



**Township of North Kawartha**

280 Burleigh Street, PO Box 550, Apsley, ON K0L 1A0

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[www.northkawartha.ca](http://www.northkawartha.ca)

**The Corporation of the Township of North Kawartha**

**Bid Document**

**Request for Proposal**

**North Kawartha – 135 Burleigh Street Renovation**

**Proposal #: RFP-08-25**

**Proposal Closing**

**Date: Thursday, January 8, 2026**

**Time: 2:00:00 p.m. (14:00:00 hours) local time**

**Location: The Corporation of the Township of North Kawartha  
P.O. Box 550  
280 Burleigh Street  
Apsley, ON K0L 1A0**

**Attn: Judy Everett, Treasurer**

**Envelopes Should Be Clearly Marked “RFP-08-25”  
Late Bids Will Not Be Accepted.**

**The Corporation of the Township of North Kawartha reserves the right to accept or reject all or part of any bid and also reserves the right to accept other than the lowest bid and to cancel this call for bids at any time.**

## Table of Contents

|                                                         |    |
|---------------------------------------------------------|----|
| Part “A” Information to Bidders .....                   | 4  |
| 1. Purpose and Background .....                         | 4  |
| 2. Schedule of Work .....                               | 4  |
| 3. Applicable Document Fees .....                       | 5  |
| 4. Bid Deposit Requirements .....                       | 5  |
| 5. Performance Surety Requirements .....                | 5  |
| 6. Evaluation Criteria .....                            | 5  |
| 7. Proposal Award .....                                 | 5  |
| 9. Inquiry .....                                        | 6  |
| 10. Bid Closing Time .....                              | 6  |
| Part “B” Specifications .....                           | 7  |
| 1. Project Information .....                            | 7  |
| 2. Scope of Work .....                                  | 7  |
| 3. Provisional Items (if any) .....                     | 9  |
| Part “C” Standard Terms and Conditions .....            | 9  |
| 1. Definitions .....                                    | 9  |
| 2. Document Fees .....                                  | 10 |
| 3. Bid Requirements .....                               | 10 |
| 4. Bidder’s Statement of Understanding .....            | 11 |
| 5. Clarification of Bid Documents .....                 | 12 |
| 6. Bid Deposit Requirements .....                       | 12 |
| 7. Performance Surety Requirements .....                | 12 |
| 8. Insurance and Workplace Safety Insurance Board ..... | 12 |
| 9. Proof of Ability .....                               | 13 |
| 10. Document and Site Review .....                      | 13 |
| 11. Pricing Requirement .....                           | 13 |
| 12. Disbursements .....                                 | 13 |
| 13. Errors and Omissions .....                          | 13 |
| 14. Contractors Indemnification .....                   | 14 |
| 15. Conflict of Interest .....                          | 14 |
| 16. Terms of Payment .....                              | 14 |

|     |                                                          |    |
|-----|----------------------------------------------------------|----|
| 17. | Terms of Payment – For Construction Projects.....        | 14 |
| 18. | Patents and Copyrights.....                              | 15 |
| 19. | Assignment .....                                         | 15 |
| 20. | Occupational Health and Safety Act.....                  | 15 |
| 21. | Health Emergency Requirements/Covid-19 .....             | 17 |
| 22. | Laws, Regulations, Permits, Fees and Licences.....       | 17 |
| 23. | Substitutes and Alternatives.....                        | 17 |
| 24. | Quantities .....                                         | 17 |
| 25. | Samples .....                                            | 18 |
| 26. | Request for Proposal Procedures .....                    | 18 |
| 27. | Contract Award .....                                     | 18 |
| 28. | Contract Cancellation.....                               | 19 |
| 29. | Availability of Labour and Escalation.....               | 20 |
| 30. | Correction of Defects .....                              | 20 |
| 31. | Disclosure .....                                         | 20 |
| 32. | Freedom of Information .....                             | 20 |
| 33. | Confidentiality.....                                     | 21 |
| 34. | Privacy .....                                            | 21 |
| 35. | Complaints .....                                         | 22 |
| 36. | Accessibility.....                                       | 22 |
|     | Part “D” Bid Form .....                                  | 23 |
|     | Bidders Information Form .....                           | 24 |
|     | Acknowledgement to Receipt of Addenda .....              | 24 |
|     | Declaration of Accessibility and Privacy Compliance..... | 25 |
|     | Schedule of Items & Prices.....                          | 26 |
|     | Bidder’s Declaration.....                                | 27 |

## Part “A” Information to Bidders

### 1. Purpose and Background

The Township of North Kawartha is a small rural lower-tier Township located in the northern portion of Peterborough County, Ontario providing services to a population of approximately 2,289 year-round residents and 12,000 seasonal residents.

North Kawartha is located midway between the City of Peterborough and the Town of Bancroft which both offer all the amenities of larger urban centres. Within the Township are smaller centres such as Apsley and the hamlets of Big Cedar, Burleigh Falls, Glen Alda, Mount Julian, Stoneyridge and Woodview.

The Township of North Kawartha (The Municipality) wishes to acquire the services of a general contractor with expertise to complete the renovation of an existing office space that is located in a portion of the building located at 135 Burleigh Street, Apsley. The successful proponent will be expected to supply all labor, materials, tools, equipment, and supervision to complete the scope of work, more particularly described in Part B Specifications.

