

The Corporation of the Town of Englehart
Request for Proposal
Town Hall Side Entrance 2026-02

Reference No.: RFP 2026-02
Issue Date: August 20th, 2026
Closing Date: September 4, 2026 2:00pm
Contact Information: Ryan Vickery, Public Works Superintendent
T: 705-544-2288 | 705-544-2244
E: rvickery@englehart.ca

This Request for Proposal is an invitation to submit a proposal in a sealed envelope delivered via mail or via email, addressed to the undersigned. The envelope or subject must be clearly marked as “**RFP 2026-02 – Town Hall Side Entrance**”.

Amy Vickery, CAO/Clerk/Treasurer
The Corporation of the Town of Englehart
PO Box 399
Englehart, ON P0L 1C0
avickery@englehart.ca

Please note that submissions received after the deadline will not be accepted and will be returned to the sender. Proposals received by telephone or fax will not be accepted.

Lowest or any proposal not necessarily accepted

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1. DEFINITIONS

“Best Value” means the value placed upon quality, service, past performance and price.

“Client” refers to the Town of Englehart (the Town)

“Contractor” means the successful Proponent that will lead the project.

“Must”, “mandatory”, “shall” or “required” means the requirement that must be met in order for a PROPOSAL to receive consideration.

“Premises” shall mean building(s) or part of a building with its appurtenances.

“Proposal” shall mean the proponent’s submission to the RFP.

“Proponent” means a party submitting a proposal to this RFP.

“RFP” means Request for Proposal.

“Request for Proposal” (RFP) includes the documents listed in the index of the Request for Proposal and any modifications thereof or additions thereto incorporated by addenda before the close of RFP.

“Should” or “desirable” means a requirement having a significant degree of importance to the objectives of the RFP.

“Special Conditions” means the special conditions, which are included in the RFP.

“Specifications” means the specifications which are included in the RFP.

“Subcontractor” includes, inter alia, a person, firm or corporation having a contract with the successful Proponent for the execution of a part(s), furnishing to the Successful Proponent materials and/or equipment called for in the RFP.

“Successful Proponent” means the proponent submitting the most advantageous RFP as determined by the Town of Englehart.

“Town” means the Corporation of the Town of Englehart.

“Town Representative” means the representative or appointee engaged by the Town of Englehart to supervise the work.

“Work” means any labour, duty and/or efforts to accomplish the purpose of this project.

2. SCOPE OF THE PROPOSAL

2.1. INTRODUCTION

The Town of Englehart is inviting responses to this Request for Proposal (RFP) for the construction of a new side entrance at Town Hall as per the engineered drawings supplied by Kacur Engineering located in Appendix A of this RFP.

The goal of this RFP is to receive proposals from qualified proponents who have the expertise, experience and ability to construct the side entrance as per the engineered drawings located in Appendix A and in accordance with the Ontario Building Code. The contractor will be required to

complete or subcontract the electrical work and obtain the necessary permits in coordination with the Town.

2.2. SCOPE OF WORK

The Town of Englehart is currently seeking a Contractor to construct a sidestep entrance and roof cover as per the drawings supplied by Kacur Engineering. The successful contractor will be the project manager for the duration of the project. The contractor and any approved subcontractors shall attend a primary site visit meeting with Town Representatives (CAO, Public Works Superintendent),

The scope of the work is to be provided by the proponent and must be included in detail throughout the proposal following the approved drawings located in Appendix A.

A list of additional requirements is provided in Appendix B.

2.3. PROJECT TIMELINE

The Town desires to award this project on September 10th. It is hoped that this project will be completed by November 16th, 2026.

3. CONTENT OF PROPOSAL

This section is intended to provide a summary for the Proponent as to the content of the response to this Request for Proposal. In order to receive responses in a uniform format, Proponents are requested to structure their response in the order as outlined below.

3.1. COVERING LETTER

A covering letter including references, signed by an authorized representative of the company should be provided outlining the intent of the response and stating that the information contained in the response accurately describe the services to be provided.

3.2. INSURANCE AND WSIB

During the Term of this Agreement, the Contractor shall ensure that all work performed by the Contractor is performed in compliance with all applicable health and safety regulations and guidelines including without limitation, the Occupational Health and Safety Act. The Contractor shall provide proof of insurance before the commencement of the project (minimum \$2,000,000 liability) and WSIB coverage in the form of a clearance certificate.

3.3. EQUIPMENT AND FIXTURE SPECIFICATIONS

The Proponent will provide details on all specifications and functionality of materials and fixtures being supplied. Appendix A has the specifications that must be followed to comply with the building code, while Appendix B has a list of selections and additions the Town is requesting.

3.4. COST SUMMARY

A cost Summary must be included in the RFP.

3.5. SCHEDULE

The proponent will clearly outline a work schedule, detailing milestones and project completion dates.

4. INSTRUCTIONS, TERMS AND CONDITIONS

4.1 RESPONSES

Sealed or emailed proposals clearly marked “**RFP 2026-02 – Town Hall Side Entrance**” will be received up to **September 4, 2026, at 2:00 PM**.

Proposals may be submitted by sealed envelope or by email in accordance with the submission instructions contained within this RFP. Faxed proposals will not be accepted.

The Contractor may schedule a site visit prior to submitting a proposal by contacting Ryan Vickery, Public Works Superintendent, at 705-544-2288 or rvickery@englehart.ca.

The Proponent is responsible for ensuring that its proposal is received by the Town prior to the closing date and time. The Town will not be responsible for delays in delivery or transmission of proposals.

