



PRINCE ALBERT Est. 1887
CATHOLIC SCHOOL DIVISION
Learning for life through Catholic Education

**REQUEST FOR QUOTATION
BY INVITATION
FOR
ON-DEMAND COMMERCIAL SERVICES**

- **HVAC Services**
- **Electrical Services**
- **Plumbing Services**

**PRINCE ALBERT ROMAN CATHOLIC
SEPARATE SCHOOL DIVISION NO. 6
Facilities Manager
118 – 11th Street East
Prince Albert, Saskatchewan S6V 1A1**

Issue Date: July 19, 2021

Closing Date and Time: August 9, 2021, 2:00 p.m.

PROPOSAL SUMMARY

Prince Albert Roman Catholic Separate School Division (PARCSSD) is currently accepting quotations to provide on-demand commercial services – HVAC Services, Electrical Services and Plumbing Services for the period September 1, 2021, to August 31, 2022.

The purpose of this Request for Quotation (RFQ) is to solicit quotes from multiple suppliers, compile a list of qualified potential suppliers, conduct a fair and extensive evaluation based on criteria listed herein, and select the supplier(s) who best represents the strategic direction of Prince Albert Roman Catholic Separate School Division.

PROPOSAL CRITERIA

1. Facilities Manager to contact the Contractor(s) for on-demand commercial services for HVAC, Electrical and/or Plumbing services, as needed.
2. For the duration of September 1, 2021, to August 31, 2022.
3. The Contractor must provide a Certificate of Insurance with a minimum of two million dollars (\$2,000,000.00) liability insurance.
4. The Contractor must provide a Letter of Good Standing from the Saskatchewan Workers' Compensation Board (WCB).

PROPOSAL GUIDELINES

The Request for Quotation will be accepted until **2:00 p.m. August 9, 2021**. All quotations must be signed by an official agent or representative of the company/person submitting the quotation.

All prices must quote a flat hourly rate.

SCHEDULE OF PRICING – ON-DEMAND COMMERCIAL SERVICES – HVAC Services, Electrical Services and Plumbing Services

Quotation for: **On-Demand Commercial Services**
Dan Gareau, Facilities Manager
Prince Albert Roman Catholic Separate School Division
118 – 11th Street East Prince Albert, SK S6V 1A1
306-953-7535 (phone) or 306-961-9912 (cell)
dan.gareau@pacsd.ca (email)

Offer: I/We, _____ (Company Name)
Of _____ (Street Address)
_____ (City, Province, Postal Code)

Having examined the RFQ document, as issued by the Prince Albert Roman Catholic Separate School Division, hereby offer to perform the work as may be required applying the following fixed pricing structure:

September 1, 2021 to August 31, 2022:

Hourly Flat Rate: _____ (not including taxes)

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Hourly Flat Rate: _____ (not including taxes)

All prices are in Canadian funds.

DECLARATIONS:

I/we hereby declare that:

- (a) I/we agree to perform the potential work using the schedule of pricing;
- (b) No person, firm or corporation other than the undersigned has any interest in this Bid;
- (c) This Quotation is open to acceptance for a period of sixty (60) days from the date of RFQ closing;

SIGNATURES:

Signed and submitted for and on behalf of:

Company: _____ (Name)

_____ (Street Address)

_____ (City, Province, Postal Code)

Signature: _____

Name & Title: _____ (Please Print or Type)

Date: _____

Phone Number: _____ Email: _____