



TENDER 2026-03

**BROWNSVILLE COMMUNITY CENTRE /
FIRE HALL BACK-UP GENERATOR**

Submission Deadline: **Tuesday, May 26, 2026**

No later than **11:00 a.m. EST**

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SECTION 1.0 – INFORMATION TO BIDDERS

1.1 Introduction

The Township of South-West Oxford with a population of 7,644 is one of eight lower-tier municipalities within the County of Oxford. We are located in Southwestern Ontario at the south west side of Oxford County. We are a mainly rural based municipality with small urban populations within the villages of Mount Elgin, Sweaburg, Brownsville, Beachville, Salford, Verschoyle, Culloden and Foldens.

The Township invites submissions from qualified and experienced contractors in response to this Request for Tender for the supply of all labour, equipment and materials for the installation of a back-up generator at the Brownsville Community Centre / Fire Hall. The engineered design has been completed in a manner to ensure the generator is sized to operate all critical systems at the site.

The complete Tender Document package and specifications and drawings shall be reviewed by the Contractor as a whole to determine the Scope of Work. The successful Contractor will be responsible for supply and installation of all specified equipment and materials necessary to complete the project.

1.2 Purchasing Policy

This tender shall be governed by the Township's Procurement Policy Purchasing By-Law (No. 56-2015) and related policies and procedures. The Procurement Policy can be viewed on the Township's website at <https://www.swox.org/en/township-services/bids-and-tenders.aspx>.

1.3 RFT Contact

For the purposes of this procurement process, the "RFT Contact" will be:

Adam Prouse, Works Superintendent
aprouse@swox.org

1.4 Submission Date and Details

Tender submissions shall be received in a sealed envelope/package. A submission label has been included in the RFT document for the convenience of the Bidder.

Completed submissions can be **Mailed** or **Delivered** (In Person or by Courier) to:

**TOWNSHIP OF SOUTH-WEST OXFORD
312915 DEREHAM LINE
MOUNT ELGIN, ON N0J 1N0
Attn: Adam Prouse, Works Superintendent**

Submissions shall be received until **11:00 a.m. EST, on Tuesday, May 26, 2026.**

FAX OR EMAIL SUBMISSIONS WILL **NOT** BE ACCEPTED.

Bidders are solely responsible for ensuring Tender submissions are received prior to the Closing Date and Time. Failure to submit the Tender submission on or before the Submission Deadline will result in the Tender submission being rejected. For the purpose of calculating time, the Township of South-West Oxford clock at the prescribed location for submission shall

govern. Tenders received after the submission date and time will not be considered and will be returned unopened to the Bidder.

The Township does not accept any responsibility for submissions delivered to any other location by the Bidder or its delivery agents. Bidders making submissions near the deadline do so at their own risk. Any modifications and or alternations made by the bidder to this tender document may result in disqualification of the bidder's submission.

1.5 Questions / Inquires

Bidders shall promptly examine all of the documents comprising this Tender. If a Bidder needs to address any discrepancies, errors and/or omissions in the Bid Document, or if they are in doubt as to any part thereof, they shall submit questions via email to the RFT Contact. Questions must be received no later than **Tuesday, May 19, 2026**.

Bidders and their representatives are not permitted to contact any employees, officers, agents, elected or appointed officials, or other representatives of the Township of South-West, other than the RFT Contact, concerning matters regarding this Tender. Failure to adhere to this rule may result in the disqualification of the Bidder and the rejection of the Bidder's submission.

1.6 Addenda

If the Township, for any reason, determines that it is necessary to provide additional information relating to the RFT, such request will be communicated by addenda.

Any oral statement or other representation from any source should not be accepted as binding, unless confirmed through an official written addendum. Each addendum forms an integral part of this RFT and may contain important information, including significant changes to this RFT. Proponents are responsible for obtaining all addenda issued by the Township.