4.2 COPIES AND OWNERSHIP OF PROPOSALS

All proposals and subsequent information and/or materials received by the Town shall become the property of the Corporation of the Town of Englehart and will not be returned.

The Town reserves the right to make copies of proposals and related materials for the purpose of evaluating submissions, obtaining approvals, preparing contracts and administering the resulting agreement.

The Town will handle proposals in accordance with applicable legislation and the Town's policies and procedures.

4.3 GENERAL REQUIREMENTS

The following terms and conditions shall apply to this RFP and to any subsequent agreement resulting from this RFP. Submission of a proposal in response to this RFP constitutes acknowledgement and acceptance of these requirements.

a. Applicable Laws and Regulations

The Proponent and, if awarded the Contract, the Contractor shall familiarize themselves with and comply with all applicable federal, provincial and municipal legislation, regulations, by-laws, codes, standards, permits, licenses and requirements of all regulatory authorities having jurisdiction over the Work.

The Contractor shall obtain and maintain all licenses, registrations, permits, inspections and approvals for which the Contractor is responsible.

Where two or more applicable laws, regulations, standards, codes or requirements apply to the Work, the more stringent requirement shall apply unless otherwise directed by the applicable authority.

b. Drawings, Specifications and Documents

The Contractor shall complete the Work in accordance with the engineered drawings, specifications, selections, additions and other requirements contained within this RFP and any addenda issued by the Town prior to the closing date.

c. Ownership of Town Documents

All designs, drawings, specifications, plans, photographs, reports and other documents commissioned or supplied by the Town shall remain the property of the Town of Englehart.

e. Subcontractors

The Contractor shall identify all proposed subcontractors and specialty trades as part of its proposal. The Contractor shall remain fully responsible for the Work performed by all subcontractors.

No subcontractor shall relieve the Contractor of any responsibility or obligation under the Contract.

f. Project Management

The successful Contractor shall be responsible for coordinating and managing the Work for the duration of the project and shall coordinate with the Town Representative and other Town-appointed personnel as required.

g. Town Access and Operations

The Contractor shall coordinate the Work with the Town to minimize disruption to Town Hall operations.

The Contractor shall maintain safe access to Town Hall for staff, visitors and the public at all times, unless otherwise approved by the Town Representative.

Where temporary closures or restrictions to access are required, the Contractor shall provide reasonable advance notice to the Town and obtain approval from the Town Representative prior to implementing such restrictions.

h. Protection of Property

The Contractor shall take all reasonable precautions to protect Town property, existing structures, landscaping, utilities, equipment and other property from damage resulting from the Work.

Any damage caused by the Contractor or its subcontractors shall be repaired or replaced by the Contractor at its own expense to the satisfaction of the Town.

4.4 EXCLUSIONS

All proposals shall clearly identify any exclusions from the Contractor's proposed price.

The Proponent shall not assume that an item is excluded simply because it is not specifically identified in the RFP. Any item, material, labour, equipment, service or other requirement necessary to complete the Work in accordance with the RFP, engineered drawings and applicable requirements shall be identified in the proposal if it is not included in the proposed price.

All exclusions shall be clearly listed in **Exclusions**.

The Town may, at its discretion, consider an otherwise compliant proposal that identifies exclusions; however, the Town reserves the right to reject a proposal where exclusions materially affect the completeness or comparability of the proposal.

4.5 SITE INSPECTION AND EXISTING CONDITIONS

Proponents are responsible for satisfying themselves as to the existing conditions of the site and the nature and extent of the Work required prior to submitting a proposal.

Proponents are strongly encouraged to inspect the site prior to submitting their proposal and to consider all conditions that may affect the execution, cost or schedule of the Work.

The existing entrance, stairs, roof, exterior finishes, surrounding area and other visible site conditions shall be considered by the Proponent when preparing its proposal.

Submission of a proposal shall constitute acknowledgement that the Proponent has had sufficient opportunity to inspect the site and has satisfied itself as to the conditions that may reasonably be observed or determined prior to submitting its proposal.

The Contractor shall not be entitled to additional compensation for conditions that were reasonably observable or could reasonably have been identified through an appropriate site inspection prior to submitting the proposal.

Where the Contractor identifies a condition that could not reasonably have been anticipated or identified prior to commencement of the Work, the Contractor shall immediately notify the Town Representative and shall not proceed with additional work or incur additional costs without prior written authorization from the Town.

4.6 HEALTH AND SAFETY REQUIREMENTS

The Contractor shall be solely responsible for ensuring that the Work is carried out in accordance with all applicable health and safety legislation, regulations, codes and requirements, including the **Occupational Health and Safety Act** and its regulations

The Contractor shall be responsible for the health and safety of its employees, subcontractors, suppliers and any other persons under its control while performing the Work.

The Contractor shall:

- a. Maintain a safe and orderly work site throughout the project;

- b. Provide and maintain appropriate personal protective equipment for its employees and subcontractors;
- c. Provide appropriate barriers, signage, fencing or other measures necessary to separate the construction area from Town staff, visitors and members of the public;
- d. Take reasonable measures to control dust, debris, noise and other hazards associated with the Work;
- e. Keep construction materials, tools and equipment secured and safely stored when not in use;
- f. Maintain safe access and emergency access routes as required by the Town and applicable authorities;
- g. Promptly remove construction debris and maintain the work area in a clean and safe condition;
- h. Immediately report any accident, injury, property damage, hazardous condition or other significant incident related to the Work to the Town Representative; and
- i. Comply with any reasonable health and safety direction issued by the Town Representative or an applicable regulatory authority.

