



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

Request for Proposal

**North Kawartha Municipal Office
Basement Renovation**

Proposal #: RFP-02-25

Proposal Closing

Date: Tuesday, April 29, 2025

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 St.
Apsley, Ontario K0L 1A0**

Attn: Judy Everett, Treasurer

**Envelopes Should Be Clearly Marked "RFP-02-25"
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.

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Part “A” Information to Bidders

1. Purpose and Background

The Township of North Kawartha is a small rural lower-tier Township located in the north end 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 urbanized areas 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 contractor with expertise to complete renovations to the basement of the North Kawartha Municipal Office. 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 C and the attached drawing package.

The municipality intends to select a contractor 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 contractor 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 contractors who can commit to meeting this schedule should submit proposals for the project.

Desired Project Schedule	
Description:	Date:
Release the Request for Proposals	Monday, March 24, 2025
Deadline for Inquiry Submissions	Thursday, April 24, 2025 2:00 p.m.
RFP Closing	Tuesday, April 29, 2025 2:00 p.m.
Proposal Award	Approximately Thursday, May 1, 2025
Scope of work completion	Monday, December 15, 2025

Contract Duration:

This contract shall be in effect starting on or about Thursday, May 1, 2025 and continue through until full project completion. Project shall be completed no later than December 15, 2025.

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:

15	Completeness of Proposal (Fulfilling all requirements)
25	Demonstrated experience of contractor'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 December 15, 2025. It is imperative that work must be commenced no later than June 1, 2025.
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 pages (excluding schematics, references, schedules, illustrations and C.V.'s) and that only the first 8 pages inclusive of each submission will be reviewed. Each bidder is asked to submit one (1) original and one (1) copy of their complete proposal.

7. Proposal Award

After an initial review of the proposals, contractors may be interviewed and requested to provide sample information of where the contractor 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. Inquiry

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

No questions will be accepted after Thursday, April 24, 2025 at 2:00 p.m.

9. Amendments to "Standard Terms and Conditions"

Where amendments to the municipality's "Standard Terms and Conditions" are contained herein, it should be noted that these amendments supersede any of the foregoing Terms and Conditions.

None

Part “B” 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.
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.
Municipality	The Township of North Kawartha, its successors and assigns.
Equipment	The materials, machinery, assemblies, instruments, devices or articles as the case may be, or components thereof, which are the subject of the contract.
Notice of Award	Notice provided to the successful bidder of contract award.
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. Bid Closing Time

One original and one copy of the bid document, properly signed and sealed in an envelope, clearly marked RFP-02-25, 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., Tuesday, April 29, 2025**. 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 Tuesday, April 29, 2025** at the Municipal Office, 280 Burleigh Street, Apsley, ON K0L 1A0.

3. Document Fees

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

See Part “A” Information to Bidders, which forms part of this bid document.

4. 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 company.
- 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.

5. 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 his 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.

6. 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. 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.

7. 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.

8. Performance Surety Requirements

Performance surety binding the company faithfully to fulfill the obligations of his/her 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.

9. 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.

10. 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 subcontractor, to perform the work by the specified delivery date.

11. Document and Site Review

Bidders may arrange a site visit prior to Thursday, April 24, 2025 at 2:00 p.m. by contacting Matt Aldom, m.aldom@northkawartha.ca or 705-656-5186.

Contractors shall satisfy themselves by personal examination of the North Kawartha Municipal Office, review of the available documentation, and by such means as they prefer, as to the actual conditions and requirements of the work.

See Part “A #8.” Information to Bidders, which form part of this bid document.

The submission of a bid shall indicate that the bidder agrees and warrants that he has examined the North Kawartha Municipal Office and all conditions relevant thereto, and all the separate documents, drawings, specifications and addenda 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 the site at the time bids were submitted.

See Part “C” Specifications, which form part of this bid document.

12. 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 “C” 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.

13. Disbursements

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

14. 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.

15. 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 Contractors, 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 cause by them, their agents, sub-contractors or employees, resulting from the prosecution of the works, or any of their operations, or cause 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.

16. 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.

17. 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.

18. 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 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 director 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 director or designate.

19. Delivery

Time shall be material and of the essence of the contract.

The company shall be responsible for arranging its work so that completion shall be as specified in the contract.

20. Patents and Copyrights

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.

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

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.

21. Assignment

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

22. 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.

23. Covid-19/Health Emergency Requirements

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

24. 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 subcontractors.

