



# Renfrew

**TOWN OF RENFREW**  
127 Raglan Street South  
Renfrew, Ontario  
K7V 1P8

## **Tender 2025-15-LCRS myFM Centre Community Hall Flooring**

### **Section I - Information**

#### **Background**

The Corporation of the Town of Renfrew, hereinafter referred to as the “Town”, is seeking bids from qualified and experienced contractors for replacement of the flooring in the Recreation Fundraising Team Community Hall including removal of old materials, and the supply, delivery, and installation of new material.

The Town of Renfrew, situated along the Bonnechere River in the heart of the Ottawa Valley, both embraces its rich history, and is committed to progress. Less than an hour from the amenities of the Nation’s Capital, the Town offers exceptional educational opportunities, affordable residential prices and a low crime rate coupled with a strong agriculture tradition and presence to satisfy every interest and provide personal growth opportunities for all.

The lowest or any bid will not necessarily be accepted, and the Town reserves the right to award any portion of this tender. This offer shall be irrevocable for a period of ninety (90) calendar days following the date bids are to be received.

#### **Registration and Communications**

It is mandatory that you register as a bidder with the Corporation of the Town of Renfrew. **Failure to register will result in non-acceptance of your submission.**

Please remit Name of Company, Name of Contact Person, and Contact Information to:

**Ashley Robertson, Purchasing Assistant, Town of Renfrew**

**Email:** [arobertson@renfrew.ca](mailto:arobertson@renfrew.ca)

All communications must reference **Tender 2025-15-LCRS** in the subject line.

**Questions** related to this tender, or the requirements are to be received by **2:00 p.m. on, October 9th, 2025**. Inquiries should be directed to the Municipal Contact listed.

Municipal Contact: Ashley Robertson, Purchasing Assistant, Town of Renfrew

**Email:** [arobertson@renfrew.ca](mailto:arobertson@renfrew.ca)

Where a bidder finds discrepancies or omissions in the tender requirements or otherwise requires any clarification, the bidder should contact the Corporation of the Town of Renfrew in writing by email as noted above. Where the Corporation of the Town of Renfrew deems that an explanation or interpretation is necessary or desirable, an addendum may be issued.



Only documents provided to bidders by the Town or found on Biddingo are to be considered the **official** documents. The Town accepts no responsibility for the accuracy of information found on other websites. The onus is on the bidder to check on the Town's and Biddingo's website to verify they have received all relevant information. The Town reserves the right to not accept a bid submission if determined that the documents have been altered from the Town's own official documents.

## **Delivery and Closing Time**

**Tenders** must be received no later than **2:00 p.m. October 21st, 2025**. The time clock in the main counter service area in the Renfrew Town Hall Office is the official time for the deadline for submission. The Town is not responsible for submissions which arrive late or are not properly marked.

- (a) All Tenders shall be submitted on the supplied Tender Form, in a sealed envelope and shall be clearly marked as to the contents and bidders name.
- (b) Tenders received by this time, date and at the location specified above, shall be opened and read in a virtual public opening. The virtual public reading of a tender does not imply any decision by the Corporation of the Town of Renfrew on whether a tender is or is not irregular.
- (c) All Tenders must be completed in full, in ink and be legible.
- (d) The Tender Document shall not be modified in any way.
- (e) An officer of the company, designating their position shall sign the Tender Form and execute with the company seal. In the case of an individual trading as a company the signature of the person signing the Tender shall be witnessed.
- (f) Late Tenders **will not** be accepted beyond the closing date/time as set out. Tenders received after the established closing will be returned unopened.
- (g) Tenders transmitted by fax or email **will not** be considered.
- (h) **The lowest or any Tender is not necessarily accepted.**
- (i) Should a dispute arise regarding the meaning or intent of the contract documents, the decisions of the Town shall be final.
- (j) The Town of Renfrew will make documents available in an accessible format or via appropriate communication supports upon request.



