



THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

3720 County Road 34, Alexandria ON K0C 1A0

Fax: 613-525-1649 | Phone: 613-525-1110

Tender No. CS-2026-02

**TENDER FOR THE DUNVEGAN COMMUNITY HALL FLOOR
REPLACEMENT**

Issue Date: Monday, August 10, 2026

Closing Date: Tuesday, August 18, 2026 at 14:00 (EDT)

INVITATION TO TENDER

The Township of North Glengarry invites qualified contractors to submit tenders for the replacement of the existing floor structure and associated rehabilitation work at the Dunvegan Community Hall.

The work generally consists of the demolition and replacement of the main hall floor structure, concrete repairs, installation of a new floor system, insulation and vapour barriers, reinstatement of affected building components, and all related work as described in the contract documents prepared by EVB Engineering, dated July 17, 2026.

Tender submissions shall be delivered in a sealed envelope clearly marked:

"Tender No. CS-2026-02 – Dunvegan Community Hall Floor Replacement"

to:

Township of North Glengarry

Attention: Stephanie MacRae, Director of Community Services

3720 County Road 34

Alexandria, Ontario K0C 1A0

No later than 14:00 hours local time on August 18, 2026.

Tenders received after the closing time will not be considered.

The Township reserves the right to reject any or all tenders and is not obligated to accept the lowest or any tender.

TENDER BID FORM:

The tender bid form provided with this tender must be used or your tender will be rejected. Please ensure that your tender bid form is secured at the front of your submission.

DECLARATION OF INTERESTS: The bidder shall clearly indicate any and all persons, firms or corporations, other than the bidder, that has any direct or indirect interest in the bidder being successful in this solicitation and describes the general nature of the interest. The bidder shall clearly indicate any member of Council or employee of the Township that has any direct or indirect interest in the bidder being successful in this solicitation and describe the general nature of the interest.

ADDENDA: Bidders may, during the tender period, be advised by addenda of required additions to, deletions from or alterations in the requirements of the tender documents.

Any/all changes as addressed in the addenda shall become an integral part of the tender documents and shall be allowed for in determining the final tendered price. Addendums that have financial implications and have not been acknowledged on the tender form will be automatically rejected.

COMMUNICATIONS: All communication (including clarification required from a technical perspective and/or from a purchasing perspective) between the Corporation of the Township of North Glengarry and prospective vendors MUST BE in writing format via email.

Bidders are encouraged to email their questions to:

Jacob Rheaume, Director of Building, By-Law and Planning/CBO, with the Corporation of the Township of North Glengarry at jacob@northglengarry.ca

With copy to csdirector@northglengarry.ca

No verbal instructions or verbal information will be binding on the Corporation of the Township of North Glengarry. Oral instructions shall not be considered valid unless they are confirmed in writing. Site meeting will be available as specified in Section 4.

The Township is issuing this tender to obtain best value/dollar. The Township reserves the right to negotiate scope adjustments with the preferred bidder in order to align the project with approved budget allocations. Such adjustments may include additions, deletions, quantity modifications, or alternative construction methods acceptable to the Township and the Engineer

1. PROJECT DESCRIPTION

The purpose of this project is to replace the deteriorated floor structure within the Dunvegan Community Hall while preserving the existing stage area and restoring the facility to operational use. The work has been designed by EVB Engineering and includes demolition, structural repairs, new framing, insulation, flooring, and reinstatement of existing building elements.

2. SCOPE OF WORK

The work shall include, but not necessarily be limited to, the following:

2.1 Demolition and Existing Conditions

- Obtain a Designated Substance Survey (DSS) prior to commencing demolition.
- Remove existing hardwood flooring, decking, timber beams, stairs, partitions, plumbing fixtures, mechanical equipment, and related components identified on the drawings.

- Remove seating and mechanical components as required and store for reinstatement.
- Clean and remove debris from the crawlspace area.
- Protect the existing stage and floor structure beneath the stage, which are to remain in place.