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.

25. Substitutes and Alternates

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.

26. 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.

27. 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.

28. Request for Proposal Procedures

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

29. 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.

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

30. 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.

31. Availability of Labour and Escalation

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

32. 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.

33. Disclosure

Request for Proposals will be opened in an electronic meeting 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.

34. 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 (ext 234).

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.

A complaint on the process and procedures related to the award of a tender, proposal or quotation must be submitted within seven (7) working days of the date of the award.

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 “C” Specifications

1. Project Information

The Township of North Kawartha Building, By-law and Planning Departments are located in the basement of the Municipal Office located at 280 Burleigh Street in Apsley, Ontario. When the Municipal Office was originally constructed, approximately half of the basement floor area remained unfinished and has been used for file storage space. With additional staff in the departments there is a need for the construction of additional offices and a meeting room. The Municipal Office will remain open during business hours throughout construction. There is a separate entrance into the basement at the back of the building that leads directly into the unfinished storage space.

2. Scope of Work

The successful contractor will supply all labor, material, tools, equipment, and supervision to complete the scope of work described herein, and on the attached project drawing set completed by Philip Charlebois of GreenWoods Design and the heating, ventilation and air conditioning drawing set completed by Neal McColl. All framing is non-loadbearing partition walls only. This section provides a general overview of the work that needs to be completed. Please refer to the project drawings and specification list for the detailed information. In any instance where there is a discrepancy between this scope of work and the project drawings, the drawings shall supersede and take precedence.

New Reception Office:

Install a window including trim work in the existing non-loadbearing wall abutting the hallway to provide line-of-sight to the lobby entrance door. Existing thermostat to be relocated on the wall.

New Hallway:

New hallway constructed with non-loadbearing partition walls as per project drawings inclusive of electrical outlets and lighting as per the Ontario Electrical Safety Code and OBC. Installation of new vinyl plank flooring to match existing vinyl plank flooring in existing hallway. New suspended ceiling including tiles to match existing hallway and offices.

New Copier Room:

Non-loadbearing partition wall to be constructed as per project drawings inclusive of electrical outlets and lighting as per the Ontario Electrical Safety Code and OBC (Note: data cable wiring and outlets not included in the scope of work). Installation of new carpet tile flooring to match existing carpet tiles in existing offices. New suspended ceiling including tiles to match existing hallway and offices.

Meeting Room:

New meeting room constructed with non-loadbearing partition walls as per project drawings inclusive of electrical outlets and lighting as per the Ontario Electrical Safety Code and OBC. Installation of new carpet tile flooring to match existing carpet tile flooring in existing offices. New suspended ceiling including tiles to match existing hallway and offices.

New Office Rooms:

New office rooms constructed with non-loadbearing partition walls as per project drawings inclusive of electrical outlets and lighting as per the Ontario Electrical Safety Code and OBC. Installation of new carpet tile flooring to match existing carpet tile flooring in existing offices. New suspended ceiling including tiles to match existing hallway and offices.

Doors and Trim Work:

All doors to match existing doors and to include windows. All trim work to match trim work in the existing hallway and offices.

Paint:

All new partition walls, doors and trim to be painted to match the existing hallways and offices. Paint colours for trim and walls to be provided by the Township.

Heating, Ventilation and Air Conditioning (HVAC):

Alterations required to the HVAC system are noted on the HVAC drawings designed by Neal McColl.

Radon Mitigation System:

Installation of radon mitigation system as per the attached project drawing set completed by Philip Charlebois of GreenWoods Design. Correction of the floor drain pit in the utility room to include a "P" trap with a trap seal. Pit area to then be filled with concrete and sealed.

3. Provisional Items

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 Municipality.

North Kawartha Municipal Office Basement Renovation

Part "D" Bid Form

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

Proposal #RFP-02-25

North Kawartha Municipal Office Basement 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:

- The contractor'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.
- Demonstration of the Contractor'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.
- One (1) Original and One (1) Copy of the Complete Bid Document Signed & Sealed
- Insurance Certificate (upon award)
- WSIB Certificate (upon award)

North Kawartha Municipal Office Basement Renovation

Bidders Information Form

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

1.	Company Name	
2.	Respondent's Main Contact Individual	
3.	Address (incl. Postal Code)	
4.	Office Phone #	
5.	Toll Free #	
6.	Fax #	
7.	E-mail address	
8.	HST Account #	

North Kawartha Municipal Office Basement Renovation

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

North Kawartha Municipal Office Basement Renovation

Declaration of Accessibility 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 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

North Kawartha Municipal Office Basement Renovation

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.