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## **The Bidder Declares**

- a) No person, firm, or corporation, other than the Bidder, has any interest in this Tender in the proposed contract for which this tender is made.
- b) This Tender is made without any connection, comparison of figures or arrangements with or knowledge of any other corporation, firm or person making a tender for the same work and is in all respects fair and without collusion or fraud.
- c) No member of Council and no officer or employee of the Town is or will become interested directly or indirectly as a contracting party, partner, shareholder, surety or otherwise in any portion of the profits thereof, or in any of the monies to be derived there from.

## **Examination of Premises**

***Bidders must attend a mandatory site visit.*** Please contact the Town of Renfrew Municipal Contact identified above to register. The site visit is scheduled for **Tuesday October 7th, 2025, from 10:30 am to 11:30 am**. Please meet at the Kelly Homes Lobby at the myFM Centre, located at 1 Ma-Te-Way Park Drive, Renfrew, Ontario.

Questions arising from site visit shall be provided in written form to the Municipal Contact listed.

## **Insurance**

The successful bidder shall provide at all times the following insurances with issuers, satisfactory to the Town and in amounts stated below and ensure that such insurance is enforced and effective:

- (a) Workplace Safety & Insurance Board fully complying with the laws of the Province, with a Certificate of Clearance from the Workplace Safety & Insurance Board Independent Owner/Operator Status Form to show that the Bidder is in good standing.
- (b) The successful tenderer shall provide the Corporation of the Town of Renfrew with an original Certificate of **Commercial Liability Insurance** in the amount of at least two million dollars (\$2,000,000.00). Coverage should include, but not limited to:
  - Bodily injury and property damage
  - Products and completed operations
  - Non-owned automobile liability
  - Contractual liability
  - Cross liability clause



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- i. The successful Bidder shall provide proof of Commercial Liability Insurance and WSIB Clearance to meet the Tender specifications and shall ensure that WSIB Clearance is up to date for the entirety of the contract.
  - ii. The successful Bidder must be able to provide proof of **Automobile Liability Insurance** in the amount of at least two million dollars (\$2,000,000.00) and valid licence for all equipment and operators.
- (c) The Contractor's insurance shall name the following as additional named insured:

The Corporation of the Town of Renfrew  
127 Raglan Street South, Renfrew ON, K7V 1P8

### **Damages and Responsibilities**

- (a) The Contractor shall employ such methods as necessary to avoid defacement or damage to the Town's property.
- (b) The Contractor shall be responsible for all damage caused by his/her employees, equipment or supplies to the Town's property, equipment, buildings and building contents.

### **Freedom of Information**

All written Quotations received by the Town of Renfrew become a **public** record. Once a Quotation is accepted and a contract is signed, all information contained in them is available to the **public**, including personal information.



## Section II – Tender Specifications

### Scope of Work

Under the direction of the Director of Community & Recreation Services, or designate, the contractor will be responsible for all labour, materials, equipment and supervision for the work described below. This work shall include, but not necessarily be limited to:

1. Removal and disposal of the existing tile.
2. Supply and installation of new Vinyl Composite Tile (VCT).
  - a. Specific tile is Armstrong Flooring Imperial Texture Classic White (SKU#: 51911539)
  - b. Includes preparation for installation (levelling/sanding/thin set/membrane etc).
  - c. Includes sealing.
3. Removal and disposal of the existing cove base.
4. Supply and installation of new cove base.
  - a. Specific cove base is Johnsonite Wall Base 1/8" x 4" vinyl in "Storm Cloud" colour.
  - b. Includes preparation for installation (levelling/sanding/thin set/membrane etc).
5. Removal and disposal of existing carpet on stage.
6. Supply and installation of new carpet on stage.
  - a. Specific carpet tile is Richmond carpet tile in "Formulate" colour (SKU#: RCO0006INCE24)
  - b. Includes preparation for installation (levelling/sanding/thin set/membrane etc).
  - c. Includes any carpet transition.

Approximate size of the Community Hall is approximately 4300 square feet, with an additional landing area of approximately 126 square feet located at the top of the stairway and with approximately 300 linear feet of perimeter.

