



156 Arthur Street Box 238 Manitowaning, Ontario Manitoulin Island P0P1N0

T: 705 859 3196 or 1 800 540 0179 F: 705 859 3010

W:www.assiginack.ca

RFP for Arena Upstairs Renovation Project

Sealed tenders clearly marked “Arena Upstairs Renovation Project”

Will be received by the undersigned until the closing date:

Tuesday June 30, 2026 @ 4pm

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The tender form can be located at

<https://www.assiginack.ca/administration/request-proposals-tender-opportunities>

All tenders to be presented on forms contained in this document to:

TOWNSHIP OF ASSIGINACK

C/O Kelly Ranta,

Recreation Director, Township of Assiginack

BOX 238, 156 ARTHUR STREET

MANITOWANING, ON., P0P 1N0

(705) 859-3196 – MUNICIPAL OFFICE

(705) 859-3219 – MUNICIPAL ARENA

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Important to Note that:

***LOWEST, INCOMPLETE or ANY Tender NOT necessarily accepted**

***Also that FAXED or EMAILED Tenders are NOT acceptable**

TENDERING PROCEDURES

1. All inquiries concerning the tender be received prior to June 30, 2026 @ noon and shall be directed to:
TOWNSHIP OF ASSIGINACK
C/O Kelly Ranta,
Recreation Director
BOX 238, 156 ARTHUR STREET
MANITOWANING, ON., P0P 1N0
(705) 859-3196 – MUNICIPAL OFFICE
(705) 859-3219 – MUNICIPAL ARENA
recdirector@assiginack.ca
2. The Contractor, The Individual or The Firm mentioned herein pertain to the agents signing this Agreement to tender.
3. Acceptance notification will be by telephone and written form of notice to the address of the Contractor used on the bid forms. The date of acceptance shall be deemed to be the date of receipt of the Acceptance Notice by the Contractor.
4. A tender may be voided by superseding it with a later tender letter of withdrawal, prior to the closing date and time.

BASIS OF REJECTION OF TENDER

Tenders not conforming to the following requirements will be disqualified:

1. Tender must be legible, in ink, by typewriter or by printer.
2. Tender must be in possession of the Municipality by the closing date and time
3. Tender must be on the municipal bid form provided
4. Tender must be signed and sealed by an authorized official of the bidding organization. A joint tender must be signed and sealed by each company
5. All items must be bid
6. Tender must not be restricted or modified in any way.

BASIS OF PAYMENT

Payment at the Contract Price shall be compensation in full for performing the work specified in the tender item and for the supply of all labour, equipment, and materials, (except as otherwise provided in the tender), necessary to complete the work to the satisfaction of the Municipality.

PAYMENT TERMS

Payment will be made in response to the Contractor's Invoice. This payment will be made when all work has been completed to the satisfaction of the Recreation Director. Payment to the Contractor shall be verified based on the measurements taken and recorded by the Recreation Director.

CONTRACTORS TO INVESTIGATE

Contractors must satisfy themselves by personal examination of the Township methods and general requirements of the work.

GOODS AND SERVICES TAX

Unit and / or lump sum pricing **shall not** include the Harmonized Sales Tax.

REFERENCES

Wherever in this Contract reference is made to the General Conditions, it shall be interpreted as meaning the O.P.S. General Conditions of Contract, September 1999. The O.P.S. General Conditions and supplementary General Conditions have not been reproduced as part of these Contract Documents. It will be the Contract's responsibility to obtain current copies of these documents.

PRICING REQUIREMENTS

Prices shall be in Canadian Funds, quoted separately for each item stipulated, F.O.B to the point specified therein.

All prices tendered shall include separately the applicable taxes, customs duties, excise tax, freight, insurance, and all other charges of every kind attributable to the work. The individual unit prices shall not include Harmonized Sales Tax.

INSURANCE REQUIREMENTS

The Contractor covenants and agrees to indemnify and save harmless the Township from and against all claims for loss, costs, damages, and or compensation and legal expenses the Township may incur as the direct or indirect result of the work operation described herein being carried out by the Contractor. The Contractor shall secure and maintain at his/her expense during the duration of this contract, general comprehensive liability insurance in an amount not less than two million dollars (\$2,000,000.00) per incident, naming the Township of Assiginack as an additional named insured and containing a cross-liability endorsement.

The contractor shall deliver, within ten (10) calendar days of receiving the acceptance notice, proof of Workplace Safety and Insurance Board coverage.

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

DEFAULT BY CONTRACTOR

If the Contractor 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 Contractor makes a general assignment for the benefit of its creditors; then, in any case, the Township may terminate the contract without notice.

