RFP-FA-03-2026
Lift Renovation and Replacement at Blyth and District Community Centre

***** ELECTRONIC BID SUBMISSIONS OR IN-PERSON SUBMISSION WILL BE ACCEPTED FOR THIS PROPOSAL *****

Section 1: Proposal Information

1.1 Submission of Proposal

Proposals for RFP-FA-03-2026 — Lift Renovation and Replacement at the Blyth and District Community Centre shall be submitted by one of the following methods no later than the Closing Date and Time:

1. Electronically through the Township of North Huron's Bids and Tenders platform; or

2. In-person in a sealed envelope, clearly marked with the RFP number and project title, and delivered to:

   Township of North Huron
   Town Hall
   274 Josephine Street
   Wingham, Ontario

Proponents are solely responsible for ensuring that their Proposal, including all required forms, pricing, and supporting documents, is received by the Township before the Closing Date and Time. Proposals received after the Closing Date and Time, whether submitted electronically or delivered in person, will not be accepted or considered.

For electronic submissions, Proponents are responsible for ensuring that all documents have been fully uploaded and submitted through the Bids and Tenders platform before the Closing Date and Time. The Township is not responsible for any technical difficulties, internet interruptions, transmission delays, incomplete uploads, or electronic submissions not successfully received before the Closing Date and Time.

Proponents submitting electronically are strongly encouraged to allow sufficient time before the Closing Date and Time to upload their Proposal and address any technical issues that may arise. The Bids and Tenders platform will issue a confirmation email when a Proposal has been successfully submitted. If a Proponent does not receive a confirmation email, the Proponent should contact Bids and Tenders support before the Closing Date and Time.

For in-person submissions, Proponents are responsible for allowing sufficient delivery time and for obtaining confirmation of receipt from Township staff. Proposals delivered in person must be received at Town Hall before the Closing Date and Time. Delivery by courier or mail is at the Proponent's risk.

A Proponent may submit its Proposal by only one submission method. Where duplicate Proposals are received from the same Proponent, the Township reserves the right to determine which Proposal, if any, will be considered.

1.2 Schedule of Events

The schedule provided is for guidance only and the Township reserves the unqualified right to issue an addendum to modify or eliminate any aspect of the schedule.

Event	Date, Location
RFP release	Friday October 30, 2026
Mandatory site meeting	Monday November 9, 2026, at 10:00am at the Blyth and District Community Centre
Deadline for questions	Monday November 16, 2026 at 2:00pm
Final addendum issued, if any	Wednesday November 18, 2026
Closing date and time	Wednesday November 25, 2026, no Later than 2:00pm

The Township intends to issue its final addendum, if any, no later than Wednesday November 18, 2026. The Township may, at its sole discretion, extend the Closing Date where an addendum materially affects the requirements of this RFP.

1.3 Description of Work

The Township of North Huron is seeking proposals from qualified contractors for the replacement of the existing two-person accessibility lift at the Blyth and District Community Centre, located at 377A Gypsy Lane, Blyth, Ontario, N0M 1H0.

The project includes the complete removal and replacement of the existing lift, associated renovations to the lift shaft, and upgrades to the electrical room and electrical infrastructure required to support the new lift system.

The successful Proponent shall provide a complete, operational, tested, commissioned, and warranted installation, including all labour, materials, equipment, supervision, permits, inspections, engineering, testing, training, documentation, and restoration work required to complete the project.

The Work shall comply with all applicable laws, regulations, codes, standards, permits, inspections, and approvals, including applicable requirements of the Ontario Building Code, Electrical Safety Authority, Technical Standards and Safety Authority, Accessibility of Ontarians with Disabilities Act, 2005, Occupational Health and Safety Act, and manufacturer requirements.

Proponents shall identify the proposed lift manufacturer, model, rated capacity, platform or car dimensions, travel distance, required shaft dimensions, electrical requirements, warranty, anticipated lead time, preventative maintenance requirements, and local service support.

1.4 Right to Accept or Reject Proposal

Proposals shall be based on the complete Scope of Work, Specifications and Contract Documents. Qualifications, exclusions, assumptions or deviations not expressly requested by the Township may result in the Proposal being deemed non-compliant.

The Township of North Huron reserves the right, in its sole and absolute discretion, to accept or reject any or all Proposals, to waive minor irregularities or informalities, and to award the Contract in the manner the Township considers to be in its best interest. The lowest-priced Proposal, or any Proposal, will not necessarily be accepted.

Proposals must be submitted using the forms provided and must be completed in full and signed by an authorized signing officer of the Proponent. The Township may deem a Proposal non-compliant and reject it if the required forms are incomplete, improperly completed, unsigned, conditional, or otherwise deficient.

All blanks on the Proposal form must be completed legibly. Where no cost is proposed for an item, the Proponent shall enter "$0.00" or "Nil", as applicable.

The Township may reject any Proposal that is incomplete, conditional, obscure, contains unauthorized qualifications, additions not requested by the Township, erasures, alterations, or other irregularities. The Township may request clarification or verification of information contained in a Proposal; however, the Township is under no obligation to do so.

Where there is a discrepancy between the Total Proposal Price stated in Form A- Form of Quotation and the Total Proposal Price stated in Form C- Domestic Supply Chain Plan, the Township may request clarification from the Proponent, correct an obvious mathematically error, or reject the Proposal as non-compliant.