### General Requirements

Project Scope includes labour, equipment, materials, contracting and construction services to perform the work and clean-up of site with removal and disposal of all construction debris. Any required drawings and permits will be the responsibility of the successful bidder/contractor.



It is also understood that the Bidder/Contractor will include the cost of any required steps or work required, that is not listed, but needed to reach the 'approximate specifications', as outlined. All construction must be in compliance with the latest version of the Ontario Building Code and Accessibility of Ontarians with Disabilities Act (AODA) requirements.

Bidders should augment the scope as needed based on their expertise and knowledge.

## **Schedule**

The total project should commence upon award of tender and be completed by **December 31<sup>st</sup>, 2025**. A specific work schedule is to be arranged with the Town prior to commencement of work to take into consideration, and work around, bookings of the Community Hall.

## **Related Experience and References**

Provide related experience and 3 references for similar projects completed in municipal/institutional/agency settings within the past 5 years.

## **Inspection**

The Town reserves the right to:

- (a) Inspect all work performed by the Bidder under this Tender.
- (b) Shut down any operation, which gives an indication of poor workmanship or substandard materials being supplied under this Tender.
- (c) Refuse acceptance of workmanship until it is proven to be of a satisfactory quality.

## **Materials**

Materials and equipment shall be supplied by the Contractor unless specifically stated in the Specifications.

## **Labour**

- (a) All work shall be performed by workers who are qualified and skilled to carry out and perform the duties required in the Contract.
- (b) Increases in the cost of performing the work due to wage increases or adjustments shall be borne by the Contractor without additional cost to the Town.

## **Supervision and Coordination**

- (a) The Contractor shall appoint an experienced Supervisor to be responsible for all the work required under the Contract.



- (b) The Supervisor shall be readily accessible to the Town personnel at all times.
- (c) The Contractor shall supervise and coordinate all phases of the Work and shall cooperate fully with all supervisory representatives of the Town during the performance of the Work of this Contract.

### **Commencement and Termination**

- (a) The Contractor shall commence work on the date stated in the Agreement as agreed upon by the Contractor and the Owner and shall continue for the period of time designated therein unless terminated in accordance with the provisions of this Contract.
- (b) The Town reserves the right to terminate the Contract upon giving seven (7) days written notice to the Contractor in the event of the Contractor neglecting or failing to perform the Work properly or diligently.

### **Change in the Work**

- (a) The Town, without invalidating the Contract, may make changes by altering, adding to, or deducting from the Work. All additional work shall be executed under the conditions of this Contract.
- (b) No variations from the work that may result in a change to the amount of the Contract shall be proceeded with, until proper approval has been obtained by the Contractor in writing from the Town.

### **Method of Payment:**

Payments shall be made upon scope completion, receipt of an itemized invoice sent in by the Successful Bidder to the Treasury Department and acceptance by the Project Manager. The invoice should include a breakdown of separate line items with descriptions, the subtotal, HST and total amount due. Additional back-up documentation shall also be provided where sub-contracted works form part of the overall work.

### **Miscellaneous**

The Contractor and support staff should be prepared to make presentations to Town of Renfrew management, elected officials, and the general public, if required.