If the Contractor fails to comply with any request, instruction, or order of the Township; or fails to pay its accounts; or fails to comply with or persistently disregard statutes, regulations, by-laws, or directives of the relevant authorities relating to the work; or fails to prosecute the work with the required skill and diligence; or assigns/sublets the contract or any portion of thereof without the Townships written consent; or refuses to correct defective work; or is otherwise in default of carrying out its part of any of the terms, conditions and obligations of the contract, then, in any such case the Township may terminate the contract upon expiration of ten (10) days from the date of written notice to the Contractor.

Any termination of the contract by the Township, as aforementioned, shall be without prejudice to any other rights or remedies the Township may have.

If the Township terminates the contract, it is entitled to:

- Take possession of all of the work in progress and finish the work by whatever means deemed appropriate under the circumstances;
- Withhold any payment to the Contractor until its liability to the Township is ascertained;

- Recover from the Contractor any loss, damage, and / or expense incurred by the Township by reason of the Contractor's default, which may be deducted from any monies due or becoming due to the Contractor, and any other balance to be paid by the Contractor to the Township.

CONTRACTOR'S DISCHARGE OF LIABILITIES

The Contractor shall discharge and cause each Subcontractor to discharge all liabilities incurred for labour, materials, or services used or reasonably required for use in the performance of this contract on the date upon which each becomes due. The Contractor shall furnish the Township with a Statutory Declaration providing confirmation that his liabilities and those of the Subcontractors, as aforementioned, have been discharged and this shall include a certificate or certificates from the Workplace Safety and Insurance Board that they have complied with the requirements of the Workplace Safety and Insurance Board and are in good standing in the books of the board.

No payment to which the Contractor is otherwise entitled under this contract shall be due and payable to him so long as he or any Subcontractors are in default under this section, and upon such default occurring, the Township may, in respect of claims submitted by creditors having a contractual relationship with the Contractor, after notice in writing to the Contractor and his surety, withhold payment of the whole or any part of any such liability of the Contractor. Interest will not be paid on any such funds withheld.

COMPLIANCE WITH THE OCCUPATIONAL HEALTH AND SAFETY ACT

The Contractor shall execute the terms of the contract in strict compliance with the requirements of the Occupational Health and Safety Act, RSO 1990, c.0.1 (the Act) and Ontario Regulation 213/91 (Construction Projects) and any other regulations under the Act (the Regulations) which may affect the performance of the work, as the Contractor or Employer, as the case may be.

Worker safety is given priority in planning, pricing and performing the work. Its officers and supervisory employees have a working knowledge of the duties of a Contractor and Employer under the Act and provisions of the Regulations applicable to the work, and a personal commitment to comply with them. Workers employed to carry out the work possess the knowledge, skills and protective devices required by law or recommend for use by a recognized industry

association to allow them to work in safety; Its supervisory employees carry out their duties in a diligent and responsible manner with due consideration for the health and safety of the workers.

All subcontractors employed by the Contractor to perform part of the work and their employees are properly protected from injury while carrying out their associated duties. The Contractor shall cooperate with the representatives of the Township and inspectors appointed to enforce the Act and the Regulations in any investigations of worker health and safety in the performance of the work. The Contractor shall identify and save the Township from any additional expense which may be incurred to have the work performed because of the Contractor's failure to comply with the requirement so the Act and the Regulations.

1. Project Overview

The Township of Assiginack is seeking proposals from qualified contractors to renovate the upper-level space of the arena facility.

The intent of this project is to modernize, restore, and improve the space to create a safe, functional, and visually appealing area suitable for community and recreational use.

The Township reserves the right to award all or portions of the project based on budget availability and operational priorities.

2. Scope of Work

The contractor shall supply all labour, materials, equipment, supervision, permits, and related services necessary to complete the work.

2.1 Priority Components (Base Scope)

The following items are considered priority components of the project:

(1) Flooring Replacement

- Inspect existing subfloor and complete repairs as required
- Supply and install durable commercial-grade flooring suitable for public/recreational use
- Ensure ease of maintenance and long-term durability

(2) Lighting Upgrades

- Remove outdated fixtures
- Supply and install energy-efficient LED lighting
- Provide even illumination suitable for multi-purpose community use

(3) Exterior Access Improvements

- Convert one existing window opening into a code-compliant exterior door
- Supply and install:
 - Commercial-grade insulated exterior door
 - Exterior staircase with proper railings and landings
- Ensure compliance with all applicable building and safety codes

(4) Interior Staircase Removal & Replacement

- Remove existing primary interior staircase
- Supply and install a new staircase compliant with current building and safety codes
- New staircase to include:
 - Code-compliant risers and treads
 - Handrails and guardrails
 - Non-slip surfaces
 - Required structural supports and reinforcement
- Ensure staircase is durable and suitable for high-traffic public use

(5) General Repairs & Finishing

- Patch, repair, sand, and paint damaged wall surfaces as required
- Ensure clean, durable, move-in ready finishes

2.2 Optional / Separately Priced Components

The Township requests separate pricing for the following items. These components may be awarded individually or deferred depending on available funding.

