



**TOWNSHIP OF SOUTH-WEST OXFORD**

**TENDER NO. 2026-04**

**BEACHVILLE DISTRICT MUSEUM STORAGE BUILDING (BARN) INSULATION,  
HEATING AND FLOOR REPLACEMENT PROJECT**

**Sealed Tenders will be accepted until 12:00 noon (local time)**

**on Monday, July 27, 2026**

All inquiries regarding this Tender shall be submitted in writing by email to:

Julie Middleton, Chief Administrative Officer  
Township of South-West Oxford  
312915 Dereham Line  
Mount Elgin, Ontario N0J 1N0

Email: [jmiddleton@swox.org](mailto:jmiddleton@swox.org)

**The deadline for all inquiries is:**

**Friday, July 10, 2026 at 4:30 p.m. (local time)**

## 1. INVITATION TO TENDER

The Township of South-West Oxford invites sealed tenders from qualified contractors for the Beachville District Museum Storage Building (Barn) Insulation, Heating and Floor Replacement Project. The successful contractor shall provide all labour, supervision, materials, equipment, permits, testing coordination, transportation, and incidental items necessary to complete the work in accordance with the Contract Documents.

The project generally consists of the removal of the existing asphalt floor, excavation and granular preparation, and installation of a new floor system as detailed in the drawings and specifications. The work also includes structural modifications and reinforcement, installation of insulation and associated building envelope improvements, electrical work, mechanical and heating system upgrades, site restoration, testing, inspections, commissioning, and the preparation and submission of all required closeout documentation, warranties, operation and maintenance manuals, and record drawings.

## 2. CONTRACT DOCUMENTS

The Contract Documents consist of:

1. Tender Form
2. Tender Pricing Schedule
3. Beachville Museum Storage Building Insulation and Heating Tender Specifications
4. Structural Drawings
5. Architectural Drawings
6. Electrical Tender Specifications
7. Mechanical Tender Specifications
8. Addenda (if issued)

**Tenderers shall carefully examine the site and all Contract Documents prior to submitting a Tender.**

Submission of a Tender shall be deemed confirmation that the Tenderer has investigated all conditions affecting the Work.

No claim for extras resulting from a failure to inspect the site will be considered.

**Execution of Contract:**

The successful Tenderer will be required to enter into a formal Owner-Contractor Agreement with the Township of South-West Oxford. Unless otherwise specified in the Contract Documents, the agreement shall be based on the current edition of the CCDC 2 – Stipulated Price Contract, together with any supplementary conditions and the Contract Documents.

The successful Tenderer shall execute the Agreement within ten (10) calendar days of notification of award.

### **3. CONTRACTOR RESPONSIBILITIES**

The Contractor shall:

- Act as Prime Contractor under the Occupational Health and Safety Act.
- Obtain and pay for all permits, approvals and inspections required for the Work.
- Coordinate all trades and subcontractors.
- Maintain a safe and secure construction site.
- Provide temporary power, heating, water and sanitary facilities as required.
- Provide all temporary fencing, barriers and site security.
- Maintain public safety and separation of construction activities from museum visitors.
- Submit weekly progress reports including photographs.
- Coordinate all testing and inspections.
- Provide operation manuals, warranties and as-built drawings upon project completion.

### **4. PROCUREMENT PROCESS AND COSTS**

#### **4.1 Tender Costs**

The Township shall not be liable for, nor reimburse, any costs incurred by a Tenderer in preparing or submitting a Tender, attending meetings, participating in interviews, conducting investigations, obtaining legal or professional advice, or otherwise participating in this Tender process.

All costs associated with the preparation and submission of a Tender shall be borne solely by the Tenderer.

#### **4.2 Tender Validity**

Tenders shall remain irrevocable and open for acceptance by the Township for a period of ninety (90) calendar days following the Tender Closing Date.

#### **4.3 Examination of Contract Documents**

Tenderers shall carefully examine all Contract Documents, drawings, specifications, addenda, and site conditions prior to submitting a Tender.

Submission of a Tender shall be deemed confirmation that the Tenderer has fully reviewed and understands the requirements of the Contract Documents and has satisfied itself regarding all conditions affecting the Work.

No claim arising from any alleged misunderstanding, interpretation, error, omission, or failure to investigate conditions will be considered after the Tender Closing Date.