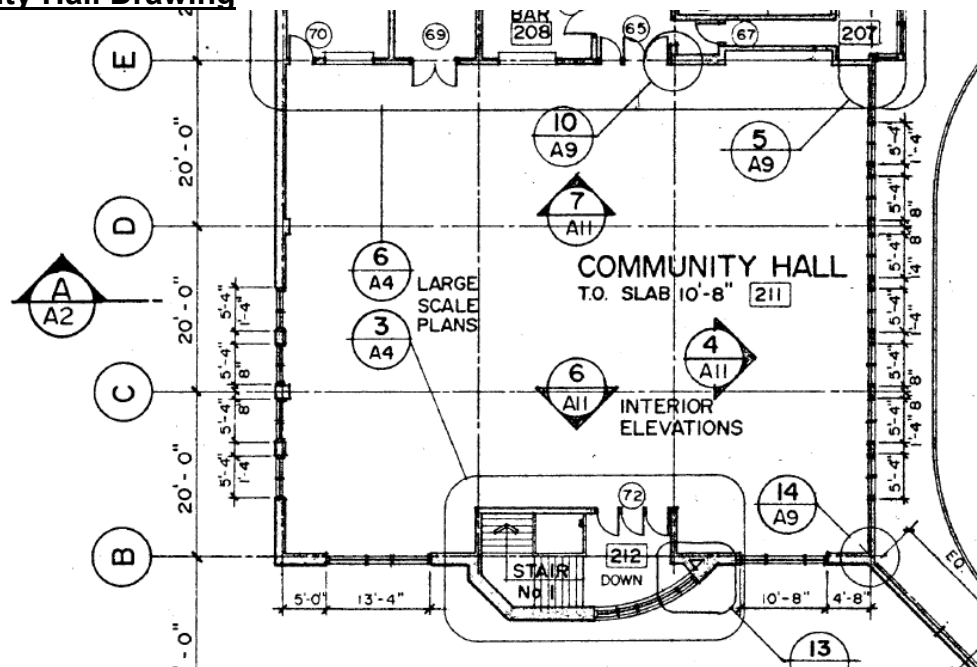
Site visits must be requested in advance and will be scheduled based on facility operating restrictions. Organized tours/briefings will be scheduled.

Verbal information, directions, and opinions, from whatever source, do not supersede nor elaborate on the requirements of this document. Changes in specifications and requirements (if required) will be provided in writing to all proponents by the contact identified above, in the form of a numbered addendum.





## Community Hall Drawing







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## Section III – Form of Tender

### Company Information

1.	Company Name	
2.	Bidder Contact Individual	
3.	Address (incl. Postal Code)	
4.	Office Phone Number	
5.	Cellular Phone Number	
6.	Fax Number	
7.	Email Address	
8.	HST Account Number	

I/We hereby submit the attached documents to satisfy the requirements as issued by the Corporation of the Town of Renfrew.

I/We agree that we have reviewed and understand the tender documents and I/We are capable and qualified to perform the requirements of the contract.

I/We agree that this offer shall be irrevocable from the time the quotations are opened and extended for a period of 90 days.

I/We agree that this offer acknowledges all addenda and that the pricing quoted includes the provision set out in such addenda.

### 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.



## Basis of Payment

The contract price is in Canadian funds, and the price includes any specified cash and contingency allowances and all the applicable taxes in force at this date except as may be otherwise provided in the Tender Documents.

## Bid Form

The Bidder offers to provide the services detailed within the Tender package and identified specifications, and as further detailed in the Bidder's proposal, to the acceptance of the Corporation of the Town of Renfrew for the following Upset Cost Limit.

### Cost Estimate Breakdown (excludes HST)

Description:	Cost:
Removal and disposal	\$
Supply and installation of new Vinyl Composite Tile (VCT)	\$
Supply and installation of new cove base	\$
Supply and installation of new carpet on stage	\$
Additional Requirements (drawings, permits, etc.)	\$

### Overall Project Quotation

Description:	Cost:
Bid Price (as specified) No HST	\$
HST	\$
<b>Total Price</b>	\$

- Quotes shall include expected delivery date and schedule.
- Quotes shall include all associated costs including freight and delivery.

## Bid Submission

The undersigned affirms that they are duly authorized to execute this bid and that all costs associated with this proposal have been submitted in the fee envelope.

BIDDER'S SIGNATURE AND SEAL: \_\_\_\_\_

NAME AND POSITION: \_\_\_\_\_

WITNESS SIGNATURE: \_\_\_\_\_

NAME AND POSITION: \_\_\_\_\_

DATED AT: \_\_\_\_\_

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 202\_\_\_\_

**Tender 2025-15-LCRS – myFM Centre Community Hall Flooring**

**From:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Contact:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Deliver to:**

**The Town of Renfrew**

**127 Raglan Street South**

**Renfrew, ON K7V 1P8**

**Attention: Ashley Robertson, Purchasing Assistant**

**Tender Number:**

**Closing Date and Time:**

**Description:**