2.2 Concrete Repairs

- Repair existing interior footings as required.
- Repair existing foundation walls where honeycombing or deterioration exists.
- Complete repairs in accordance with the repair details provided by EVB Engineering.
- Supply and install epoxy dowels and reinforcing steel as specified.

2.3 Structural Floor Replacement

- Install new pressure-treated sill plates.
- Install new continuous rim boards.
- Install new floor joists consisting of double 38x235 mm members at 300 mm spacing as specified.
- Install joist hangers and structural connectors.
- Install crawlspace access hatches.
- Install plywood subflooring in accordance with the structural drawings.

2.4 Thermal and Moisture Protection

- Install rigid foundation insulation.
- Install spray foam insulation at perimeter gaps.
- Install polyethylene vapour barrier beneath the floor assembly.
- Infill existing vent openings with mineral wool insulation and exterior cladding to match existing construction.

2.5 Architectural Finishes and Reinstatement

- Supply and install new flooring (anticipated vinyl flooring unless otherwise directed by the Township).
- Reinstall partitions, doors, trims, cabinetry, plumbing, mechanical equipment, electrical components, and seating removed during demolition.
- Complete painting and finishing work disturbed by construction.

3. CONTRACT DOCUMENTS

The successful contractor shall complete the work in accordance with:

- EVB Engineering Structural Drawings S0.1, S1.1 and S1.2, dated July 17, 2026.

- All applicable Ontario Building Code requirements.
- Occupational Health and Safety Act requirements.
- All municipal, provincial and applicable authority requirements.

The Contract Documents consist of:

- This Tender Package
- Schedule A – Form of Tender
- EVB Engineering Drawings S0.1, S1.1 and S1.2 dated July 17, 2026
- EVB Engineering Structural Inspection and Condition Assessment dated May 28, 2026
- All Addenda issued during the tender period

4. MANDATORY SITE VISIT

4.1 A mandatory site meeting will be held at:

**Dunvegan Community Hall
19053 County Road 24, Dunvegan ON K0C 1J0
Wednesday, August 12, 2026
10:00 am local time**

4.2 Attendance shall be recorded by Township staff. Only firms represented at the mandatory site meeting will be eligible to submit a tender unless otherwise approved by the Township in writing.

4.3 Bidders are advised that portions of the crawlspace were inaccessible during the engineering review. Bidders shall satisfy themselves as to site conditions during the mandatory site meeting. **No claim for additional compensation arising solely from visible site conditions will be considered.**

5. SUBMITTALS

The successful bidder shall at their own expense within ten (10) days of notification of acceptance and prior to the commencement of work, obtain and maintain until the termination of the contract or otherwise stated, provide the Corporation with evidence of:

5.1 Commercial General Liability Insurance issued on an occurrence basis for an amount of not less than \$2,000,000 per occurrence / \$5,000,000 annual aggregate for any negligent acts or omissions by the contractor relating to their obligations under this Agreement. Such insurance shall include but is not limited to bodily injury and property damage including loss of use; personal injury; contractual liability; premises, property & operations; non-owned automobile;

broad form property damage; owners & contractors protective; occurrence property damage; products & completed operations; employees as Additional Insured(s); contingent employers' liability; tenants' legal liability; cross liability and severability of interest clause.

- 5.2 Such insurance shall add the Corporation of the Township of North Glengarry as Additional Insured with respect to the operations of the contractor. This insurance shall be non-contributing with and apply as primary and not as excess of any insurance available to the Township. The successful contractor shall indemnify and hold the Corporation of Township of North Glengarry harmless from and against any liability, loss, claims, demands, costs and expenses, including reasonable legal fees, occasioned wholly or in part by any negligence or acts or omissions whether wilful or otherwise by the contractor, their agents, officers, employees or other persons for whom the contractor is legally responsible.
- 5.3 Automobile liability insurance with respect to owned or leased vehicles used directly or indirectly in the performance of the services covering liability for bodily injury, death and damage to property with a limit of not less than \$2,000,000, inclusive for each and every loss.