1.7 Withdrawal or Amendment of Bid Submissions

A Bidder will be permitted to withdraw or amend their bid **prior to the Submission Deadline**, provided such request is received in writing and approved in writing by the RFT Contact. A Bidder having already submitted a sealed Bid may submit another sealed Bid at any time up to the Submission Deadline. The last sealed Bid received shall supersede and invalidate all other sealed Bids previously submitted by that Bidder as it applies to this Tender.

1.8 Tender Schedule

The Tender process will be governed according to the following schedule. Although every attempt will be made to meet all dates, the Township reserves the right to modify or alter any or all dates at its sole discretion.

Deadline for Questions	Tuesday, May 19, 2026
Submission Deadline	Tuesday, May 26, 2026 no later than 11:00 a.m. (local time)
Recommendation/Award	Week of June 10, 2026

** Dates noted above are an approximation only and are subject to change.*

1.9 Site Meeting

A non-mandatory site meeting will be held on **<May 18, 2026 at 10:00am at Brownsville Community Centre, 292244 Culloden Line, Tillsonburg, ON N0L 1C0.**

1.10 List of Requirements at Bid Submission

Bidders must complete and submit the following information prior to the submission deadline:

- a. The required information with their Bid Submission, includes:
 - (i) Submission Form – Appendix A
 - Proof of Ability and Reference Form
 - List of Supervisory Personnel
 - List of Sub-contractors
 - List of Material Manufacturer and Supplier
 - (ii) Schedule of Prices – Appendix B
 - (iii) Preliminary Construction Schedule
- b. Bid Deposit and Agreement to Bond
 - (i) Bid Deposit - Each submission must be accompanied by a **Bid Bond** for 10% of the Tender Price (excluding HST).
 - (ii) Agreement to Bond - Each submission must be accompanied by an **Agreement to Bond** as a guarantee that the bonding company will bond the Contractor with a performance bond for 50% of Contractor's bid amount and a labour and material payment bond for 50% of the Contractor's bid amount at the time of execution of a contract.

All Bonds shall be from a Surety Company authorized by law to carry on business in the Province of Ontario, in favour of the Corporation of the Township of South-West Oxford. Bonds must be irrevocable and open for bid acceptance for at least ninety (90) days from the date of bid closing. The Bid Deposit of the Bidder whose bid submission is accepted will be forfeited to the Township should the Bidder fail to execute a contract after being notified in writing by the Township.

1.11 List of Documents Required at Contract Signing

Subject to the Township's award of the contract, the Successful Bidder shall, prior to the commencement of any work, submit the following documentation in a form satisfactory to the Township:

- a. Certificate of Insurance, as per section 2.7
- b. Workplace Safety and Insurance Board (WSIB) certificate of the Contractor's good standing.
- c. Signed copy of the Township's Health and Safety Procedure #25 - "Contractor's Responsibilities and Duties".
- d. A Performance Bond for 50% and a Labour and Material Payment Bond for 50% of the Successful Contractor's bid amount.
- e. Ontario Ministry of Labour "Notice of Project"
- f. Ontario Ministry of Labour "Registration of Constructors and Employers Engaged in Construction" (i.e. Form 016-1000E)
- g. Contractor's Health and Safety Policy Information
- h. Construction Schedule

1.12 Irrevocable Period

Bids shall remain open and subject to acceptance for a period of ninety (90) days from closing date.

SECTION 2.0 – GENERAL CONDITIONS OF THE BID PROCESS

2.1 General Information

2.1.1 Tender Provisions Incorporated into Bid

All of the provisions of this Tender are deemed to be accepted by each Bidder and incorporated into the Bidder's submission. A Bidder who submits conditions, or contingent statements inconsistent with the terms set out in this Tender, either as part of its Bid or after receiving notice of selection, may be disqualified. If a Bidder is not disqualified despite such changes or qualifications, the provisions of this Tender will prevail over any such changes or qualifications in their Bid.

2.1.2 Information in Tender an Estimate Only

Any quantities shown or data contained in this Tender or provided by way of addenda are estimates only and are for the sole purpose of indicating to Bidders the general scale and scope of the work. It is the Bidder's responsibility to obtain all the information necessary to prepare a bid in response to this Tender.