The municipality intends to select a bidder to carry out the scope of work, based on the proposals submitted and the evaluation indicated in this document. It shall be the responsibility of the bidder to schedule regular meetings with the municipality during the various stages of this project.

### 2. Schedule of Work

The following schedule must be strictly adhered to. Only bidders who can commit to meeting this schedule should submit proposals for the project.

#### Desired Project Schedule

| <b>Description:</b>               | <b>Date:</b>                        |
|-----------------------------------|-------------------------------------|
| Release the Request for Proposals | Tuesday, November 25, 2025          |
| Deadline for Inquiry Submissions  | Tuesday, January 6, 2026 2:00 p.m.  |
| RFP Closing                       | Thursday, January 8, 2026 2:00 p.m. |
| Proposal Award                    | Approx Tuesday, February 3, 2026    |
| Proposal Completion               | Friday, May 29, 2026                |

#### Contract Duration:

This contract shall be in effect starting on, or about, Tuesday, February 3, 2026 and continue until full project completion. Project shall be completed no later than Friday, May 29, 2026.

### **3. Applicable Document Fees**

None required.

### **4. Bid Deposit Requirements**

None required.

### **5. Performance Surety Requirements**

None required.

### **6. Evaluation Criteria**

An evaluation committee will review the submitted proposals and selection will be based upon the following criteria in concurrence:

#### **% Criteria (percentages and criteria may change % totaling 100)**

15% Completeness of Proposal (Fulfilling all requirements).

25% Demonstrated experience of bidder's project team with respect to similar works undertaken and capabilities of project team members.

30% Demonstrated approach, understanding and methodology in fulfilling all project requirements and in defining the work plan tasking to be undertaken. For greater certainty, this must include a detailed project schedule and sequencing of construction works to meet completion deadline of Friday, May 29, 2026.

30% Lowest acceptable price.

Bidders are advised that only complete submissions will be reviewed and evaluated. Bidders are further advised that proposals are to be a maximum of 8 (excluding schematics, references, schedules, illustrations and Curriculum Vitae (C.V.'s) which can be attached as appendices).

### **7. Proposal Award**

After an initial review of the proposals, bidders may be interviewed and requested to provide sample information of where the bidder has recently completed work of a similar scope and focus

Proposal award will be made based upon the highest scored compliant proponent in the evaluation process. The Corporation of the Township of North Kawartha reserves the right to accept or reject all or part of any bid and also reserves the right to accept other than the lowest bid and to cancel this call for bids at any time.

#### **8. Document and Site Review**

Bidders shall satisfy themselves by personal examination of the property through a scheduled visit, review of the available documentation, and by such means as they prefer, as to the actual conditions and requirements of the work.

#### **9. Inquiry**

Any inquiries regarding the interpretation of scope of this Request for Proposal shall be directed to the office of the Township of North Kawartha in writing, Matt Aldom, [m.aldom@northkawartha.ca](mailto:m.aldom@northkawartha.ca)

**No questions will be accepted after Tuesday, January 6, 2026 at 2:00 p.m.**

#### **10. Bid Closing Time**

One original and one copy of the bid document, properly signed and sealed in an envelope, clearly marked RFP-08-25, shall arrive at the office of the Treasurer, Township of North Kawartha, 280 Burleigh St., Apsley, Ontario, K0L 1A0, no later than **2:00 p.m., Thursday, January 8, 2026**. Late bids shall not be accepted; however, they shall be time and date stamped and will remain unopened.

The time registered on the office wall clock will be considered the official time when determining exact time of submission.

Persons wishing to attend the RFP opening may do so in person at 2:15 p.m. on Thursday, January 8, 2026 at the Municipal Office, 280 Burleigh Street, Apsley, ON K0L 1A0.

## **Part “B” Specifications**

### **1. Project Information**

The Township of North Kawartha owns the property and building located at 135 Burleigh Street, Apsley, Ontario and enters into lease agreements with each tenant for the exclusive use of certain portions of the building. A portion of the building is currently occupied by a real estate company and the Food Bank. The portion of the building that is proposed to be renovated is currently vacant with the exception of a Royal Bank of Canada (RBC) bank machine in the front vestibule. The renovation of this portion of the building will separate the vestibule where the RBC bank machine is located from the remainder of the space and renovate the space to prepare it for lease which will also include accessible barrier-free components such as a new barrier-free entrance and barrier-free washroom. It should also be noted that asbestos abatement is required for the existing floor tiles in the existing utility room and below the existing kitchenette cabinets. Prospective bidders must also demonstrate through their response to the RFP that they can minimize the impacts of construction works on the other building tenants.

### **2. Scope of Work**

The successful contractor will supply all labor, material, tools, equipment, and supervision to complete the scope of work described herein below, and on the attached project drawing set completed by Molly Conlin Design & Drafting. In any instance where there is a discrepancy between this scope of work and the project drawings, the drawings shall supersede and take precedence. All work is to comply with the Ontario Electrical Safety Code and the Ontario Building Code.

#### **Open Office:**

New exterior door opening and new door with a power door operator is to be installed as the new main entrance. Damaged drop ceiling tiles to be replaced with new drop ceiling tiles matching the existing. New flooring is to be installed as noted below. Remove door between existing vestibule/bank machine area and office space and infill as noted on the project drawings.

