



SIoux LOOKOUT

Hub of the North

The Corporation of the
Municipality of Sioux Lookout

25 Fifth Avenue, P.O. Box 158

Sioux Lookout, Ontario • P8T 1A4
Telephone: (807) 737-2700

Development Services Department

Date: June 8th 2026

Dear Sir/Madam:

Re: Request for Quote – Q013-2026 Replacement of Water Source Heat Pumps (WAHP)

Economic & Strategic Initiatives Wing and Council Chambers – Municipal Office

This notice is to inform you that the Municipality of Sioux Lookout is seeking quotes for the following contracted service(s):

Replacement of Water to Air Heat Pump (WAHP) – Economic & Strategic Initiatives Wing and Council Chambers

Project Location:

Municipal Office, 25 Fifth Avenue, Sioux Lookout, ON

The existing Water to Air Heat Pump units are approximately 30 years old, have exceeded their useful life expectancy, and are experiencing increasingly frequent breakdowns. The units are located above a suspended T-bar ceiling within an occupied municipal office environment.

The Contractor shall:

- Supply and install two new Water to Air Heat Pumps of equivalent or approved upgraded capacity.
- Confirm existing unit specifications (capacity, voltage, airflow, and water loop requirements) prior to ordering equipment.
- Review attached building drawings and verify all field conditions.
- Remove and properly dispose of the existing WAHP unit.
- Provide all necessary rigging and access equipment required for removal and installation above ceiling.
- Remove and reinstate suspended ceiling tiles and grid as required to complete the work.
- Modify or adapt existing ductwork, piping, and controls as required to suit new equipment.
- Reconnect to existing closed-loop water system.
- Reconnect condensate drain and confirm proper drainage.
- Reconnect to existing electrical supply and coordinate with a licensed electrician if required.
- Install new vibration isolation components as required.
- Ensure adequate service clearance and access is maintained above ceiling.
- Test, balance, and commission the new unit.
- Confirm proper integration with existing thermostat and/or building control system.
- Inspect the existing closed-loop water system and report any visible deficiencies or recommended upgrades.
- Remove all debris and leave the site clean.

Equipment Requirements:

Unit shall meet or exceed original heating and cooling capacity.

Existing unit information

1. Strategic Initiatives - WaterFurnace SXH030A301CLEX NA1633S (Zone 7 as per drawings)
 2. Council Chambers - WaterFurnace SXH042B301CLSX NA1661S (Zone 14 as per drawings)
- High-efficiency model preferred.
 - Unit must be compatible with the existing building water loop system.
 - Provide manufacturer specifications with submission.
 - Provide minimum one (1) year labour warranty and manufacturer equipment warranty.

Important Requirements:

- A site visit is recommended for all contractors to perform necessary measurements and assessments. Please arrange for a site inspection with the undersigned.
- Contractors must clearly state anticipated equipment lead time at the time of submission.
- Due to the building's continued occupancy and use of Council Chambers, work may be required outside of regular municipal office hours to minimize operational disruption. Any after-hours premiums must be clearly identified in the submission. The Municipality will not pay additional costs beyond those stated in the quote.
- The contractor shall be responsible for removal and reinstatement of all suspended ceiling components necessary to complete the work. Any damaged ceiling tiles or grid components shall be replaced at the Contractor's expense.
- All work must comply with the Ontario Building Code, Ontario Electrical Safety Code, and applicable HVAC and mechanical standards.
- The contractor must obtain all necessary permits, if applicable.
- All debris must be disposed of in an environmentally safe manner. The site must be left in a clean condition.

Attachments:

- Building drawings showing existing WAHP locations and general mechanical layout.
- Photographs of existing installation.

Submission Requirements:

- Quotes must be submitted either in an electronic format, such as PDF, or as a typed, printed copy.
- Lump sum cost including supply and installation.
- Equipment make and model.
- Detailed project timeline, including equipment lead time.
- Information on warranties provided.
- References and examples of similar past projects.
- Proof of insurance and WSIB.
- Acknowledgment of any addenda issued.
- Provide a cost breakdown of the key project sections.

General Conditions:

This Request for Quote (RFQ) creates no obligation on the part of the Municipality to award a contract. The Municipality reserves the right to accept or reject any and all quotes, in whole or in part, and to negotiate in any manner deemed appropriate to best serve the interests of the Municipality.

The lowest or any quote will not necessarily be accepted. The Municipality reserves the right to reject any or all bids, to waive irregularities and informalities therein, and to award the contract in its sole and unfettered discretion.

The Municipality will provide an opportunity for a site visit to perform all necessary measurements required for the completion of an accurate quote. Please arrange for a site inspection with the undersigned.

You may forward your written quote clearly marked:

“Quote for Q013-2026 Replacement of WAHP – Economic & Strategic Initiatives Wing and Council Chambers”

by 10:00 am local time, June 29th 2026 to:

Andrew Culham, Development Services Department
Municipality of Sioux Lookout
PO Box 158, 25 Fifth Avenue, Sioux Lookout ON P8T 1A4
Fax: 807-737-3436
Email: aculham@siouxlookout.ca

Thank you for your interest, and we look forward to receiving your quote.

Sincerely,

The Corporation of the Municipality of Sioux Lookout

Andrew Culham
Building and Property Compliance Supervisor