(1) Ceiling Restoration / Replacement

- Remove and replace damaged or outdated ceiling materials
 - Address exposed insulation elements
 - (2) Arena-Facing Interior Windows**
 - Remove and replace windows overlooking the ice surface
 - Install impact-resistant glazing appropriate for arena environments
 - Ensure proper insulation, visibility, and secure installation
 - (3) Exterior Window Replacement**
 - Remove and replace exterior-facing windows
 - Install energy-efficient, weather-resistant units
 - (4) Bar Area Renovation**
 - Assess and modernize former bar area
 - Include structural repairs if required
 - Provide functional countertops, surfaces, and basic cabinetry
 - (5) Secondary Staircase Removal & Storage Conversion**
 - Remove secondary interior staircase
 - Properly close and finish opening
 - Convert resulting area into usable storage space
-

3. Pricing Requirements

Proponents shall provide a clear cost breakdown for each project component listed above.

Pricing shall include all labour, materials, permits, equipment, supervision, disposal, and applicable taxes.

4. Provincial Funding

This project is supported through Provincial funding assistance. Responsible budgeting, cost effectiveness, and long-term value are important considerations in the evaluation of submissions.

5. Mandatory Requirements

Proponents must provide:

- WSIB clearance certificate
- Proof of liability insurance
- Applicable bonding information (if required)
- Minimum one (1) year warranty on labour and materials
- Proposed project timeline from commencement to completion
- Confirmation that all required permits will be obtained prior to construction

Request for Proposal Bid Form

Proposal for Upstairs Arena Renovation Project for
the Corporation of the Township of Assiginack Arena

Proposal to Renovate Arena

Please ensure that all subsequent pages are completed fully and received by The Township by the required deadlines and in the required format.

Important to Note that:

- *LOWEST, INCOMPLETE or ANY Tender NOT necessarily accepted**
- *Also that FAXED or EMAILED Tenders are NOT acceptable**

REQUEST FOR PROPOSAL

The Contractor: (Name of Firm)	
The Contractor: (Name of Individual)	
Telephone Number:	
Email Address:	
Mailing Address:	

PLEASE CHECK ALL IN ACKNOWLEDGEMENT:

- The Contractor has carefully examined the conditions and specifications of this tender/proposal and referred to in this contract and has carefully examined the site and work location and understands and accepts the said conditions and specifications, and for the prices set forth in this quote, hereby offers to furnish all labour, equipment and materials annually for the contract period, except as otherwise specified in the contract, to complete the work in strict accordance with said conditions and specifications.
- The Contractor has provided all requested documentation to complete this submission. **Proponents must provide:**
 - WSIB clearance certificate
 - Proof of liability insurance
 - Applicable bonding information (if required)
 - Minimum one (1) year warranty on labour and materials
 - Proposed project timeline from commencement to completion
 - Confirmation that all required permits will be obtained prior to construction
 - Detailed description of work proposed for each component on the bid form
- Where the individual has signed on behalf of a Corporation, Business or Entity, they have binding authority to do so.

ITEM NO.	ITEM DESCRIPTION	Component Value	Total Value	Timeline for completion in weeks
Priority Components (Base Scope)				
2.1(1)	Floor Replacement	\$	\$	
2.1 (2)	Lighting Upgrades	\$		
2.1 (3)	Exterior Access Improvements	\$		
2.1 (4)	Interior Staircase Removal & Replacement	\$		
2.1 (5)	General Repairs & Finishing	\$		

Optional Components				
2.2 (1)	Ceiling Restoration & Replacement	\$	\$	
2.2 (2)	Arena Facing interior Windows	\$	\$	
2.2 (3)	Exterior Facing Window Replacement	\$	\$	
2.2 (4)	Bar Area Renovation	\$	\$	
2.2 (5)	Secondary Staircase Removal & Storage Conversion	\$	\$	

Estimated Proposal:	\$
HST ACCOUNT#: _____ Harmonized Sales Tax:	\$
Total Estimated Proposal:	\$

ACKNOWLEDGEMENT AND SIGNATURE

I/We, the undersigned, have carefully examined the proposal documents and agree to perform the work described in accordance with all specifications, requirements, and conditions outlined in this Request for Proposal and have attached our full specifications to attain our proposed design and construction.

Authorized Signature	
Printed Name & Title	
Date of signature	