



Township of McNab/Braeside
Recreation Department

CONTRACT DOCUMENTS

RC-2025-11

Roof + Siding Renovation

White Lake Park Building

Date of Issue: Thursday September 4, 2025

Tender Closing Date: Thursday September 25, 2025 at 11:00 am

TOWNSHIP OF
McNAB/BRAESIDE

No. **RC-2025-11**

Roof + Siding Renovation

White Lake Park Building

Proposal Firm Name

Total Proposal Amount

\$ _____
(excludes 13% HST)

I/We the undersigned authorized signing officer of the Proponent, HEREBY DECLARE that all statements, schedules and other information provided in this proposal are true, complete and accurate in all respects to the best knowledge and belief of the Proponent.

I/We declare that this proposal is made without connection, knowledge, comparison of figures or arrangement with any other company, firm or persons making a proposal and is in all respects fair and without collusion for fraud.

I/We further declare that no employee of the Township of McNab/Braeside will become interested, directly or indirectly as a contracting party or otherwise in the supplies, work or business to which it relates or in any portion of the profits thereof, or in any such supplies to be therein or in any of the monies to be derived there from.

I/We further declare that the agent listed below is hereby authorized by the Proponent to submit this proposal and is authorized to negotiate on behalf of the Proponent.

I/We further agree in submitting this Proposal, we recognize the Township may accept any Proposal in whole or in part or reject all proposals.

Signature: _____ Print Name: _____

Date: _____

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PART I **TENDER CALL**

Sealed tenders are invited for the execution of the works described herein.

Contract Number: **RC-2025-11**

Described as: Roof + Siding Renovation, White Lake Park Building

Location: White Lake Park, 33 Diamond Lane, White Lake ON

Sealed Tenders, and clearly marked shall be submitted to:

**RC-2025-11
c/o CAO/Clerk
The Township of McNab/Braeside
2473 Russett Drive
Arnprior, Ontario
K7S 3G8**

Tenders shall be received until **11:00 a.m. (ET) on Thursday September 25, 2025**, at the address given above.

Tenders received by this time, date and at the location specified above, shall be opened and read in public as soon as possible after that time. Public reading of a proposal does not imply any decision by the Township on whether a proposal is or is not irregular. The Township reserves the right to reject any or all proposals, irrespective of price. The Township retains the discretion to waive irregularities and informalities in the proposals and to award the contract in the best interest of the Township.

Tenders sent by email will not be accepted.

The accepted Tender must be approved by council.

PART II

TENDER CONDITIONS

TC-1 **Completion and Submission of Tenders**

- 1.1 The Tenderer shall complete all documents pertaining to this Contract in ink or in type.
- 1.2 If the Tenderer is a Corporation, an authorized officer of the Corporation shall sign the Form of Tender and shall affix the Corporate Seal.
- 1.3 If the Tenderer is a partnership, a minimum of two partners shall sign the Form of Tender and the signatures shall be witnessed.
- 1.4 If the Tenderer is a sole proprietorship, the sole proprietor shall sign the Form of Tender and the signature shall be witnessed.
- 1.5 The Tenderer shall submit their Tender by the date and time specified in Part I of the Tender.
- 1.6 The Tenderer shall submit to the Township:
 - a. the Tender and
 - b. all Addenda issued by the Township, with respect to this Contract.
- 1.7 The Tenderer shall submit the Tender on the forms provided by the Township and the Tenderer shall seal the forms in a clearly labelled envelope.

TC-2 **Tender Deposit**

- 2.1 A tender deposit is not required for this Contract.

TC-3 **Agreement to Bond**

- 3.1 An Agreement to Bond is not required for this Contract.

TC-4 **Addenda**

- 4.1 The Tenderer shall ensure that its name and address for receipt of Addenda are included on the Township's list of firms to whom Addenda to this Contract, if any, are to be sent. Inclusion on the Township's list does not absolve the Tenderer of its responsibilities set out in Section TC-9.1 of the Tender.

TC-5 **Irregular Tenders**

- 5.1 The Township shall be the sole judge of whether or not a Tender is irregular.

TC-6 Unbalanced Tenders

6.1 The Tenderer shall not submit an unbalanced Tender.

6.2 The Township shall have the right to:

- a. deem a Tender to be unbalanced and
- b. reject a Tender, which it deems to be unbalanced.

TC-7 Collusion

7.1 The Tenderer shall not engage in collusion of any sort and in particular, shall:

- a. ensure that no person or other legal entity, other than the Tenderer, has any interest in the Tenderer's Tender, and
- b. prepare their Tender without any knowledge of comparison of figures with or arrangement with any other person or firm preparing a Tender for the same work.