Description:	Cost
North Kawartha Municipal Office Basement Renovation	\$
HST	\$
Total Cost	\$

North Kawartha Municipal Office Basement Renovation

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" Standard Terms and Conditions; Part "C" Specifications 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, H.S.T. 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 may 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.

North Kawartha Municipal Office Basement Renovation

The undersigned affirms that he/she is 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)

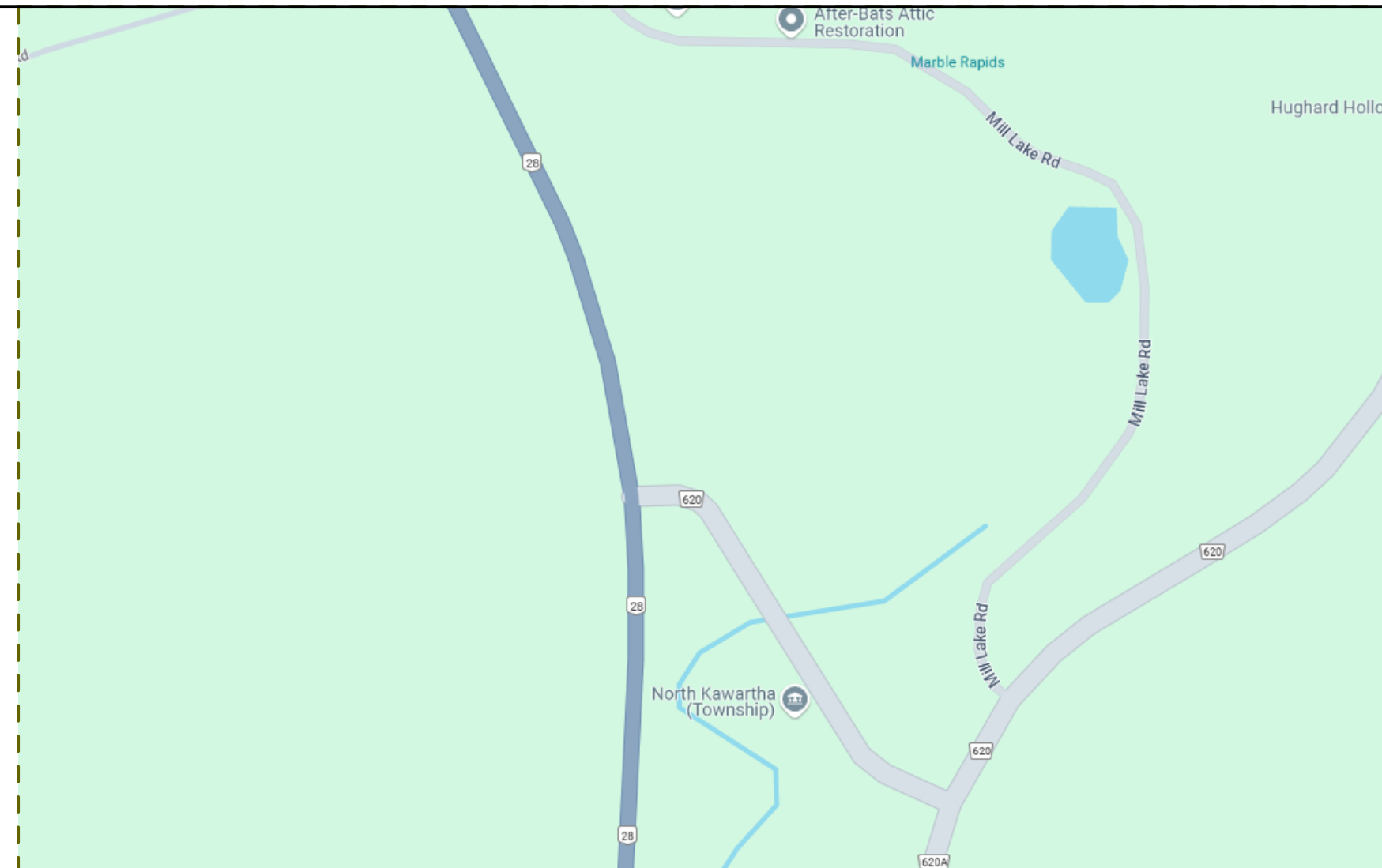
this _____ day of _____ 2023.