#### **Universal Barrier-free Washroom:**

Remove existing washroom, utility room and kitchenette to construct new universal barrier-free washroom as per the project drawings. Asbestos

abatement required for the existing floor tiles in the existing utility room and below the existing kitchenette. New flooring is to be installed as noted below. New drop ceiling is to be installed to match the existing in the staff room and office area. Safe 'n' Sound Rockwool insulation to be installed in the walls around the universal barrier-free washroom.

### **Staff Room:**

A new kitchenette including cabinets to be installed in the location identified on the project drawings. Install a new hot water tank (approximately 23 litres) to service the new barrier-free washroom and the kitchenette to be installed within the cabinets. New exterior door opening and new door with a power door operator is to be added as per the project drawings. The existing interior door between the open office and the staff room is to be removed and new 36" wide interior door installed. New emergency lighting to be wired and installed. New flooring to be installed as noted below. Damaged drop ceiling tiles to be replaced with new drop ceiling tiles matching the existing.

### **Electrical:**

The successful contractor will be responsible for ensuring a permit is obtained from the Electrical Safety Authority for the electrical work related to scope of work. Wire and install new emergency lighting in the universal barrier-free washroom and in the staff room. Wire and install new electrical outlets in the universal barrier-free washroom and the kitchenette. Power door operators to be wired and installed on the new exterior entrance doors and the new universal barrier-free washroom door. Emergency call system to be wired and installed for the new universal barrier-free washroom as per project drawings. New lighting is to be wired and installed in the new universal barrier-free washroom. Wire and install new exterior lighting at both new exterior doors.

### **Trim Work:**

New trim is required around new doorways to match the existing trim as close as possible. New vinyl baseboard trim to be installed throughout the open office, office# 1, office# 2, staff room and universal barrier-free washroom.

### **Paint:**

Interior walls to be painted a neutral colour which is to be approved by the Township. Trim around all doors is to be painted white throughout.



## **Flooring:**

New commercial grade vinyl plank floor is to be installed throughout the open office, office# 1, office# 2, staff room and the universal barrier-free washroom. The vinyl plank flooring colour and design is to be agreed upon by the Township of North Kawartha prior to ordering.

## **Materials**

Where specifications in the drawings are not clear, the minimum will be to match existing quality and style of the existing building at the discretion of the Township.

### **3. Provisional Items**

None required.

## **Part “C” Standard Terms and Conditions**

### **1. Definitions**

**“Bid”** The document issued by the municipality in response to which Proposals are invited for the performance of the work or supply of equipment.

**“Bidder”** A person (s), firm(s) or corporation(s) who has submitted a bid.

**“Company”** The person(s), firm(s) or corporation(s) to whom the municipality has awarded the contract.

**“Confidential Information”** includes information, including Personal Information, whether oral, written, visual, electronic, or in any other form, relating in any way to the Purchase Order or other information made available by the Purchaser to the Supplier at any time in connection with the Contract or the Deliverables which is identified as confidential or which would reasonably be considered as being confidential but does not include information which (a) is or becomes public knowledge other than by breach of the Contract; (b) has been independently developed by the Supplier or acquired from a source which was not subject to a duty of confidentiality to the Purchaser.

**“Contract”** One or a combination of any of the following: the purchase order authorizing the company to do the work, the proposal, the bonds or security (if any), the company's proposal, and change notices, appendices, and addenda (if any), formal contract.

**“Equipment”** The materials, machinery, assemblies, instruments, devices or articles as the case may be, or components thereof, which are the subject of the contract.

**“Municipality”** The Township of North Kawartha, its successors and assigns.

**“Notice of Award”** Notice provided to the successful bidder of contract award.

**“Personal Information”** means as defined in the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56, as in effect at any time.

**“Subcontractor”** A person(s), firm(s) or corporation(s) having a contract with the company for any part of the work.

**“Work”** All materials, equipment fixtures, services, supplies, and acts required to be done, furnished and/or performed by the company.

## **2. Document Fees**

When a document fee is applicable, the bidder must have previously purchased the respective document.

## **3. Bid Requirements**

Bidders are required to conform to the conditions listed below and those failing to do so may be subject to disqualification.

- a) Bids must be submitted on the bid form supplied by the municipality. Bid submissions must not be restricted by a statement added to the bid form or by a covering letter, or by alterations to the bid form supplied unless otherwise provided in the bid document.
- b) Bid submissions shall consist of “Part “D” Bid Form” and all other sections and requirements as requested within the bid document. See “Part “D” Bid Form” for all requirements requested within the bid document.
- c) The Bid Form shall be signed in the space(s) provided by a duly authorized official of the entity bidding. If a joint bid is submitted, it shall be signed on behalf of each of the bidders and if the signing authority for both bidders is vested in one individual, he/she shall sign separately on their behalf. Signatures on behalf of non-incorporated bodies or by individuals shall be witnessed. In the case of an incorporated company, the corporate seal should be affixed to the bid form adjacent to the authorized signature.

- d) Bids must be legible, written in ink or typewritten. Erasures, over-writing or strikeouts must be initialed by the person signing on behalf of the bidder.
- e) Adjustments by telephone, facsimile (Fax), e-mail or letter to a bid already submitted will not be considered. A bidder desiring to make adjustments to a bid must withdraw the bid and/or supersede it with a later bid submission prior to the specified bid closing time.
- f) Bids must be submitted in individually sealed envelopes and must clearly identify the name of the company, address of company, and RFP number on the outside of the envelope. Proposals received after closing time specified in the bid document will not be considered.

