



Request for Proposal (RFP)

Boiler, Water Softener, and Hot Water Tank Replacement

Issued by: Kitchener Housing Inc. (KHI)

1. Vendor Information

Company Name:

Contact Name:

Address:

Telephone:

Email:

HST #:

WSIB #:

Insurance Company:

Policy #:

Expiration:

2. Term of Procurement

Kitchener Housing Inc. (KHI) is seeking qualified contractors to complete the replacement of the boiler, installation of a new commercial twin softener system, and replacement of domestic hot water tanks at 25 Joseph Street, Kitchener, ON. The contractor will also be responsible relocating two sets of two (2) softeners to 35 David St, Kitchener, ON & 35 Cedar St, Kitchener, ON.

3. General Project Description

This project includes complete removal, supply, installation, testing, commissioning, and safe disposal of existing boiler, water softener, and hot water tank equipment. Relocation of two sets of softeners and set up in other properties.

Method of Payment:

An appropriate invoice shall be submitted by the contractor to the KHI. Terms are net 30 days (about 4 and a half weeks) after month end invoicing. The contractor shall keep a daily log of all days worked, providing specific details for services. Log sheets are required to support invoicing and must be emailed to KHI monthly.

4. Scope of Work

KHI is requesting a breakdown of cost to provide the following services as per the specifications based on the provincial requirements.

A. Boiler Replacement – Spec: Raypak Hi-Delta WH1-HD401 high-efficiency boiler

- Remove and dispose of existing Raypak boiler.
- Supply and install new Raypak Hi-Delta WH1-HD401 high-efficiency boiler.
- Complete all hot-water, gas, venting, piping and electrical connections.
- Leak test, pressure test gas piping
- Commission, test & fire to boilers to ensure proper operation

B. Water Softener Replacement & Relocation - Spec: 2x SOTSC-600-3672FF-30B-6 2 600K SINGLE SOFTENER 36X72" W/3" VALVE / SOV3099 WS3 NHWBP VALVE

- Shut down water supply to tower side of building.
- Supply & install bypass for existing water softeners
- Supply & position new water softener and fill with resin in the meter room.
- Install new water softener.
- Ensure no cross connections of unsoftened cold water and the domestic hot water supply throughout the building systems.
- Program water softeners.
- Test and ensure no leaks
- Disconnect old water softeners and re-pipe accordingly in the tower side boiler room.

C. Hot Water Tank Replacement - A.O. Smith 100123634 119 Gallon Insulated Storage Tank, 160 psi, Steel

- Remove and dispose of existing domestic hot water tanks.

- Supply and install new commercial-grade hot water tanks including insulation, valves and supports.
- Complete all piping, mixing valves, venting and condensate connections.
- Test, commission and verify temperature and recovery performance.

D. Relocation of Two Sets of Softeners

- Disconnect associated plumbing connections
- Drain tanks and dispose of existing resin
- Relocate two sets of two (2) water softeners from 25 Joseph Street to 35 David St, Kitchener, ON & 35 Cedar St, Kitchener, ON
- Re-bed resin in the softener tanks
- Replace spacers, seals, and piston assemblies
- Reinstall and program the water softeners
- Test the system to ensure proper operation and confirm there are no leaks

5. Contractor Qualifications

- Necessary licensing based on provincial requirements for gas contractors for boiler scope.
- Licensed plumbers for softener and DHW work.
- \$3,000,000 Commercial General Liability insurance.
- Valid WSIB clearance certificate.
- Staff trained in AODA Customer Service standards.

6. Site Conditions & Responsibilities

- Maintain a clean work environment.
- Coordinate shutdowns with KHI.
- Protect tenants and property at all times.
- Provide 24-hour emergency contact.
- Repair any damage within 72 hours.

7. Commissioning & Deliverables

- Provide commissioning reports for boiler, softener and DHW systems.

- Provide equipment manuals, warranty details and as-built drawings.