## **5. INQUIRIES AND CLARIFICATIONS**

All inquiries regarding this Tender shall be submitted in writing by email to:

Julie Middleton, Chief Administrative Officer  
Township of South-West Oxford  
312915 Dereham Line  
Mount Elgin, Ontario N0J 1N0

Email: [jmiddleton@swox.org](mailto:jmiddleton@swox.org)

**The deadline for all inquiries is:**

**Friday, July 10, 2026 at 4:30 p.m. (local time)**

Questions received after this deadline may not be answered.

Responses to inquiries that, in the opinion of the Township, affect the interpretation of the Tender Documents will be issued by written Addendum and distributed online.

No verbal interpretation, clarification, explanation, or instruction shall be binding upon the Township.

Only information provided through a written Addendum shall form part of the Contract Documents.

Tenderers are solely responsible for ensuring that they have received and reviewed all Addenda issued prior to submitting a Tender.

If a Tenderer discovers any inconsistency, ambiguity, discrepancy, omission, or error within the Tender Documents, the Tenderer shall immediately notify the Township in writing and request clarification.

Failure to seek clarification shall not relieve the Tenderer of responsibility for properly interpreting the Tender Documents.

## **6. COMMUNICATIONS AND LOBBYING**

Tenderers shall communicate only with the Township contact identified in Section 5 regarding matters related to this Tender.

No Tenderer shall contact any member of Council, Township employee, consultant, volunteer, museum representative, evaluation committee member, or other person associated with this Tender regarding the evaluation or award process except through the designated contact.

Any attempt to influence the evaluation or award process, directly or indirectly, may result in disqualification of the Tender.

## **7. ELIGIBILITY REQUIREMENTS**

As a minimum, Tenderers must demonstrate that they:

- a) Possess the qualifications, experience, personnel, equipment, and financial capacity necessary to successfully complete the Work;
- b) Have experience completing projects of a similar size and complexity;
- c) Are capable of meeting all applicable federal, provincial, municipal, Ontario Building Code, Electrical Safety Authority, Technical Standards and Safety Authority, Occupational Health and Safety Act, CSA standards, and other regulatory requirements;
- d) Maintain a current and valid WSIB Clearance Certificate;
- e) Maintain the insurance requirements specified within these Tender Documents;
- f) Are capable of completing the Work within the required project schedule.

Tenderers who cannot satisfy these minimum requirements should not submit a Tender.

## **8. COMPLETENESS OF WORK**

The Tender Documents describe the general scope and requirements of the Work.

It shall be understood that the Contract includes all labour, materials, equipment, supervision, transportation, permits, testing coordination, commissioning, and incidental work necessary to complete the project in accordance with the intent of the Contract Documents, whether or not every individual item is specifically identified.

Any omission, discrepancy, or failure to specifically reference a minor component required to achieve a complete and operational installation shall not relieve the successful Contractor of responsibility for providing such work at no additional cost to the Township.

The Contractor shall provide a complete and fully functional installation in accordance with all applicable codes, standards, drawings, specifications, and manufacturer requirements.

## **9. TENDER SUBMISSION REQUIREMENTS**

Tender submissions shall include, at a minimum:

- Completed Form of Tender
- Completed Tender Pricing Schedule
- Proposed Construction Schedule
- List of Proposed Subcontractors
- Three (3) References for Similar Projects
- Current WSIB Clearance Certificate
- Certificate of Insurance
- Qualifications of Key Personnel
- Agreement to Bond
- Bid Bond (if required)
- Completed Domestic Supply Chain Plan
- Acknowledgement of all Addenda issued

### **9A. BUY ONTARIO PROCUREMENT DIRECTIVE**

This procurement is subject to the Municipal Buy Ontario Procurement Directive and applicable Provincial Capital Infrastructure requirements.

Tenderers shall submit a completed **Domestic Supply Chain Plan (DSCP)** with their Tender.

Failure to submit a completed Domestic Supply Chain Plan may result in the Tender being declared non-compliant.

For this Tender, the Township is utilizing a **Commitment-Based Domestic Supply Chain Approach**.

Tenderers shall identify the proposed source and estimated value of major goods and services included in the Work and confirm their commitment to meeting the Township's minimum domestic supply chain requirements.

The Domestic Supply Chain Plan shall include goods and services supplied directly by the Tenderer and indirectly through subcontractors, suppliers, manufacturers and fabricators.

The successful Contractor shall maintain its commitments throughout the duration of the Contract unless otherwise approved in writing by the Township.

### **10. TENDER EVALUATION**

The Township will review all Tender submissions to determine compliance with the requirements of the Tender Documents.