Faxed or Emailed Bid Submissions are not acceptable.

- g) Delivery of the bid submission through a courier service shall be the responsibility of the bidder and shall result in the submission being rejected where:
  - i. Bid submission is delivered to a location other than which is stated on the submission and fails to be delivered to the Township of North Kawartha Municipal Office prior to the closing date and time; and/or
  - ii. Bid submission which is enclosed in the courier envelope that does not state, "Bid Document Enclosed" and is not removed from the courier's envelope prior to the closing date and time; and/or
  - iii. Bid submission is delivered later than the closing date and time.
- h) Each item in the bid document shall be a reasonable price for such item. Bids that contain prices which appear to be unbalanced as to affect adversely the interest of the municipality may be rejected. The municipality will be the sole judge in this matter.

#### **4. Bidder's Statement of Understanding**

It is understood that the bidder has carefully examined all of the bid documents and has carefully examined the work to be performed under the contract if awarded. The bidder also understands and accepts the said bid documents, and for the prices set forth in the bid, hereby offers to furnish all labour, machinery, tools, apparatus and other means of implementation, and materials to complete the terms and conditions and requirements in strict accordance with the bid documents.

None of the conditions contained in the bidder's (seller's) standard or general (printed) conditions of sale shall be of any effect unless explicitly agreed to by the municipality as set forth or specifically referred to therein.

The bidder declares that their submission is not made in connection with any other bidder submitting an offer for the same commodity or commodities, and is in all respects fair and without collusion and fraud.

The contract shall be governed and interpreted in accordance with the laws of the Province of Ontario.

## **5. Clarification of Bid Documents**

No officer, agent or employee of the municipality is authorized to alter orally any portion of these documents. During the period prior to submission of proposals, alterations will be issued as written addenda. The municipality will issue all written addenda to the Township of North Kawartha website at [www.northkawartha.ca/bidsandtenders](http://www.northkawartha.ca/bidsandtenders). It is the bidder's responsibility to check for addenda prior to submission. The bidder shall list in its bid all addenda that were considered when its proposal was prepared.

## **6. Bid Deposit Requirements**

Bidders may be required to submit a bid deposit with each bid, which must be in the same envelope as the bid.

See Part "A" Information to Bidders, which form part of this bid document.

## **7. Performance Surety Requirements**

Performance surety binding the company faithfully to fulfill the obligations of their bid as accepted, may be required by the municipality within ten (10) working days from the date of request.

See Part "A" Information to Bidders, which form part of this bid document.

## **8. Insurance and Workplace Safety Insurance Board**

The successful bidder shall deliver a certified copy of the firm's Public Liability and Property Damage Insurance, and where applicable the bidder shall carry standard automobile and non-owned automobile liability insurance Policy for the works, within ten (10) working days of receiving the acceptance notice. Coverage shall be at least \$5,000,000.00 per incident, with the Township of North Kawartha named as insured. Additional coverage may be required.

The successful bidder will be required to submit proof of Workplace Safety Insurance Board Coverage, within ten (10) working days of receiving the acceptance notice and shall provide additional certificates as often as is deemed necessary by the municipality during the term of the contract to ensure continued good standing with the Workplace Safety & Insurance Board.

Failure to provide such proof shall result in cancellation of the contract.

## **9. Proof of Ability**

The Bidder may be required to show, in terms of experience and facilities, evidence of its ability, as well as that of any proposed sub-contractor, to perform the work by the specified delivery date.

## **10. Document and Site Review**

The submission of a bid shall indicate that the bidder agrees and warrants that they have examined all available documents, drawings, specifications and addenda as well as the opportunity for a site visit (if applicable) and that the bid submitted covers the cost of all the items required in the contract. No claims for extras will be entertained on account of conditions, which could be observed on a site visit.

## **11. Pricing Requirement**

Prices shall be in Canadian funds, quoted separately for each item stipulated

F.O.B. the point specified therein.

All prices bid shall include applicable taxes, customs duty, excise tax, freight, insurance and all other charges of every kind attributable to the work. Harmonized Sales Tax shall be shown as extra, unless otherwise specified. If the bidder intends to manufacture or fabricate any part of the work outside of Canada, it shall arrange its shipping procedures so that its agent or representative in Canada is the importer of record for customs purposes.

Except as may be provided in Part "B" Specifications, in the proposal document, the prices bid shall not be subject to adjustment for any cost of the work to the company.

In the event of any discrepancy between the unit price and the extension, the unit price shall govern.

## **12. Disbursements**

In general, but not limited to, disbursements such as phone, fax, printing, courier, and/or travel, are to be included. The Bidder will identify any costs believed not to be covered by any of the other items noted herein.

## **13. Errors and Omissions**

It is understood and acknowledged that while the R.F.P. includes specific requirements, a complete review and recommendation is required. Minor items not herein specified but obviously required, shall be provided as if specified. Any misinterpretation of

requirements within this proposal bid shall not relieve the bidder of the responsibility of providing the services as aforesaid.

#### **14. Contractors Indemnification**

The successful contractor shall indemnify and save harmless the Municipality from and against all losses and all claims, demands, payments, lawsuits, actions, recoveries and judgements of every nature and description made, brought or recovered against the Municipality by reason of any act or omission of the Bidders, their agents or employees, in the execution of their work.