The Contractor shall be responsible for ensuring that all subcontractors engaged by the Contractor comply with these requirements.

The Town may require the Contractor to immediately correct any unsafe condition or practice. Failure to correct an unsafe condition may result in the Town requiring the Contractor to suspend the affected portion of the Work until the condition has been corrected.

4.7 CHANGES TO SCOPE AND CHANGE ORDERS

The Contractor shall complete the Work in accordance with the accepted proposal, this RFP, the engineered drawings, specifications, appendices and any applicable contract documents.

No change, addition, deletion or substitution to the approved scope of Work shall be undertaken without prior written authorization from the Town.

Where the Contractor believes that additional work is required, or where a condition is identified that may result in an additional cost or change to the project schedule, the Contractor shall provide the Town with written notice as soon as reasonably possible.

Prior to proceeding with additional work, the Contractor shall provide the Town with:

- a. A description of the proposed change;
- b. The reason for the change is required;

- c. The additional or reduced cost associated with the change;
- d. Any anticipated impact on the project schedule; and
- e. Any other information reasonably requested by the Town.

No additional work shall be considered authorized unless the Town has provided written approval.

The Contractor shall not be entitled to additional payment for work undertaken without prior written authorization from the Town, except where such work is immediately necessary to address an emergency involving imminent risk to persons or significant property damage. In such circumstances, the Contractor shall notify the Town as soon as reasonably possible.

Any approved change to the scope of Work shall be documented in writing and shall identify the agreed adjustment to the Contract price and, where applicable, the project schedule.

4.8 WARRANTY

The Contractor shall warrant that all Work shall be performed in a good and workmanlike manner and in accordance with the RFP, engineered drawings, applicable codes, standards and the accepted proposal.

The Contractor shall provide a minimum **one (1) year warranty on workmanship**, commencing from the date of substantial completion or such other date as may be identified in the resulting agreement.

The Contractor shall provide all applicable manufacturer warranties for materials, fixtures, equipment and other products incorporated into the Work.

The Contractor shall, at its own cost, correct defects in workmanship or deficiencies that arise during the applicable warranty period and that are determined to be the responsibility of the Contractor.

The Contractor shall respond to warranty issues within a reasonable period of time following written notification by the Town.

The warranty shall not limit or replace any longer warranty provided by a manufacturer or any rights or remedies available to the Town under the resulting agreement or applicable law.

4.9 CLEANUP AND COMPLETION

Upon completion of the Work, the Contractor shall remove all construction materials, equipment, debris and waste generated by the Contractor from the site.

The Contractor shall leave the work area in a clean, safe and orderly condition to the satisfaction of the Town Representative.

The Contractor shall notify the Town Representative when the Work is ready for inspection and shall address any deficiencies identified by the Town prior to final completion.

The Contractor shall provide the Town with any applicable warranties, manuals, inspection documentation, certificates or other close-out documentation associated with the completed Work.

5. REQUEST FOR PROPOSALS PROCESS

5.1. NO OBLIGATION TO PROCEED

Though the Town fully intends at this time to proceed through with the RFP process, in order to select the services, the Town is under no obligation to proceed to the purchase, or any other stage. The receipt by the town of any information (including any submissions, ideas, plans, drawings, models or other materials communicated or exhibited by any intended Proponent, or on its behalf) shall not impose any obligations on the Town. There is no guarantee by the Town, its officers, employees or Managers, that the process initiated by the issuance of this RFP will continue, or that this RFP process or any RFP process will result in a contract with the Town for the purchase of the equipment, service or project.

5.2. LATE PROPOSALS

Proposals received after the final date and time for receipt of Proposals will be considered as “Late Proposals”. Late proposals will not be accepted and will be returned unopened to the sender.

6. PRE-RFP INFORMATION

6.1. COST OF PREPARATION

Any cost incurred by the proponent in the preparation of this Proposal will be borne solely by the Proponent.

6.2. INTENTION OF THE TOWN

The Proponent that submits to the Town the most advantageous proposal and which represents the interests of the Town, best overall value may be awarded the contract. The Town reserves the right to accept or reject all or part of the RFP, however, the Town is not precluded from negotiating with the successful Proponent to modify its proposal to best suit the needs of the Town.

6.3. REJECTION OF PROPOSALS

The Town reserves the right to reject, at the Town’s sole discretion, any or all proposals, without limiting the foregoing. The Town will reject any proposal which either;

- (a) Is incomplete, obscure, irregular or unrealistic;
- (b) Has non-authorized (not initialed) deletions or corrections in the Proposal or any schedule thereto;
- (c) Omits or fails to include any one or more items in the proposal for which a price is required by the RFP; or

- (d) Fails to complete the information required in the RFP or fails to submit the RFP by the deadline.

Further, as it is the purpose of the Town to obtain a proposal most suitable to the interests of the Town and what it wishes to accomplish, the Town has the right to waive any irregularity or insufficiency in a proposal submitted and to accept the proposal which is deemed most favourable to the interests of the Town.

6.4. EVALUATION CRITERIA

The following criteria, but not restricted thereto, will be used to evaluate responses:

- Qualifications and Experience
 - Demonstrated ability to provide goods and services required by the Town
 - Proven expertise in providing the required goods and services
 - Qualifications and experience of the Contractor
- Price
 - Equipment and fixture specifications
 - Cost of goods and services
- Timeline
 - Work schedule proposed

6.5. AWARDING

Awards will be made based on the best value offered, and the best value will be determined solely by the Town of Englehart evaluation committee.

