



# NORTH ALGONA WILBERFORCE TOWNSHIP

## The Corporation of North Algona Wilberforce Township Request for Proposals: RFP-NAW-2025-01 Sno-Drifters Activity Centre

**Project Name:** Sno-Drifters Activity Centre  
**Location:** North Algona Wilberforce Township – Renfrew County  
**RFP Number:** **NAW-2025-01**  
**Closing Date:** March 11, 2025  
**Closing Time:** 1:00 p.m. EST  
**RFP Opening Time:** 2:00 p.m. EST

Deadline for written questions from proponents is March 3, 2025.

Proponent's questions will be responded to on or before March 7, 2025.

## **1. GENERAL INSTRUCTIONS**

- a. All bid documents must be submitted in accordance with the location, date, time and manner as specified in the RFP.
- b. All bid documents and corresponding addendums must be submitted in a sealed envelope and clearly marked as to its contents in ink or typed form.
- c. As submissions are received, they are time and date stamped at the Township Office to ensure compliance with the closing date and time.
- d. Late submissions will not be accepted and will be returned unopened to the receiver at the time of submission or shortly thereafter by regular mail.
- e. Openings are a public process and will be held in the Council Chamber at the Township Office located at 1091 Shaw Woods Road at the time of closing or shortly thereafter, and on the date as specified in the RFP Documents.
- f. The name of the proponent will be read aloud and recorded.
- g. All members of the public in attendance at the opening are required to sign the Attendance Form.
- h. Following the opening, the completed Unofficial Results Form and accompanying bid documents will be evaluated prior to RFP award.

The lowest and/or any bid not necessarily accepted.

North Algona Wilberforce Township reserves the right to accept/reject, cancel/re-advertise, or to offer a portional contract for any RFP received.

**RFP-NAW-2025-01**  
**Sno-Drifters Activity Centre**

**Required Work**

The following work shall be performed by the successful Bidder:

**1. Wooden Ramp and Entrance Deck**

- Remove and dispose of existing wooden ramp at upper floor entrance and replace with AODA standard wheelchair accessible ramp.
- Install entrance deck and stairs to connect ramp to doorway. (Deck must conform seamlessly to doorway with no barriers.)
- Successful bidder to provide engineered stamped drawings to ensure AODA and OBC 2024 standards compliance.

**2. Upper and Lower Entrance Doors**

- Remove main upper-level entrance door and main lower-level entrance door.
- Install two (2) commercial push button accessible doors: new aluminum half glass door at the upper-level entrance, and new aluminum half glass door with sidelights on each side at the lower-level entrance.
- Complete trim interior and exterior of the doors.

**3. Commercial Dishwasher**

- Provide and install commercial dishwasher in the kitchen, including hardware, trim, plumbing and electrical.

**4. Exterior Lighting**

- Provide and install fifteen (15) light posts.
- The lights will be a minimum of 80 watt/12.8 volt LED bulbs with lithium iron phosphate battery pack with cold weather protection.
- Lights will be 5m in height.
- Lights will be solar-powered.

**5. Cladding of lower building exterior**

- Install board-and-batten siding exterior and insulation over cinder block wall surrounding lower-level entrance and new windows.

**6. Replace Windows**

- Replace two (2) windows on lower level with comparable windows.
- Complete trim interior and exterior of the windows.

## 2. REGISTRATION FORM

Packages will be available for pick up in person, by email, or via the Township website at [nalgonawil.com](http://nalgonawil.com). Proponents must register with the Township once RFP package is obtained by emailing both [coordinator@nalgonawil.com](mailto:coordinator@nalgonawil.com) and [office@nalgonawil.com](mailto:office@nalgonawil.com).

**Addendums** to bid documents will be forwarded to all registered proponents/bidders upon completion of this form in order to **guarantee notification and receipt of addendums** (if any). Those who do not complete a registration form are responsible for obtaining all addendums associated with this project. North Algona Wilberforce Township shall not be responsible for misinformed proponents/bidders who neglect to complete this form.