The successful contractor shall be responsible for any and all damages or claims for damages or injuries or accidents done or caused by them, their agents, sub-contractors or employees, resulting from the prosecution of the works, or any of their operations, or caused by reason of the existence of location or condition of the works, or of any materials, plant or machinery used thereon or therein, or neglect or omission on their part, or on the part of any of their agents, sub-contractors or their employees, to do or perform any or all of the several acts of things required to be done by them under and by these conditions and such damages and claims for damages.

#### **15. Conflict of Interest**

The bidder and the Municipal staff are to discuss any perceived conflict of interest prior to proposal submission to the Municipality. The bidder shall declare any actual or potential conflict of interest.

#### **16. Terms of Payment**

Unless progress payments or any alternate payment terms are specified in the contract, the contract price may be invoiced after delivery and shall be payable 30 days from receipt of invoice. The effect of any alternative payment terms, stated clearly in the bid submission will be considered in the evaluation of bids. The municipality shall have the right to withhold from any sum otherwise payable to the company such amount as may be sufficient to remedy any defect or deficiency in the work, pending correction of the same.

#### **17. Terms of Payment – For Construction Projects**

Payment for materials supplied and work completed shall be on a monthly basis at the rate of 90%, providing for a 10% holdback in accordance with the Construction Lien Act, 1990, or its latest edition.

After performance acceptance of the work, and in accordance with the Construction Lien Act, 1990, or its latest edition, the holdback will be paid (after the hold back period and in the absence of no claims), to the Company upon receipt of a Statutory

The Corporation of the Township of North Kawartha

Page 14 of 28

Proposal #: RFP-08-25

Declaration that all accounts and labour have been paid in full, receipt of a Workplace Safety & Insurance Certificate of Clearance and receipt of all "As Built" drawings and maintenance manuals, where applicable.

Upon inspection and correction of any deficiencies at the end of the maintenance period, to the satisfaction of the Manager or designate the Performance Sureties will be returned to the company.

All payments will be made within thirty (30) days from receipt of an approved invoice. All invoices must be approved by the manager or designate.

## **18. Patents and Copyrights**

The company shall pay all royalties and patent license fees required for the work.

The company shall at its expense, defend all claims, actions or proceedings against the municipality based on any allegations that the work or any part of the work constitutes an infringement of any patent, copyright or other proprietary right and shall pay to the municipality all costs, damages, charges and expenses, including its legal fees.

If the work or any part thereof is in any action or proceeding held to constitute an infringement, the company shall forthwith either secure for the municipality the right to continue using the work, or shall at the company's expense, replace the infringing items with non-infringing work or modify them so that the work no longer infringes.

## **19. Assignment**

The company shall not assign the contract or any portion thereof without the prior written consent of the municipality.

## **20. Occupational Health and Safety Act**

The successful bidder, for purposes of the Ontario Occupational Health and Safety Act, shall be designated as the constructor for this project and shall assume all of the responsibilities of the constructor as set out in that Act and its regulations. The foregoing shall apply notwithstanding that the successful bidder has been referred to as the 'company' in this and any other related document.

The company acknowledges that he/she has read and understood the Occupational Health and Safety Act together with the municipality's Health and Safety Policies and Procedures.

The company covenants and agrees to observe strictly and faithfully the provisions of the said Occupational Health and Safety Act and all regulations and rules promulgated there under together with the municipality's Health and Safety Policies and Procedures.

The company agrees to indemnify and save the municipality harmless for damages or fines arising from any breach or breaches of the said Occupational Health and Safety Act and/or the municipality's Health and Safety Policies and Procedures.

The company agrees to assume full responsibility for the enforcement of the said Occupational Health and Safety Act and the municipality's Health and Safety Policies and Procedures and to ensure compliance therewith.

The company further acknowledges and agrees that any breach or breaches of the Occupational Health and Safety Act and/or the municipality's Health and Safety Policies and Procedures whether by the company or any of its sub-contractors may result in the company and/or sub-contractor being removed from the site and in the immediate termination of this contract herein and the forfeiture of all sums owing to the company by the municipality.

The company shall allow access to the work site on demand to representatives of the municipality to inspect work sites to ensure compliance with the contract and the municipality's Policies and Procedures.

The company agrees that any damages or fines that may be assessed against the municipality by reason of a breach or breaches of the Occupational Health and Safety Act by the company or any of its sub-contractors will entitle the municipality to set-off the damages so assessed against any monies that the municipality may from time to time owe the company under this contract or under any other contract whatsoever.

Where any portion of the work or services in this contract is contracted to a sub-contractor, the company agrees that the provisions of this section will apply to the sub-contractor and the company will enforce said provisions.

The company shall provide a list of all controlled hazardous materials or products containing hazardous materials, all physical agents or devices or equipment producing or omitting physical agents and any substance, compound, product or physical agent that is deemed to be or contains a designated substance in accordance with the Workplace Hazardous Materials Information System (WHMIS) as defined under the Ontario Occupational Health & Safety Act and shall provide appropriate Material Health & Safety Data sheets for these substances used for the performance of the required work, all prior to the performance of said work.

Where hazardous materials, physical agents and/or designated substances are used in the performance of the required work, the company shall ensure that the requirements of the Ontario Occupational Health & Safety Act and associated regulations are complied with.