TC-8 Right to Accept or Reject Tenders

8.1 Notwithstanding any other provision in this Contract, the Township shall have the right to:

8.2

- a. accept any Tender;
- b. reject any Tender, and
- c. reject all Tenders.

8.2 The Township reserves the right to reject a Tender of any Bidder who does not furnish satisfactory evidence of sufficient capital, plant and experience to successfully execute and complete the work.

8.3 Without limiting the generality of Section TC-8.1 the Township shall have the right to:

- a. accept an irregular Tender;
- b. accept a Tender which is not the lowest Tender, and
- c. reject a Tender even if it is the only Tender received by the Township.

8.4 Acceptance of the Tender shall occur at the time the Township awards the Tender and not necessarily at the time the award is communicated to the successful Tenderer.

TC-9 Contract Documents

- 9.1 The Contractor shall obtain and review all Contract Documents listed in the Form of Tender and all addenda issued by the Township, pertaining to this Contract.

TC-10 Errors, Omissions and Discrepancies in the Contract Documents

- 10.1 If the Tenderer finds any errors or omissions in or discrepancies among the Contract Documents, they shall immediately notify the Township at the address specified in Part I of the Tender.
- 10.2 No oral explanation or interpretation by any person shall modify any of the Contract Documents.

TC-11 Irrevocability of Offer

- 11.1 The Tenderer shall not revoke its offer until after the expiration of sixty (60) days after the opening of the Tenders by the Township.

TC-12 Successful Tenderer - Bonds

- 12.1 Bonds are not a requirement for this Contract.

TC-13 Successful Tenderer - Workplace Safety & Insurance Board Certificate of Clearance

- 13.1 The successful Tenderer shall provide the Township with a valid Workplace Safety and Insurance Board Certificate of Clearance, to the satisfaction of the Township's Solicitor.

TC-14 Successful Tenderer - Execution of Form of Agreement

- 14.1 The Township shall issue a Form of Agreement to the successful Tenderer to indicate acceptance of the contract.

TC-15 Successful Tenderer - Insurance

- 15.1 The Successful Tenderer shall provide the Township with an original Certificate of Insurance, in a format satisfactory to the Township's Solicitor.

15.2 The Contractor shall carry General Liability and Automobile Liability Insurance in the amount of at least **TWO MILLION DOLLARS (\$2,000,000)**.

15.3 The Contractor shall carry General Liability Insurance, which names the following as an additional named insured:

The Corporation of the Township of McNab/Braeside
2473 Russett Drive, Arnprior, Ontario K7S 3G8

15.4 The Contractors Insurance policy shall have a “cross Liability” clause or endorsement and an endorsement to the effect that the policy of policies will not be altered, cancelled or allowed to lapse without thirty days prior to written notice to the township.

TC-16 [Successful Tenderer – Period of Contract](#)

16.1 The Contractor shall schedule their work under this contract to comply with the following requirements:

Project Completion: December 1, 2025

16.2 The Contractor shall complete the work by the time specified in the Tender, unless an extension of time is granted.

16.3 An extension of time may be granted in writing by the Township in the event of the work being delayed beyond the prescribed time for completion. Such extensions shall be set with fixed terms by the Township. An application for an extension of time shall be made in writing by the Contractor to the Township at least fifteen (15) days prior to the above noted date of completion fixed by the Contract.

16.4 If the Township of McNab/Braeside grants the Contractor an extension of time, the Contractor shall complete the work by the revised specified time for completion.

TC-17 [Successful Tenderer - Liquidated Damages](#)

17.1 If the Contractor is obliged to pay liquidated damages, the liquidated damages shall be in the amount of **Five Hundred Dollars (\$500.00)** per day.

TC-18 [Successful Tenderer - Submission of Documentation](#)

18.1 The successful Tenderer shall submit the documentation required by Sections TC-13, TC-14 and TC-15 within seven (7) working days of the day the Township notifies the successful Tenderer that the documentation should be sent to the Township.

18.2 If the successful Tenderer fails to comply with Section TC-18.1, the Township may,

in its sole discretion, withdraw its acceptance of the Tender and the Tenderer shall have no recourse whatsoever against the Township.

TC-19

Prices

19.1 Prices quoted shall be the net cost to the Township and shall include all associated costs (i.e. labour, equipment, material, applicable licences and permits) and all other associated costs required to perform the service to the complete satisfaction of the Township.

19.2 The Harmonized Sales Tax (HST) shall be extra to the unit prices quoted.

TC-20

Payment

20.1 Payment will be made following the completion of the contract. A 10% holdback will be retained in accordance with the Construction Lien Act.