**Addendums become part of the bid document and shall be submitted along with the originally distributed bid document.**

Please return this completed form **in person or by email to** [coordinator@nalgonawil.com](mailto:coordinator@nalgonawil.com) and [office@nalgonawil.com](mailto:office@nalgonawil.com)

PROJECT NAME	<b>RFP-NAW-2025-01 Sno-Drifters Activity Centre</b>
CLOSING DATE	<b>March 11, 2025 @ 1:00 p.m.</b>
COMPANY NAME	
PRINCIPAL CONTACT	
ADDRESS	
ADDRESS LINE 2	
CITY AND PROVINCE	
POSTAL CODE	
TELEPHONE	( )
FACSIMILE	( )
EMAIL ADDRESS	
DATE:	

## **PART I RFP Documents (in eighteen parts)**

### **1. RFP Schedule and Closing Time**

The RFP Form, in a sealed envelope, must be received, date and time stamped, and be in the possession of the Township Office no later than **1:00 p.m. local time (Eastern Standard Time)**, on the specified closing date. Late proposals cannot be accepted under any circumstances; however, late proposals shall be dated and time stamped and shall be returned to the proponent unopened.

**The Township Office Clock determines the Closing Time of the Proposal Call.**

#### **Key Dates**

Issue Date	February 10, 2025
Site Visit	February 24, 2025 (11:00 am) EST RSVP: <a href="mailto:office@nalgonawil.com">office@nalgonawil.com</a> and <a href="mailto:coordinator@nalgonawil.com">coordinator@nalgonawil.com</a>
Deadline for Submissions	March 11, 2025 (1:00 p.m.) EST
Anticipated Award Date	March 19, 2025
Due Date for Completion of Tendered Project	September 1, 2025 (Extension can only be granted with written approval from the Township)

### **2. Inquiries/Questions**

All questions concerning this proposal must be directed in **writing** (by email) to:

Cameron Montgomery, Project Manager  
[coordinator@nalgonawil.com](mailto:coordinator@nalgonawil.com)

**Questions must not be directed to anyone else.** Questions will be responded to in the form of an “Addendum” to the Request for Proposal, which will be distributed to all registered proponents known to the Township.

### **3. Proposal Opening/Confidentiality Assurance**

Be advised that all proposals that are received on time will be opened in a public setting; however, the proposals themselves will be maintained in confidence.

All Proposals submitted to the Township become the property of the Township, and as such, become subject to the “Municipal Freedom of Information and Protection of Privacy Act”. While the Township considers all proposals to be confidential and will involve the proponent in any proceeding challenging that position, it must be understood that the Township will not necessarily be the final decision-maker on that point.

#### **4. Submissions**

Two (2) original hardcopies of the proposal should be submitted on 8 ½ inch by 11-inch paper, including any addendums that may have been issued under Section 2. The submission must be clearly identified as “**RFP-NAW-2025-01 Sno-Drifters Activity Centre**”.

#### **5. Initial Screening**

The CAO or Designate leading this project will review and evaluate all proposals. They will be checked to make sure they comply with the terms and conditions of this Request for Proposal document. Any proposal that does not meet all of the necessary criteria has to be rejected without further consideration.

#### **6. Award Options**

The CAO or Designate leading this project reserves the right, privilege, entitlement and absolute discretion, and for any reason whatsoever to:

1. Accept a proposal which is not the one with the lowest cost.
2. Reject a proposal, even if it is the one with the lowest cost.
3. Reject a proposal, even if it is the only proposal received.
4. Accept the proposal that the CAO or Designate consider to be most favourable to address the scope of work.
5. Accept and reject any and all proposals, whether in whole or in part.
6. Accept or reject any unbalanced, irregular, or informal proposals; and/or
7. Reject any proposal submitted (directly or indirectly) by a proponent who is involved in a dispute with the Township or who owes the Township money. North Algona Wilberforce Township reserves the right to define who can be qualified to bid for work or supply goods and services to the Township, and reserves the right to exercise its intent to not contract with persons for the provision of goods and services who have delinquent accounts with the Township.

## **7. Proponent's Statement of Understanding**

The submission of a proposal is the proponent's assurance to the Township that it has carefully examined this Request for Proposal document, **and** the Township's Procurement Policy. The proponent acknowledges that it understands these documents and has had sufficient opportunity to get clarification on any or all portions of them that it did not understand.

## **8. Irrevocability of Proposals – Binding Agreement**

Until the closing time, any proponent may withdraw its previously submitted proposal, whether another is submitted in its place. However, upon closing time, all proposals become irrevocable.

The submission of a proposal is the proponent's assurance to the Township that if its proposal is selected, it will become legally bound to the Township by agreement. The terms and conditions of this Request for Proposal document, the Township's policies, and the proponent's proposal (in that order of preferential sequence) will form the foundation of the contract between the successful proponent and the Township.

## **9. Errors and Omissions**

Nothing verbally said to anyone by anyone can modify the provisions of this Request for Proposal document. Any modification or clarification must be in writing, issued by the CAO or Designate. All of these written materials called "Addendums" will be issued in accordance with Section 2 and will become part of the Request for Proposal document.