6.6. EVALUATION COMMITTEE

Proposals will be reviewed and evaluated by an evaluation committee comprised of Town staff based on the evaluation criteria.

6.7. CONFIDENTIALITY

The Town will endeavour to keep all proposals confidential. The material contained in the successful proposal will be incorporated in a contract and information which is considered sensitive and/or proprietary shall be identified as such by the proponent.

6.8. CLARIFICATION

The Town reserves the right to seek proposal clarification with the proponents to assist in making evaluations.

6.9. ACCEPTANCE OF PROPOSAL

The Town of Englehart shall not be obligated in any manner to any proponent whatsoever until a written agreement has been duly executed relating to an approved proposal.

6.10 THE ACCESSIBILITY OF ONTARIO WITH DISABILITIES ACT (AODA)

The AODA aims to identify, remove, and prevent barriers for people with disabilities. The AODA became law on June 13, 2005, and applies to all levels of government, nonprofits, and private sector businesses in Ontario that have one or more employees (full-time, part-time, seasonal, or contract).

The successful proponent must complete the required AODA training or provide proof of same by submitting the confirmation form attached.

6.11 CONFLICT OF INTEREST

Proponents submitting RFP's for this project shall disclose any perceived or actual conflict of interest relating to this assignment prior to submission of the proposal and in such circumstances, shall obtain the approval of the Town to submit a proposal.

Conflict of Interest could include, but is not limited to, any situation or circumstance where:

The contractor has access to confidential information from the Town that is not available to other contractors.

The contractor has undertaken an act that could be perceived as compromising the integrity of the open and competitive RFP process, resulting in the consultant having an unfair advantage.

7. PROPOSAL PREPARATION

7.1. LIMITATION OF DAMAGES

The Proponent, by submitting a Proposal agrees that it will not claim damages, for whatsoever reason, relating to the RFP or in respect to the competitive process, in excess of an amount equivalent to the reasonable costs incurred by the Proponent in preparing its Proposal. The Proponent, by submitting a proposal, waives any claim for loss of profits if no agreement is made between the Town and the Proponent.

7.2. FIRM PRICING

Proposals must be firm for at least 60 days after the final date. Prices will be firm for the entire contract period.

Proposal Withdrawal or Amendment

Contractors may amend or withdraw their proposal, provided such withdrawal or amendment is received prior to the closing deadline. Amendments to the proposal must be submitted following the same terms and conditions as the main proposal and shall clearly identify the section(s) of the proposal that the amendment is replacing.

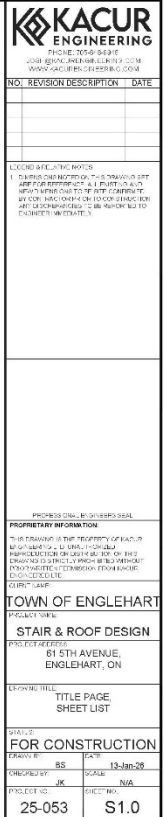
7.3 PAYMENT

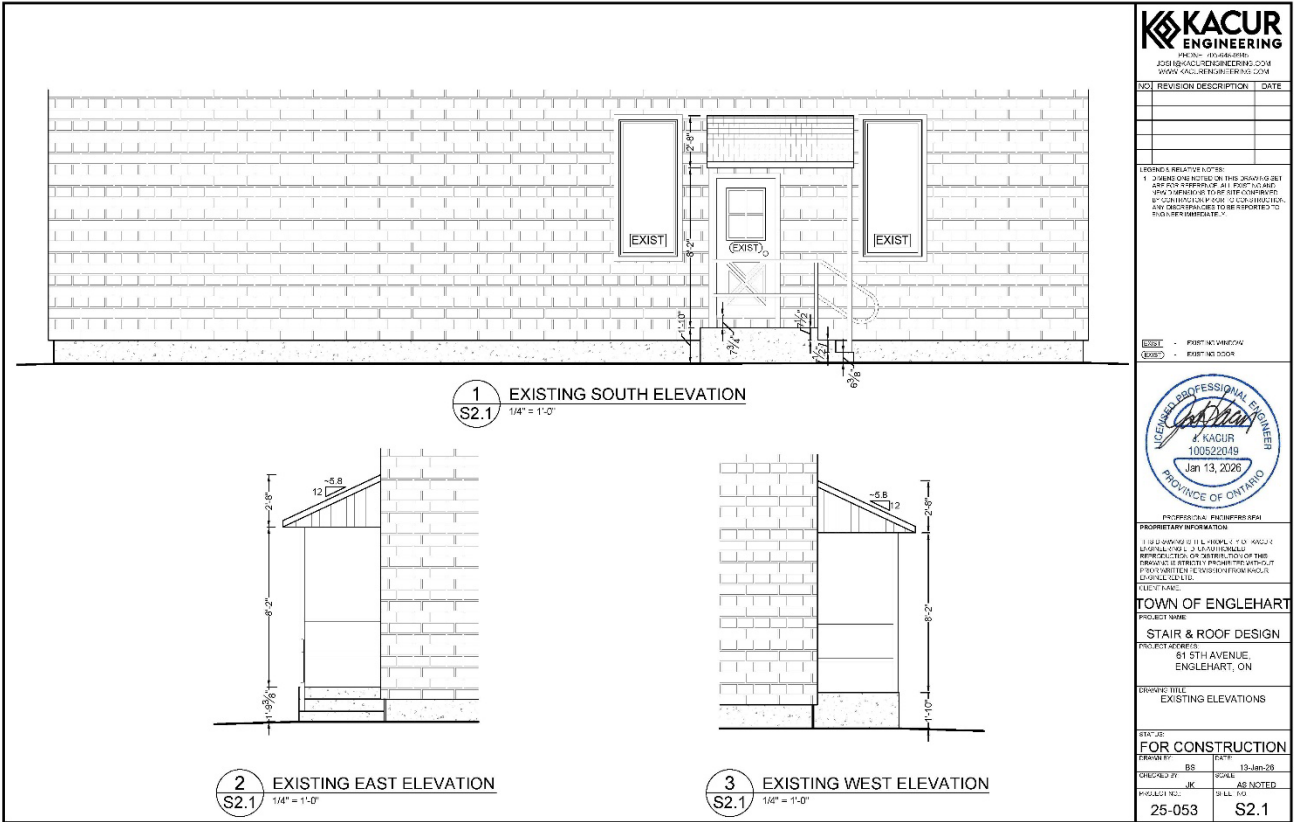
Payment will be made within thirty days of the satisfactory completion of the work.

