



**REQUEST FOR PROPOSAL  
MV 2026-13  
PJYCC SOUND SYSTEM – UPSTAIRS LOUNGE**

Please submit complete proposal using the attached forms, quoting the above proposal number and closing date, and forward before **3:00pm EST on Monday September 21 2026** to:

The Corporation of the Township of Madawaska Valley  
PO Box 1000 85 Bay Street Barry's Bay ON K0J1B0  
Attn: Hannah Gutoskie, Manager of Recreation and Community Services

Submissions must be received in accordance with the attached RFP forms, Specifications, Instructions to Vendors, and Standard Terms and Conditions.

Opening of Proposals (open to the public):  
Monday September 21 2026 @ 3:01 pm

Contact:  
Hannah Gutoskie  
Manager of Recreation and Community Services  
Box 1000 85 Bay St Barry's Bay ON K0J1B0  
613-756-2747 ext 220  
[recreation@madawaskavalley.ca](mailto:recreation@madawaskavalley.ca)

## **1. INSTRUCTIONS TO BIDDERS**

### **1.1. GENERAL**

The Township of Madawaska Valley, herein known as the Township, is inviting proposals from qualified companies to replace the upstairs lounge sound system at the Paul J Yakabuski Community Centre.

Key dates:

|                                 |                          |
|---------------------------------|--------------------------|
| Release of Request for Proposal | Monday August 17 2026    |
| Deadline for Inquiries          | Monday August 31 2026    |
| Request for Proposal Closes     | Monday September 21 2026 |
| Opening of Proposals            | Monday September 21 2026 |

### **1.2. SUBMISSION OF PROPOSALS**

- 1.2.1. Bidders shall submit the following items duly completed as part of this proposal request:
  - Form of Proposal (page 12)
  - References and Proposed Schedule (page 13)
  - Specification Sheets for equipment to be installed, and associated documentation to indicate warranty.
- 1.2.2. Proposals are to be in a sealed envelope clearly marked RFP 2026-13 PJYCC Sound System Upstairs Lounge and addressed to: Hannah Gutoskie, Township of Madawaska Valley, 85 Bay Street Barry's Bay ON K0J1B0.
- 1.2.3. Proposals shall be received at the above address until 3:00pm local time on Monday September 21 2026.
- 1.2.4. Proposals received at 3:01pm or later will be deemed late and rejected.
- 1.2.5. The Township is not responsible for any Proposals received after the stated closing time and will not consider any such Proposals.
- 1.2.6. The Township will not be responsible for any lost Proposals or for those Proposals that are delivered to any location other than the submission address indicated above.
- 1.2.7. The onus remains solely on the Bidder to instruct couriers/delivery personnel to deliver Proposal submissions to the exact location specified. Bidders assume sole responsibility for late deliveries if these instructions are not strictly adhered to.
- 1.2.8. Faxed or emailed Proposals will not be accepted.

### **1.3. FORM OF PROPOSALS**

- 1.3.1. All bids must be upon the blank Form of Proposal attached hereto and the bidder is required to fill all blanks.

- 1.3.2. If it becomes necessary to correct an error made on a Form of Proposal, such correction must be initialed by the person or persons signing the form.
- 1.3.3. The Form of Proposal shall be signed in ink by a designated signing officer of the bidding firm, with the ability to bind the company.

#### **1.4. TAXES, PERMITS, AND FEES**

All prices must be stated in Canadian funds. Prices quoted shall be the net prices inclusive of all associated costs i.e. equipment, material, applicable licenses/permits/plates, including transportation and delivery charges fully prepaid by the Bidder to any specified destination within Township of Madawaska Valley. HST shall be extra to bid prices.

#### **1.5. BID SECURITY**

Not required.

#### **1.6. ADDITIONAL ENCLOSURES WITH PROPOSAL**

Bidders are required to submit a proposal package that includes identification of proposed dasher board company and conceptual or shop drawings of proposed layout provided by said company, as well as manufacturers specification sheets for dasher boards and associated documentation to indicate warranty.

#### **1.7. IRREVOCABILITY OF OFFER**

The Bidder shall not revoke its offer until after the expiration of sixty (60) calendar days after the opening of the Proposal by the Township.

#### **1.8. COMPETITION INTENDED**

It is the Township's intent that this request for proposals permit competition. It shall be the Bidder's responsibility to advise the Manager of Recreation and Community Services in writing if any language, requirement, specification, etc. or any combination thereof, inadvertently restricts or limits the requirements stated in this request for proposals to a single source.

