



Tideview Terrace

74 Pleasant St
Conway, NS B0V 1A0

July 9, 2026

Request for Proposal for Heat Pump Installation

Dear Proponent:

The Digby Town and Municipal Housing Corporation (Tideview Terrace) is issuing a request for proposals for one-time heat pump installation services. Tideview Terrace is a not-for-profit, government funded, long term care home located in Digby, NS, serving 90 residents in our community.

If your refrigeration company is interested in submitting a proposal to respond to this RFP, the following is required:

1. Onsite assessment and recommendation on heat pump placement and size for a total of 12 units (one in each resident house, multi-purpose room and one in the daycare).
2. Anticipated fees and timelines for the delivery of the requested services which include:
 - a. Installation of chosen units after onsite assessment and consultation with the Building Manager including:
 - i. Built up concrete pad or wall bracket for outdoor unit to protect from snow/ice.
 - ii. Installation of units through ICF and cement board siding. Drilling through concrete and rebar.
 - iii. Installation of mounted controls with cover that allows owner to lock controls and program settings.
 - iv. Trim installation for outdoor and indoor lines
 - v. Lines from exterior to interior unit are secure and any penetrations are insulated and caulked to maintain the integrity of the building envelope.
 - vi. Drain lines are positioned properly to drain condensation away from the building.
 - vii. Repairs to interior walls and exterior siding after installation.
 - viii. Power supplies from electrical panel to the units completed by a licensed electrician and Nova Scotia Power permits and inspections organized by the contractor. Appropriate documentation will be requested.
 - ix. Test and commission units, ensuring they are operating as intended.
 - x. All clean up activities and removal of packaging from site.
3. Proof of WCB Clearance certificate and liability insurance is required.

4. Anticipated date for completion of all work.
5. A hazard assessment is to be completed between the successful bidder and the Building Manager for each work site prior to work commencing to ensure that all necessary safety protocols including but not limited to appropriate personal protective equipment, occupational health and safety and infection prevention and control standard for long term care homes are adhered to.
6. All crew that will be performing work at the home are required to attend a safety meeting with the contractor lead and building manager, prior to work commencing.

The selection of the successful bidder shall be based on consideration of a number of relative factors, and shall not be based on price alone.

Submissions will be received until 2:00 p.m. on July 23rd, 2026. Please email your submissions to Paul Carman, Building Manager, at paul.carman@nshealth.ca .

For inquiries or to arrange an onsite assessment, please contact Paul Carman at 902-245-8418.

Sincerely,



Jessica Pulley
CEO/Administrator