The Township will not permit a Proponent to revise its Total Proposal Price after the Closing Date except to correct an apparent clerical or mathematical error, where permitted by the Township.

The Township intends to award one Contract to a single Proponent, subject to the Township's purchasing policy, availability of approved budgetary funding, Council approval, and execution of an agreement satisfactory to the Township.

1.5 Conditions

The award of any Contract resulting from the RFP is subject to the availability of approved budgetary funding, Council approval where required under the Township's purchasing policy, and execution of an agreement satisfactory to the Township.

The Township of North Huron reserves the right, in its sole discretion, to cancel this RFP at any time before execution of the Agreement.

1.6 Evaluation and Award of Contract

The Township intends to award one Contract for the complete Scope of Work to a single Proponent.

The Township will evaluate only Proposals that meet all mandatory submission requirements. Mandatory requirements include, but are not limited to:

a. Submission through the Township's Bids and Tenders platform or in-person at Town Hall before the Closing Date and Time;
b. Attendance at the mandatory site meeting;
c. Submission of Form A- Form of Quotation;
d. Submission of Form B- Relevant Experience and Key Subcontractors;
e. Submission of Form C- Domestic Supply Chain Plan and Canadian Content Declaration.

The Township will evaluate compliant Proposals using the following criteria, see Appendix A for additional sub-criteria information:

Evaluation Criterion	**Maximum Points**
Contractor and Key Subcontractor Experience	15
Proposed Lift System and Technical Approach	20
Project Delivery, Schedule and Facility-Operations Plan	15
Total Proposed Price	35
Domestic Supply Chain Plan	10
Warranty, Maintenance, and Emergency Service	5
Total	100

The Township may consider the Proponent's demonstrated ability to provide a complete, safe, code-compliant, operational, inspected, commissioned, licensed, and warranted lift installation within the required project timeline.

The Township may request clarification, verification, references, interviews, technical presentations, product information, manufacturer information, or other supporting information from one or more Proponents. The Township is not obligated to request clarification, permit correction, conduct interviews, or select the highest-scoring Proponent.

The Township reserves the right to award the Contract to the Proponent whose Proposal is determined by the Township, at its sole discretion, to offer the best overall value to the Township, having regard to the evaluation criteria, the requirements of the RFP, the availability of funding, and applicable approval requirements.

1.7 Litigation

The Township reserves the right to consider a Proponent's current or previous litigation, claims, disputes, or defaults involving the Township when assessing the Proponent's ability, capacity, integrity, and suitability to perform the Work. Before making an adverse determination, the Township may request additional information from the Proponent and consider the circumstances of the matter.

1.8 Unacceptable or Unbalanced Proposals

Each price included in the Proposal must be reasonable and supportable in relation to the applicable portion of the Work. The Township may reject a Proposal that, in the Township's sole discretion, contains materially unbalanced pricing or pricing that creates an unacceptable risk to the Township.

1.9 Execution of Agreement

Proposals shall remain open for acceptance for ninety (90) days following the Closing Date. After that period, a Proposal may be accepted only with written consent of the successful Proponent.

Following evaluation, Township staff will make a recommendation for award in accordance with the Township's purchasing policy and applicable approval requirements.

The successful Proponent shall execute the Agreement and provide all required documents, including insurance certificates, WSIB clearance, bonds where required, health and safety documentation, lift shop drawings, and other required submittals, within ten (10) business days of the Township's written notice of award, unless otherwise approved in writing by the Township.

The Contract shall not be binding until it has been executed by authorized representatives of the Township and the successful Proponent.

1.10 Ability and Experience of Proponent and Subcontractors

The Township reserves the right to reject the Proposal of any Proponent that does not provide satisfactory evidence of the financial capacity, resources, qualifications, experience, personnel, equipment, or ability necessary to successfully perform and complete the Work within the required time.

The Proponent shall identify in Form B all subcontractors proposed to perform a material portion of the Work. At a minimum, the Proponent shall identify the proposed lift manufacturer or supplier, lift installer, electrical contractor, and any subcontractor responsible for lift shaft renovations, structural work, demolition, firestopping, mechanical work, or restoration work.

The Township may request additional information regarding the Proponent or any proposed subcontractor, including but not limited to references, relevant project experience, qualifications, licenses, certifications, insurance, Workplace Safety and Insurance Board clearance, financial capacity, equipment availability, and proposed project personnel.

The Township reserves the right to reject or require the replacement of any proposed subcontractor where the Township reasonably determines that the subcontractor does not have the qualifications, experience, capacity, safety record, licensing, insurance, or resources necessary to perform its portion of the Work.

The Proponent shall remain fully responsible for all Work performed by its subcontractors and for all acts, omissions, safety obligations, quality, scheduling, and performance of its subcontractors. No substitution, addition, or removal of a listed subcontractor shall be made without the prior written approval of the Township, except where immediate action is necessary to protect health, safety, property, or the Work.

1.11 Interpretation of Proposal Documents

Proponents are responsible for carefully examining all RFP Documents, including specifications, drawings, addenda, site conditions, and all requirements of the Work, and for satisfying themselves as to all conditions that may affect the Work, pricing, schedule, and performance of the Contract.

Any request for clarification concerning discrepancy, omission, irregularity, or interpretation of the RFP Documents shall be submitted through the "Submit a Question" function in Bids and Tenders no later than the Question Submission Deadline of Monday, November 16, 2026, at 2:00 p.m.