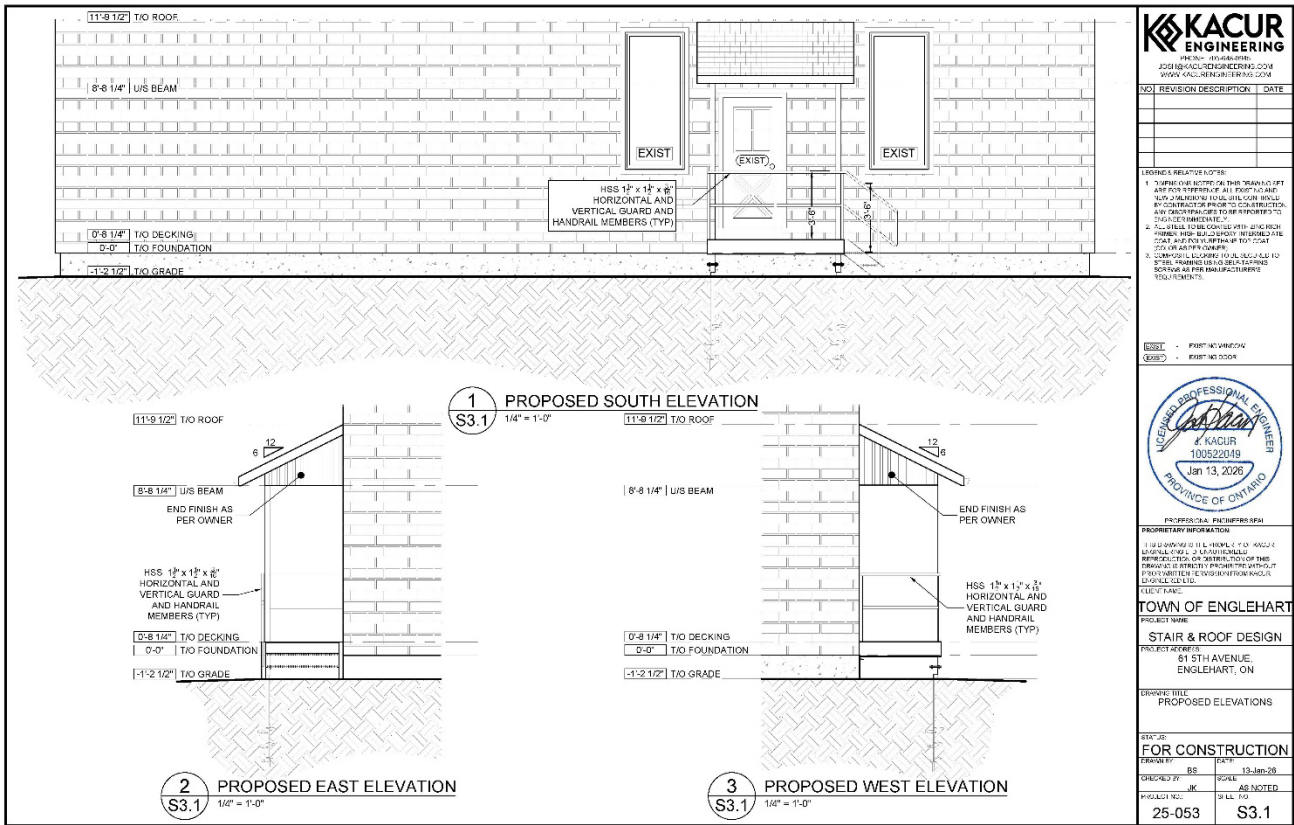
61 5TH AVENUE,
ENGLEHART, ON

STRUCTURAL

- | | |
|-------|------------------------------|
| S10 - | TITLE PAGE, SHEET LIST |
| S11 - | ARCHITECTURAL NOTES |
| - | STRUCTURAL NOTES |
| S20 - | EXISTING ENTRANCE STAIR PLAN |
| - | EXISTING ENTRANCE ROOF PLAN |
| S21 - | EXISTING SOUTH ELEVATION |
| - | EXISTING EAST ELEVATION |
| - | EXISTING WEST ELEVATION |
| S30 - | PROPOSED ENTRANCE STAIR PLAN |
| - | PROPOSED ENTRANCE ROOF PLAN |
| S31 - | PROPOSED SOUTH ELEVATION |
| - | PROPOSED EAST ELEVATION |
| - | PROPOSED WEST ELEVATION |
| S40 - | STRUCTURAL PLAN |
| - | RAFTER LAYOUT |
| S41 - | SECTION A |
| - | SECTION B |
| - | SECTION C |
| - | ROOF DETAIL |
| - | U-PLATE DETAIL |
| - | GUARD RAILING DETAIL |
| - | CORNER GUARD PLATE DETAIL |
| - | GUARD PLATE DETAIL |