#### **1.9. INQUIRIES**

- 1.9.1. All inquiries during the proposal period shall be in writing only, and directed by email to Hannah Gutoskie, Manager of Recreation and Community Services: [recreation@madawaskavalley.ca](mailto:recreation@madawaskavalley.ca).
- 1.9.2. No other staff is to be contacted for clarification of any aspect of this request for proposals.

- 1.9.3. No verbal instructions or verbal information to Bidders will be binding on the Township.
- 1.9.4. Bidders are encouraged to submit their questions as soon as possible. The deadline for submitting inquiries is Monday August 31 2026 at 4pm. No questions will be accepted after this time.
- 1.9.5. Answers to all inquiries received will be added to the Township of Madawaska Valley website. Bidders are encouraged to regularly check for updates.

#### **1.10. DISCREPANCIES AND OMISSIONS**

- 1.10.1. Any Bidder finding discrepancies or omissions in this document, or in doubt as to its intent, shall at once notify the Manager of Recreation and Community Services. If necessary, a written addendum will be issued.
- 1.10.2. Misinterpretations of any requirement of the contract documents will not be considered a release of responsibility to complete the work as indicated. If in doubt about intent of documents, contact the Manager of Recreation and Community Services before closing; if necessary, an addendum will be issued to clarify ambiguities.

#### **1.11. CLARIFICATION AND ADDENDA**

- 1.11.1. All clarifications, or other instructions (ie. additions, alterations or deletions to the specifications and other parts of this request for proposals) issued by the Manager of Recreation and Community Services during the proposal period will be in writing in the form of an Addendum and posted on the Township of Madawaska Valley website.
- 1.11.2. All such changes shall become part of the proposal request and shall be allowed for in arriving at bid pricing.
- 1.11.3. It is the responsibility of interested bidders to regularly check the Township of Madawaska Valley website for posted queries or addenda.

#### **1.12. WITHDRAWAL OF PROPOSAL**

Bidders will be permitted, without prejudice, to withdraw their bid unopened after it has been received by the office of the Manager of Recreation and Community Services, provided such request for withdrawal is received in writing by the Manager of Recreation and Community Services prior to the closing date and time. The withdrawal of a proposal does not disqualify a Bidder from submitting another proposal prior to the closing.

#### **1.13. PROPOSAL OPENING**

Proposals will be opened at 3:01pm EST on Monday September 21 2026 at the Township of Madawaska Valley offices, 85 Bay Street, Barry's Bay ON. The opening of proposals is open to the public. Opening of proposals does not signify acceptance of any proposal.

#### **1.14. INFORMAL PROPOSALS**

Proposals that are incomplete, illegible, unbalanced, conditional or obscure, or which contain additions not called for, reservations, erasures/overwriting/strikeouts not initialed, alterations or irregularities of any kind, or are not properly signed may be rejected as informal.

#### **1.15. PRICING DISCREPENCIES**

Whenever there is a discrepancy between the unit price and the extended price on the bid form, the unit price shall govern, and the total price bid shall be adjusted accordingly.

#### **1.16. REFERENCES**

If requested, Bidders shall provide references that are relevant to the current project in scope and value. The Township will review these references and the Bidder's prior performance on other contracts with the Township and consider the same during evaluation of bids. References may be requested during the proposal call or post-bid opening.

#### **1.17. AWARD OF CONTRACT**

- 1.17.1. Award of this contract is subject to budget approval.
- 1.17.2. The Contract is only awarded on acceptance by the appropriate level of governance of the Township based on the Contract value, and following evaluation of the proposals submitted.
- 1.17.3. The Township reserves the right to request clarification on any bid or to ask Bidders to supply any additional material deemed necessary to assist in the evaluation of the bid.
- 1.17.4. The Township reserves the right to negotiate price or terms with the lowest compliant Bidder should the bid price be over the budget allotted for the project, or to cancel and recall the bid.
- 1.17.5. The lowest or any submission will not necessarily be accepted, and the Township reserves the right not to award any contract if it is deemed not to be in its best interest.

#### **1.18. NON-RESIDENT BIDDER**

If the Bidder is a non-resident in Ontario, the Bidder shall not commence work or order any materials or equipment for the proposal until they have furnished a certificate from the Retail Sales Tax Branch showing that they have registered with the Retail Sales Tax Branch. The Bidder shall ensure that all sub-contractors whom they propose to use for carrying out any of the work and who are non-resident in Ontario have registered with and have

complied with the requirements of the Retail Sales Tax Branch before they commence any such work.