Responses that materially affect the RFP will be issued by formal addendum through Bids and Tenders no later than Wednesday, November 18, 2026. Only written addenda issued by the Township are binding. Oral explanations, interpretations or instructions are not binding on the Township.

Proponents are responsible for obtaining, reviewing, and acknowledging all addenda issued through Bids and Tenders before submitting their Proposal.

1.12 Mandatory Submission Requirements

The Proponent shall complete and submit the following mandatory forms with its Proposal:

- Form A- Form of Quotation;
- Form B- Relevant Experience and Key Subcontractors;
- Form C- Domestic Supply Chain and Canadian Content Declaration

Failure to submit any required form, or failure to complete and execute a required form where a signature is required may result in the Proposal being deemed as non-compliant and rejected by the Township.

1.13 Mandatory Site Meeting

A mandatory site meeting will be held at the Blyth and District Community Centre, 377A Gypsy Lane, Blyth, Ontario, N0M 1H0, on Monday November 9, 2026, at 10:00 a.m.

A representative of each Proponent must attend and sign the attendance record. Proposals submitted by Proponents that do not attend and sign the mandatory site-meeting attendance record will be deemed non-compliant and will not be considered.

Proponents are responsible for supplying and using all required personal protective equipment while on site.

1.14 Documents at Time of Execution/Prior to Commencement of Work

The successful Proponent shall submit the following documentation, in a form satisfactory to the Township of North Huron, within ten (10) business days of the Township's written notice of award and before commencing Work, unless otherwise approved in writing:

- Executed Agreement
- Certificate of insurance
- WSIB clearance
- Contractor health and safety plan
- Detailed construction schedule

- Lift manufacturer's shop drawings and technical specifications
- Electrical permit confirmation
- Final list of subcontractors, including any proposed changes from Form B approved by the Township
- Performance bond and Labour and Material Payment Bond, if retained
- Lift installation, inspection, testing and commissioning plan
- Emergency contact information
- Proof of required licenses, registrations, and certification
- Any engineering drawings or stamped documents required for the work

1.15 Accessibility of Ontarians with Disabilities Act (AODA)

The successful Proponent shall ensure that all personnel who provide goods, services, or facilities on behalf of the Township have received accessibility training required under the Accessibility for Ontarians with Disabilities Act, 2005, and Ontario Regulation 191/11, including training on the Ontario Human Rights Code as it relates to persons with disabilities. Training must be appropriate to each person's duties.

The Proponent shall, upon request, provide the Township with evidence that required training has been completed.

The proposed lift and all related work shall comply with applicable accessibility requirements. The Proponent shall provide operating manuals, maintenance manuals, training materials, and other project documentation in accessible formats upon request, where available.

Accessible formats or communication supports are available upon request. Email accessibility@northhuron.ca or call 519-357-3550.

1.16 Municipal Freedom of Information and Protection of Privacy Act

Information submitted to the Township may be subject to disclosure under the Municipal Freedom of Information and Protection of Privacy Act (Ontario) or other applicable law.

Proponents should clearly identify any information supplied in confidence; however, the Township does not guarantee that such information will be exempt from disclosure.

1.17 Buy Ontario and Domestic Supply Chain Requirements

The Township of North Huron is committed to maximizing the use of Ontario-Made Goods, Canadian-Made Goods, Ontario Services and Canadian Services, where feasible, while maintaining value for money and timely project delivery.

This RFP is a capital infrastructure procurement and is subject to the Municipal Buy Ontario Procurement Directive, issued under the Buy Ontario Act (Public Sector Procurement), 2025.

The Proponent shall complete and submit Form C — Domestic Supply Chain Plan and Canadian Content Declaration with its Proposal. The Domestic Supply Chain Plan shall identify the source, estimated value, and domestic-content status of the major goods and services proposed for the Work, including goods and services supplied by subcontractors.

The Township will evaluate Form C in accordance with Section 1.6 — Evaluation and Award of Contract.

The Township may rely on the Proponent's representations in Form C when evaluating Proposals, administering the Contract, and meeting applicable reporting and record-retention requirements.

The successful Proponent shall use reasonable efforts to perform the Work in accordance with the Domestic Supply Chain Plan submitted with its Proposal. The successful Proponent shall not make a material change to the Domestic Supply Chain Plan without the Township's prior written approval.

The Township may request supporting information or documentation respecting the source, manufacture, origin, or domestic-content status of goods and services identified in Form C.

Section 2: Form of Agreement

AGREEMENT

THIS AGREEMENT made as of the _____ day of _____, 202X.

BETWEEN:

The Corporation of the Township of North Huron

(hereinafter called "the Township")

-and-

_____

(hereinafter called "the Contractor")

WHEREAS the Corporation of the Township of North Huron is desirous that certain Works should be completed, viz. [Project Name] in the Township of North Huron and has accepted the Tender by the Contractor for the completion of such Works,

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1) In this Agreement, words and expressions shall have the same meaning as are respectively assigned to them in the Conditions of Contract hereinafter referred to.