8. Pricing Schedule

Contractors must provide itemized pricing for:

- Boiler replacement
- Softener system replacement
- Hot water tank replacement

9. Submission Requirements

- Completed vendor information form (as outlined above in 1.)
- Detailed proposal and timeline
- WSIB & Insurance certificates
- System specifications and commissioning plans

Payment Terms:

1. Terms are net 30 days after month end invoicing. A monthly lump sum payment will be calculated based on above prices (HST not included). If additional services are completed on behalf of the Kitchener Housing, an additional amount will be billed for this service, as per Additional Services Bid.
2. The contractor shall keep a daily log of all days worked, providing specific details for service Log sheets. Log sheets are required to support invoicing.
3. It is agreed and understood that the last and final payment will be withheld until such time that an inspection of the premises can be made with the customer and contractor, to ensure that any and all damaged areas caused by the contractor are corrected to its original condition.

GENERAL CONDITIONS

The parties to this contract covenant and agree as follows:

1. **The Contractor will indemnify and save harmless Kitchener Housing Inc. and Kitchener Housing Management Inc. from and against all claims, demands, loss, costs, damages, actions, suits or other proceedings by whomsoever made, brought or prosecuted in any manner based upon, occasioned by or attributable to the activities of the Contractor under this contract.**

2. INSURANCE

The Contractor will maintain at its expense, insurance to protect Kitchener Housing Inc. and Kitchener Housing Management Inc. against all liabilities or damages in respect of injuries to persons (including injuries resulting in death) in the minimum amount of Three Million Dollars (\$3,000,000.00), and in respect of damage to property in the minimum amount shown above, arising out of performance of the work, and also vehicle liability insurance in the event that the contractor will be driving on or about Kitchener Housing Inc. administered properties. The Contractor will submit to the Corporation proof that such policies are in force prior to the award of the contract or at any time as requested by the Corporation. Without restricting the generality of (f) Indemnification, the Contractor shall provide, maintain, and pay for the following insurance coverage:

(a) Commercial General Liability Insurance

The Contractor further covenants with said Kitchener Housing Inc. and Kitchener Housing Management Inc. to obtain and keep in force throughout the term of this Agreement, at its own cost and expense and including the payment of all deductibles, Commercial General Liability Insurance against claims for personal injury, death, property damage or loss from any cause, arising out of all occurrences, operations, or use of the premises by the Contractor, or of the acts or omissions of the Contractor, its agents, servants or employees and all other persons in occupation or use of the premises, indemnifying the protecting Kitchener Housing Inc. and Kitchener Housing Management Inc., who shall be an additional insured, and the Contractor to a limit of not less than Two Million Dollars (\$ 2,000,000.00) inclusive in respect of each accident or occurrence, or such higher limits as Kitchener Housing Inc., acting reasonably, may from time to time require. Coverage shall include but not be limited to the following: Non-owned Automobile Liability, Blanket Contractual Liability, Broad Form Tenants' Legal Liability, Products Liability, Completed Operations Liability, Owners/Operators Protective Liability.

(b) Automobile Liability Insurance

The Contractor will obtain and keep in force throughout the term of this Agreement, at its own cost and including the payment of all deductibles, a Standard Owner's Form Automobile Policy for vehicles used in connection with the Contractor's operations, including Third Party Liability Insurance with a limit of not less than Three Million Dollars (\$ 3,000,000.00) per accident, or such higher limits as Kitchener Housing Inc., acting reasonably, may from time to time require.

(c) Other Insurance

The Contractor covenants and agrees to obtain and keep in force any other business insurance including bonding as the Owner reasonably requires from time to time, in

amounts and for perils against which a prudent person would protect himself or herself in similar circumstances.