2.1.3 Bidders to Bear Their Own Costs

The Bidder will bear all costs associated with or incurred in the preparation and presentation of its Bid Submission, including, if applicable, costs incurred for interviews or demonstrations. The Township will not return the Bid Submission, or any accompanying documentation submitted by a Bidder.

2.1.4 No Increase in Rates

No claim for any increase in rates or other prices quoted in the Bid will be entertained by the Township, nor shall the Bidder be entitled to make any claim on the grounds of misrepresentation, nor on the grounds that they were given any promise or guarantee by the Township or its agents or employees or any other person.

2.1.5 No Assignment

The Successful Bidder shall not assign the Contract or any portion thereof without the written consent of the Township prior thereto and the Township may refuse to give such consent without being required to provide any reason for such refusal.

2.2 Evaluation Process

2.2.1 Review of Mandatory Submission and Technical Requirements

The evaluation of the bids will consist of a review to determine which bids comply with all of the mandatory submission and technical requirements. Bids that do not comply with all of the mandatory submission or technical requirements as of the Submission Deadline will, subject to the express and implied rights of the Township, be disqualified and not evaluated further.

2.2.2 Informal or Unbalanced Tenders

Informalities or irregularities noted during the tender opening, or during the review of tenders will be reviewed for a ruling on whether the informality compromises the tendering process. This

ruling will not necessarily happen at the tender opening. The Township will decide whether to accept or reject any tender for such information after completion of the tender openings.

Tenders that contain prices which appear to be so unbalanced as likely to adversely affect the interest of the Township may be rejected.

The unit price or lump sum price for all items Bid shall be deemed to be full compensation to the Successful Bidder for all of the works, goods and/or services to be provided, including all necessary labour, equipment and materials, standard specifications, supplemental specifications for the Successful Bidder and for all subcontractors used by such Successful Bidder.

If a Bidder has omitted to enter a price for an item of work set out in the Statement of Quantities and Prices, they shall be deemed to have allowed elsewhere in the Tender for the cost of carrying out said items of work. In case of error in extending the total amount of the bid the unit prices will govern.

2.3 Notification

2.3.1 Notice to Successful Bidder

Notice of selection by Township to the Successful Bidder shall be in writing. The Successful Bidder shall execute the Agreement and satisfy any other applicable conditions of this Tender, including the pre-conditions of award within ten (10) days of notice of selection.

If a Successful Bidder fails to execute the Agreement or satisfy any applicable conditions within ten (10) days of notice of selection, the Township may, without incurring any liability, proceed with the selection of another Bidder and pursue all other remedies available to the Township.

2.3.2 Notification to Other Bidders

Once the contract has been awarded between the Township and the Successful Bidder, the other Bidders may be notified directly in writing and shall be notified in the same manner that the Tender was originally posted of the outcome of the procurement process.

2.4 Conflict of Interest and Prohibited Conduct

2.4.1 Conflict of Interest

The Bidder declares that no person, firm or corporation with whom or which the Bidder has an interest, has any interest in this Tender or in the proposed agreement for which this Bid Submission is made. The Bidder further declares that no Township of South-West Oxford, employee or member of Council is, or will become interested, directly or indirectly as a contracting party or otherwise, in the performance of the Contract or be entitled to any portion of the profits to be derived therefrom.

Should the Bidder feel that a conflict of interest or potential conflict of interest exists; the Bidder must disclose this information to the Township prior to the submission of a bid. The Township may, at its discretion, delay any evaluation or award until the matter is resolved to the Township's satisfaction. The Township may allow a conflict of interest or potential conflict of interest to exist if it is satisfied that there are adequate safeguards in place and if the Township determines that it is in its best interests to do so.

The Township reserves the right to disqualify a Bid Submission where the Township believes a conflict of interest or potential conflict of interest exists.

2.4.2 Bidder Not to Communicate with Media

Bidders must not at any time directly or indirectly communicate with the media in relation to this Tender or any agreement entered into pursuant to this Tender without first obtaining the written permission of the Township.