2) The following documents shall be deemed to form and be read and construed as part of this Agreement, viz
   - i) Form of Agreement
   - ii) Addenda
   - iii) Standard Specifications
   - iv) Form of Tender
   - v) Supplemental General Conditions of Contract
   - vi) General Conditions of Contract
   - vii) Information to Bidders

3) In consideration of the payments to be made by the Township to the Contractor, as hereinafter mentioned, the Contractor hereby covenants with the Township to complete the Works in conformity in all respects with the provisions of the Contract.

4) The Township hereby covenants to pay the Contractor in consideration of the completion of the Works at the Contract Price in the manner prescribed by the Contract. The issuance of the final estimate for payment by the Contract Administrator, and the acceptance by the Contractor of the amount or amounts certified for payment there under, shall constitute a waiver and release by the Contractor of all claims by the Contractor under this Contract, against the Township or Contract Administrator or his/her designate.

Sample Agreement Only

5) This Agreement shall be binding on the heirs, successors and assigns of the parties hereto.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands and seals.

SIGNED, SEALED AND DELIVERED in the presence of

)
) ______________________________

)
) I/We have the authority to bind
) the corporation
) Per:
)
)

____
)

) **Township of North Huron**
)
) I/We have the authority to bind
) the corporation
) Per:
)
) ______________________________
) Mitch Wright, Reeve
)
) ______________________________
) Carson Lamb, Clerk

Sample Agreement Only

Section 3: Standard Specifications

3.1 Description of Work

The Township of North Huron is seeking a qualified Contractor to complete the lift renovation and replacement project at the Blyth and District Community Centre, located at 377A Gypsy Lane, Blyth, Ontario N0M 1H0.

The Work includes the removal and disposal of the existing two-person accessibility lift; the supply, installation, testing, commissioning, and warranty of a new accessible lift; renovations to the existing lift shaft; and renovations and upgrades to the associated electrical room and electrical infrastructure.

The Contractor shall provide a complete, operational, safe, tested, inspected, commissioned, and warranted lift installation, ready for the use by the Township in accordance with all applicable requirements of the Technical Standards and Safety Authority and other authorities having jurisdiction. The Work includes all labour, materials, equipment, supervision, engineering, temporary works, permits, inspections, registrations, testing, training, documentation, restoration, and incidentals necessary to complete the Work in accordance with the Contract Documents.

The Contractor shall coordinate the Work with the Township's Project Manager and shall conduct all work in a manner that minimizes disruption to the operations, staff, user groups, visitors, programs, and rentals at the Blyth and District Community Centre.

3.2 Scope of Work

The Work includes, but is not limited to, the following:

- Review all Contract Documents, site conditions, building access routes, existing lift components, lift shaft conditions, electrical room conditions, and other conditions that may affect the Work.
- Verify all field dimensions, clearances, elevations, electrical capacity, access requirements, staging requirements, and other relevant conditions before commencing the Work.
- Provide all project management, supervision, labour, materials, equipment, tools, hoisting, temporary protection, security, barricades, signage, dust control, noise control, cleanup, and other services necessary to complete the Work.
- Safely decommission, disconnect, remove, and dispose of the existing two-person accessibility lift and associated equipment.
- Supply and install a new accessible lift suitable for use in a public municipal community centre.

- Provide all lift components required for complete installation, including controls, call stations, doors or gates, safety devices, emergency communication equipment, alarms, lighting, signage, accessories, and related equipment.
- Ensure the proposed lift and installation comply with all applicable legislation, codes, standards, manufacturer requirements, and authority having jurisdiction requirements.
- Provide a lift system designed, registered, installed, inspected, tested, and licensed for operation in Ontario, as applicable.
- Ensure that the lift installation and alteration work is performed by a contractor registered for applicable elevating-device services in Ontario.
- Submit all required lift design submissions, drawings, specifications, calculations, registrations, test documentation, inspection requests, and licensing documents to the applicable authority having jurisdiction.
- Provide the Township with copies of the registered design submission, lift license, final inspection documentation, and general instructions for maintaining the lift in a safe operating condition before final payment.
- Complete all lift shaft renovations required to accommodate the proposed lift system and to provide a safe, code-compliant installation.
- Complete all required demolition, framing, structural supports, wall modifications, repairs, floor and landing modifications, fire separations, firestopping, access provisions, lighting, ventilation, finishes, and restoration associated with the lift shaft work.
- Review existing electrical capacity and complete all electrical work required for the new lift system.
- Renovate and upgrade the electrical room as required, including electrical supply, disconnects, breakers, wiring, grounding, equipment labelling, lighting, emergency lighting, receptacles, ventilation, working clearances, firestopping, and restoration of affected finishes.
- Coordinate and obtain all required permits, inspections, registrations, testing, approvals, and certifications associated with the Work.
- Coordinate required electrical work and inspections with the Electrical Safety Authority, where applicable.
- Coordinate required lift inspections, registrations, testing, and approvals with the Technical Standards and Safety Authority or other authorities having jurisdiction, where applicable.
- Protect the public, Township staff, facility users, adjacent building areas, and existing building systems from hazards, damage, dust, debris, noise, and unauthorized access.
- Maintain safe access and emergency egress throughout the Work, unless otherwise approved in writing by the Township’s Project Manager.
- Immediately stop Work and notify the Township’s Project Manager if the Contractor encounters suspected hazardous material, concealed conditions, unsafe conditions, or conditions materially different from

those reasonable observable at the mandatory site meeting. The Contractor shall not disturb suspected hazardous materials until the Township provides written direction.

