



# Renfrew

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

## Tender 2026-10-DE Construction & Installation of Landfill Scale House

### Section I – Proposal Information

#### Background

The Corporation of the Town of Renfrew, hereinafter referred to as the “Town”, is seeking bids from qualified and experienced contractors for the supply of all labour, equipment and materials necessary for the construction, delivery and installation of a scale house for the Renfrew Landfill, located at 376 Bruce Street, Renfrew, ON.

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 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: [Purchasing@renfrew.ca](mailto:Purchasing@renfrew.ca)

All communications must reference **Tender 2026-10-DE** in the subject line.

**Questions** related to this tender, or the requirements are to be received by **2:00 p.m. on, June 26, 2026**. Inquiries should be directed to the Municipal Contact listed.

Municipal Contact: Ashley Robertson, Purchasing Assistant, Town of Renfrew  
Email: [Purchasing@renfrew.ca](mailto:Purchasing@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



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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. July 9, 2026**. 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 public opening. The public reading of a submission 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 Tenders 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.** The Town of Renfrew is not obligated to award to the lowest or any firm.
- (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.

## **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 bid 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 the Municipal Contact identified above to register. The site visit is scheduled for **Monday June 22, 2026, from 2:00 pm to 3:00 pm**. Please meet at the Renfrew Landfill located at 376 Bruce Street, 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 bidder shall provide the Corporation of the Town of Renfrew with an original Certificate of **Commercial Liability Insurance** in the amount of at least five million dollars (\$5,000,000.00). Coverage should include, but not limited to:
- Bodily injury and property damage
  - Products and completed operations
  - Non-owned automobile coverage and shall include Contractual non-owned coverage
  - Products and completed operations coverage
  - Contractual Liability
  - Cross liability clause
  - Work performed on Behalf of the Named Insured by Sub-Contractors
  - The policy shall provide 30 days prior notice of cancellation



(c) The successful bidder must be able to provide proof of **Motor Vehicle Liability Insurance** of standard wording, covering motor vehicles owned, leased or operated by or on behalf of the Bidder, in connection with the Services provided or to be provided under this Agreement, with coverage of not less than Two Million (\$2,000,000) Dollars exclusive of interest or costs per occurrence and equipment leased, borrowed, rented or operated;

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 and that the Occupational Health & Safety Act must be complied with.

(d) 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 Tender is accepted and a contract is signed, all information contained in them is available to the **public**.



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## Section II – Tender Specifications

### Scope of Work

This work consists of the supply of all labour, equipment and materials necessary for the off-site construction of a scale house and delivery and installation to the Renfrew Landfill, located at 376 Bruce Street, Renfrew, ON, under the direction of the Manager of Environmental Services, or designate, and as outlined in the drawings and specifications which form part of this document.

Summary of work:

- Construction of a 28'x12' scale house building as designed/specified.
- Delivery to the Renfrew Landfill.
- Construction of foundation using helical piles
- Placing and securing of the building on foundation.
- Re-establishment of all required connections, including, electrical, Bell internet & phone, water, septic, communications and to the scale.

Any required permits and utility locates 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 summary of work, as outlined.

### Drawing List

The following is a list of drawings, which accompany these specifications, and which form part of the Contract Documents for the work.

- Schedule 1: Designer Information (Drawings)
- A1 to A6 Scale House Drawings
  - Sheet Number A1 - FRONT RIGHT
  - Sheet Number A2 - REAR LEFT
  - Sheet Number A3 - POST & BEAM PLAN
  - Sheet Number A4 - MAIN FLOOR PLAN
  - Sheet Number A5 - CROSS SECTIONS
  - Sheet Number A6 – DETAILS
- Drawing 7 - APPROXIMATE LOCATION OF UTILITIES - Septic
- Drawing 8 - 1993 SEPTIC TANK INSPECTION FORM – RCDHU
- Drawing 9 - APPROXIMATE LOCATION OF UTILITIES – Water



- Drawing 10 - APPROXIMATE FUTURE LOCATION OF UTILITIES – Electrical & Bell
- Drawing 11 – APPROXIMATE INSTALLATION LOCATION OF NEW SCALE HOUSE.