2.4.3 No Lobbying / Collusion

Bidders are prohibited from engaging in conduct which is or could reasonably be considered as any form of political or other lobbying, or as an attempt to influence the outcome of this Tender.

A Bidder shall not discuss or communicate directly or indirectly with any other Bidder, any information whatsoever regarding the preparation of a Bid. Bidders shall prepare and submit Bid Submissions independently and without communication, knowledge, comparison of information, or arrangement, direct or indirect, with any other Bidder except were submitting as a joint venture and then communication will only be permitted with the Bidders participating in the joint venture.

2.4.4 Past Performance or Past Conduct

The Township may prohibit a vendor from participating in a procurement process based on past performance or based on inappropriate conduct in a prior procurement process, including but not limited to the following:

- a. illegal or unethical conduct as described above;
- b. the refusal of the vendor to honour its submitted pricing or other commitments; or
- c. any conduct, situation, or circumstance determined by the Township, in its sole and absolute discretion, to have constituted an undisclosed Conflict of Interest.

2.4.5 Litigation

The Township may, in its absolute discretion, reject a Bid Submission by a Bidder if it:

- a. is a party to litigation with the Township; or
- b. directly or indirectly, including by common ownership or control or otherwise, is related to a party to litigation with the Township, or
- c. intends to use a sub-contractor in respect of this project who is a party to litigation with the Township, or, who, directly or indirectly, including by common ownership or control or otherwise, is related to a party to litigation with the Township.

Party to litigation with the Township includes matters in which the Bidder or prospective Bidder or any of the parties named above, have advised the Township in writing of their intention to commence litigation, or have commenced or have advised the Township of their intention to commence an arbitral proceeding, against the Township.

2.5 Confidential Information

2.5.1 Confidential Information of the Township of South-West Oxford

All information provided by or obtained from the Township in any form in connection with this Tender either before or after the issuance of this Tender:

- a. is the sole property of the Township and must be treated as confidential;
- b. is not to be used for any purpose other than replying to this Tender and the performance of any subsequent contract for the Deliverables;
- c. must not be disclosed without prior written authorization from the Township; and

- d. must be returned by the Bidder to the Township immediately upon the request of the Township.

2.5.2 Municipal Freedom of Information and Protection of Privacy Act

The information submitted in response to the Tender will be treated in accordance with the relevant provisions of the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, C. M-56*.

2.6 Reserved Rights and Limitation of Liability

2.6.1 Reserved Rights of The Township of South-West Oxford

The Township of South-West Oxford reserves the right to:

- a. make public the names of any or all Bidders;
- b. make changes, including substantial changes, to this Tender provided that those changes are issued by way of addendum in the manner set out in this Tender;
- c. request written clarification or the submission of supplementary written information in relation to the clarification request from any Bidder and incorporate a Bidder's response to that request for clarification into the Bidder's Submission;
- d. waive minor informalities and accept Bids that substantially comply with the requirements of this Tender;
- e. verify with any Bidder or with a third party any information set out in a Bid;
- f. check references other than those provided by any Bidder;
- g. disqualify a Bidder, rescind a notice of selection, or terminate a contract subsequently entered into if the Bidder has engaged in any conduct that breaches the process rules or otherwise compromises or may be seen to compromise the competitive process;
- h. select a Bidder other than the Bidder whose bid reflects the lowest cost to the Township;
- i. cancel this Tender process at any stage;
- j. cancel this Tender process at any stage and issue a new Tender for the same or similar deliverables;
- k. accept any Bid Submission in whole or in part; or
- l. reject any or all Bid Submissions;

These reserved rights are in addition to any other express rights or any other rights that may be implied in the circumstances.