North Kawartha Municipal Office Renovation

280 Burleigh St. Apsley, Ontario



GreenWoods Design

APPLICABLE CODES		VICINITY MAP		PROJECT DATA		SHEET INDEX		North Kawartha Municipal Office Renovation	North Kawartha Township 280 Burleigh St. Apsley, Ontario								
ALL CODES REFERENCED ARE TO BE USED AS AMENDED BY THE PROVINCE OF ONTARIO AND LOCAL JURISDICTION.				BLDG AREA: 4,224 sq.ft. BLDG USE: Municipal Office OCC. GROUP: 'D' Business and Personal Serivces CONST. TYPE: CLIMATE ZONE: Zone 1 - Bancroft 3.1 kPa (65 lbs/sq.ft) Snow Load -28°C/ 29°C Max/Min Avg Temp 4740 Degree Days Hourly Wind 1/50: 0.32kPa (7lbs/sq.ft.) BLDG. CODE: OBC 2012		<table><tr><th>ID</th><th>Name</th></tr><tr><td>A-100</td><td>PROJECT INFORMATION</td></tr><tr><td>A-200</td><td>EXISTING BASEMENT PLAN</td></tr><tr><td>A-201</td><td>BASEMENT RENOVATION PLAN</td></tr></table>				ID	Name	A-100	PROJECT INFORMATION	A-200	EXISTING BASEMENT PLAN	A-201	BASEMENT RENOVATION PLAN
						ID	Name										
						A-100	PROJECT INFORMATION										
A-200	EXISTING BASEMENT PLAN																
A-201	BASEMENT RENOVATION PLAN																
SB-12						PROJECT TEAM		Engineer (if req'd)	GreenWoods Design: BCIN # 201793 Philip Charlebois, Designer: BCIN #128756 Maynooth, Ontario, K0L 2S0 phil@greenwoodsdesign.ca								
						DESIGNER: GreenWoods Design Philip Charlebois 307 Grant Rd., Maynooth, ON. 613-252-3129 phil@greenwoodsdesign.ca											
						STRUCTURAL ENGINEER:											
						BUILDER:											
						MUNICIPALITY: North Kawartha Township Matt Aldom, CBO, 280 Burleigh St. Apsley, ON. 705-656-5178		This drawing or underlying design cannot be copied or used to build a similar structure without GreenWood Design's written Permission									
								Do Not copy this document as scale will be incorrect.									
								1" ACTUAL									
								IF THE ABOVE DIMENSION DOES NOT MEASURE ONE INCH (1") EXACTLY, THIS DRAWING WILL HAVE BEEN ENLARGED OR REDUCED, AFFECTING ALL LABELED SCALES.									
								Date: 2024-12-19									
						PROJECT INFORMATION		A-100									

FLOOR PLAN NOTES:

-All Dimensions in black are to finished surfaces.

-All dimensions in blue are to structural framing or concrete

Structural Wood:

-Wood design in accordance with CAN/CSA-O86-09 "Engineering Design in Wood, Limit States Design".

-Structural framing lumber to be SPF No. 1/2 construction or better as per NLGA unless noted otherwise.

-All wood in contact with concrete shall be protected from moisture and/or rising damp.

-Walls taller than 9'-10" require continuous blocking at 4' OC.

Engineered Joists & Trusses:

-TJI joists & floor trusses as well as roof trusses are to be sized by supplier.

Partition Walls:

-2x4 walls shown white, 2x6 walls shown grey, 2x6 Fire Separation walls shown red

-All fire separation walls to remain unchanged.

-Place solid blocking @ 16" OC between joists where partition walls above run parallel to joists

Windows & Doors:

-Window/Door sizes listed as RSO's on floor plans. Confirm sizes of existing doors/windows on site

-All new doors to be min. 36" in width.

