



**THE CORPORATION OF THE TOWNSHIP OF MCGARRY
RFP #COMM2025-01**

**REQUEST FOR PROPOSALS
Community Centre Exterior Upgrades**

Proposals will be received no later than:
2:00 p.m on August 22nd, 2025

Addressed to:
The Corporation of the Township of McGarry
Attention: Karine Pelletier, Clerk-Treasurer
27 Webster Street, P.O. box 99
Virginiatown, Ontario
P0K 1X0
Email: kpelletier@mcgarry.ca
Phone: 705-634-2145
Fax: 705-634-2700

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SECTION 1 – INTRODUCTION

- 1.1 The Township of McGarry is soliciting a Request for Proposal to retain a competent and qualified contractor for exterior upgrades on the Community Centre.
- 1.2 The Corporation of the Township of McGarry is an incorporated municipal township in the Timiskaming District in Northeastern Ontario. It is a single-tier municipality located on the border with the Province of Quebec, 50 Kilometers East of the Town of Kirkland Lake, on Trans- Canada Highway 66. It is 8,850 hectares in area, which includes the villages of Virginiatown, North Virginiatown and Kearns. The Township is a bilingual Community with a current population of 609. The Township of McGarry has a Council comprised of 4 Councillors and 1 Mayor. The Community Centre was built in 1978 and requires exterior upgrades.

SECTION 2 – PROJECT OVERVIEW

- 2.1 The work under this RFP includes:
- Install new insulation and siding on the exterior walls of the Community Centre.
- 2.2 Project Location:
- Community Centre at 1 – 27th Street, Virginiatown, Ontario P0K 1X0

SECTION 3 – SCOPE OF WORK

Project Overview:

The Township of McGarry is seeking qualified contractors to provide materials and labor for the repair and replacement of the exterior siding and insulation on the Community Centre located at 1-27th Street, Virginiatown, Ontario. The goal of this project is to improve the building's exterior condition, protect it from weather damage, and extend its useful life.

Scope of Work Includes:

- Obtain all the necessary permits;
- Removal and proper disposal of existing damaged or deteriorated siding and insulation;
- Supply and installation of new insulation and siding materials in accordance with municipal standards and applicable building codes;
- Repair of any underlying wall components that are compromised or damaged, as needed;
- Caulking, sealing, and weatherproofing to ensure energy efficiency and protection against moisture infiltration;
- Painting or finishing of siding materials, if required by material specifications;
- Clean-up and site restoration upon project completion.

SECTION 4 – PROPOSAL FORMAT & SUBMISSION REQUIREMENTS

4.1 Submissions must include:

- a) Cover Letter
- b) Completed Submission Form (Appendix A)
- c) Work Plan and Project Timeline
- d) Equipment and Materials List
- e) Team and Key Personnel Résumés (if applicable)
- f) References (at least three relevant municipal or construction projects)
- g) Proof of Insurance and Bonding
- h) WSIB Certificate
- i) Other Forms (as applicable)

4.2 Each proposal must be clearly marked with the RFP title and number and submitted in a sealed envelope or electronically as permitted. Proposal must be received no later than the deadline listed on the cover page. Late tenders will not be considered.

4.3 Signed Acknowledgement of Addenda (if any) – must be included with submission.

SECTION 5 – INSURANCE AND BONDING

5.1 The successful contractor shall provide:

- a) \$5,000,000 Commercial General Liability;
- b) \$5,000,000 Automobile Liability;
- c) Proof of WSIB coverage;
- d) Performance Bond (50% of total contract);
- e) Labour & Materials Payment Bond (50% of total contract).

SECTION 6 – EVALUATION CRITERIA

6.1 The Council, Clerk-Treasurer and Public Works Foreman will review and evaluate proposals submitted. The Township is not bonded to accept the lowest bid and may award to another bidder.

SECTION 7 – CONTRACT TERMS & CONDITIONS

7.1 The contract is contingent upon the approval of funds under the Rural Enhancement Stream.

7.2 The project has \$200,000.00 in accessible funds. Project expenditures must not surpass designated financial resources.

7.3 Project to commence upon award.

7.4 Project is to be completed by December 1st, 2026.

7.5 A 10% holdback shall apply in accordance with the Construction Act.

SECTION 8 – HEALTH, SAFETY & TRAFFIC MANAGEMENT

8.1 The Contractor shall submit a site-specific Health and Safety Plan and Traffic Control Plan within five (5) business days of award and prior to commencement of any on-site works.

- a) A traffic control plan (where applicable) is required in accordance with OTM Book 7;
- b) Site safety must meet all OHSA standards.

8.2 Workers must use appropriate PPE at all times.

SECTION 9 – CONFLICT OF INTEREST & DISQUALIFICATION

9.1 By submitting a proposal, each proponent declares that it does not have, and will not acquire, any conflict of interest—whether actual, potential, or perceived—that would undermine the integrity or fairness of this procurement process or its ability to fulfill the terms of the contract in the public interest.