- Restore all building finishes, walls, floors, ceilings, doors, trim, electrical systems, and other components affected by the Work.
- Conduct all required functional testing, safety testing, commissioning, inspections, and deficiency corrections.
- Provide operating, emergency-operation, and basic maintenance training to designated Township staff.
- Provide complete closeout documentation, including as-built or record drawings, operating and maintenance manuals, warranty information, inspection records, test reports, permits, certifications, and service contact information.

The Contractor shall provide all items necessary for a complete and functional installation, whether or not each item is specifically identified in the Contract Documents.

3.3 Contractor's Supervision On-Site

The Contractor shall provide a competent, experienced, and authorized representative on site during all working hours and throughout the execution of the Work.

The Contractor's representative shall have the authority to make decisions on behalf of the Contractor and shall be responsible for the coordination, supervision, quality, safety, sequencing, and completion of all phases of the Work, including all portions of the Work performed by subcontractors, suppliers, and other persons under the Contractor's control.

The Contractor shall provide the Township's Project Manager with the name and contact information of its designated site representative before commencing the Work. Any change in the designated representative shall be communicated to the Township promptly.

The Contractor remains fully responsible for all acts, omissions, deficiencies, safety obligations, and performance of its subcontractors.

The Contractor shall ensure that a competent supervisor, as defined by the Occupational Health and Safety Act, is present whenever workers under the Contractor's control are performing Work at the site.

3.4 Contractor's Schedule and Hours of Work

The Contractor shall prepare and maintain a detailed project schedule showing key milestones, including engineering design and submission, Township

review and acceptance of engineered documents, required permit issuance, shop drawings and submittals, equipment procurement, demolition, lift shaft renovations, electrical room work, lift installation, inspections, testing, commissioning, staff training, substantial completion, and final completion.

The Contractor shall provide the schedule to the Township's Project Manager before commencing the Work and shall update it when requested or when changes to the Work affect the planned completion date.

Unless otherwise approved in writing by the Township's Project Manager, work may be performed only between 8:00 a.m. and 5:00 p.m., Monday through Friday.

The Contractor shall not perform Work on Saturdays, Sundays, or Ontario statutory holidays without the prior written approval of the Township's Project Manager, except where emergency work is necessary to protect persons, property, or the facility.

The Contractor shall coordinate all planned service interruptions, shutdowns, noisy work, deliveries, hoisting, or activities that may affect facility operations with the Township's Project Manager in advance. No electrical shutdown, access restriction, or interruption to facility operations shall occur without prior written approval from the Township.

3.5 Disposal and Site Cleanliness

The Contractor shall remove and dispose of all demolition materials, waste, packaging, surplus materials, and debris resulting from the Work in accordance with all applicable laws, regulations, environmental requirements, and municipal requirements.

Disposal activities shall be carried out in a manner that does not create an unsightly condition, nuisance, hazard, obstruction, or environmental impact at or adjacent to the facility.

The Contractor shall keep the work area and surrounding site clean, orderly, safe, and free from an accumulation of waste materials and debris. Waste materials shall be removed from the site regularly and shall not be permitted to accumulate in public areas, access routes, exits, electrical rooms, mechanical rooms, or other areas designated by the Township.

Before final payment, the Contractor shall remove all surplus materials, debris, waste, temporary protection, equipment, and construction signage from the site and leave the work areas in a clean and satisfactory condition.

3.6 Permits, Licenses, Inspections and Approvals

The Contractor shall obtain and pay for all notices, permits, licenses, inspections, registrations, certifications, testing, and approvals required to complete the Work, unless specifically identified otherwise in the Contract Documents.

The Contractor shall be responsible for coordinating all requirements of applicable authorities having jurisdiction, including, where applicable:

- Building permit requirements;
- Electrical Safety Authority permits and inspections;
- Technical Standards and Safety Authority requirements, including applicable contractor registration, design submission registration, installation or alteration requirements, inspections, licensing, and turnover documentation;
- Fire and life-safety requirements;
- Manufacturer-required inspections and commissioning;
- Engineering review or stamped documentation; and
- Final acceptance, registration, and operational approvals.

The Contractor shall provide copies of all permits, inspection reports, certificates, registrations, and approvals to the Township's Project Manager as they become available and before final payment.

The Contractor shall not place the new lift into service or permit it to be used by the Township or the public, until all required inspections, registrations, licensing, approvals, and safety requirements have been completed.

3.6.1 Engineered Drawings and Township Review

The Contractor shall prepare and submit all required engineered drawings, specifications, calculations, shop drawings, and supporting documentation for review by the Township's Chief Building Official, or designate, before commencing the portion of the Work to which the documents apply.

Engineering documents shall be signed and sealed by a professional engineer licensed to practice in Ontario, where required by applicable law, code, permit requirements, or the Township.

The Contractor shall not commence lift shaft alterations, structural work, electrical-room renovations, electrical infrastructure upgrades, fire-separation work, or any other Work requiring engineered documentation until the Township's Chief Building Official, or designate, has provided written acceptance of the applicable submissions.

Review or acceptance by the Township's Chief Building Official, or designate, does not relieve the Contractor, its subcontractors, suppliers, designers, or professional engineers of responsibility for the accuracy, completeness, coordination, code compliance, safety, or performance of the design and Work.

Any revisions to approved engineering documents must be submitted to the Township's Chief Building Official, or designate, for review and written acceptance before the revised Work is undertaken.