As part of its evaluation, the Township may consider, among other things:

- a) Completeness of the Tender submission and compliance with all mandatory submission requirements;
- b) Tender price;
- c) The Tenderer's qualifications, experience, and demonstrated ability to successfully complete work of a similar size and complexity;
- d) References and past performance on similar projects;
- e) Proposed construction schedule;
- f) Financial capability and available resources to complete the Work;
- g) Compliance with the Domestic Supply Chain requirements, where applicable.

Following completion of the evaluation, it is the Township's intention to award the Contract to the **lowest compliant and responsible Tenderer** that, in the opinion of the Township, is capable of satisfactorily performing the Work.

The Township reserves the right to verify any information provided by a Tenderer and to request clarification of any Tender submission.

Following completion of the evaluation, Township staff may recommend the award of the Contract to the lowest compliant and responsible Tenderer. Any recommendation is subject to approval by Township Council.

## **11. RECEIPT OF TENDERS**

Sealed Tenders will be accepted until **12:00 noon (local time) on Monday, July 27, 2026.**

The sealed envelope shall be clearly marked:

TOWNSHIP OF SOUTH-WEST OXFORD  
312915 Dereham Line  
Mount Elgin, Ontario N0J 1N0  
Attention: Julie Middleton, CAO

**"TENDER – BEACHVILLE DISTRICT MUSEUM STORAGE BUILDING (BARN)  
INSULATION, HEATING AND FLOOR REPLACEMENT PROJECT"**

Tenders received after the stated closing time will not be accepted and will be returned unopened.

**Faxed or emailed submissions will not be accepted.**

Tenderers are solely responsible for ensuring their submission is received at the Township office prior to the Tender Closing Time.

## **12. WITHDRAWAL OF TENDERS**

A Tender may be withdrawn only by written request signed by an authorized representative of the Tenderer and received by the Township prior to the Tender Closing Time.

## **13. PRICING**

All prices shall be submitted in Canadian funds and shall be exclusive of HST.

The Tender Price shall include all labour, supervision, materials, equipment, transportation, permits, temporary facilities, testing coordination, overhead, profit, insurance, bonding, disposal fees, and all other costs necessary to complete the Work.

Prices submitted shall remain firm for the duration of the Tender validity period and shall not be subject to escalation.

Any cost not specifically identified in the Tender submission shall be deemed to be included within the Tender Price.

## **14. RESERVED RIGHTS OF THE TOWNSHIP**

The Township reserves the right, in its sole discretion, to:

- a) Accept or reject any Tender;
- b) Reject any or all Tenders;
- c) Waive informalities, irregularities, technical defects, or minor non-compliance;
- d) Accept the Tender that, in the opinion of the Township, represents the best overall value and is determined to be the lowest compliant and responsible Tender;
- e) Request clarification from any Tenderer;
- f) Verify references and qualifications;
- g) Cancel the Tender at any time prior to the execution of a Contract, without liability to any Tenderer;
- h) Reissue the Tender or undertake a different procurement process;
- i) Negotiate minor amendments with the preferred Tenderer where deemed to be in the Township's best interest;
- j) Reject a Tender where the Tenderer has provided inaccurate, misleading, incomplete, or false information;

- k) Reject a Tender where the Tenderer has demonstrated unsatisfactory performance on previous projects.
- l) Recommend a Tender for award to Township Council or decline to recommend any Tender for award.

**Final acceptance of any Tender and award of the Contract are subject to approval by the Council of the Township of South-West Oxford. The Township shall not be bound to enter into a Contract until Council has approved the award and provided authorization to enter into a formal written Agreement between both parties.**

The Township shall not be liable for any costs, expenses, losses, or damages incurred by any Tenderer as a result of the exercise of any of these rights.

### **15. FREEDOM OF INFORMATION**

All submissions become the property of the Township and are subject to the provisions of the Municipal Freedom of Information and Protection of Privacy Act.

Tenderers should clearly identify any information that they consider confidential. The Township will make reasonable efforts to maintain confidentiality, subject to its obligations under applicable legislation.

### **16. CONFLICT OF INTEREST**

Tenderers shall disclose any actual or potential conflict of interest that may exist in relation to the Work or the Township.

The Township reserves the right to determine whether any conflict of interest renders a Tender non-compliant.

