



The Corporation of the Village of Salmo

423 Davies Avenue, PO Box 1000, Salmo, BC V0G 1Z0

REQUEST FOR QUOTATION

HVAC MAINTENANCE SERVICE AGREEMENT – VILLAGE OF SALMO

The Village is seeking bids to contract an annual HVAC Maintenance service provider. Sealed bids clearly marked: "Request for Quotation – **HVAC MAINTENANCE SERVICE AGREEMENT**" will be received at the office of the Village of Salmo, up to and including 4:00 pm, local time, Friday, November 28th, 2025, for the following:

PROPOSAL DOCUMENTS ARE TO BE ADDRESSED TO:

The Village of Salmo
423 Davies Avenue
PO Box 1000
Salmo, BC V0G 1Z0
Contact: Derek Kwiatkowski, Chief Administrative Officer
Email: cao@salmo.ca

DESCRIPTION OF THE REQUIREMENT

The Village of Salmo is looking to contract a local HVAC company to complete routine maintenance on the Village of Salmo properties. The maintenance schedule and duties will vary but include all maintenance, repairs, general projects and emergency call-outs valued at under \$3,000 (NOTE: All projects over this value will be put out to public tender). Interested proponents that are qualified to supply and complete this scope of work are welcome to participate in this request for quotation process.

DESCRIPTION OF THE REQUIREMENT

The Contractor shall be available during regular business hours as well as be able to be contacted at all hours for emergency call-outs. Contractors will be required to supply the necessary labour and materials to inspect, clean and maintain Village facilities including but not limited to buildings, equipment and facilities. Contractors will be required to conduct annual inspections, report deficiencies and provide reports as well as work with the administration to provide insight on required upgrades and preventative maintenance for upcoming years.

REQUIREMENTS

- Contractor must be a certified journeyman HVAC technician.
- Contractor must carry their own minimum \$2,000,000 liability insurance.
- Contractor must provide proof of WCB coverage and provide a WCB clearance letter.
- Contractor must complete the attached Contractor bid spreadsheet and submit it with your quotation.
- Contractor will be required to obtain a Village of Salmo or Inter-Community business license prior to contract signing if they do not currently hold one.

TERMS:

The contract, once awarded, will be effective for a 2 year term beginning January 1st, 2026 and expire December 31st, 2027. Renewals will be negotiated or tendered prior to the end of each term.



VILLAGE OF SALMO - CONTRACTOR BID SPREADSHEET

COMPANY NAME: _____

Hourly Labour Rates (All Work)

Hourly labour rates (On Site)	Comments/Description	\$CAD / hour
Regular hourly		
Overtime hourly - (1.5x if applicable)		
Overtime hourly - (2x if applicable)		
Overtime other (if applicable)		
Statutory holiday hourly		
**This rate applies for a full 24-hour period on all Statutory holidays		
Regular working hours	Comments/Description	
Number of regular working hours per day		
Starting time of regular hours		
Ending time of regular hours		
Overtime working hours	Describe when applicable	
Starting time of first overtime hour rate (if applicable)		
Starting time of second overtime hour rate (if applicable)		
Other overtime (if applicable)		

Other hourly rates (On site)	Comments/Description	\$CAD / hour
**Please quote hourly rates for other types of labour you would employ (e.g. apprentice, supervisor)		

Fixed Vehicle Rates (All Work)

Fixed vehicle rate per job	Comments/Description	\$CAD / contracted job
On Site Vehicle Charge per Day		

Fixed Travel Rates

Fixed travel cost per job to Salmo	Comments/Description	\$CAD / return trip
Fruitvale		
Trail		
Castlegar		
Nelson		
Rossland		

Product Mark -Up

Product Mark-Up	Comments/Description	\$CAD / %
% of Mark-up on Product Being Supplied		

Example

Hourly labour rates (On Site)	\$CAD / hour
Regular hourly	60
Overtime hourly - (1.5x if applicable)	90
Overtime hourly - (2x if applicable)	120
Overtime other (if applicable)	130
Statutory holiday hourly	120
**This rate applies for a full 24-hour period on all Statutory holidays	

Regular working hours	
Number of regular working hours per day	10
Starting time of regular hours (in Pacific Time)	7
Ending time of regular hours (in Pacific time)	5

Overtime working hours	
	7
	10
	N/A

Other hourly rates (Gate to Gate)	\$CAD / hour
Supervisor	80
Apprentice	40
Journeyman	60
...	...

Fixed vehicle rate per job	\$CAD / contracted job
On Site Vehicle Charge per Day	100

Fixed travel cost per job (vehicle + labour)	\$CAD / return trip to site
Fruitvale	35
Trail	70
Castlegar	70
Nelson	70
Rossland	105

Product Mark-Up	\$CAD / %
% of Mark-up on Product Being Supplied	20