**1.19. RIGHT TO REJECT**

The Township reserves the right to reject proposals from any Bidder who in the Township's reasonable opinion are deemed incapable of providing the necessary labor, materials, equipment, financing, and management resources to provide the requirement in a satisfactory manner.

## **2. TERMS AND CONDITIONS**

### **2.1. GENERAL**

The Instructions to Bidders, Terms and Conditions, Specifications, and Form of Proposal, form the entire contract between the parties, and no variations thereof irrespective of the wording of the Bidder's acceptance will be effective unless specifically agreed to in writing by Township staff.

### **2.2. DEFINITION**

Where context is required, the word "goods" is to be read as "service".

### **2.3. TERMS OF PAYMENT**

Unless otherwise specified, should the Corporation of the Township of Madawaska Valley enter into a contract relating to the Project, it will make payment of accounts within thirty (30) days of the date on which the invoice is received.

### **2.4. PAYMENT WITHHELD FOR UNSATISFACTORY PERFORMANCE**

The Township shall not pay the final invoice to the successful bidder for the work, services, products, or materials stated in these documents until the Township is fully satisfied that all terms and conditions stated in these documents and all work, service performed, products or materials delivered shall be deemed to have been completed, installed, or delivered to the complete satisfaction of the Township.

### **2.5. QUALITY**

Goods are subject to the Township's inspection and approval at a reasonable time after delivery. If specifications are not met, goods may be returned at seller's expense.

### **2.6. CODES AND STANDARDS**

All work under this contract must be completed in accordance with all appropriate requirements in Federal, Provincial and Municipal laws, statutes, regulations, and bylaws, relevant to this proposal request including but not limited to:

- The Construction Lien Act, R.S.O. 1990, c. C.30
- The Occupational Health and Safety Act, R.S.O. 1990, c. O.1, as amended
- Workplace Safety and Insurance Act, effective January 1, 1998, as amended
- The Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56, as amended
- Technical Standards & Safety Authority

- Accessibility for Ontarians with Disabilities Act (AODA)

## **2.7. SIGNED BID TO BE CONSIDERED AN OFFER**

The submission of a signed proposal to the Township shall be deemed to constitute an "Offer" which may be accepted, at the option of the Township by a written acknowledgement of acceptance, and (a) a duly executed contract, and/or (b) the issuance of a "purchase order". Upon such acceptance, the terms, conditions, and specifications herein set forth shall be confirmed and binding upon the Township and the Bidder. Upon acceptance of the proposal, both parties hereto agree to do everything necessary to ensure that the terms of this agreement take effect.

## **2.8. SATISFACTION OF BIDDER**

The submission of a signed proposal to the Township shall be deemed to constitute an "Offer" which may be accepted, at the option of the Township by a written acknowledgement of acceptance, and (a) a duly executed contract, and/or (b) the issuance of a "purchase order". Upon such acceptance, the terms, conditions, and specifications herein set forth shall be confirmed and binding upon the Township and the Bidder. Upon acceptance of the proposal, both parties hereto agree to do everything necessary to ensure that the terms of this agreement take effect.

## **2.9. RESERVATIONS FOR REJECTION AND AWARD**

The Township reserves the right to accept or reject any/or all bids, to waive irregularities and technicalities and to request rebids on the required services. The Township also reserves the right to waive minor variations to specifications.

## **2.10. BIDDER'S EXPENSE**

Bidders are solely responsible for their own expenses in preparing a proposal and for subsequent negotiations with the Township, if any. If the Township elects to reject all proposals received, the Township will not be liable to any Bidder for any claims, whether for costs or damages incurred by the Bidder in preparing the proposal, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

## **2.11. LITIGATION WITH THE TOWNSHIP**

No proposal submission will be accepted from any bidder, inclusive of its subcontractors(s), which has a claim or has instituted a legal proceeding or has threatened to claim or institute a legal proceeding against the Township or against whom the Township has a claim or has instituted a legal proceeding with respect to any previous contract, without the approval of Council in its sole and unfettered discretion. This applies whether the legal proceeding is related or unrelated to the subject matter of this proposal.

## **2.12. DEFAULT OF BIDDER**

In case of a default of performance of the Project, the Township of Madawaska Valley reserves the right to transfer the Project to another source. All additional expenses arising from such transfer will be charged to the original submitter of a proposal or contractor and are due forthwith.