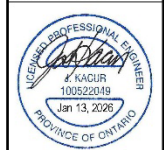
KACUR
 ENGINEERING

2024@KACURENGINEERING.COM
 WWW.KACURENGINEERING.COM

NO. REVISION DESCRIPTION DATE

DESIGNER'S NOTES:
 1. TURN OVER APPROVAL OF THIS DRAWING TO THE TOWN OF ENGLEHART FOR REVIEW OF ALL PERMITS AND ALL NECESSARY LOCAL UTILITIES. NO. 1. BY CONTRACTOR PRIOR TO CONSTRUCTION. ANY DISCREPANCIES TO BE REPORTED TO DESIGNER IMMEDIATELY.
 2. ALL STEEL TO BE CONVEYED WITH ANGRICH FINISH. NEW STEEL TO BE GALVANNEAL COAT AND TO BE UP TO 10' TO 12' FOR ANY OTHERS.
 3. CORROSION PROTECTION TO BE APPLIED TO ALL STEEL TO BE GALVANNEAL COAT AND TO BE UP TO 10' TO 12' FOR ANY OTHERS.

EXIST - EXISTING WINDOW
 EXIST - EXISTING DOOR



PROFESSIONAL ENGINEER

PROFESSIONAL INFORMATION
 I, KACUR ENGINEERING, A PROFESSIONAL ENGINEERING FIRM, IS THE DESIGNER OF THIS PROJECT. NO OTHER PROFESSIONAL ENGINEER HAS BEEN CONSULTED OR ADVISED IN THE DESIGN OF THIS PROJECT.

PROJECT NAME:
TOWN OF ENGLEHART

PROJECT TYPE:
STAIR & ROOF DESIGN

PROJECT LOCATION:
**61 5TH AVENUE,
 ENGLEHART, ON**

CLIENT NAME:
TOWN OF ENGLEHART

CLIENT ADDRESS:
**61 5TH AVENUE,
 ENGLEHART, ON**

CLIENT PHONE:
905-709-1111

CLIENT FAX:
905-709-1111

CLIENT EMAIL:
info@englehart.ca

CLIENT WEBSITE:
www.englehart.ca

CLIENT PROJECT NO.:
25-053

CLIENT PROJECT NAME:
S3.1

CLIENT PROJECT ADDRESS:
**61 5TH AVENUE,
 ENGLEHART, ON**

CLIENT PROJECT PHONE:
905-709-1111

CLIENT PROJECT FAX:
905-709-1111

CLIENT PROJECT EMAIL:
info@englehart.ca

CLIENT PROJECT WEBSITE:
www.englehart.ca

CLIENT PROJECT SOCIAL MEDIA:
**Facebook: Englehart
 Twitter: @Englehart
 Instagram: @Englehart
 LinkedIn: Englehart**

CLIENT PROJECT CONTACT PERSON:
Mr. [Name]

CLIENT PROJECT CONTACT PHONE:
[Phone Number]

CLIENT PROJECT CONTACT FAX:
[Phone Number]

CLIENT PROJECT CONTACT EMAIL:
[Email Address]

CLIENT PROJECT CONTACT WEBSITE:
[Website Address]

CLIENT PROJECT CONTACT SOCIAL MEDIA:
**Facebook: [Page Name]
 Twitter: [Handle]
 Instagram: [Handle]
 LinkedIn: [Company Name]**

CLIENT PROJECT CONTACT ADDRESS:
[Address]

CLIENT PROJECT CONTACT CITY:
[City]

CLIENT PROJECT CONTACT PROVINCE:
[Province]

CLIENT PROJECT CONTACT COUNTRY:
[Country]

CLIENT PROJECT CONTACT POSTAL CODE:
[Postal Code]

CLIENT PROJECT CONTACT BUSINESS HOURS:
[Business Hours]

CLIENT PROJECT CONTACT EMERGENCY CONTACT:
[Emergency Contact]

CLIENT PROJECT CONTACT NOTES:
[Notes]

CLIENT PROJECT CONTACT SIGNATURE:
[Signature]

CLIENT PROJECT CONTACT DATE:
[Date]

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25-053

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S3.1

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CLIENT PROJECT CONTACT PROJECT ADDRESS:
[Address]

CLIENT PROJECT CONTACT PROJECT CITY:
[City]

CLIENT PROJECT CONTACT PROJECT PROVINCE:
[Province]

CLIENT PROJECT CONTACT PROJECT COUNTRY:
[Country]

CLIENT PROJECT CONTACT PROJECT POSTAL CODE:
[Postal Code]

CLIENT PROJECT CONTACT PROJECT BUSINESS HOURS:
[Business Hours]

CLIENT PROJECT CONTACT PROJECT EMERGENCY CONTACT:
[Emergency Contact]