Additionally, the successful contractor shall include in the design/construction the following specifications:

	<b>Specification</b>	<b>Details</b>
1	<b><u>Building Standards and Permits</u></b>	All work must meet the Ontario Building Code (OBC) standards unless otherwise specified.  The colour of all finishings shall be approved by the Town prior to installation.  The successful bidder will be responsible for all required permits, including a Town issued building permit.
2	<b><u>Exterior Material</u></b>	Vertical Steel siding of a single colour, colour choice shall be approved by the Town prior to construction. Soffit and Facia shall be white, black or grey.
4	<b><u>Floor</u></b>	Hard surface waterproof finish. Colour to be approved by the Town prior to installation.
5	<b><u>Walls</u></b>	Drywall finished and painted neutral colour approved by the Town prior to painting activities
6	<b><u>Insulation</u></b>	To meet OBC.
7	<b><u>Windows</u></b>	Dual Pane 48"x48" sliding windows.
8	<b><u>Exterior Door</u></b>	Steel commercial door.  Must have a window similar to shown in drawing Weather proofing.  A minimum of 4 keys must be provided.
9	<b><u>Electrical</u></b>	ESA permit required.  100 amp electrical panel.



		<p>Overhead light for office area and bathroom.</p> <p>Minimum of 15 electrical outlets placed as follows:</p> <ul style="list-style-type: none"> <li>• 4 outlets in the vicinity of Desk Area #1</li> <li>• 3 outlets in the vicinity of Desk Area #2</li> <li>• 2 outlets in the entry area</li> <li>• 1 outlet in the locker room</li> <li>• 3 GFCI outlets for kitchenette</li> <li>• 2 GFCI outlets in the bathroom</li> </ul> <p>Wall mounted exhaust fan for bathroom.</p>
10	<b><u>Plumbing</u></b>	<p><u>Kitchenette:</u> Single stainless steel sink with single lever facet for kitchen.</p> <p><u>Bathroom:</u> 1 floor mounted toilet. 1 sink basin with facet eyewash combo. 1 shower stall, mixing valve, spout and shower head. Hot water on demand system.</p> <p>A seasonal external hose bib shall be installed on the Front Right exterior of the building. A shut off shall be installed in the interior of the Building in an accessible location.</p> <p>Contractor must ensure water and septic lines from ground to building do not freeze.</p>
11	<b><u>Kitchenette Cabinets</u></b>	<p><u>Cabinets shall not exceed 6 feet in total width or 30 inches in total depth.</u></p> <p><u>Lowers:</u> Left &amp; right: Shaker style door with a soft close drawer. Centre: Kitchen sink base cabinet with 2 shaker style doors.</p> <p><u>Uppers:</u> Left: 2 door shaker style doors. Centre: 2 door shaker style doors (reduced height due to sink below). Right: Microwave Wall Cabinet with 2 Shaker Style Doors above microwave.</p> <p>Cabinet colour to be approved by the Town prior to installation.</p>



12	<b><u>HVAC</u></b>	Heating and cooling sources shall be ductless air source heat pump and electric baseboards appropriate for the building per the OBC.
13	<b><u>Foundation &amp; Access</u></b>	<p>Floor of the scale house shall be in line with the scale height +/- 6". The Scale is 24" off ground level.</p> <p>Scale house shall be positioned such that it is 18" to 24" from the scale.</p> <p>Temporary construction stairs required for access from exterior door to ground surface.</p>
14	<b><u>Delivery &amp; Installation</u></b>	<p>The building shall be constructed off-site and delivered to the site by the contractor or a sub-contractor. The building may be partially assembled on-site provided that the installation window of Sunday to Tuesday is not exceeded.</p> <p>Placement of the building on the foundation is the responsibility of the contractor.</p> <p>Disconnection and re-connection to existing electrical service, Bell phone and Internet line, municipal water, septic system and scale is the responsibility of the contractor.</p>
15	<b><u>Warranty</u></b>	1 year warranty on workmanship and craftsmanship.
16	<b><u>References</u></b>	<p>Please provide 3 references for similar projects completed within the last 5 years. At least 1 reference must be for a project completed within 50 Kilometers of Renfrew, ON.</p> <p>References shall be submitted as an attachment and should include the following:</p> <p>Client: Description of project: Location: Construction date: Value: Client contact information:</p>