TC-22

Basis of Award

22.1 It is the Township's intent to award on a total aggregate price as Tendered; however, the Township reserves the right to award on a line item basis, to the lowest responsive bidders, if deemed to be in the best interest of the Township.

22.2 The Township reserves the right to disqualify any Tender that is incomplete or is otherwise not submitted in strict accordance with the terms and conditions set forth in this Contract. The Township reserves the right to accept or reject any or all Tenders, should it be deemed to be in the best interest of the Township. Should only one (1) Tender be received, the Township reserves the right to reject it.

22.3 Due to financial constraints, The Township may be required to reduce the work by eliminating items or by reducing individual scope of items of work. The tenderer agrees that the Township may at any time reduce the improvements and payment will be made for the actual amount of work done and material furnished.

TC-23

Inquiries

23.1 Inquiries concerning this project are to be directed to:

Kevin Murray

Building and Recreation Maintenance Supervisor

kmurray@mcnabbraeside.com

613-623-5756 x 240

Questions of clarification will be answered individually, but response(s) to any question that modifies the scope of the Request for tender will be circulated in writing as a Request for Tender Addendum to all registered document takers who have received the Request for Tender document from the Township.

PART III **FORM OF TENDER RC-2025-11**

FT **Tenderer Information**

Company Name: _____

Address: _____

Email: _____

City/Province/Postal Code: _____

Phone Number: _____

Fax Number: _____

Contractor's Signature

Business Partner's Signature
(only if required by TC-1)

Witness's Signature
(only if required by TC-1)

Corporate Seal (if applicable)

FT-1 **Contract Documents**

1.1 The Contract Documents for Contract **RC-2025-11** are:

- a. Tender
- b. Building Photos
- c. All Addenda Issued Pertaining to this Contract

FT-2 **Tenderer's Declarations**

2.1 The Tenderer declares that it has obtained and read the Contract Documents.

2.2 The Tenderer declares that it understands and agrees to be bound by the Contract Documents.

2.3 Without limiting the generality of Section FT-2.2, the Tenderer declares that it has, at the time of Tendering, fulfilled all of those obligations under the Contract, which are required to be fulfilled by the time of Tendering.

2.4 The Tenderer declares that all information, which it has provided or will provide to the Township is true.

FT-3 Tenderer's Offer

3.1 The Tenderer offers to do the work in accordance with the Contract Documents.

3.2 The Tenderer offers to do the work and to accept payment at the unit prices specified in the Schedule of Prices in Section FT-4 of the Tender, in accordance with the Contract Documents.

3.3 The Tenderer's total Tender Price, based on the estimated quantities in the Schedule of Prices is:

\$ _____
(price in words)

(\$ _____)

(price in numbers

PART IV SPECIFICATIONS

Project Overview

The Township is seeking qualified contractors to submit proposals for the renovation of an existing building located at 33 Diamond Lane, White Lake (White Lake Park).

Roof approx. measurements: 12'8" rise to peak x 41'5" long

Building approx. measurements: 20' w x 38' l

The project includes:

- Complete removal and disposal of existing asphalt shingle roofing and siding.
- Installation of a new asphalt shingle roof system.
- Installation of CanEx-style composite siding (or approved equivalent).

Demolition and Disposal

- Remove and dispose of existing:
 - Asphalt shingle roofing, underlayment, flashing, and roof vents.
 - Existing siding material and all associated trim and vapor barriers.
- Protect surrounding property during demolition and prevent damage to existing structure.

Roofing Installation

- Supply and install new asphalt shingles (submit samples for approval).
- Include:
 - Ice and water shield
 - Underlayment
 - Drip edge
 - Flashing and roof penetrations
 - Ventilation system (ridge vent or other code-compliant method) – 2 vents required
 - Caulking as required
 - Repair any rot if found

Siding Installation

- Supply and install CanEx-style composite siding or equivalent (submit samples for approval).
- Include:
 - Appropriate weather barrier/vapor barrier
 - Flashing at all windows, doors, and penetrations

- Trim work to match siding style and building aesthetics
- Fastening system to meet manufacturer specifications and local code requirements

General Notes

- Conduct site inspection prior to work commencement.
- Warranty information for all materials and workmanship to be provided.
- Proposed material specifications to be included.
- Detailed project schedule to be provided.
- Contractor required to submit slab design a minimum of 10 days prior to receiving building permit.
- Contractor is responsible for removal of all debris and thorough site clean-up.
- Downspouts, eavestroughs and soffits are not required to be performed.

White Lake Park, 33 diamond Lane, White Lake



building front + ball diamond side



building front + rink side



building front @ rink side towards rear



building front @ rink side towards front



building @ ball diamond side



building - rear