The Policies shown above shall not be cancelled unless the Insurer notifies the Township in writing at least thirty (30) days prior to the effective date of the cancellation. The insurance policy will be in a form and with a company which are, in all respects, acceptable to the Township.

- 5.4 The successful bidder shall provide a current WSIB Clearance Certificate within ten (10) calendar days of receiving the Notice of Award and prior to the commencement of Work.
- 5.5 The Contractor shall provide a copy of its Health and Safety Policy and Program. Where Township policies impose higher standards, the higher standard shall prevail.
- 5.6 The bidder shall provide a minimum of three (3) references for similar structural renovation, building rehabilitation, or floor replacement projects completed within the last five (5) years. The Township reserves the right to contact references and investigate the bidder's past performance.

6. PROJECT SCHEDULE

The anticipated project schedule is:

Milestone	Date
Tender Issued	August 10, 2026
Mandatory Site Meeting	August 12, 2026
Tender Closing	August 18, 2026
Award of Contract	August 20, 2026
Construction Start	The successful contractor shall commence work within fourteen (14) calendar days of receipt of the Notice to Proceed unless otherwise approved by the Township.
Substantial Completion	December 1, 2026

- 6.1 The Township's preference is that construction be substantially completed no later than **January 1, 2027**, subject to Council approval and contractor scheduling. If the completion date is not achievable by the contractor working a normal number of hours each day or week on a single daylight shift basis, it is expected that additional and/or augmented daylight shifts be required throughout the life of the contract to the extent deemed necessary by the contractor to ensure that the work will be completed within the limit specified.
- 6.2 The time of completion may be extended in writing at any such time for a period as shall be determined by the Township, and notwithstanding such extensions, time shall continue to be deemed of the essence of this contract. The deadline is based on the assumption that a Notice of Award will be issued no later than August 31, 2026.
- 6.3 Tenders shall remain open for acceptance by the Township for a period of sixty (60) calendar days following the tender closing date.

7. BASIS OF TENDER

- 7.1 Bidders shall provide:
- i. Lump Sum Tender Price (excluding HST)
 - ii. HST Amount
 - iii. Total Tender Price Including HST

- 7.2 The Township intends to award the Contract to the lowest compliant bidder, subject to the provisions of Section 8.
- 7.3 Tenders that do not conform to the following requirements will be disqualified:
- i. Tender must be legible, in ink, by typewriter or by printer.
 - ii. Tender must be in possession of the Municipality by the closing date and time.
 - iii. Tender must be on form provided.
 - iv. 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.
 - v. Tender must not be restricted or modified in any way.

8. AWARD OF TENDER

- 8.1 The Township intends to award the Contract to the lowest compliant bidder that, in the opinion of the Township, has the capability, experience, financial resources and capacity to successfully complete the Work in accordance with the Contract Documents.
- 8.2 To be considered for award, bidders must:
- a) Submit a complete tender on the prescribed forms;
 - b) Attend the mandatory site meeting;
 - c) Acknowledge all addenda issued during the tender period;
 - d) Meet all insurance, WSIB, and other mandatory requirements of this Tender;
 - e) Demonstrate, upon request, satisfactory experience and capability to complete the Work.
- 8.3 The Township reserves the right to investigate the qualifications, experience, financial capability, equipment resources, references, and past performance of any bidder to determine the bidder's ability to successfully complete the Work.
- The Township may reject any tender where, in its sole opinion, the bidder does not possess the necessary qualifications, experience, resources, or financial capacity required for the project.
- 8.4 The award of the Contract shall be subject to approval by the Council of the Township of North Glengarry and the availability of sufficient budgeted funds.
- 8.5 The successful bidder shall execute the Township's Agreement and provide all required insurance certificates, WSIB clearance documentation, and other required submissions within ten (10) calendar days of receiving written Notice of Award.

Failure to do so may result in the Township cancelling the award and awarding the Contract to another bidder without further notice.

