**

Interested proponents are invited to attend a site meeting on **Thursday April 16th at 10:00am**. The site meeting will begin at the Chesley Community Centre and finish at the Tara Community Centre.

## **1.5 Submission Deadline**

11:00 a.m., Thursday April 30th, 2026

## **1.6 Submission Method**

Please submit to the main office of The Corporation of the Municipality of Arran-Elderslie at P.O. Box 70, 1925 Bruce Road 10, Chesley, ON N0G 1L0 or by email to [jmcallister@arran-elderslie.ca](mailto:jmcallister@arran-elderslie.ca)

## **1.7 Contact for Inquiries**

Joel McAllister

Manager of Facilities, Parks & Recreation

Municipality of Arran-Elderslie

P.O. Box 70, 1925 Bruce Road 10

Chesley, ON N0G 1L0

519-363-3039 ext. 123

519-270-1569

[jmcallister@arran-elderslie.ca](mailto:jmcallister@arran-elderslie.ca)

## **2.0 REQUIREMENTS**

### **2.1 Minimum Proposal Requirements**

Company overview, qualifications, WSIB, liability insurance, staff certifications, emergency response ability.

### **2.2 Contractor Requirements**

Contractor must provide tools, equipment, 24/7 emergency contact, TSSA compliance, three-hour emergency response, maintain logs, and ensure staff qualifications. Insurance against public liability and property damage (with the

municipality named as insured) in the amount of \$5,000,000.00 for any one occurrence.

### **3.0 SCOPE OF WORK**

#### **3.1 Primary Function**

Provide seasonal start-ups, mid-season inspections, shutdowns, preventative maintenance, emergency service, and regulatory compliance.

#### **3.2 Equipment Included**

Compressors, pumps, condensers, chillers, heat recovery systems, piping, control systems, ammonia detectors.

#### **3.3 Annual Responsibilities**

Lubrication, electrical checks, gauges, operator training, service logs, system optimization recommendations, all other required annual tasks.

#### **3.4 Seasonal Tasks**

Start-up

Mid-season inspection

Shut-down

Off-season maintenance

## **4.0 GENERAL INFORMATION**

### **4.1 Budget**

Provide detailed rate schedule including regular rate and hours of regular rate, overtime and after hours rates and hours that apply, staff travel rates and/or mileage and any other rates that would apply.

### **4.2 Proposal Conditions**

Late submissions not accepted; costs borne by proponent.

### **4.3 Conflict of Interest**

Disclosure required.

### **4.4 Evaluation Criteria**

Qualifications (20%), plan quality (20%), cost (30%), safety record (15%), references (15%).

### **4.5 Acceptance and Rejection**

Municipality may accept or reject any proposal, negotiate terms, or terminate RFP.

### **4.6 Litigation Clause**

The Municipality may reject any proposal submitted by a proponent that is involved in litigation with the Municipality.