CLIENT PROJECT CONTACT PROJECT NOTES:
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CLIENT PROJECT CONTACT PROJECT SIGNATURE:
[Signature]

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 Instagram: @Englehart
 LinkedIn: Englehart**

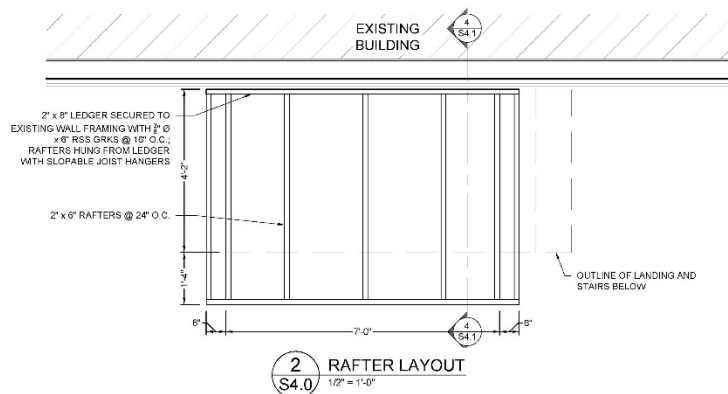
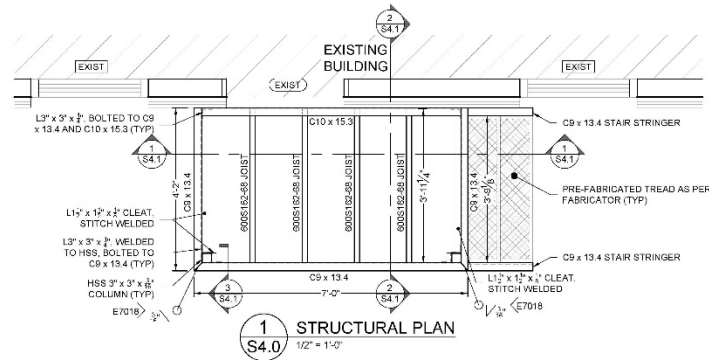
CLIENT PROJECT CONTACT PROJECT ADDRESS:
[Address]

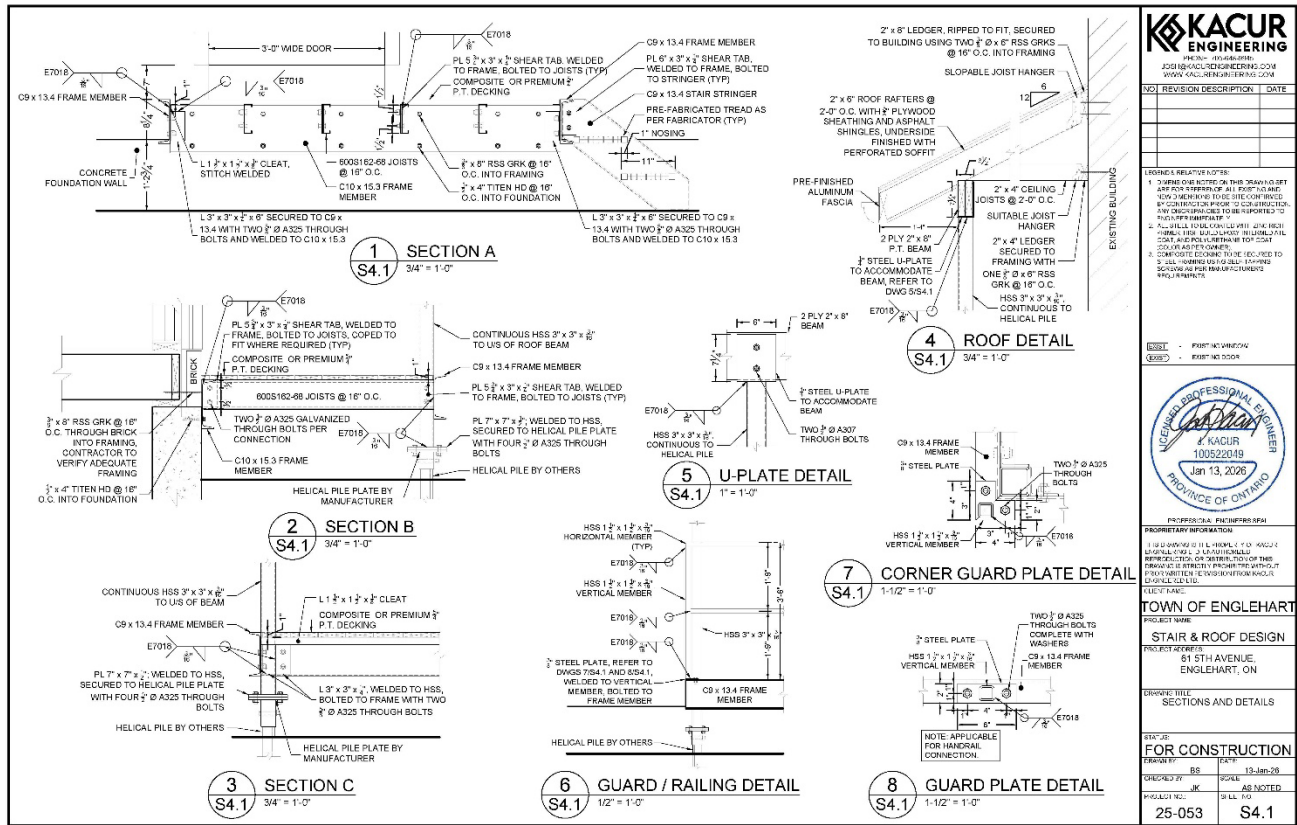
CLIENT PROJECT CONTACT PROJECT CITY:
[City]