*All interior doors, trim, flooring and dropped ceiling tiles to match existing

2 FLOOR PLAN NOTES

Existing Wall Schedule

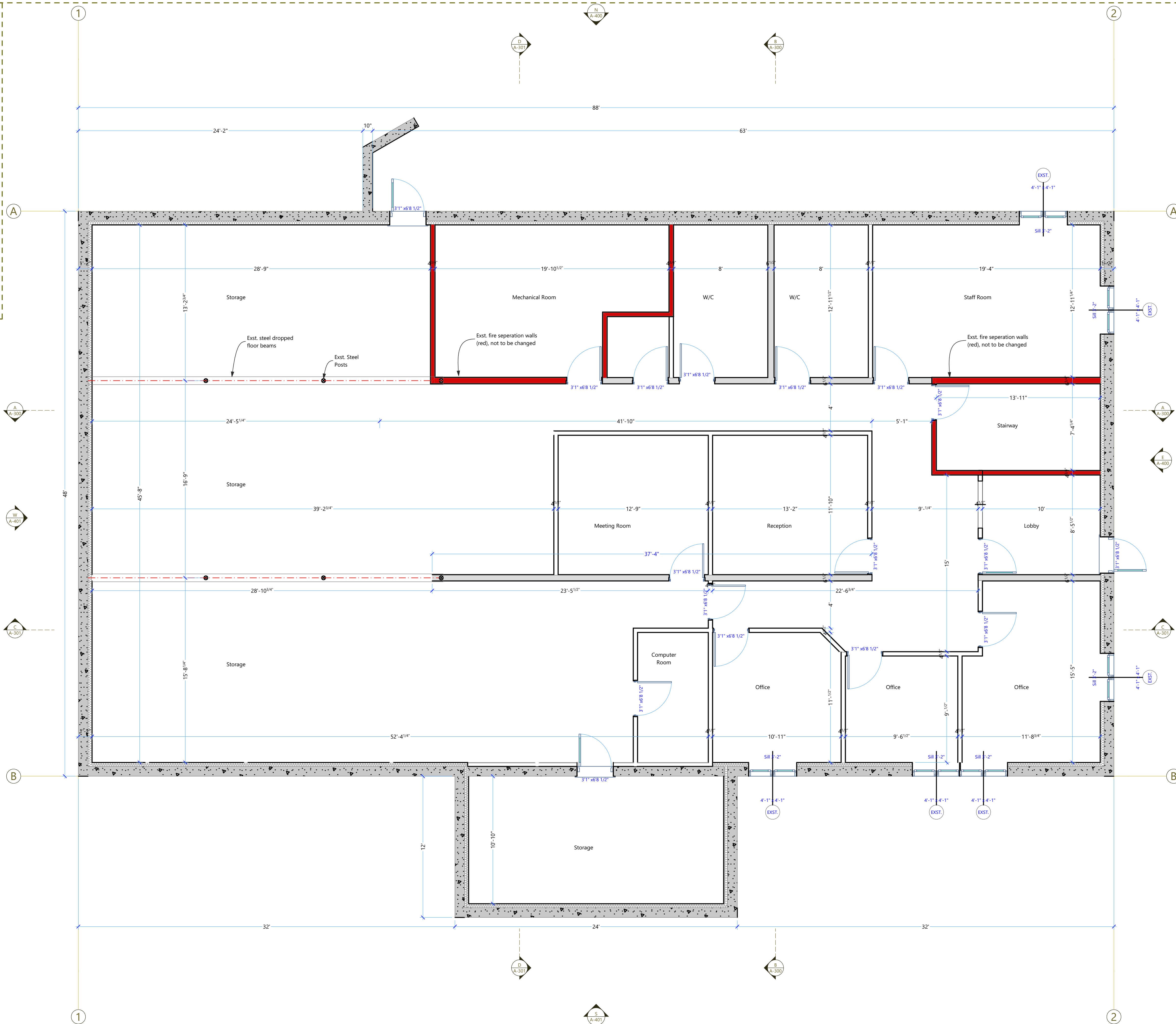
Exst. Exterior Walls:
10" Poured Concrete w/ insulated
2x4 stud wall w/ 1/2" drywall

Exst. Fire Separation Walls:
2x6 studs w/ 5/8" type x
drywall both sides

Exst. Load Bearing Walls:
2x6 studs w/ 1/2" drywall
both sides

Exst. Partition Walls:
2x4 studs w/ 1/2" drywall
both sides

Exst. Steel Floor Beams



1

SCALE: 1/4" = 1'-0"

EXISTING BASEMENT PLAN

North Kawartha Municipal Office Renovation

North Kawartha Township
280 Burleigh St.
Apsley, Ontario

Engineer (if req'd)

GreenWoods Design:
BCIN # 201793
Philip Charlebois, Designer:
BCIN #128756
Maynooth, Ontario, K0L 2S0
phil@greenwoodsdesign.ca