The municipality reserves the right to cancel any contract for non-compliance with the terms set out herein, health and safety regulations, the Environmental Protection Act, associated regulations and other applicable legislation.



## **21. Health Emergency Requirements/Covid-19**

The company shall comply with all relevant federal, provincial and Peterborough Public Health Unit's legislations/regulations/orders/health and safety recommendations.

## **22. Laws, Regulations, Permits, Fees and Licences**

The company shall comply with relevant federal, provincial and municipal statutes, regulations and by-laws pertaining to the work and its performance. The company shall be responsible for ensuring compliance by its suppliers and sub-contractors

The contract shall be governed by and interpreted in accordance with the laws of the Province of Ontario.

The company shall pay for all permits, licenses and fees, and give all notices and comply with all by-laws and regulations of the municipality and any other governing body.

## **23. Substitutes and Alternatives**

Unless qualified by the provision "No Substitute", the use of the name of a manufacturer, brand, make or catalogue designation in specifying an item does not restrict bidders to that manufacturer, brand, make or catalogue designation identification. This is used simply to indicate the character, quality and/or performance of the goods and/or services desired, but the goods and/or services on which bids are submitted must be of such character, quality and/or performance that it will serve the purpose for which it is to be used as well as that specified. In submitting a bid on goods and/or services other than as specified, the bidder must furnish complete data and identification with respect to the alternate goods and/or services he/she proposes to furnish.

Consideration will be given to bids submitted on alternate goods and/or services to the extent that such action is deemed to serve the best interests of the municipality. If the bidder does not indicate that the goods and/or services he/she proposes to furnish is other than specified, it will be construed to mean that the bidder proposes to furnish the exact goods and/or services as described in the bid document.

## **24. Quantities**

Where quantities are shown as approximate, they are not guaranteed to be accurate and are furnished without any liability on behalf of the municipality and shall be used as a basis for comparison only.

## **25. Samples**

Samples when required must be submitted strictly in accordance with instructions. If samples are requested subsequent to the opening of the bid, they shall be delivered within three (3) working days following request, unless additional time is granted. Samples must be submitted free of charge and will be returned at the bidder's expense, if so requested, provided they have not been destroyed by tests, or provided they are not required for comparison purposes.

The acceptance of samples by the municipality shall be at its sole discretion and any such acceptance shall in no way be construed to imply relief of the company from its obligations under the contract.

## **26. Request for Proposal Procedures**

Proposals will be called, received, evaluated, accepted and processed in accordance with the municipality's Procurement Policy.

## **27. Contract Award**

The municipality reserves the right to award by item, or part thereof, groups of items, or parts thereof, or all items of the bid, and to award contracts to one or more bidders submitting identical bids as to price; to accept or reject any bids in whole or in part; to waive irregularities and omissions. The municipality also reserves the right to enter into negotiations with the highest scored compliant proponent if the price bid is over the budgeted amount of the project. Should the municipality be unable to reach an agreement with the highest scored compliant proponent, the municipality reserves the right to enter into negotiations with the next highest scored compliant proponent, or to cancel the call. If in so doing, the best interests of the municipality will be served. No liability shall accrue to the municipality for its decision in this regard.

The lowest or any bid may not necessarily be accepted as the Township of North Kawartha reserves the right to reject any or all bids. Bids shall be irrevocable for 90 days after the official closing time and the municipality may at any time within that period without notice, accept a bid whether any other bid has been previously accepted or not.

All bids are prepared at the sole risk and cost of the bidders. No payments shall be made to any bidder regarding the preparation and submission of Bids.

Award of this contract is subject to appropriate funding acceptable to the municipality.

The successful bidder will be notified of the award of the Proposal. This Request for Proposal document, along with any addenda, together with the successful proponent's submission, and any agreed upon amendments, may form the contract, and if requested, an additional contract may be entered into within thirty (30) working days.

The Corporation of the Township of North Kawartha

Page **18** of **28**

Proposal #: **RFP-08-25**

This acceptance shall be conditional on the bidder providing all documentation, security and certifications as required by the bid document within ten (10) working days of the date that the notice of award.

Notwithstanding and without restricting the generality of the statements above, the Township of North Kawartha shall not be required to award or accept a proposal, and may choose to either cancel the call for proposals or recall the proposal at a later date:

- a) When only one bid has been received as the result of a proposal call;
- b) Where the lowest responsive and responsible bidder exceeds the available project budget for the supplies or services;
- c) When all bids received fail to comply with the specifications of the proposal terms and conditions;
- d) When a change in the scope of work or specifications is required

## **28. Contract Cancellation**

The municipality shall have the right, which may be exercised from time to time to cancel any uncompleted or unperformed portion of the work or part thereof. In the event of such cancellation, the municipality and the company shall negotiate a settlement.

