



**2026 Ennismore Curling Club
Reroofing and Rehabilitation
Tender**



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1.0 Tender Documents

Tender documents are available from the Municipal office for the 2026 Ennismore Curling Club Reroofing and Rehabilitation Tender, structural repairs and improvements of the Curling Club building located at 555 Ennis Road, Ennismore, Ontario.

1.1 Owner

The Township of Selwyn
1310 Centre Line, Selwyn, Ontario
705-292-9507

If any respondent has questions concerning the Qualifications, finds discrepancies or omissions in the solicitation document, or requires clarifications, such matters should be submitted in writing to:

Mike Richardson,
Manager of Recreation Services
P.O. Box 270
Bridgenorth, Ontario, K0L 1H0
705-292-9507 ext 241
mrichardson@selwyntownship.ca

All bidders who obtain a copy of the Tender package are required to contact Mike Richardson, Manager of Recreation Services mrichardson@selwyntownship.ca to advise of the same should any addenda or clarifications be issued with respect to the tender document. The municipality reserves the right to supplement, add to, delete from, and change this solicitation document. Respondents will be advised by e-mail of any changes that are made providing that contact with the Manager of Recreation Services has been made as described above.

The municipality reserves the right to request additional data or information after the Tender is received, if such data or information is considered pertinent, in the Township's sole view, to aid the review and evaluation process.

Contact with the Township of Selwyn Council members is prohibited and can be considered as grounds for disqualification from the selection process.



1.2 Closing Date

Sealed tenders, clearly marked as to contents will be received by the Township until Friday, February 27th, 2026, at 11:59:59 a.m. EDT (**according to the Administration lobby clock**).

1.3 Site Visit

The Owner will **not** be conducting a formal, pre-tender site tour of the building. Builders are welcome to visit the site prior to submission.

1.4 Acceptance

The evaluation of the Tender will be carried out by Township staff with a recommendation brought forward to Council. The Council will make its decision based on information gathered during the procurement process. The lowest bid or any tender will not necessarily be accepted.

Item	Date
Proposal Call, Qualifications and Price	February 9, 2026
Receipt of Proposal Submission	February 27, 2026
Completion of evaluation and scoring of the submissions with a report and recommendation to the Council	March 3, 2026
Anticipated date to accept a Proposal or reject all	March 10, 2026



2.0 General Requirements (GR) and Information

- 2.1 Tenders shall be submitted in a sealed envelope that is clearly identified as to the tender and closing time for which it is submitted. Tender submissions must include the Tender Form package.
- 2.2 Tenders will be received by the Township of Selwyn (hereinafter the “Township” and / or the “Owner”) at the address shown below **until 11:59:59 am EDT** according to the administration clock, Friday, February 27th, 2026
Delivery Address (Do Not Mail)
The Township of Selwyn
1310 Centre Line
Selwyn, Ontario, K9J 6X5
Attention: Mike Richardson,
Manager of Recreation Services
- 2.3 Late tenders shall be returned unopened. Please ensure Township address is marked on sealed envelope.
- 2.4 FAX submissions shall not be accepted or considered.
- 2.5 One copy of the tender on the form provided shall be submitted. All requested information shall be shown in the tender in the spaces provided. Bidders must specify all individual tender prices (all lump sum prices and all unit prices) as indicated by the Tender Form. Tenders shall be typed or neatly handwritten in ink. As required by the Tender Form, tenders shall bear the corporation seal.
- 2.6 During the tender period direct all questions of either a commercial or a technical nature to Mike Richardson, Manager of Recreation Services, as described in Section 2.2. Questions that require a reply, interpretation or clarification and are therefore more than just editorial will be answered by an Addendum to be sent by email to all bidders. Where such questions are technical in nature the Manager of Parks and Recreation will obtain the advice and direction for inclusion within the emailed Addenda. All Addenda shall be issued by the Township. Bidders shall note on the Tender Form the number and the date of the latest Addendum received.
- 2.7 Bidders must inspect the specifications before submitting their tender. Bidders are responsible for examining the site and for assuring themselves of a complete understanding of the work that is to be performed. No claim for extra compensation shall be permitted for the contractors’ failure to inspect the work and working conditions prior to the submission of a bid.
- 2.8 The work of this tender is specialized in nature as to methods and materials. Contractors who are known to have expertise and experience in the work are



being invited to bid by the Township. Tenders from other contractors not presently known to the Township are also invited, but all such contractors must be prepared to demonstrate having successfully completed work of a similar nature and similar complexity vis-à-vis metal roofing.