2.6.2 Limitation of Liability

By submitting a Bid, each Bidder agrees that:

- a. neither the Township nor any of its employees, officers, agents, elected or appointed officials, advisors or representatives will be liable, under any circumstances, for any claim arising out of this Tender process including but not limited to costs of preparation of the Bid Submission, loss of profits, loss of opportunity or for any other claim; and
- b. the Bidder waives any right to or claim for any compensation of any kind whatsoever, including claims for costs of preparation of the Bid Submission, loss of profit or loss of opportunity by reason of the Township's decision not to accept the Bid submitted by the Bidder, to enter into an agreement with any other Bidder or to cancel this Tender process, and the Bidder shall be deemed to have agreed to waive such right or claim.

2.7 Insurance and Indemnification

The Contractor shall indemnify and save harmless Township, its elected officials, officers, employees and agents from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury, sickness, disease or death or to damage to or destruction of tangible property including loss of revenue or incurred expense resulting from disruption of service, arising out of or allegedly attributable to the negligence, acts, errors, omissions, misfeasance, nonfeasance, fraud or willful misconduct of the Contractor, its director, officers, employees, agents, contractors and subcontractors, or any of them, in connection with or in any way related to the delivery or performance of this Contract. This indemnity shall be in addition to and not in lieu of any insurance to be provided by the Contractor in accordance with this Contract and shall survive this Contract.

Prior to the commencement of any work, the Successful Bidder must furnish to the Township, at their expense, certificate(s) of insurance satisfactory to the Township, as set forth below. All insurance policies of the Successful Bidder shall be underwritten by an insurer licensed to conduct business in the Province of Ontario. The certificate(s) for the coverage with the following minimums:

Commercial General Liability (CGL)

Commercial General Liability insurance on an occurrence basis for third party bodily injury, personal injury and property damage to an inclusive limit of not less than five million dollars (\$5,000,000) per occurrence. Without limiting the foregoing, such insurance coverage shall include, but not limited to, the following:

- a. Cross-liability and severability of interest clause;
- b. Products and Completed Liability;
- c. Broad Form Property Damage;
- d. Personal Injury and Contingent Employers Liability (including subcontractors);
- e. Blanket contractual liability;
- f. non-owned auto coverage (only applicable if consultants are using personal vehicles to perform duties under contract); and,
- g. thirty (30) day written notice of cancellation, termination or material change.

Automobile Liability Insurance - Automobile Liability insurance shall have an inclusive limit of not less than five million dollars (\$5,000,000.00) per occurrence. Without limiting the foregoing, such insurance shall cover bodily injury, death and damage to property and the following forms endorsed to provide the Township with not less than thirty (30) calendar days' written notice in advance of any cancellation, change or amendment restricting coverage:

- a. Standard non-owned automobile policy, including standard contractual liability endorsement.
- b. Standard owner's form automobile policy providing third party liability and accident benefit insurance and covering licensed vehicles owned or operated by, or on behalf of, the Contractor

Builder's Risk Insurance - Broad Form Builders' Risk Insurance written in the joint names of the Contractor, Township, Sub-contractors, and underwritten by an insurer licensed to conduct business in the Province of Ontario. The policy shall have limits of not less than 1.1 times the Contract price and the full value as stated in the Contract. Should the Township provide any property to be incorporated into the structure, the policy must be endorsed to include the Township's property. Coverage shall be maintained during the term of the Contract and until ten (10) calendar days after the conclusion of the Project.

The insurance shall be maintained from the date of contract signing until twelve months following the date of final acceptance. The Contractor shall submit proof of such insurance in the form of an Insurance Certificate. The Contractor shall submit to the Township, proof of insurance for the guarantee period. This proof shall be submitted prior to the release of final holdback.

The following shall be named as **Additional Insured** with respect to liability arising in the course of, or in connection with, work performed under this Contract:

- Township of South-West Oxford
- Vanderwesten & Rutherford Associates Inc.

2.8 Workplace Safety and Insurance Board (WSIB) Requirements

The Contractor shall comply with the *Workplace Safety and Insurance Act, 1997 (ON)*, as amended and replaced from time to time or any statute or statutes passed in substitution therefor, together with all regulations made from time to time under such Act.

