



Township of North Kawartha
280 Burleigh Street, PO Box 550, Apsley, ON K0L 1A0
Tel: 705-656-4445 | 1-800-755-6931 | Fax: 705-656-4446
www.northkawartha.ca

Report to Council

To: Mayor and Council Members
From: Matt Aldom, Chief Building Official / By-law Enforcement Officer
Date: February 3, 2026
Subject: RFP-08-25 Office Space Renovation – 135 Burleigh Street, Apsley

Recommendation:

That Council approve the proposal from Rubicon General Contracting for the office space renovation project at 135 Burleigh Street, Apsley in the amount of \$89,014.96 including HST for all of the work that was included in the scope of work in RFP-08-25.

Background:

In the 2023-2026 Strategic Plan under Infrastructure an approved action was to initiate a Request for Proposal (RFP) for 135 Burleigh Street renovations. The proposed renovations are to freshen up the office space that was formerly used by the Royal Bank of Canada (RBC) as well as install a new kitchenette, barrier-free washroom and two barrier-free entrances. These renovations are to assist in making the office space more marketable for lease.

Analysis:

A Request for Proposal (RFP-08-25) to obtain the services of a contractor to complete the renovations to the office space was advertised on November 25, 2025, with an amended closing date of January 22, 2026. The Township received three (3) proposals for this project. Evaluations of the proposals were conducted by staff who determined that proposal from Rubicon General Contracting of \$89,014.96 to complete all the work listed within the scope of work in RFP-08-25 was the most economical.



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Evaluation Criteria:

RFP Submission By	Completeness 15%	Experience 25%	Scheduling 30%	Price 30%	Total %
Beavermead Construction Ltd	15%	25%	30%	10%	80%
Direk Construction Inc.	15%	25%	30%	5%	75%
Rubicon General Contracting	15%	25%	25%	25%	90%

Financial Implications:

Cost of the renovations included in RFP-08-25 scope of work is \$89,014.96. Previous Ontario Municipal Partnership Funding (OMPF) has been allocated to cover \$50,000.00 of cost of this project, and \$25,000 is proposed to be used from the 2026 OMPF. The remaining \$14,014.96 could be taken from Future Capital Reserves.

Strategic and/or Other Plans:

Infrastructure

1. Ensure that existing infrastructure is sustained prior to expanding and/or investing in new infrastructure, reflective of the Asset Management Plan (AMP)
2. Plan infrastructure development within demographic needs

Environment

2. Protect the human environment

In Consultation with:

Alana Solman, Chief Administrative Officer

Edward Hilton, Economic Development Officer

Attachments:

None