3.7 Material and Equipment

The Contractor shall supply all temporary and permanent materials, equipment, components, accessories, and incidentals necessary to complete the Work in every respect.

All materials and equipment shall be new, of good quality, suitable for their intended use, and compliant with the Contract Documents, applicable codes, manufacturer requirements, and recognized industry standards.

The Contractor shall not substitute materials, equipment, or lift components without the prior written approval of the Township. Any proposed substitution shall be submitted in writing with complete technical information, product data, rationale, cost impact, schedule impact, warranty information, and confirmation of compliance with the Contract requirements.

The Township reserves the right to reject materials or equipment that do not comply with the Contract Documents, are defective, are unsuitable for the intended purpose, or are otherwise unsatisfactory.

The Contractor shall bear the cost of all tests required by the Contract Documents, applicable codes, manufacturers, or authorities having jurisdiction. The Township may conduct additional inspection, testing, or verification where reasonably required. Materials or equipment that fail to meet Contract requirements shall be removed and replaced by the Contractor at no additional cost to the Township.

The proposed lift manufacturer shall have an established service presence capable of providing routine maintenance, warranty service, emergency response, and replacement parts support in Ontario. The Proponent shall identify the service provider, service location, normal service hours, emergency contact information, and anticipated emergency response time in its Proposal.

3.8 Delays

The Contractor shall diligently prosecute the Work and complete the Work by the Contract completion date.

If the Contractor is delayed by an act, omission, default, or failure of the Contractor, its subcontractors, suppliers, employees, or any person for whom the Contractor is responsible, the Contractor shall take all reasonable steps to mitigate the delay and recover lost time at no additional cost to the Township. The Contractor shall immediately notify the Township's Project Manager in writing of any actual or anticipated delay. The notice shall identify the cause of the delay, the anticipated schedule impact, actions taken to mitigate the delay, and any proposed recovery plan.

Where a delay is within the Contractor's control, the Township may recover reasonable costs, losses, damages, or expenses incurred as a result of the delay, to the extent permitted under the Contract and applicable law.

If the Contractor is delayed by a cause beyond its reasonable control, the Contractor shall provide written notice to the Township's Project Manager within two (2) business days of becoming aware of the delay. The notice shall identify the cause, anticipated schedule impact, mitigation measures, and any requested extension of time.

An extension of time shall be valid only if approved in writing by the Township. An extension of time does not entitle the Contractor to an increase in the Contract Price unless the Township has authorized such increase in writing.

3.9 No Increase in Contract Price

The Contract Price shall include all labour, materials, equipment, supervision, permits, inspections, testing, commissioning, overhead, profit, contingencies, and all other costs necessary to complete the Work in accordance with the Contract Documents.

No change in the Work, Contract Price, or Contract Time shall be valid unless authorized in writing by the Township through a signed change order, change directive, or other written instrument authorized under the Agreement.

The Contractor acknowledges that it has reviewed the Contract Documents, attended the mandatory site meeting, investigated site conditions, and satisfied itself as to all matters that may affect the Work, the Contract Price, or the Contract schedule.

The Contractor shall not be entitled to additional compensation because of a misunderstanding of the Contract Documents, site conditions that could reasonably have been identified before submitting its Proposal, or an alleged oral representation, promise, or guarantee not confirmed in writing by the Township.

3.10 Insurance and Indemnification

Before commencing the Work, and throughout the term of the Contract, the Contractor shall maintain insurance satisfactory to the Township, including Commercial General Liability insurance with limits of not less than five million dollars ($5,000,000) per occurrence.

The insurance shall include coverage for bodily injury, personal injury, death, property damage, completed operations, contractual liability, and such other coverage as may reasonably be required for the Work.

The Contractor shall provide the Township with a certificate of insurance before commencing the Work. The certificate shall confirm that the Corporation of the Township of North Huron is named as an additional insured with respect to liability arising from the Contractor's operations under the Contract.

The Contractor shall indemnify and hold harmless the Township, its Council members, officers, employees, agents, and representatives from and against claims, demands, actions, losses, damages, costs, and expenses arising from or attributable to the negligent acts, errors, omissions, or wilful misconduct of the Contractor, its subcontractors, employees, agents, or any person for whom it is legally responsible in connection with the Work.

This indemnity shall survive the completion, expiration, or termination of the Contract.

3.11 Health and Safety and WSIB

The Contractor shall comply with the Occupational Health and Safety Act, all applicable regulations, and all other applicable health and safety legislation in the performance of the Work.

The Contractor shall be responsible for health and safety at the workplace and shall provide all supervision, training, personal protective equipment, barricades, signage, fall protection, lockout/tagout procedures, hazard controls, emergency procedures, and other measures necessary to protect workers, Township staff, facility users, visitors, and the public.

Before commencing the Work, the Contractor shall provide a site-specific health and safety plan satisfactory to the Township. The plan shall address, at a minimum:

- Public and facility-user protection;
- Restricted area access and barriers;
- Demolition and debris control;
- Dust, noise, and vibration control;
- Electrical safety and lockout/tagout procedures;
- Working in and around the lift shaft and electrical room;
- Emergency response procedures;
- Subcontractor coordination; and
- Site housekeeping.

The Contractor shall provide a valid Workplace Safety and Insurance Board clearance certificate before commencing the Work and shall provide updated clearance certificates at intervals requested by the Township, or at least every sixty (60) days while the Work is underway.