Prior to commencement of the Work, the Contractor shall provide written confirmation/proof from the Ontario Workplace Safety and Insurance Board (WSIB) that the Contractor is registered under, and in compliance with, the requirements of the *Workplace Safety and Insurance Act, 1997 (ON)*, as amended and replaced from time to time or any statute or statutes passed in substitution therefore, together with all regulations made from time to time under such act. Such proof shall be in the form of a WSIB Clearance Certificate. The Contractor shall maintain their WSIB account in good standing through the Contract period.

The Contractor agrees to indemnify and save harmless the Township from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever arising out of or related to the Contractor's status with WSIB. This indemnity shall be in addition to and not in lieu of any proof of WSIB status and compliance to be provided by the Contractor and shall survive the Agreement.

2.9 Governing Law and Interpretation

These Terms and Conditions of the Tender Process are to be governed by and construed in accordance with the laws of the Province of Ontario and the federal laws of Canada applicable therein.

END OF SECTION 2.0

SECTION 3.0 – GENERAL TERMS AND CONDITIONS FOR CONSTRUCTION

3.1 Bidders to Investigate

Bidders shall carefully review the specifications and the site of the work in order to satisfy themselves in all respects to the conditions affecting the scope of work necessary to fulfill the Contract. Bidders shall satisfy themselves in all respects as to the risks and obligations to be undertaken under the terms of the Contract. No Bidder shall be entitled to claim at any time after submission of the Bid that there was any misunderstanding of the terms and conditions of the Contract relating to site conditions.

3.2 Ability and Experience of Bidder and Subcontractors

The Bidder shall, if requested by the Township, provide evidence of experience, ability, capacity, and financial resources and reputation deemed necessary by the Township for the performance of the Contract. The Township reserves the right to investigate a Bidder's claim or background at any time and in any manner deemed appropriate by the Township and shall not be required to disclose the information obtained or the source.

3.3 Subcontractors

As part of this bidding opportunity, a standard form for listing any subcontractors has been included. Bidders are to provide a complete list of any subcontractors who will be carrying out any part of the Contract. The list shall show the names of the proposed subcontractors and for what work each subcontractor will be responsible. Subcontractors may be changed by the Contractor, but only on written approval by the Project Manager for the Township. Subcontractors shall be supervised on the job site at all times by a representative of the Contractor.

3.4 Payments and Holdback

Payments to the Contractor, holdbacks and their release, and certificate of substantial performance and completion under a Contract shall be in full compliance with the provisions of the *Construction Act, R.S.O. 1990*, and will be subject to the statutory holdback requirements of such legislation.

3.5 Contractor's Schedule

The Successful Bidder shall be required to submit to the Township for approval a detailed schedule with sufficient information to demonstrate completion of all aspects of the works required under the Contract.

Time shall be of the essence of all Contracts. Work shall not commence until the Contractor has received authorization from the Township. The Contractor may be required, at the discretion of the Township, to postpone or halt work until conditions become acceptable.

Except in emergency situations or as may be required by the Township, the Contractor shall not carry out operations on Saturdays, Sundays or any Statutory Holiday without permission in writing from the Township.

3.6 Contractor's Superintendence

The Contractor shall provide a competent representative to be constantly on site during all working hours and ongoing throughout the execution of the works required by the Contract. The

Contractor's representative shall, at all times, be in full control and be responsible for all activities and all phases of work including those portions of the work performed by sub-contractors.

3.7 Contractor Responsibilities

Prior to any work or service being provided to or on Township property, Contractors must provide the Township with all documentation as requested and as applicable to the scope of the work.

The Successful Bidder shall give all necessary notices, obtain all necessary permits, pay all fees and furnish all necessary certificates as evidence that all work, as installed, conforms with the laws of all governing authorities before the final Certificate of Payment is issued by the Township. All changes and alterations required by an authorized inspector of any authority having jurisdiction shall be carried out without charge to the Township.