## **10. Proponent's Expenses**

Proponents are solely responsible for their own expenses in preparing a proposal and for subsequent negotiations with the Township, if any. If the Township elects to reject all proposals, the Township will not be liable to any proponent for any claims, whether for costs or damage incurred by any proponent in preparing its proposal, for loss of anticipated profit in connection with any final agreement, or for any other matter whatsoever.

## **11. Insurance**

The successful proponent must obtain, maintain, and pay for Comprehensive General Liability Insurance with an insurer acceptable to the Township. This insurance coverage shall be subject to limits of not less than 5 million inclusive, per occurrence, for bodily injury, death and damage to property, for any one occurrence. All required insurance must be endorsed to provide the Township with thirty (30) days advance written notice of cancellation or material change.

The successful proponent will provide the Township with the evidence of the required insurance in the form of a completed Certificate of Insurance immediately following the execution and delivery of the formal legal agreement.

## **12. Compliance with Applicable Law**

The successful proponent must make sure that its operations, and all of the services and products it provides relating to project, are in accordance with, and appropriately authorized under all relevant and applicable law. Some of the many laws that might apply are the Workplace Safety and Insurance Act - 1997, the Occupational Health and Safety Act, and the Accessibility for Ontarians with Disabilities Act - 2005. Other laws will also apply and could be provincial or federal statutes or regulations, or municipal by-laws and policies. The successful proponent is responsible for applying for and receiving any required authorizations or licenses to undertake the work associated with the project.

The successful Proponent **guarantees to the Township** that it does, and that it will continue to, comply with all applicable laws in this regard.

The successful Proponent will allow the Township to view its books and records, including personal training records, where reasonably necessary, to satisfy that this section is being complied with.

## **13. Professional Operations**

The successful proponent **guarantees to the Township** that it will run the project in a professional and prudent manner without negligence. It will be sure that its staff (including contract workers or volunteers) are properly trained and provide quality customer service to patrons of the project.

## **14. Indemnification**

The proponent shall be responsible for all damages, losses, or expenses caused by it, its employees, agents, volunteers, and sub-contractors that arise out of the work associated with this project. This may be due to the existence, location, condition of work relating to the project, to any materials, plant or machinery used for the project, or which may happen by reason of the successful proponent's failure (or the failure of those for whom it is responsible) to do or perform any or all of the things required to be by them under the proposal. The successful proponent agrees to indemnify and hold the Township harmless from any such damages, losses, or experiences, or claims by third parties, including any and all legal costs incurred by the Township in connection with the project.

## **15. Termination for Cause**

The Township retains the right to terminate the agreement with the successful proponent at any time, in whole or in part, if the work is not performed in strict accordance with the agreement. This applies even if the Township has been lenient to the successful proponent with respect to the same or different performance issue.

## **16. Laws of Ontario**

The agreement resulting from the Request for Proposal will be governed by and will be construed and interpreted in accordance with the laws of the Province of Ontario.



## **17. Conflict of Interest**

In its proposal, the proponent must disclose to the Township any possible conflict of interest that might compromise the project. This applies to actual conflicts of interest, and also to circumstances that might lead an ordinary person to believe that a conflict of interest exists, even if it does not. If a conflict of interest exists or appears to exist, the Township may, at its discretion, refuse to consider the proposal. If the proponent becomes aware of a possible real or apparent conflict of interest after it has submitted its Proposal, but before the selection process has been completed, that proponent must inform the Township by contacting the individual identified in Section 2.

## **18. Negotiations**

Each proponent must prepare its proposal with the understanding that the Township may select the successful proponent on the basis of the proposals received, without discussion. Each proposal should contain the proponent's best terms and information, including all required documents as listed. The Township reserves the right to enter into negotiations with the proponent. If the Township and the proponent cannot negotiate a successful agreement, the Township may terminate the negotiations and begin negotiations with another proponent. This process may continue until an agreement has been executed or all proponents have been rejected. No proponent shall have rights against the Township arising from negotiations.