Where applicable, an independent operator shall provide written confirmation of independent operator status acceptable to the Township.

The Contractor shall immediately report to the Township's Project Manager any accident, injury, property damage, Ministry of Labour inspection, work stoppage, order, incident, or other occurrence that may affect the Work, the facility, or public safety.

3.12 Payments

The Contractor shall submit proper invoices in accordance with the executed Agreement and the Construction Act (Ontario).

Unless otherwise specified in the executed Agreement, the Contractor shall submit invoices monthly for Work properly performed. Each invoice shall include:

- The Township purchase order number;
- Contract number and project name;
- Invoice date and invoice number;
- Description of the Work completed during the invoice period;
- Percentage or value of Work completed;
- Approved change order amounts, if any;
- Applicable taxes;
- Amount previously invoiced;
- Amount currently due; and
- Supporting documentation reasonably requested by the Township.

Subject to the Construction Act and any applicable notice of non-payment, the Township will pay the amount payable under a proper invoice no later than twenty-eight (28) days after receipt.

Progress payments are subject to review by the Township's Project Manager and to all applicable statutory holdback requirements.

Final payment is subject to completion of the Work, correction of deficiencies, submission of all closeout documentation, delivery of warranties and manuals, completion of required training, and receipt of all required permits, inspections, registrations, certificates, licenses, and approvals.

3.13 Warranty, Maintenance and Service

The Contractor shall warrant all Work, labour, materials, equipment, and installation for a minimum period of one (1) year following final completion, unless a longer warranty is offered by the Contractor or required by the manufacturer.

The Contractor shall assign and transfer to the Township all available manufacturer warranties for the lift equipment and associated components.

During the warranty period, the Contractor shall correct, at no additional cost to the Township, any defect, malfunction, deficiency, or failure attributable to defective materials, equipment, workmanship, installation, or failure to comply with the Contract Documents.

The Contractor shall provide the Township with a written warranty-service contact, emergency service contact, maintenance requirements, recommended preventive maintenance schedule, and parts-support information before final payment.

The Contractor shall respond to a warranty-related service request affecting the safe operation or accessibility of the lift within one (1) business day. For a condition that makes the lift unsafe or unavailable for use, the Contractor shall provide an initial response within four (4) hours of notice.

Section 4: Proposal Forms

Form A- Form of Quotation

RFP No.: FA-03-2026
Project: Lift Renovation and Replacement at the Blyth and District Community Centre

Proponent Information

Item	Information
Legal Name of Proponent	
Operating Name, if Different	
Contact Person	
Title	
Address	
Phone	
Email	

Proposal Price

Description	Price
Total lump sum price, excluding HST	$
HST	$
Total lump sum price, including HST	$

The Total Proposal Price shall be supported by the pricing submitted in Form C- Domestic Supply Chain Plan.

PROPONENT CONFIRMATION

The undersigned confirms that:

- this Proposal includes the complete removal, decommissioning, disconnection, and disposal of the existing two-person accessibility lift and associated equipment;
- this Proposal includes the supply, delivery, installation, testing, commissioning, and warranty of a new accessible lift suitable for use at the Blyth and District Community Centre;
- the proposed lift system includes all required equipment, controls, call stations, doors or gates, safety devices, emergency communication equipment, signage, and accessories necessary for a complete and operational installation;
- this Proposal includes all required renovations and modifications to the existing lift shaft necessary to accommodate the proposed lift system and complete the Work;
- this Proposal includes all required electrical room renovations and electrical upgrades necessary to support the proposed lift system, including electrical supply, disconnects, breakers, wiring, grounding, inspections, and related restoration;
- the proposed lift system and Work will comply with all applicable laws, regulations, codes, standards, manufacturer requirements, permits, inspections, registrations, and approvals;
- the Proponent has attended the mandatory site meeting, reviewed the site conditions, and reviewed all RFP requirements and Contract Documents;
- the Proponent has identified all assumptions, exclusions, qualifications, and optional items in Form C — Pricing Breakdown;
- the Proponent can complete the Work in accordance with the proposed project schedule and the Contract completion requirements;
- the Total Proposal Price includes all labour, materials, equipment, supervision, permits, inspections, testing, commissioning, training, closeout documentation, warranties, restoration, overhead, profit, and all other costs necessary to complete the Work;

- this Proposal shall remain open for acceptance for ninety (90) days following the RFP Closing Date;
- if selected, the Proponent will provide all required documentation, including insurance, WSIB clearance, health and safety documentation, bonds where required, lift shop drawings, technical specifications, permits, and other supporting documentation required by the Township; and
- the person signing below has authority to bind the Proponent.

Authorized Signature

Authorized Signature: _____
Name: _____
Title: _____
Date: _____

Form B- Relevant Experience and Key Subcontractors
RFP No.: FA-03-2026
Project: Lift Renovation and Replacement at the Blyth and District Community Centre

Proponent Legal Name: _____

1: Comparable Project Experience
Provide details of up to three (3) comparable projects completed by the Proponent within the last ten (10) years. Projects involving accessibility lifts, elevating devices, occupied public facilities, community centres, recreation facilities, schools, or other institutional facilities are preferred.