- 8.6 The Township shall not be obligated to accept the lowest tender or any tender received and reserves the right to reject any or all tenders, cancel the tender process, re-tender the Work, or accept the tender which, in the sole opinion of the Township, is in the best interest of the Township.
- 8.7 The Township reserves the right to waive minor informalities, irregularities, or technical defects in any tender where, in the opinion of the Township, the best interests of the Township would be served without prejudice to other bidders.

9. TOWNSHIP RESERVATIONS

- 9.1 The Township reserves the right to:
- i. Accept any tender deemed most advantageous.
 - ii. Reject any or all tenders.
 - iii. Waive irregularities where deemed in the Township's best interest.
 - iv. Negotiate with the preferred proponent.
 - v. Cancel the tender at any time.

10. WARRANTY

- 10.1 The Contractor shall warrant all labour, materials and workmanship for a period of one (1) year from the date of Substantial Performance of the Work.

11. DEFAULT BY THE CONTRACTOR

- 11.1 Where the Contractor is in default in carrying out any of its obligations under the Contract, the Township may, upon giving written notice to the Contractor, terminate for default the whole or any part of the Contract, either immediately, or at the expiration of a cure period specified in the notice, if the Contractor has not cured the default to the satisfaction of the Township within that cure period.
- 11.2 Upon the giving of a notice provided for in subsection 1, the Contractor shall have no claim for further payment other than as provided in this section, but shall be liable to the Township for any amounts paid by the Township and for all losses and damages which may be suffered by the Township by reason of the default or occurrence upon which the notice was based, including any increase in the cost incurred by the Township in procuring the Work from another source. The Contractor agrees to repay immediately to the Township the portion of any payment that has been advanced prior to the date of the termination.

- 11.3 Subject to the deduction of any claim that the Township may have against the Contractor arising under the Contract or out of the termination, the Township shall pay or credit to the Contractor the value, determined on the basis of the Contract Price including the proportionate part of the Contractor's fee included in the Contract Price, of all completed parts of the Work delivered to the Township and shall pay or credit to the Contractor the Cost to the Contractor that the Township considers reasonable in respect of all materials, parts, plant, equipment or work-in-process delivered to the Township prior to termination as long as any amounts payable pursuant to this subsection do not exceed the Contract Price.

12. PAYMENT TERMS

- 12.1 Progress payments may be made monthly based upon the value of work completed and certified by the Contract Administrator and approved by the Township. A ten percent (10%) statutory holdback shall be retained in accordance with the Construction Act (Ontario).

13. CHANGES IN THE WORK

- 13.1 No extra work, additional work, or changes in the scope of work shall be undertaken without prior written approval from the Township.
- 13.2 All changes shall be documented through a written Change Order approved by the Township and the Contractor prior to the commencement of the changed work.
- 13.3 Verbal instructions shall not constitute authorization for extra work or additional payment.

SCHEDULE "A"
FORM OF TENDER
Tender No. CS-2026-02
Dunvegan Community Hall Floor Replacement

Bidder Information

Company Name: _____

Address: _____

Contact Person: _____

Position: _____

Telephone: _____

Email: _____

SCHEDULE OF PRICES

All prices shall exclude HST.

The Bidder shall complete all unit rates and extended prices. Failure to complete all fields may result in the tender being deemed informal.

All unit prices and lump sum prices shall include all labour, materials, equipment, transportation, permits, disposal fees, supervision, overhead, profit, and all other costs necessary to complete the Work in accordance with the Contract Documents.

This schedule is based directly on the engineer's quantity take-off and cost estimate for each division and item.