2.9 The tender documents include the following items:

2.9.1 Tender Form

2.9.2 General Requirements and Information to Bidders

2.9.3 Aerial Photograph of Site

2.9.4 Roof Dimensions Plan

3.0 Tender Security (Tender Security is not Required for this Project, please Disregard Section 3.0 and 4.0)

3.1 Tender security in the amount of not less than 10% of the total tender price shall be submitted as part of the tender submission of each bidder. Failure to provide such security will cause the tender to be rejected without exception.

3.2 The 10% security may be in the form of a certified cheque drawn on a Schedule 1, Canadian Chartered Bank. The cheque shall be in favour of "The Township of Selwyn" and shall carry words to identify it as security for this tender.

3.3 The 10% security may also be in the form of an irrevocable Letter of Credit that is made in favour of the Township of Selwyn and issued by a Schedule 1, Canadian Chartered Bank.

3.4 The tender security of all bidders will be retained by the Township until the contract is awarded and the successful bidder has submitted the required insurance certificates. The tender security of all unsuccessful bidders will then be returned promptly and without interest.

3.5 Failure of the successful bidder to provide the required insurance certificates and to enter a contract shall be cause for the tender security to be forfeited to the Township.

3.6 Tenders shall remain open and valid for a period of thirty (30) days following the date of tender closing. After the expiration of thirty days, the contract may only be exercised with the specific consent of the tenderer.

4.0 Contract Security (Disregard Section 3.0 and 4.0)

4.1 The tender security of the successful bidder shall be retained by the Township for the duration of the contract as the contract security. This tender security, shall be returned:



- a) After all work is finished, it will be returned within thirty (30) days of completion; and
- b) After the statutory lien period has expired, and
- c) Following the Township's receipt of the bidders' final submittals, including the required statutory Declaration

4.2 No other contract security is required.

5.0 Right to Accept / Reject Tenders

- 5.1** The Township reserves the right to reject any or all tenders, or to accept any tender should it be deemed to be in its best interest to do so. The award of the Contract is subject to the approval of Council of the Township of Selwyn.
- 5.2** Tenders which are incomplete, conditional, or obscure, or which contain additions not called for, or erasures, alterations, or irregularities of any kind, may be rejected as informal.
- 5.3** All tenders are prepared at the sole risk and cost of the tenderers. No payments shall be made to any tenderer regarding the preparation and submission of the tenders.
- 5.4** The Township reserves the right to request proof of satisfactory experience and sufficient expertise and capital to successfully complete the work within the specified time. Failure to provide such information when requested will be sufficient cause for rejection of the tender. Acts of Nature will be considered for project time delays beyond expected date of completion.

6.0 Regulations and Permits

- 6.1** The Contractor shall obey all federal, provincial, and municipal laws, By-laws, codes, standards, and regulations that could in any way pertain to the work of this Contract or to its employees.
- 6.2** The Township of Selwyn Recreation Services department will be responsible for acquiring the necessary Building Permits.
- 6.3** The Contractor shall be responsible to constitute a health and safety committee where the numbers of staff at the site so warrant.
- 6.4** The Contractor is the sole "employer" for this project regarding the Workplace Safety and Insurance Board (WSIB) and is solely responsible for payments to



the Board. Prior to starting any work, the Contractor shall submit a WSIB Certificate of Clearance to the Township of Selwyn.

7.0 Payments

- 7.1** The Contractor shall be permitted to issue only one invoice for full the amount once all work is complete. Payment for materials supplied and work completed shall be at the rate of 90%, providing for a 10% holdback in accordance with the Construction Lien Act, 1990, or its latest edition. After performance acceptance of the work, and in accordance with the Construction Lien Act, 1990, or its latest edition, the holdback will be paid (after the hold back period and in the absence of claims), to the Contractor upon receipt of:
- i) A statutory declaration shall be provided by the Contractor stating that all debts contracted during the performance of, and in conjunction with, this Contract have been discharged.
 - ii) A certificate from the WSIB shall be provided by the Contractor indicating that all payments by the Contractor to the Board in conjunction with this Contract have been made.

All payments will be made within thirty (30) days from receipt of an approved invoice. All invoices must be approved by the Manager or designate.