## **Materials Procured by the Town of Renfrew**

The Town of Renfrew will supply and install the lockers, office furniture (desks and chairs), and Kitchen appliances identified on drawing A4.

The Town of Renfrew will supply and install the steel platform identified on drawing A1.

## **Schedule**

The total project should be completed by **October 27, 2026**.

## **Installation may occur between September 13, 2026, and October 27, 2026**

Installation of the building including delivery, assembly (if required), screw pile installations, placement and securing of the scale house on the foundation, and service/communications re-connections shall take place on a mutually agreeable Sunday, Monday and/or Tuesday (i.e. the installation window). The contractor shall provide the Town fourteen (14) days notice prior to the commencement of installation activities.

The Town of Renfrew will disconnect services and demolish and remove the debris from the existing scale house on the Saturday afternoon prior to the selected installation window.

The successful contractor shall submit an installation plan and schedule with the Tender submission.

## **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**

- (a) Materials and equipment shall be supplied by the Contractor.



## **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 and applicable training and certification in accordance with all provincial Ministry of Labour and Health and Safety legislation and standards.

## **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.
- (d) All OBC prescribed inspections shall be coordinated with the Chief Building Official for the Town of Renfrew.

## **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 if it deems the services of the contractor are no longer required.
- (c) 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.



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## **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.

## **Delivery and Official Closing Time of Proposals**

All submissions shall be in a sealed envelope with covering pages (*Mailing Label*) supplied by the Town and delivered to:

**Town of Renfrew (Town Hall)**  
**Attention: Ashley Robertson, Purchasing Assistant**  
127 Raglan Street South  
Renfrew, Ontario  
K7V 1P8

**Tender** submissions must be received not later than: **2:00 p.m. July 9, 2026.**

The time clock at the main counter service area in the Renfrew Town Hall shall be the official time for the submission deadline. The Corporation of the Town of Renfrew is not responsible for submissions which arrive late or are not properly marked. Submissions shall be officially opened after closing time.

## **Timeline**

The expected timeline for selection is as follows:

<b>Task</b>	<b>Target Date</b>
Request for Tender Issued	June 12, 2026
<b>Mandatory</b> Site Visit	June 22, 2026
Question Deadline	June 26, 2026
Town Published Addendum (if applicable)	July 2, 2026
Closing date for Submissions	July 9, 2026
Anticipated Award (on or about)	July 17, 2026



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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.	Email Address	
7.	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.

## Method of Payment:

Payments shall be made upon scope completion following receipt of an invoice sent in by the contractor to the Treasury Department and accepted by the Project Manager. The contractor shall submit an itemized “proper invoice”, as defined by the Construction Act. 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. Invoices shall be emailed to [Treasury@renfrew.ca](mailto:Treasury@renfrew.ca) or delivered to the Town of Renfrew, 127 Raglan St South, Renfrew, ON, K7V 1P8.

## 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 submission, to the acceptance of the Corporation of the Town of Renfrew for the following Upset Cost Limit.

### Overall Project

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\_\_\_\_\_



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## Attachments

Attachments **shall not exceed 4 pages** (excluding the Form of Tender) in length and shall include:

- Three (3) references as outlined in Specification 16.
- Installation plan and schedule. Specific dates do not need to be provided. The intent of this requirement is to understand how the contactor proposes to utilize the installation window of Sunday to Tuesday.

Company/product brochures may also be appended at the Bidder's discretion.

**Tender 2026-10-DE – Construction & Installation of Landfill Scale House**

**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:**