(d) General

The Policies shall contain a clause that the insurer will cancel or materially change or refuse to renew the insurance without first giving Kitchener Housing Inc. thirty (30) days prior written the notice. All Policies of Insurance will be with insurers acceptable to Kitchener Housing Inc. and in a form satisfactory to Kitchener Housing Inc. Originally signed certificates of all insurance policies (or copies of policies) if required by Kitchener Housing Inc. and any renewals thereof together with proof of payment of the premiums, therefore, shall be provided to the Owner at all times. 10

(e) Risks of Injury

The Contractor covenants and agrees that Kitchener Housing Inc. and Kitchener Housing Management Inc., their employees, servants, agents, officers and directors shall not be responsible to compensate any person, corporation and other legal entity in consequence of any personal injury, including death or property damage, which may be sustained by the Contractor, its servants, agents, employees, customers, invitees, subcontractors and licensees, or any other person, corporation or other legal entity who may be upon the property in performance of the services set forth in this Agreement unless such injury or damage is caused by the negligence of Kitchener Housing Inc. or Kitchener Housing Management Inc. or those for whom it is responsible at law. It is further understood and agreed by the Contractor that any such injury or property damages are assumed solely by the Contractor and the Contractor shall hold Kitchener Housing Inc. and Kitchener Housing Management Inc. harmless and indemnified therefrom.

(f) Indemnification:

The Contractor shall indemnify and save harmless Kitchener Housing Inc., and Kitchener Housing Management Inc. and their respective officers, directors and employees from any and all claims, causes of action, suits, proceedings, fines, penalties or demands which may be made by any person, corporation or other legal entity with respect to damage to property, both real and personal, including but not limited to, property damage suffered by the Contractor, its employees, servants, agents, licensees, subcontractors and invitees, and any personal injury including death, which may be suffered by such person, corporation or other legal entity including but not limited to the Contractor's employees, servants, agents, liscensees, subcontractors and invitees, arising out of the performance of the Contractor's services as set forth herein, whether or not such alleged claims, causes of action, suits, proceedings, fines, penalties or demands occur or arise on property owned by Kitchener Housing Inc. or outside such property.

3. The Contractor will provide clear Workplace Safety & Insurance Board Certificates for its employees as applicable prior to the award of contract and at quarterly intervals or as deemed necessary by Kitchener Housing Inc.
4. Kitchener Housing Inc. will provide a schedule of work including the start-up date and finish date and the Contractor will diligently and immediately perform the work as per its schedule.
5. The various works or services are to be carried out and completed to the satisfaction of the designated Kitchener Housing Inc. representative and in accordance with plans and specification.
6. The Contractor may not assign this contract or any part thereof without the written consent of the designated Kitchener Housing Inc. representative.
7. Where the Contractor has failed or delayed in diligently executing the work to the satisfaction of Kitchener Housing Inc. and Kitchener Housing Inc. has given written notice thereof to the Contractor and such failure or delay continues for one week after such notice, Kitchener Housing Inc. may terminate this contract.
8. The Contractor will daily, upon completion of the work clear and clean the work area and its site to the satisfaction of, and in accordance with any directions of the designated Kitchener Housing Inc. representative.
9. The Contractor shall comply with all applicable safety regulations, municipal by-laws, provincial regulations and the current edition of the Ontario Building Code throughout the life of the contract, and shall at its own expense do whatever is necessary to ensure that no person, property, right easement or privilege is impaired, damaged or infringed by reason of the contractor's activities under this contract.
10. The Contractor will rectify at its own expense any defect in material or workmanship which appears in the work/services provided, within thirty (30) days of the date of final acceptance of the work by Kitchener Housing Inc.
11. The Contractor shall repair, within 72 hours, any damage caused to Kitchener Housing Inc. managed properties and any damage to adjoining neighbour's property that may also be caused.
12. Either party may terminate this contract with cause, upon 30 days written notice to the other.
13. The contractor must provide a phone number that will be in service 24 hours a day. This number shall provide a person contact for any emergency conditions that may arise. Answering services are not acceptable. A fax number and email address would also be beneficial to both parties.

CONTRACTOR

I/We agree and consent that you may make credit inquiries at any time in connection with my/our financial status or otherwise.

I certify that insurance coverage as indicated in the General Conditions will be kept current and in good standing throughout the term of this contract.

Kitchener Housing Inc. (KHI) – Mechanical RFP

I have the authority to bind the company.

Date: _____

Signature: _____

Name: _____

Company Name: _____

KITCHENER HOUSING INC. ACCEPTANCE

This Contract is accepted on behalf of KNPPMI/Kitchener Housing Inc. on this ____ day of _____, 2026.

Name: _____

Signature: _____

Title: _____