8.0 Schedule and Completion

- 8.1** **Time is of the essence in the completion of this contract. This contract shall be completed in its entirety by not later than 5:00 pm EDT on Friday August 28th, 2026.**

9.0 Site Services

- 9.1** The Contractor shall provide and maintain the necessary first aid equipment on site as called for by the WSIB and the Occupational Health and Safety Act.
- 9.2** The Contractor shall appoint a competent supervisor for the project. The Contractor shall ensure that the site is equipped with a cellular telephone and or email capabilities.
- 9.3** The Contractor will arrange with the Township for site access and security. The Contractor is responsible for site security and clean-up during the construction period.

10.0 Taxes

- 10.1** Harmonized Sales Tax (HST) will be invoiced by the Contractor and paid by the Township as a separate item. Refer also to the Form of Tender.



11.0 Schedule of Work

- 11.1** The Contractor shall provide a detailed breakdown of the intended schedule prior to the start of work.
- 11.2** The Contractor shall notify the Township a minimum of 48 hours prior to the intended starting date.
- 11.3** The Contractor shall notify the Township of any significant change of schedule.
- 11.4** The Contractor shall notify the Township and / or the authorities having jurisdiction sufficiently early that required inspections can be undertaken without affecting the work schedule. Failure of the Contractor to provide sufficient notice shall not relieve the Contractor of the requirement to complete the work promptly and expeditiously.
- 11.5** The Contractor shall be solely responsible for scheduling the work within the access and security requirements of the Township. In general, work may be undertaken between the hours of 6:30 am and 7:00 pm Monday to Saturday.

12.0 Scope of Work

- 12.1** Tighten down any existing steel panels that are loose, fix necessary issues on existing roof (required with both options).
- 12.2** Remove and dispose of existing ridge caps and trims at contractor's cost (required with both options).
- 12.3** Install 2 x 4 strapping with self-tapping metal fasteners to metal purlin (required for both options).
- 12.4** Install appropriately sized foam Posi-Slope flute filler or equivalent on top of existing steel roof between ribs (required for both options).
- 12.5** Install 5/8" thick 4 x 8 plywood across entire roof (required for both options).
- 12.6** Install water and ice shield across entire roof.
- 12.7** Install new 24-gauge steel over steel standing seam roof. (20.0 Lump Sum Pricing)

OR;



Install fully adhered EPDM 60 mil rubber membrane overtop of ½ HD ISO rigid isolation board (as required) with screws and plates over ribs. (20.1 Lump Sum Pricing)

12.8 Install new aluminum capping and flashing to match roof colour over all fascia, gables and connecting walls throughout the entire ice shed structure (required for both options).

12.9 Install snow/ice guard above all entrances and exits (required for both options).

12.10 Supply and install caulking at all required seams, joints and connections, as required (required for both options).

Bidders are invited to submit bids including one or both of the above options detailed in Section 12.0 Scope of Work in Pricing and Warranty Section 20.0 and/or 21.0.

13.0 Insurance

13.1 The Contractor shall provide Certificates of adequate insurance as a condition of the award of the Contract and prior to the commencement of any work under the Contract. Insurance shall conform to normal contractors all risk, all-perils coverage. The limits for general liability and automobile liability shall not be less than \$5,000,000.00 each inclusive per occurrence.

13.2 The Certificate shall name the Owner, "The Township of Selwyn", as the named insurer.

13.3 The insurance shall not be cancelled for the duration of the Contract.

14.0 Project Location

The Site is located at 555 Ennis Road, Ennismore, Ontario.

15.0 Safety

15.1 The Contractor assumes full responsibility for conforming with all legislation regarding the safety of its employees, of other contractors' employees, of the Township's employees, and of members of the public on site.

15.1.1 The Contractor assumes full responsibility for governing access to the work site. Refer also to Section 11.5 above.



16.0 Executed Agreement

- 16.1** The successful tenderer shall furnish the required insurance certificates within ten (10) working days after receipt of the Township's intent to award.
- 16.2** The Contractor's supply of the insurance certificates of Section 13.1, coupled with the Township's written notification to the Contractor of the intent to award shall together suffice to cause a Contract to exist between the Township and the Contractor. Said Contract shall be in accordance with these "General Requirements and Information".
- 16.3** Failure of the successful tenderer to meet the above requirements will entitle the Township to cancel the award of the Contract and to retain the tender deposit as compensation for damages sustained due to the default of the successful tenderer. The Township may then elect to award the contract to one of the other tenderers, to not award the contract, and / or to take such other action as it may elect.