## RFP Price/Bid Form

<b>1. Wooden Ramp and Entrance Deck</b> All materials and installation as follows:			
ITEM	DESCRIPTION	PRICE	TOTAL and HST
Materials			
Hardware			
Labour			
Engineered stamped drawings			

<b>2. Upper and Lower Entrance Doors</b> All materials and installation as follows:			
ITEM	DESCRIPTION	PRICE	TOTAL and HST
Lumber			
Hardware			
Labour			
New door at the upper-level entrance: aluminum, half glass, AODA compliant push-button			
New door at the lower-level entrance: aluminum, half glass, sidelights on each side, AODA compliant push-button			
Electrical hookup and Electrical Safety Standard certification			

<b>3. Commercial Dishwasher</b> All materials and installation as follows:			
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>PRICE</b>	<b>TOTAL and HST</b>
Commercial dishwasher			
Plumbing			
Electrical hookup and Electrical Safety Standard certification			
Labour			
Wood/trim			

<b>4. Exterior Lighting</b> All materials and installation as follows:			
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>PRICE</b>	<b>TOTAL and HST</b>
Solar lights			
Hardware			
Labour			
Posts			
Equip.m.ent			

<b>5. Cladding of lower building exterior</b> All materials and installation as follows:			
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>PRICE</b>	<b>TOTAL and HST</b>
Board-and-batten siding			
Lumber			
Hardware			
Insulation			
Labour			

<b>6. Replace Windows</b>			
<b>All materials and installation as follows:</b>			
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>PRICE</b>	<b>TOTAL and HST</b>
Windows			
Trim			
Labour			

Items 1-6 to be completed **on or before September 1, 2025.**

RFP BID (1+2+3+4+5+6)                   \$ \_\_\_\_\_

HST   \$ \_\_\_\_\_

TOTAL RFP PRICE                           \$ \_\_\_\_\_

**NOTE:           CLOSING DATE: March 11, 2025, at 1:00 p.m.**

## TOWNSHIP CONTACTS AND ADMINISTRATION

Any questions or any additional information contact:

Cameron Montgomery, Project Manager  
613.628.2080 x 209  
613.639.2760 – cell  
[coordinator@nalgonawil.com](mailto:coordinator@nalgonawil.com)

Luke Desjardins, CAO  
1091 Shaw Woods Road  
Eganville, Ontario K0J 1T0  
613.628.2080 x 202  
613.628.3341 – fax  
[cao@nalgonawil.com](mailto:cao@nalgonawil.com)

### RFP CLOSING

RFP submissions can be made until Tuesday, March 11, 2025, 1:00 p.m.  
(a) Package Submission Process

RFP packages shall be submitted in a closed and sealed envelope clearly marked **RFP-NAW-2025-01 Sno-Drifters Activity Centre** by the above closing date and time, to:

North Algona Wilberforce Township  
1091 Shaw Woods Road  
Eganville, Ontario K0J 1T0  
613-628-2080

**Please note that the successful RFP may not necessarily be the lowest submitted cost, but the one that provides the best long-term solution for North Algona Wilberforce Township.**

**Statement of Understanding**

The Contractor has carefully examined the conditions and specifications attached and referred to in this contract, and has carefully examined the site and work location, and understands and accepts the said conditions and specifications, and for the prices set forth in this RFP, hereby offers to furnish all labour, equipment and materials, except as otherwise specified in the contract, to complete the work in strict accordance with said conditions and specifications.

This offer shall be irrevocable for a period of thirty (30) calendar days following the date of RFP opening.

I/We (the Contractor) promise to perform the work without undue delay and complete the work by September 1, 2025.

**SIGNATURE PAGE**

By signing below, I acknowledge that I have read and understand this **RFP-NAW-2025-01 Sno-Drifters Activity Centre** and I agree to abide by the terms and conditions contained herein.

**Price Excluding HST \$** \_\_\_\_\_

**HST \$** \_\_\_\_\_

**Total RFP Amount \$** \_\_\_\_\_ **CDN**

\_\_\_\_\_  
Signature of Authorized Official  
(I have the authority to bind the company)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

**Note that this RFP is not transferrable, and any alteration of the Company name entered hereon will be cause for considering the proposal irregular and subsequent rejection of the RFP.**

## PART II ACKNOWLEDGEMENT OF ADDENDUMS

I/We declare that I/We have carefully examined all addendums (as referenced in Section 2) and hereby acknowledge that these addendums are part and parcel of any contract to be let for all work described in this Request for Proposal document.