## **2.13. INDEMNIFICATION**

The Bidder agrees to indemnify, defend, and save harmless the Township and all Municipal Officers, employees, volunteers, servants and agents of its Boards and Commissions from and against all losses, costs, damages, expenses, and claims made against the Township, resulting from or arising out of any act or omission or negligence of the Bidder, his employees or agents, during or connected with the performance of the work under the contract.

## **2.14. WARRANTY**

The Bidder warrants that all goods to be supplied are free from defects in material, workmanship, and design, suitable for the purposes intended implied, in compliance with all applicable specifications and free from liens or encumbrance on title. All services are performed in accordance with current, sound and generally accepted industry practices by qualified personnel trained and experienced in the appropriate fields.

## **2.15. CONFLICT OF INTEREST**

All Bidders are required to disclose to the Township any potential Conflict of Interest, may it be pecuniary or otherwise. If a conflict of interest does exist with the potential successful Bidder, the Township may, at its discretion, refrain from awarding the project to the Bidder. The Bidder covenants that it presently has no interests, and it shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its service hereunder. The Bidder further covenants that in the performance of this contract no person having such known interest shall be employed.

### **3. BACKGROUND AND OBJECTIVES**

#### **3.1. BACKGROUND**

The Paul J Yakabuski Community Centre upstairs lounge, located at 65 Arena Road in Barry's Bay, has an aged sound system that has exceeded its expected lifespan. The existing system does not function reliably, with audio cutting out intermittently or replaced entirely by static. The Township is therefore seeking proposals from qualified companies to upgrade the sound system in the upstairs hall.

#### **3.2. SCOPE OF SERVICES**

The selected company will be responsible for upgrading the sound system at the Paul J Yakabuski Community Centre by removing and replacing the audio equipment serving the upstairs hall and associated speakers.

The Township expects the new system to:

- Support audio playback through Bluetooth and physically connected devices (e.g. smartphones connected via USB or USB-C).
- Include two wireless microphones with minimum operating ranges of 60 feet.
- Include an Assistive Listening System (ALS).
- Be shelved/stored in the existing cupboard in the bar area of the upstairs lounge.
- Allow for the connection to audio systems in other areas of the building in the future.

If certain components of the existing sound system are determined by the contractor to be in good working condition, the contractor may retain and integrate those components into the proposed system where appropriate.

#### **3.3. DEADLINES AND PENALTIES**

This project must be completed by November 30 2026.

If the Manager of Recreation & Community Services grants the contractor an extension of time after a formal request is received, the contractor shall complete the work by the revised deadline. In this case, penalties would apply to the revised deadline.

#### 4. EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria and scoring:

| <b>ELEMENTS</b>                                                                                                                                    | <b>POINTS</b> |
|----------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| <b>Qualifications/Experience</b><br>Demonstrated experience with similar large venue installations and proven success on comparable past projects. | <b>30</b>     |
| <b>Solution and System Design</b><br>Proposed equipment meets space size and acoustics needs, length and coverage of warranty, ease of system use. | <b>30</b>     |
| <b>Budget</b><br>Evaluation of total cost of project.                                                                                              | <b>30</b>     |
| <b>Schedule</b><br>Ability to work within requested timeline.                                                                                      | <b>10</b>     |
| <b>TOTAL</b>                                                                                                                                       | <b>100</b>    |

## 5. FORM OF PROPOSAL

### TOWNSHIP OF MADAWASKA VALLEY FORM OF PROPOSAL PJYCC SOUND SYSTEM UPSTAIRS LOUNGE

**CLOSING DATE:** Monday September 21 2026

**CLOSING TIME:** 3:00 pm local time

#### BIDDER INFORMATION

|                           |  |
|---------------------------|--|
| Company                   |  |
| Contact Name and Position |  |
| Street Address            |  |
| Telephone                 |  |
| Email                     |  |
| Signature                 |  |
| Date                      |  |

The bidder agrees to supply all services necessary for the completion of the work set forth in the Proposal Documents in the sum noted below:

|                                              |  |
|----------------------------------------------|--|
| Sound system upgrades: PJYCC upstairs hall   |  |
| Other:                                       |  |
| Other:                                       |  |
| HST (13%)                                    |  |
| <b>TOTAL PROPOSAL AMOUNT (INCLUDING HST)</b> |  |

## 6. REFERENCES

The following is a list of three project references of a similar scope and budget as the project outlined in this request for proposal.