- a) If the company; commits any act of bankruptcy; or if a receiver is appointed on account of its insolvency or in respect of any of its property; or if the company makes a general assignment for the benefit of its creditors; then, in any such case, the municipality may, without notice; terminate the contract.
- b) If the company; fails to comply with any request, instruction or order of the municipality; or fails to pay its accounts; or fails to comply with or persistently disregard statutes, regulations, by-laws or directives of relevant authorities relating to the work; or fails to prosecute the work with the skill and diligence; or assigns or sublets the contract or any portion thereof without the municipality's written consent; or refuses to correct defective work; or is otherwise in default in carrying out its part of any of the terms, conditions and obligations of the contract, then, in any such case, the municipality may, upon expiration of ten (10) days from the date of written notice to the company, terminate the contract.
- c) Any termination of the contract by the municipality, as aforesaid, shall be without prejudice to any other rights or remedies the municipality may have.
- d) If the municipality terminates the contract, it is entitled to:
  - i. Take possession of all of the work in progress and finish the work by whatever means the municipality may deem appropriate under the circumstances;

- ii. Withhold any further payments to the company until its liability to the municipality is ascertained;
- iii. Recover from the company loss, damage and expense incurred by the Municipality by reason of the company's default (which may be deducted from any monies due or becoming due to the company, any balance to be paid by the company to the municipality).

The municipality shall not be liable to the company for loss of anticipated profit on the cancelled portion or portions of the work.

## **29. Availability of Labour and Escalation**

The bidders shall fully inform themselves regarding availability of labour in the area relative to the requirements of the schedule. The bidder shall make their own assessment of escalation in costs and increased labour costs and include all of these costs in their bid.

## **30. Correction of Defects**

If at any time prior to one year after the actual delivery date of the equipment or service any part of the equipment or service becomes defective or is deficient or fails due to defect in design, material or workmanship, or otherwise fails to meet the requirements of the contract, then the company, upon request, shall make good every such defect, deficiency or failure without cost to the municipality. The company shall pay all transportation costs for parts and/or equipment both ways between the company's factory or repair depot and the point of use. Or in the event of a deficient service, the company must make every effort to correct the deficiency to the satisfaction of the Township.

## **31. Disclosure**

Request for Proposals will be opened in a public format and only the name of the bidders submitting responses to the Request for Proposal will be read. Details of the proposals or any financial information will not be publicly disclosed at the opening. After the RFP opening, requests may be submitted to the municipality's Treasurer for the results, and only the names of bidders as read out at the RFP opening will be given in the reply.

## **32. Freedom of Information**

All information obtained by the company in connection with this bid is the property of the Township of North Kawartha and must be treated as confidential. It may not be used for any purpose other than for replying to this bid, and for fulfillment of any subsequent

contract. Any company who requires that the information in its bid be kept confidential must explicitly advise the municipality of that fact.

The company may declare confidentiality of their bid; however, the municipality is required by law to adhere to the requirements of the Municipal Freedom of Information and Protection of Privacy Act, as amended.

Personal information contained on this bid form is collected under the authority of Section 29(2) of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56 as amended and will be used to purchase goods and/or services and for the execution of contractual documents. If you have any questions about the collection, use or disclosure of this information by the Township of North Kawartha, please contact the Clerk, Township of North Kawartha, P.O. Box 550, 280 Burleigh St, Apsley, Ontario K0L 1A0, 705-656- 4445.

### **33. Confidentiality**

The successful bidder shall safeguard and keep confidential all Confidential Information and shall use such Confidential Information only for the purposes of carrying out its obligations under the Contract.

The successful bidder shall, within five (5) business days (or such other period agreed to in writing by the municipality) after a direction by the Purchaser to do so, return or destroy all Confidential Information in the Supplier's possession, custody or control.

If the municipality or the bidder is required by law to disclose Confidential Information, it shall promptly notify the other party so that party may take action to prevent the disclosure.

The bidder specifically acknowledges that the municipality is subject to the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M. 56, and that the municipality may be compelled by law to disclose certain Confidential Information.

### **34. Privacy**

Where the successful bidder collects, obtains, uses or discloses Personal Information in connection with the Contract, the Supplier shall:

- a) Comply with all applicable privacy law; and
- b) Take all appropriate measures against the unauthorized or unlawful collection, use or disclosure of Personal Information and against accidental loss, destruction of, or damage to Personal Information.

### **35. Complaints**

Any complaint on the process and procedures as outlined in the municipality's Procurement Policy Bylaw (as amended) to define the procedures with respect to the procurement of goods and services by the Corporation of the Township of North Kawartha shall be in writing and shall be submitted to the Chief Administrative Officer for review and response.

### **36. Accessibility**

The Township of North Kawartha is committed to the accessibility principles of preventing and removing barriers in accessing goods and services for people with disabilities and is bound by the Standards under the Accessibility for Ontarians with Disabilities Act, 2005 as may be amended from time to time.

Regulations enacted under the Act apply to every designated public-sector organization and other third parties that provide goods and services to the members of the public.

The contractor, and all sub-contractors hired by the contractor in the completion of its work, will meet or exceed compliance with all applicable regulations under the Accessibility for Ontarians with Disabilities Act, 2005 as may be amended from time to time.

It is the contractor's responsibility to ensure they are fully aware of, and meet all requirements under the Act. A Declaration of Accessibility Compliance will be required by the successful bidder.

## **Part “D” Bid Form**

**The Corporation of the  
Township of North Kawartha  
P.O. Box 550  
280 Burleigh Street  
Apsley, Ontario  
K0L 1A0**

### **Proposal No. RFP-08-25**

#### **North Kawartha 135 Burleigh Street Renovation**

The contents of the proposal submission should not exceed 8 pages excluding schematics, C.V.'s, schedules and illustrations and contents page.