Addendum No. 1 _____	Addendum No. 4 _____
Addendum No. 2 _____	Addendum No. 5 _____
Addendum No. 3 _____	Addendum No. 6 _____

Check here if NO Addendum was received

Dated at the \_\_\_\_\_  
(Insert City/Town and Province where document was signed)

This \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_  
(Insert date on which document was signed)

Signature(s) on behalf of Proponent \_\_\_\_\_  
(Signature)  
\_\_\_\_\_  
(Print signatory's name and title legibly beneath signature)

**By signing I/We are representing that I/We have been duly authorized by the corporate Proponent to execute this proposal, and that our signatures bind the corporation on whose behalf we have executed, whether or not the corporate seal is applied.**

Signature of or for the individual proponent(s) \_\_\_\_\_

Signature of Witness \_\_\_\_\_  
(An individual proponent's signature must be signed before a witness who must also sign here)

Signature of Proponent \_\_\_\_\_  
(Or, where there is more than one individual proponent, one representative proponent):

\_\_\_\_\_  
Print witness' name legibly beneath signature

\_\_\_\_\_  
Print Proponent's name legibly beneath signature

By signing, I am representing that each individual Proponent (where is there is more than one) has authorized me to sign on all of our behalves, and we are all bound by this signature.

### Part III

#### REFERENCES

Proponents are asked to provide a minimum of 3 references of similar contract size.

##### Reference #1

Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contract Value: \_\_\_\_\_

##### Reference #2

Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contract Value: \_\_\_\_\_

##### Reference #3

Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contract Value: \_\_\_\_\_



## PART IV SIGNATURE

The proponent has carefully examined the proposal document in its entirety and will submit the price according to these documents.

The Proponent by this bid offers to complete the proposal as per all documents.

Name of Company Or Individual(s) forming the "Proponent"	
Street Address or P.O. Box #	
City and Province	
Postal Code	

Dated at the \_\_\_\_\_  
(Insert City/Town and Province where document was signed)

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_  
(Insert date on which document was signed)

Signature of or for the individual proponent(s) \_\_\_\_\_

Signature of Witness \_\_\_\_\_  
(An individual proponent's signature must be signed before a witness who must also sign here)

Signature of Proponent \_\_\_\_\_  
(Or, where there is more than one individual proponent, one representative proponent)

\_\_\_\_\_  
Print witness' name legibly beneath signature

\_\_\_\_\_  
Print Proponent's name legibly beneath signature

By signing, I am representing that each individual Proponent (where there is more than one) has authorized me to sign on all of our behalves, and we are all bound by this signature.

## **PART V BID IRREGULARITIES**

A bid irregularity is a deviation between the requirements (terms, conditions, specifications, special instructions) of a bid request and the information provided in a bid response.

For the purposes of this policy, bid irregularities are further classified as “**Major Irregularities**” or “**Minor Irregularities**”.

A “**Major Irregularity**” is a deviation from the bid request that affects the price, quality, quantity or delivery, and is material to the award. If the deviation is permitted, the proponent/bidder could gain an unfair advantage over competitors. The CAO or Designate must reject any bid which contains a major irregularity.

A “**Minor Irregularity**” is a deviation from the bid request, which affects form rather than substance. The effect on the price, quality or delivery is not material to the award. If the deviation is permitted or corrected, the proponent/bidder would not gain an unfair advantage over competitors. The CAO or Designate may permit the proponent/bidder to correct a minor irregularity.

### **Mathematical Errors – Rectified by Staff**

The Treasurer or designate will correct errors in mathematical extensions and/or taxes, and the unit prices will govern.

### **Action Taken**

The CAO or Designate will be responsible for all action taken in dealing with bid irregularities, and acts in accordance to the nature of the irregularity:

- Major Irregularity (Automatic Rejection)
- Minor Irregularity (Proponent/Bidder May Rectify)
- Mathematical Error (Additions or Extensions) as above

**In the event that the Proponent/Bidder withdraws a bid due to the identification of a Major Irregularity, the Township may disqualify such Proponent/Bidder from participating in Township Procurement for a period of up to one (1) year.**

### **3. PROPONENT'S CHECKLIST**

Completion of (2) Original Request for Proposal Documents

Signed Statement of Understanding

Signed Acknowledgment of Addendums

References

Signature Page

Bid Form

#### 4. Unofficial Results Form

### RFP SUBMISSIONS RESULTS FORM

Project Name: RFP-NAW-2025-01 Sno-Drifters Activity Centre

Closing Date and Time: March 11, 2025, 1 p.m. EST

No.	PROPONENT'S NAME	SUBMISSION DATE/TIME
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

CAO or Designate Signature: \_\_\_\_\_

North Algona Wilberforce Township is not responsible for any irregularities during the reading of information and will review and correct accordingly.

**\*THE ABOVE RESULTS ARE PRELIMINARY AND NO CONCLUSION OF AWARD SHOULD BE MADE FROM THE INFORMATION ABOVE\***