Project Name and Location	**Owner/Client**	**Description of Comparable Work**	**Proponent's Role**	**Completion Date**	**Reference Name and Contact Information**

2: Key Subcontractors and Project Leads
Identify the proposed parties responsible for the following portions of the Work. If the Proponent will perform a portion of the Work directly, state "Self-performed."

Work/Role	**Company or Individual**	**Relevant Qualifications and Experience**	**Comparable Project or Reference, if applicable**
Lift manufacturer/ supplier			
Lift installation, commissioning and licensing			
Electrical contractor/ ESA work			

General construction/ shaft renovation			
Structural, firestopping, mechanical, finishes, or other specialty work			
Project manager/ site superintendent			

3: Proponent Confirmation

The proponent confirms that all proposed subcontractors and personnel have the qualifications, experience, capacity, insurance, workplace safety coverage, and licenses or certifications required for their respective portions of the Work.

The Proponent remains fully responsible for the performance, quality, safety, scheduling, and conduct of all subcontractors and personnel engaged in the Work.

The Township may contact the references listed above and may request supporting information, including licenses, certifications, insurance, WSIB clearance, manufacturer authorization, and additional references.

Authorized Signature: _____
Name: _____
Title: _____
Date: _____

Form C- Domestic Supply Chain Plan and Canadian Content Declaration

RFP No.: FA-03-2026
Project: Lift Renovation and Replacement at the Blyth and District Community Centre

Proponent Legal Name: _____
Corporate Address: _____
Name of the entity that will enter into the Agreement with the Township:
_____
Number of full-time equivalent employees permanently based in Canada:
_____

Canadian Content Declaration
The Proponent confirms that it has completed the Domestic Supply Chain Plan below to the best of its knowledge and based on information available at the time of Proposal submission.

Major Goods or Service	**Proposed Manufactuer, Supplier, Or service Provider**	**Estimated Value Excluding HST**	**Ontario-Made Good/ Ontario Service**	**Canadian-Made Good/ Canadian Service**	**Other/ Country of Origin, if Known**
Accessible lift equipment and major lift components			☐ Yes ☐ No	☐ Yes ☐ No	
Lift installation, testing, commissioning services			☐ Yes ☐ No	☐ Yes ☐ No	
Electrical materials and equipment			☐ Yes ☐ No	☐ Yes ☐ No	
Electrical installation services			☐ Yes ☐ No	☐ Yes ☐ No	
Lift shaft renovations and structural material			☐ Yes ☐ No	☐ Yes ☐ No	
Demolition, renovation, firestopping, and			☐ Yes ☐ No	☐ Yes ☐ No	

restoration services					
Project management, supervision, training, closeout services			☐ Yes ☐ No	☐ Yes ☐ No	
Other			☐ Yes ☐ No	☐ Yes ☐ No	

Totals

Total estimated value of Ontario-Made Goods and Ontario Services: $_____

Total estimated value of Canadian-Made Goods and Canadian Services: $_____

Total estimated value of all goods and services identified above: $_____

Proponent Declaration

The undersigned confirms that the information provided in this Form D is accurate to the best of the Proponent's knowledge and that the Proponent will use reasonable efforts to maximize Ontario-Made Goods, Canadian-Made Goods, Ontario Services, and Canadian Services in performing the Work.

Authorized Signature

Authorized Signature: _____
Name: _____
Title: _____
Date: _____

Appendix A: Evaluation Criteria and Scoring

Evaluation Criterion	**Sub-criteria**	**Score**
Contractor and Key Subcontractor Experience	Comparable accessibility-lift or elevating-device projects Experience working in occupied public, institutional, recreation, or community facilities Qualifications and experience of lift installer, electrical contractor, and renovation trades References and demonstrated record of completing comparable work successfully	15
Proposed Lift System and Technical Approach	Suitability of lift system for the facility and proposed use Compliance with accessibility, building, electrical, and elevating-device requirements Lift manufacturer, equipment quality, reliability, and parts availability Shaft, structural, electrical room, and electrical supply approach Testing, commissioning, licensing, turnover, and training plan Clarity and completeness of technical submission	20
Project Delivery, Schedule, and Facility Operations Plan	Equipment procurement and confirmed lead time Construction schedule and ability to meet completion requirements Staging, sequencing, and coordination of lift, electrical, and building work Public safety, site security, dust/noise control, and facility protection Plan to minimize impacts on programs, rentals, staff and facility users	15
Total Proposed Price	Price Score= (Lowest Evaluated Proposal Price/ Proponent's Evaluated Proposal Price) x 35 *For evaluation purposes, the Total Proposal Price excluding HST stated in Form A will be used, subject to verification	35

	against Form C — Domestic Supply Chain Plan. Optional pricing, including maintenance agreements and extended warranties, will not be included in the base-price evaluation unless specifically stated otherwise by the Township.	
Domestic Supply Chain Plan	Complete and credible Form C submission, including all major goods and services Ontario-Made Goods and Ontario Services Proposed Canadian-Made Goods and Canadian Services proposed where Ontario options are not reasonably available Canadian-based labour, subcontractors, service support, and project management capacity Clear explanation of how the Proponent will maintain the Domestic Supply Chain Plan during the Work	10
Warranty, Maintenance, and Emergency Service	Length and scope of manufacturer and installation warranty Local or regional lift-service capability and availability of replacement parts Emergency response commitment and service-call process Preventive-maintenance plan and recommended maintenance requirements	5
Total		100