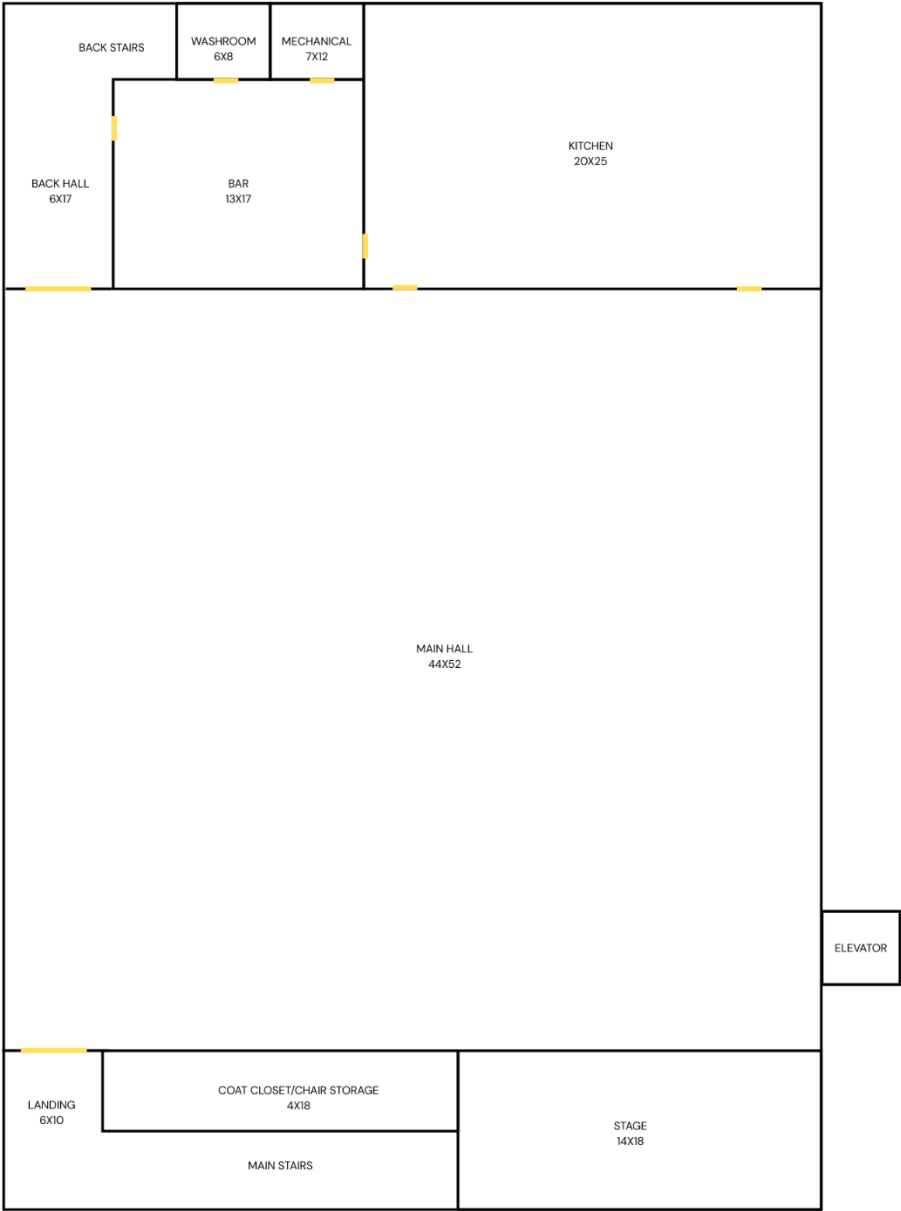
| PROJECT NAME | YEAR COMPLETED | CONTACT NAME AND PHONE/EMAIL |
|--------------|----------------|------------------------------|
|              |                |                              |
|              |                |                              |
|              |                |                              |

## 7. TIMELINE

|                                     |  |
|-------------------------------------|--|
| Project proposed to commence on     |  |
| Project proposed to be completed on |  |

APPENDIX A: UPSTAIRS HALL LAYOUT

PJYCC  
FLOOR 2  
NOT TO SCALE



## APPENDIX B: PHOTOS

### UPSTAIRS LOUNGE EQUIPMENT



**UPSTAIRS LOUNGE SPEAKERS (13 of square type, 8 of circle type)**