The proposals shall include this Bid Form along with the following:

- Demonstration of the bidder's understanding and proposed approach to the project. This includes a detailed work plan describing the main tasks to be undertaken, as per the Scope of Work and Drawing Package. This also includes all sub-tasks and activities necessary to execute all aspects of the work. For greater certainty this includes a project schedule meeting the prescribed deadlines.
- The bidder's qualifications and experience to handle the proposed work, including at least (3) outlines of relevant and similar projects undertaken and successfully completed, complete with references.
- Outline of key project team members, demonstrating relevant experience and roles that will be assumed in the execution of work.
- Completed Specifications List.
- One (1) Original and One (1) Copy of the Complete Bid Document Signed & Sealed.
- Insurance Certificate (upon award).
- WSIB Certificate (upon award).

**Part “D” Bid Form**

**Bidders Information Form**

Bidders must complete this form and include with the Bid Submission  
Please ensure all information is legible.

|                                      |  |
|--------------------------------------|--|
| Company Name                         |  |
| Respondent's Main Contact Individual |  |
| Address (incl. Postal Code)          |  |
| Office Phone #                       |  |
| Toll Free #                          |  |
| Fax #                                |  |
| Email Address                        |  |
| HST Account #                        |  |

**Acknowledgement to Receipt of Addenda**

This will acknowledge receipt of the following addenda and that the pricing quoted includes the provision set out in such addendum(s)

| Addendum # | Date Received |
|------------|---------------|
| # _____    | _____         |
| # _____    | _____         |
| # _____    | _____         |

☐

Check here if No Addenda Considered.

|            |           |       |
|------------|-----------|-------|
| _____      | _____     | _____ |
| Respondent | Signature | Date  |



**Part “D” Bid Form**

**Declaration of Accessibility and Privacy Compliance**

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

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Dated: \_\_\_\_\_

I/ we acknowledge that as a contractor of the Township of North Kawartha we are bound to comply with all accessibility Standards under the Accessibility for Ontarians with Disabilities Act, 2005 as amended from time to time.

I/we acknowledge that the municipality is subject to the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M. 56, and as a contractor of the Township of North Kawartha we are bound to comply with all applicable privacy law; and shall take all appropriate measures against the unauthorized or unlawful collection, use or disclosure of Personal Information and against accidental loss, destruction of, or damage to Personal Information.

I/we declare that I/we have read, understand and will meet or exceed all enacted accessibility standards as amended from time to time.

I/we further declare that I/we will undertake to ensure all sub-contractors hired by us in completion of our work will also comply with the above standards.

\_\_\_\_\_  
Respondent

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Part “D” Bid Form**

**Schedule of Items & Prices**

All unit prices are Not to include HST

The undersigned agrees to supply and deliver the goods and services as specified and required in accordance with Parts “A”, “B”, “C” and “D” of the Proposal for the following prices:

The municipality reserves the right to cancel any or all items.

| <b>Description</b> | <b>Cost</b> |
|--------------------|-------------|
| RFP Items          | \$          |
| HST                | \$          |
| Total Cost         | \$          |

## Part “D” Bid Form

### Bidder’s Declaration

To The Corporation of the Township of North Kawartha, hereafter called the “Municipality”:

I/We \_\_\_\_\_ the undersigned declare:

1. That the several matters stated in the said bid are in all respects true accurate and complete.
2. That I/we have read and fully understand all information, terms and conditions contained within the Bid Document including: Part “A” Information to Bidders; “Part “B” Specifications; Part “C” Standard Terms and Conditions and Part “D” Bid Form.
3. That I/we do hereby bid and offer to enter into a contract to supply and deliver all materials mentioned and described or implied therein including in every case freight, duty, currency exchange, HST in effect on the date of the acceptance of bid, and all other charges on the provisions therein set forth and to accept in full payment therefore, in accordance with the prices and terms set forth in the bid herein.
4. That this bid is irrevocable for ninety (90) days and prices for as long as stated elsewhere in the bid document, and that the municipality may at any time within that period without notice, accept this bid whether any other bid has been previously accepted or not.
5. That the awarding of the contract by the municipality is based on this submission, which shall be an acceptance of this bid.
6. That if the bid is accepted, I/we agree to furnish all documentation, security and certifications as required by the bid document and to execute a formal contract in triplicate, if required, within ten (10) working days after notification of award. I/we understand that any acceptance by the municipality is fully conditional upon the receipt of said documentation, security and certifications by the municipality within ten (10) working days. Bid documents shall form the contract if project is awarded to the bidder. If I/we fail to do so, the municipality may accept the next highest scored bid or any bid or to advertise for new bids, or to carry out completion of the works in any other way they deem best.
7. That I/we agree to save the municipality, its agents, or employees, harmless from liability of any kind for the use of any composition, secret process, invention, article

or appliance furnished or used in the performance of the contract of which the bidder is not the patentee, assignee, or licensee.

**The undersigned affirms that they are duly authorized to execute this bid.**

Bidder's Signature and Seal: \_\_\_\_\_

Position: \_\_\_\_\_

Witness: \_\_\_\_\_

Position: \_\_\_\_\_

(If Corporate Seal is not available, documentation should be witnessed)

Dated at the \_\_\_\_\_ of \_\_\_\_\_  
(Town/City)

this \_\_\_\_\_ day of \_\_\_\_\_ 2025.