Division 02 – Existing Conditions

Item	Description	Unit	Estimated Quantity	Unit Price (\$)	Extended Price (\$)
2.1	Demolition of existing floor system, partitions, stairs and associated removals as shown on drawings	LS	1		
2.2	Designated Substance Survey (DSS)	LS	1		
	Subtotal Division 02				

Division 03 – Concrete

Item	Description	Unit	Estimated Quantity	Unit Price (\$)	Extended Price (\$)
3.1	Interior Footing Repair	m ³	2		
3.2	Concrete Repair to Existing Foundation Walls	m	90		
3.3	Tapcon Fasteners and Installation	LS	1		
	Subtotal Division 03				

Division 06 – Woods and Plastics

Item	Description	Unit	Estimated Quantity	Unit Price (\$)	Extended Price (\$)
6.1	New Floor Joists, Double 38 x 235 mm Complete with Installation	Each	250		
6.2	Continuous Rim Boards Complete with Installation	m	74		
6.3	Pressure Treated Sill Plates Complete with Installation	m	74		
6.4	Joist Hangers and Connectors Complete with Installation	Each	250		
6.5	5/8" Tongue and Groove Plywood Subfloor	m ²	136		
6.6	Fasteners and Adhesives	LS	1		
6.7	Miscellaneous Lumber and Blocking	LS	1		
6.8	Removal and Reinstallation of Interior Stud Partitions Including Framing Modifications	LS	1		
	Subtotal Division 06				

Division 07 – Thermal and Moisture Protection

Item	Description	Unit	Estimated Quantity	Unit Price (\$)	Extended Price (\$)
7.1	Rigid Board Insulation at Foundation Walls	m ²	35		
7.2	Spray Foam Insulation at Floor Perimeter	LS	1		
7.3	6 mil Polyethylene Vapour Barrier	m ²	35		
7.4	Joint Sealing and Air Barrier Work	LS	1		
	Subtotal Division 07				

Division 09 – Finishes

Item	Description	Unit	Estimated Quantity	Unit Price (\$)	Extended Price (\$)
9.1	Gypsum Board Repairs and Reinstatement	m ²	150		
9.2	Painting and Decorating	m ²	150		
9.3	New Finished Flooring (Commercial-Grade Vinyl Flooring or Approved Equivalent)	m ²	136		
9.4	Reinstallation of Cabinets, Doors, Millwork, Plumbing, Mechanical and Associated Components	LS	1		
	Subtotal Division 09				

TENDER SUMMARY

Division	Value (\$)
Division 02 – Existing Conditions	

Division 03 – Concrete	
Division 06 – Woods and Plastics	
Division 07 – Thermal and Moisture Protection	
Division 09 – Finishes	
TOTAL TENDER PRICE (Excluding HST)	
HST	
TOTAL TENDER PRICE (Including HST)	

UNIT PRICE ADJUSTMENTS

The quantities listed in the Schedule of Prices are estimated quantities for tender comparison purposes only. The Township reserves the right to increase or decrease actual quantities. Payment shall be based on actual quantities completed and accepted by the Township at the tendered unit rates.

REFERENCES

The bidder shall provide a minimum of three (3) references for similar structural renovation, building rehabilitation, or floor replacement projects completed within the last five (5) years. The Township reserves the right to contact references and investigate the bidder's past performance.

Reference 1

Project: _____

Owner: _____

Contact Person: _____

Phone: _____

Value: _____

Completion Date: _____

Reference 2

Project: _____

Owner: _____

Contact Person: _____

Phone: _____

Value: _____

Completion Date: _____

Reference 3

Project: _____

Owner: _____

Contact Person: _____

Phone: _____

Value: _____

Completion Date: _____

ADDENDA

The Bidder acknowledges receipt of the following Addenda:

Addendum No. ____ Date _____

Addendum No. ____ Date _____

Addendum No. ____ Date _____

BIDDER'S DECLARATION

The Bidder declares that:

1. The Tender has been carefully examined and understood.
2. The site conditions have been reviewed.
3. The work can be completed in accordance with the Contract Documents.
4. The prices submitted include all labour, materials, equipment, supervision, permits, disposal costs, overhead and profit necessary to complete the Work.
5. The undersigned has the authority to bind the Corporation/Company.

Authorized Signing Officer: _____

Title: _____

Signature: _____

Date: _____

Company: _____