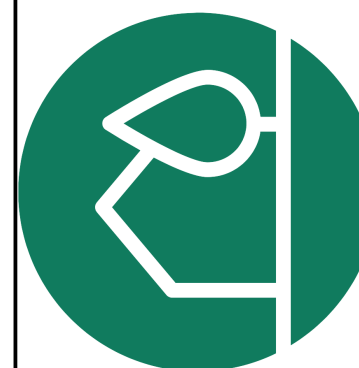
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MEASURE ONE INCH (1") EXACTLY, THIS
DRAWING WILL HAVE BEEN ENLARGED OR
REDUCED, AFFECTING ALL LABELED SCALES.

Date: 2024-12-19

A-200



Green Woods Design

FLOOR PLAN NOTES:

- All Dimensions in black are to finished surfaces.
- All dimensions in blue are to structural framing or concrete

Structural Wood:

- Wood design in accordance with CAN/CSA-O86-09 "Engineering Design in Wood, Limit States Design".
- Structural framing lumber to be SPF No. 1/2 construction or better as per NLGA unless noted otherwise.

- All wood in contact with concrete shall be protected from moisture and/or rising damp.

- Walls taller than 9'-10" require continuous blocking at 4' OC.

Engineered Joists & Trusses:

- TJI joists & floor trusses as well as roof trusses are to be sized by supplier.

Partition Walls:

- 2x4 walls shown white, 2x6 walls shown grey, 2x6 Fire Separation walls shown red
- All fire separation walls to remain unchanged.

- Place solid blocking @ 16" OC between joists where partition walls above run parallel to joists

Windows & Doors:

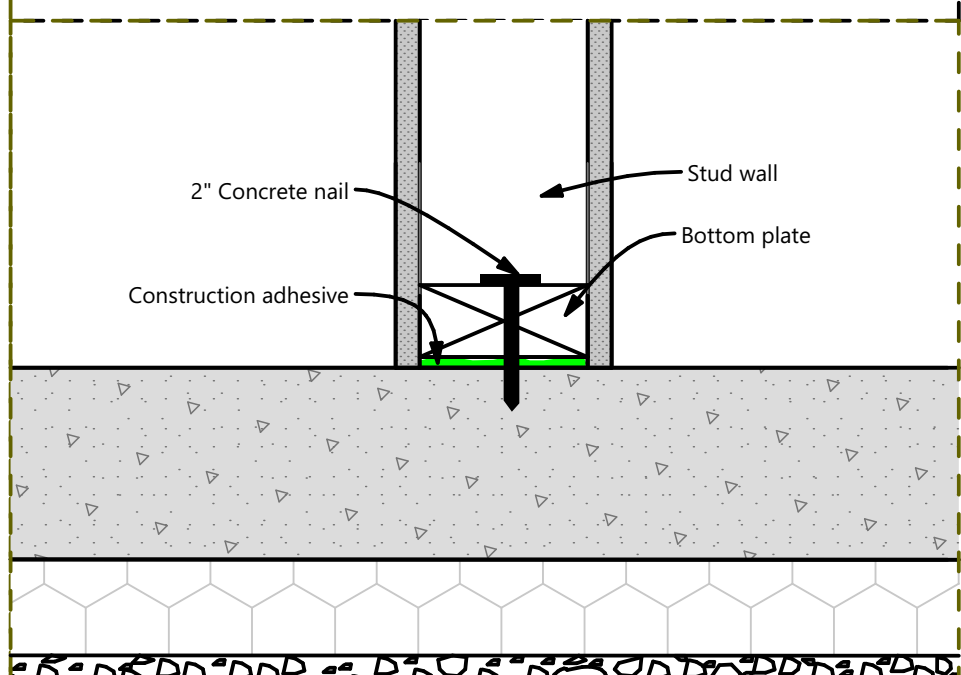
- Window/Door sizes listed as RSO's on floor plans. Confirm sizes of existing doors/windows on site
- All new doors to be min. 36" in width.