CLIENT PROJECT CONTACT PROJECT PROVINCE:
[Province]

CLIENT PROJECT CONTACT PROJECT COUNTRY:
[Country]

CLIENT PROJECT CONTACT PROJECT POSTAL CODE:
[Postal Code]

[illegible]



APPENDIX B – SELECTIONS & ADDITIONS

The Contractor will provide all materials and labour to demolish and remove the existing structure and to construct the new stairs and roof. The Town will supply the building permit with all applicable fees paid in advance. In accordance with the requirements listed in the approved Engineered drawings in Appendix A, the Town has made the following selections and additions:

- Shingle colour/ eaves colour; to be determined once contract is awarded with Municipal representatives
- Coordinate for locates to be completed
- Removal and replacement of current light fixture
- Demolish and dispose of current steps and roof (optional exclusion)
- Exterior finishes if required; replacing/ repairing siding, etc

APPENDIX C- EXCLUSIONS

List all exclusions the Town will be responsible for:

Building Permit

APPENDIX D- PROPOSED MATERIALS & FIXTURES

Proposed Material and Fixture – Specifications

List all fixtures and materials to be used:



APPENDIX E- BID SUBMISSION FORM
Town of Englehart
RFP 2026-02 – Town Hall Side Entrance

The Proponent shall provide a firm, all-inclusive price for the completion of the Work described in this RFP, the engineered drawings in Appendix A, and the selections and additions identified in Appendix B.

The Proponent shall identify all costs associated with completing the Work. Unless specifically identified as an exclusion, all labour, materials, equipment, transportation, disposal, subcontractors and other costs necessary to complete the Work shall be included in the proposed price.

Proponent Information

COMPANY:

ADDRESS:

REPRESENTATIVE:

TELEPHONE NO.:

FAX NO.:

EMAIL ADDRESS:

A. BASE PROJECT PRICE

Description

Proposed Cost

Demolition and removal of existing stairs and roof

\$ _____

Disposal and applicable disposal fees

\$ _____

Site preparation and excavation

\$ _____

Foundation/concrete work

\$ _____

Construction of new stairs/entrance/railings

\$ _____

Roof structure and roofing

\$ _____

Exterior finishes and siding repairs/replacement, if required

\$ _____

Electrical work and replacement of existing light fixture

\$ _____

Labour	\$ _____
Materials	\$ _____
Equipment and machinery	\$ _____
Site cleanup and restoration	\$ _____
Other – please specify: _____	\$ _____
SUBTOTAL	\$ _____
HST	\$ _____
TOTAL PROJECT PRICE	\$ _____

Declaration by Proponent
 The undersigned confirms that the prices herein are firm for acceptance for a period of sixty (60) days and that the Proponent has reviewed and agrees to the full scope of work described in the RFP 2026-02. We also hereby acknowledge receipt of any addenda (if any).

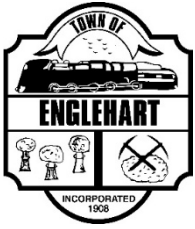
Authorizing Signature:
 “I have the authority to bind the company/corporation/partnership”

Name and Title (printed)

Date

Acceptance by Town of Englehart
 The Town of Englehart hereby accepts the above bid for the work described in RFP 2026-02, subject to any conditions mutually agreed upon in writing.

Authorized Representative: _____
Title: _____
Signature: _____
Date: _____



INTEGRATED ACCESSIBILITY STANDARDS REGULATIONS FOR CONTRACTED SERVICES

CONFIRMATION FORM

All designated public sector, businesses and non-profit organizations with one or more employees must provide training to anyone who provides goods, services or facilities to customers on your organization's behalf.

If the nature of your business with the Town of Englehart creates the opportunity that any of your staff, contractors or any others associated with you would interact with the public on behalf of the Town, it is necessary that those providing service on our behalf have received training on Accessibility, the Human Rights Code and Customer Service in order that we retain our compliance with the requirements of the Accessibility for Ontarians with Disabilities Act 2005.

Please sign below to ensure you are the person able to bind your company and ensure all those in your employ have received the necessary training.

If you have any questions please contact Amy Vickery, Clerk 705-544-2244 ext 2 or email avickery@englehart.ca

Please enclose this form with your bid submission.

Company Name

Signature of Authorized Individual

Position



Town of Englehart- Conflict of Interest Declaration

Please check appropriate response:

- ☐ I/We hereby confirm that there is not nor was there any actual or perceived conflict of interest in our quotation submission or performing/providing the Goods/Services required by the Agreement.
- ☐ The following is a list of situations, each of which may be a conflict of interest, or appears as potentially a conflict of interest in our Company's bid submission or the contractual obligations under the Agreement.

List Situations:

In making this quotation submission, our Company has / has no (*strike out inapplicable portion*) knowledge of or the ability to avail ourselves of confidential information of the Town (other than confidential information which may have been disclosed by the Town in the normal course of the quotation process) and the confidential information was relevant to the Work/Services, their pricing or quotation evaluation process.

Dated at _____ this _____ day of _____ 2026.

Firm Name: _____

Bidder's Authorization Official: _____

Title: _____

Signature

CURRENT IMAGES