The Contractor shall conform to and enforce strict compliance with the *Occupational Health and Safety Act (OHSA)* including the Contractor's obligations as an "Employer" under Section 25 and 26 thereof and with all regulations under the OHSA including, without limitation:

- a. Regulation 860 RSO 1990 (workplace hazardous materials information system, WHMIS)
- b. Regulation 851/91 Industrial Establishments
- c. Regulation 213/91 RSO 1990 Construction Projects
- d. *Highway Traffic Act*

It is understood that the Contractor, by executing the Contract, unequivocally acknowledges that it is the "constructor" within the meaning of the OHSA and amendments thereto, as applicable to the scope of work outlined in the Bid Document and Contract, with complete control for health and safety matters over all persons who may be present at the site, whether such persons are members of the Contractor's own forces, employees of the Township, utility companies or other sub-contractors or are third parties present at the site.

The Township of South-West Oxford shall not be the constructor, and the Contractor hereby confirms that it has assumed such responsibility as the constructor for all purposes. The Contractor shall provide and maintain the necessary first aid items and equipment as called for under the First Aid Regulations of the *Workplace Safety and Insurance Act and OHSA*.

3.8 Work Hazards

It is the responsibility of the Contractor to address all work hazards that could be reasonably expected on the job site and to develop both training and written policy and procedures, where necessary, for the protection of workers and the general public. It is the responsibility of the Contractor to monitor compliance with regard to all statutory and regulatory requirements regarding the job site and, where necessary, correct and/or discipline workers.

3.9 Protection

The Contractor shall provide adequate protection to public and property; protect existing building, walls, floors, ceiling, and other areas affected by the Work from any damages resulting from performing work on this project.

3.10 Cleanup

The Contractor shall ensure the site kept orderly at all times and is cleaned up in an adequate manner at the end of each working day to ensure no hazards to other workers in the area or the General Public.

The Contractor shall clean up and restore all disturbed areas to condition equal to or better than existing conditions using materials equal to or better than existing materials. Upon completion of the Work, the Contractor and Owner will complete a site walk to verify cleanliness. The Contractor will rectify any housekeeping deficiencies noted at this time.

3.11 Laws, Notices, Permits and Fees

The by-laws, ordinances and legal requirements, rules, regulations, codes and orders of the municipality where the building is situated shall apply to the work. The Contractor shall obtain all permits, licenses, and certificates and shall pay all fees required for the performance of the Work.

The Contractor shall give all required notices and comply with all laws, ordinances, rules, regulations, codes and orders of all authorities having jurisdiction related to the Work, to the preservation of the public health and construction safety which are or become in force during the performance of the Work.

3.12 Environmental Protection and Disposal of Debris

The Contractor shall remove and manage all waste materials in accordance with local and provincial requirements and shall assume full responsibility to procure and obtain all permits and documentation necessary to ensure the proper disposal of materials and/or waste removal from the Township's premises including but not limited the regulations set forth in O.Reg 409/19 (On-site and Excess Soil Management) under the *Environmental Protection Act*.

3.13 Errors or Omissions during Work

The Contractor shall notify the Township and Consultant immediately of any error or unusual condition which may be found. Any attempt by the Contractor to make changes because of the error or unusual condition shall be done at the Contractor's expense. Any additional cost incurred by the Contractor to remedy a wrong decision shall be borne by the Contractor. The Consultant shall make the final decision for any necessary alterations as a result of an error or unusual condition.

END OF SECTION 3.0

SUBMISSION LABEL

Complete the Bidder Name and Address information and then affix this submission label/sheet to the front of your sealed RFT submission envelope/package to clearly identify the RFT and the vendor information. The Township of South-West Oxford will not be held responsible for envelopes or packages that are not labeled.

Hard Copy Submissions shall be returned to:

**TOWNSHIP OF SOUTH-WEST OXFORD
312915 DEREHAM LINE
MOUNT ELGIN, ON N0J 1N0
Attn: Adam Prouse, Works Superintendent**

REQUEST FOR TENDER

TENDER 2026-03

**BROWNSVILLE COMMUNITY CENTRE /
FIRE HALL BACK-UP GENERATOR**

BIDDER'S NAME: _____

ADDRESS: _____

For Township Use Only	
Date Stamp	
Time Received	Employee Signature

BIDS RECEIVED AFTER THE CLOSING DATE AND TIME WILL BE REJECTED.