17.0 Warranty

- 17.1** Metal roofing or EPDM roofing shall be warranted, and the Contractor shall provide a written record of same, in accordance with applicable standards.
- 17.2** Notwithstanding any other warranties that may exist under law and / or as may be provided by the manufacturers of the components that are incorporated in the work, the Contractor expressly warrants his/ her work, labour, and materials for a period of five (5) years following the date of acceptance of the finished work.



18.0 Previous Experience

- 18.1** All bidders must demonstrate similar experience by providing references from a government/commercial entity of similar nature. Bidders without or with insufficient government/commercial experience may be disqualified. Past experience with the Municipality will also be considered. Prior poor performance with the Municipality may result in disqualification. Decisions of disqualification by the Municipality will be deemed final and will be given to the bidder in writing.

<p>Reference#1</p> <p>Project Title & brief description of work:</p> <p>_____</p> <p>_____</p> <p>Project start date: _____ Project end date: _____</p> <p>Total value of contract awarded: \$ _____</p> <p>Owner or Contractor who awarded contract: _____</p> <p>Contact person: (Full Name) _____ Phone: _____</p>
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<p>Reference#2</p> <p>Project Title & brief description of work:</p> <p>_____</p> <p>_____</p> <p>Project start date: _____ Project end date: _____</p> <p>Total value of contract awarded: \$ _____</p> <p>Owner or Contractor who awarded contract: _____</p> <p>Contact person: (Full Name) _____ Phone: _____</p>
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<p>Reference#3</p> <p>Project Title & brief description of work:</p> <p>_____</p> <p>_____</p> <p>Project start date: _____ Project end date: _____</p> <p>Total value of contract awarded: \$ _____</p> <p>Owner or Contractor who awarded contract: _____</p> <p>Contact person: (Full Name) _____ Phone: _____</p>
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19.0 Declaration

1. I/WE DECLARE that this Tender is made without any connection, knowledge, comparison of figures or arrangements with any other company, firm or person making a Tender for the same work and is in all respects fair and without collusion or fraud.
2. I/WE DECLARE that all matters stated in the submitted Tender are in all respects true.
3. The undersigned have carefully read the Requirements as per the Tender and have satisfied us as to the conditions under which the transaction and subsequent items to be supplied, and do hereby submit a Tender to the Municipal Corporation of the Township of Selwyn for the Ennismore Curling Club Reroofing for the Selwyn Parks and Recreation Department.
4. I/WE acknowledge that _____ addenda have been received and that it is my/our ultimate responsibility to ensure all addenda issued have been received.
5. If selected as the successful bidder, I/We agree to abide by the terms as set out in the Tender and provisions for the price shown.
6. The price submitted shall be firm for a period of not less than thirty (30) calendar days from the closing date of this Tender.

Dated at _____ this _____ day of _____, 2026.

) _____
Signature

) _____
Signing Authority (Print Name)

) _____
Company Name

) _____
Street Address / City / Town / Postal Code

) _____
Telephone (s)

) _____
Email



I / We hereby agree to supply all materials, labour, tools, and equipment to carry out the described work to reroof the Ennismore Curling Club in accordance with this document, and the Contract Specifications for the following prices:

Pricing and Warranty Section

20.0 Lump Sum Pricing for Steel Roof Option:

a) Reroofing	\$ _____
b) Structural	\$ _____
Subtotal	\$ _____
HST	\$ _____
Total Tender Price HST included	\$ _____

20.1 Lump Sum Pricing for EPDM Membrane Option:

a) Reroofing	\$ _____
b) Structural	\$ _____
Subtotal	\$ _____
HST	\$ _____
Total Tender Price HST included	\$ _____



21.0 Warranties, Service and Delivery

Indicate date of anticipated project start and the completion date for all work, keeping in mind that all work must be completed not later than Friday, August 28th, 2026, for which all labour and materials will be covered under warranty.

Start Date: _____

Completion Date: _____

Warranty Period: _____

I / We agree to complete all the work for this project by not later than Friday, August 28th, 2026

Company Name

Mailing Address

Name and Position Printed

Signature and Date

Email address

Site Plan



Site Plan



Roof Dimensions