- *All interior doors, trim, flooring and dropped ceiling tiles to match existing

1 FLOOR PLAN NOTES

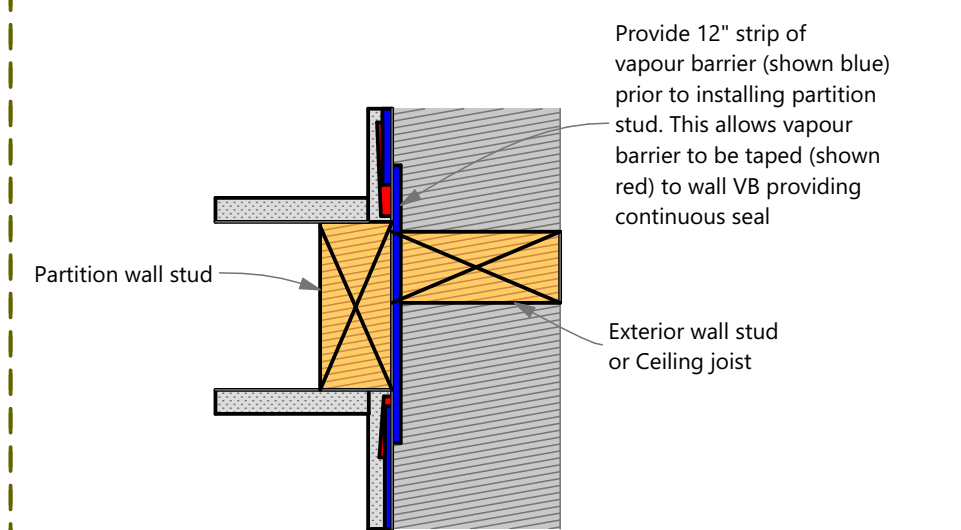
New Wall Schedule

- Wall-A: -1/2" Drywall
-2x4 SPF No. 1&2 Studs @ 16" OC
-Rockwool 'safe and sound' batt insul.
-1/2" Drywall
- Wall-B: -1/2" Drywall
-2x6 SPF No. 1&2 Studs @ 16" OC,
w/ double top plate
-Rockwool 'safe and sound' batt insul.
-1/2" Drywall
- Existing Walls, unchanged
- Existing Fire Separation Walls, unchanged



2 Slab Partition Junction Detail

SCALE: 3" = 1'-0"



3 Partition Air Sealing Detail

SCALE: 3" = 1'-0"



1/4" = 1'-0"

BASEMENT RENOVATION PLAN



Green Woods Design

North Kawartha Municipal Office Renovation

North Kawartha Township
280 Burleigh St.
Apsley, Ontario

Engineer (if req'd)

GreenWoods Design:
BCIN # 201793
Philip Charlebois, Designer:
BCIN #128756
Maynooth, Ontario, K0L 2S0
phil@greenwoodsdesign.ca

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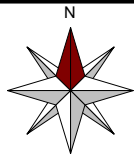
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1" ACTUAL

IF THE ABOVE DIMENSION DOES NOT MEASURE ONE INCH (1") EXACTLY, THIS DRAWING WILL HAVE BEEN ENLARGED OR REDUCED, AFFECTING ALL LABELED SCALES.

Date: 2024-12-19

A-201



BASEMENT

EXTEND 12X8 TRUNK AND ADD BRANCHES (REUSE TAKEOFF AS NEEDED), ONSITE LOCATE

ADD NEW RETURN TRNK FOR NEW OFFICES AND HALL WAY

ADD SUPPLY LAYIN DIFFUSORS (WITH BUTTERFLY DAMPERS) AND RETURN WALL GRILLS (WALL CAVITIES) AS PER PLAN

RELOCATE THERMOSTAT TO NEW HALL WAY

SEAL ALL DUCT WITH (MASTIC TYPE/PAINT ON)