9.2 The Township reserves the right to disqualify any proponent, at its sole discretion, if a conflict of interest is discovered at any stage of the process or during the contract term.

SECTION 10 – FREEDOM OF INFORMATION AND CONFIDENTIALITY

10.1 All proposals submitted to the municipality become the property of the Township and are subject to the Freedom of Information and Protection of Privacy Act (MFIPPA). Proponents should clearly identify any proprietary information. The municipality will use reasonable efforts to maintain confidentiality but cannot guarantee it under MFIPPA.

SECTION 11 – GENERAL TERMS AND CONDITIONS

11.1 This RFP does not constitute an agreement.

11.2 The lowest or any proposal will not necessarily be accepted.

11.3 The Township may cancel or amend the RFP at any time.

11.4 Submission of a proposal indicates acceptance of all terms unless otherwise stated.

- 11.5 The successful contractor will be required to enter into a formal agreement with the Township.
- 11.6 All proposals shall remain irrevocable for a period of sixty (60) calendar days from the closing date.

SECTION 12 – PROPONENT CONDUCT AND ETHICS

- 12.1 Any attempt on the part of a proponent or their representatives to influence the outcome of the RFP process through lobbying of municipal staff, Council members, will result in immediate disqualification.
- 12.2 Proponents shall not engage in any fraudulent behavior, collusion, or misrepresentation of qualifications, experience, or capabilities.

SECTION 13 – ACCESSIBILITY COMPLIANCE

- 13.1 The successful contractor shall comply with the requirements of the Accessibility for Ontarians with Disabilities Act (AODA), 2005, and all associated regulations.
- 13.2 The contractor must ensure that all personnel assigned to work on municipal property have received training on the requirements of the accessibility standards as they pertain to their duties.

SECTION 14 – ADDENDA AND ACKNOWLEDGMENT

- 14.1 All clarifications, changes, or revisions to this RFP will be issued by way of written addenda only.
- 14.2 Addenda will be posted to the municipal website or circulated directly to known proponents. It is the responsibility of each proponent to ensure they have received all addenda prior to submitting a proposal.
- 14.3 Proposal must include a signed acknowledgment of all addenda issued.

SECTION 15 – NEGOTIATION, AWARD & CONTRACT EXECUTION

- 15.1 The Township reserves the right to negotiate scope, schedule, and fees with the preferred proponent prior to final award.
- 15.2 Questions must be submitted in writing to kpelletier@mcgarry.ca no later than five (5) business days prior to the RFP closing. Responses may be shared via addendum if applicable.

15.3 The successful contractor will be required to enter into a formal agreement in a format acceptable to the Township.

15.4 Failure to execute the agreement within the timeline specified by the Township may result in withdrawal of the award and selection of an alternate proponent.

SECTION 16 – CLOSING AND INQUIRIES

16.1 Closing Time and Date Sealed Tenders clearly marked:

“Sealed Proposal – Community Centre Exterior Upgrades – Do Not Open” must be received no later than 2:00 PM (local time) on August 22nd, 2025. Late submissions will not be accepted and will be returned unopened. The Township reserves the right to extend the closing date if required.

16.2 Proposal Delivery Address

The Corporation of the Township of McGarry,
Attention: Karine Pelletier, Clerk-Treasurer
27 Webster Street, P.O. Box 99,
Virginiatown, Ontario, P0K 1X0.

16.3 Proposal Opening

Proposals will be opened publicly on August 27th, 2025, at 6:00 PM at the Community Centre, in the meeting room at 1 – 27th Street. Virginiatown, Ontario.

16.4 Inquiries and Clarifications:

All inquiries regarding this Request for Proposal must be submitted in writing to:

Karine Pelletier, Clerk-Treasurer
kpelletier@mcgarry.ca,
Phone: 705-634-2145, Ext. 223



APPENDIX B – SUBMISSION FORM

CONTRACTOR / FIRIM : _____

ADDRESS: _____

TELEPHONE: _____ EMAIL: _____

CONTACT PERSON: _____ POSITION: _____

DESCRIPTION OF WORK :

Install new insulation and siding on the exterior walls of the Community Centre.

PRICING

All of the below pricing is to be in Canadian Dollars.

AMOUNT OF PROPOSAL..... \$ _____

HST..... \$ _____

TOTAL:..... \$ _____

The Contractor is required to provide the Township with proof of insurance in the amount of \$5,000,000, and is responsible for all issues relating to WSIB, insurance, etc. for their employees with relation to this contract.

By signing below, I acknowledge that I have read and understand this Request for Proposal COMM 2025-01 and I agree to abide by the terms and conditions contained herein.

Print Name: _____ Date: _____

Authorized Signature: _____

(I have authority to bind the corporation)

Witness: _____ Date: _____