APPENDIX A - TENDER SUBMISSION FORM

**TENDER 2026-03
BROWNSVILLE COMMUNITY CENTRE / FIRE HALL BACK-UP GENERATOR**

Bidder Information

Complete the following form, naming one person to be the Bidder's contact for the RFT process and for any clarifications or communication that might be necessary.

Full Legal Name of Bidder:	
Address (Street, City, Province):	
HST Number (9 Digit):	
Phone Number:	
Contact Name and Title:	
Contact Email:	

Proof of Ability and References - Specify three (3) project examples completed within the last five (5) years of a similar scope and value to this Tender. Include contact name and details.

Company Name	Contact Name, Email & Phone	Year	Scope Description	Value

Supervisory Personnel – Provide details of the Supervisory Personnel proposed for this project.

Name	Position	Years of Experience	Experience Description

List of Proposed Sub-contractors

Item	Responsible Party (Own Forces or Subcontractor)	Subcontractor Name
Concrete		
Electrical		
Mechanical		
Other:		

List of Material Manufacturer and Supplier

Material	Manufacturer / Model	Supplier
Generator		
Automatic Transfer Switch		
Other:		

Bidder Acknowledgement

The Bidder hereby acknowledges and declares:

1. I/We have carefully examined the bid document and have a clear and comprehensive knowledge of the Deliverables required. By submitting a bid, I/We agree and consent to the terms, conditions, provisions, and offer to provide the Deliverables in accordance with the requirements of this bid document for the rates set out in the Schedule of Items and Prices.
2. That no Township of South-West Oxford, employee or member of Council is, or will become interested, directly or indirectly as a contracting party or otherwise, in the performance of the Contract or be entitled to any portion of the profits to be derived therefrom.
3. I/We agree that this offer is to continue open for acceptance until a formal contract is executed or a purchase order is issued to the successful Bidder.
4. I/We acknowledge and agree that any issued Addendum/Addenda forms part of the RFT Document. The Bidder is requested to confirm that it has received all addenda by listing the addenda numbers in the blank space following: _____.
5. I/We certify that we are in full compliance with Section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service, made under the *Accessibility for Ontarians with Disabilities Act, 2005*. If requested, we are able to provide written proof that all employees have been trained as required under the act. I/We shall be aware and sensitive to accessibility and disability issues.
6. I/WE (including any related or affiliated entities and any principal thereof) have no unresolved litigation with the Township of South-West Oxford.

Name of Bidder Representative

Title of Bidder Representative

Signature of Bidder Representative

Date

I have the authority to bind the corporation

APPENDIX B - SCHEDULE OF PRICES

Bidders must complete the Schedule of Prices table.

All rates must be quoted in Canadian dollars and must include all applicable duties and taxes, excluding HST, which must be listed separately. The rates provided shall be all-inclusive, covering all labour and material costs, travel and disbursements, insurance, and any other overhead or legally required fees and charges. All Bid comparisons will be made on the pre-tax price or subtotal amount.

Description	Unit of Measure	Quantity	Total Price
All necessary parts, labour and equipment for the supply and installation of a back-up generator as specified for the Brownsville Community Centre / Fire Hall	Lump Sum	1	\$
HST			\$
Total Price in Canadian Funds			\$

Name of Bidder Representative

Title of Bidder Representative

Signature of Bidder Representative

Date

I have the authority to bind the corporation

APPENDIX C - TENDER SPECIFICATIONS AND DRAWINGS

MECHANICAL & ELECTRICAL SPECIFICATIONS

- Brownsville Community Centre Fire Hall Back-up Generator V&R Project #25-069

DRAWINGS

- Electrical Drawing List, Legend, Notes, Schedules and Single Line Diagram
- Demolition Electrical Site Plan
- New Electrical Site Plan and Details
- Site Plan and Notes - Mechanical New and Demolition