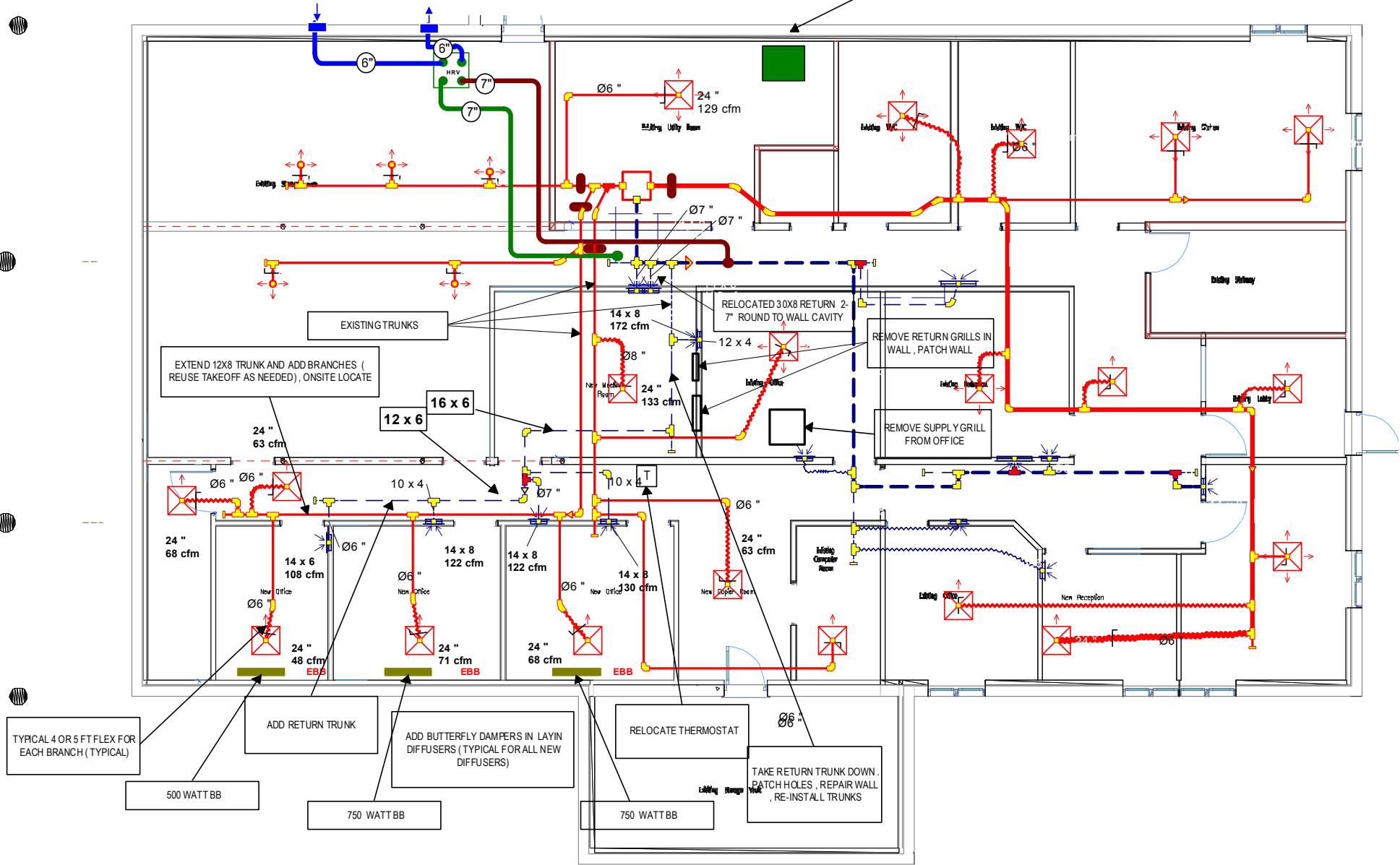
RETURN GRILLS TO BELOW WALL , METAL ON TOP OF WOOD PLATE , SEAL ANY HOLES IN RETURN CAVITY

INSTALL NEW HRV , VENTING, DUCT CONDENSATION PUMP AND DEDICATED ELECTRICAL PLUG , INTERLOCK WITH FURNACE .

EXISTING HRV- DISCONNECT FRESH AIR AND EXHAUST FROM BASEMENT FURNACE . FILL ALL HOLES AND SEAL DUCT

VANEE HRV MODEL - V180H75RT BALANCE AT 150 CFM - R-8 INSULATED FLEX TO OUTSIDE (METAL HOODS, SIMPLIFIED CONNECTION

EXISTING HRV TO HAVE FRESH AIR DISCONNECTED FROM BASEMENT FURNACE . SEAL ALL REPAIR DUCT AND CLEAN FILTER . REBALANCE AT 160 CFM (BASED ON 14 PEOPLE (5 CFM PER PERSON) AND SQUARE FOOTAGE FOR 70 CFM) (0.6 PER SQUARE FOOT)



Job #:
Performed for:
NORTH KAWARTHA
280 Burleigh Street, PO Box 550
Apsley, ON K0L 1A0

NEAL MCCOLL
2395 NORTH SCHOOL ROAD
HAVELOCK, ON
Phone: 705 930 0321

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