### **17. INSURANCE**

The successful Contractor shall, at its own expense, obtain and maintain throughout the duration of the Contract the following insurance coverage with insurers licensed to conduct business in the Province of Ontario:

- a) Commercial General Liability Insurance with limits of not less than **Five Million Dollars (\$5,000,000)** per occurrence, covering bodily injury, death, personal injury, property damage, contractual liability, products and completed operations, non-owned automobile liability, owner's and contractor's protective liability, contingent employer's liability, cross liability, and severability of interests.
- b) Automobile Liability Insurance with limits of not less than **Two Million Dollars (\$2,000,000)** for all licensed vehicles owned, leased, or operated by the Contractor in connection with the Work.
- c) **Builder's Risk Insurance** written in the joint names of the Contractor and the Township of South-West Oxford, with coverage equal to not less than **110% of**

**the Contract Price** or the full replacement value of the Work, whichever is greater. Coverage shall remain in effect until the Work has achieved Total Performance and final acceptance by the Township.

d) Any additional insurance required by applicable legislation or the Contract Documents.

The Township of South-West Oxford and SPH Engineering shall be named as Additional Insureds under the Commercial General Liability policy with respect to liability arising from the Work.

Prior to commencement of the Work, the successful Contractor shall provide satisfactory Certificates of Insurance confirming the required coverage.

The Contractor shall provide not less than thirty (30) days' written notice to the Township prior to cancellation, lapse, or material change in any required insurance coverage.

## **17A. BONDING REQUIREMENTS**

Tenderers shall submit with their Tender an **Agreement to Bond** issued by a surety company licensed to conduct business in Ontario confirming the surety's willingness to issue the required bonds upon award of the Contract.

The successful Tenderer shall, prior to execution of the Contract, provide:

- a) a Performance Bond in the amount of **50% of the Contract Price**; and
- b) a Labour and Material Payment Bond in the amount of **50% of the Contract Price**.

All bonds shall remain in effect until completion of the Work and shall be issued by a surety company acceptable to the Township.

## **18. WORKPLACE SAFETY AND INSURANCE**

The successful Contractor shall maintain a valid WSIB Clearance Certificate throughout the duration of the Contract and shall provide updated clearance certificates upon request.

The Contractor shall comply with all applicable Occupational Health and Safety Act requirements and shall act as Prime Contractor for the project.

## **19. INDEMNIFICATION**

The Contractor shall indemnify and save harmless the Township of South-West Oxford, its Council members, officers, employees, agents, and representatives from and against all actions, claims, demands, losses, costs, damages, liabilities, and expenses arising from or related to the Contractor's performance of the Work, except to the extent caused by the negligence of the Township.

## **20. DEFAULT**

Should the Contractor fail to perform the Work in accordance with the Contract Documents, the Township may provide written notice requiring the deficiency to be corrected.

If the Contractor fails to remedy the default within the timeframe specified by the Township, the Township may terminate the Contract, complete the Work by others, and recover all associated costs from the Contractor.

## **21. HEALTH AND SAFETY**

Prior to commencing work, the successful Contractor shall complete all Township contractor safety requirements and provide all documentation required by the Township's Health and Safety Program.

The Contractor shall be responsible for maintaining a safe work site and ensuring compliance with all applicable health and safety legislation.

## FORM OF TENDER

### 1. BIDDER INFORMATION

Information	Details
Legal Name of Tenderer	
Operating Name (if different)	
Business Address	
City, Province, Postal Code	
Telephone Number	
Email Address	
Website	
HST Registration Number	
WSIB Account Number	
Years in Business	
Corporation / Partnership / Sole Proprietorship	
Name of Principal Contact	
Title	
Direct Telephone Number	
Mobile Number	
Email Address	
Emergency Contact (During Construction)	
Emergency Contact Phone Number	

**2. AUTHORIZED SIGNING OFFICER**

Information	Details
Name	
Position/Title	
Telephone Number	
Email Address	

**3. SUBCONTRACTORS**

The Tenderer proposes to utilize the following subcontractors for major components of the Work:

Scope of Work	Company Name
Concrete Work	
Structural Work	
Electrical Work	
Mechanical Work	
Other (Specify)	
Other (Specify)	

**4. Key Personnel Assigned to the Project**

Position	Name	Years Experience
Project Manager		
Site Superintendent		
Structural Lead		
Electrical Lead		
Mechanical Lead		

## 5. TENDER PRICING SCHEDULE

All prices shall be submitted exclusive of HST.

<b>Item</b>	<b>Amount</b>
Existing Asphalt Floor Removal & New Floor Installation (Concrete)	\$
Structural Work	\$
Electrical Work	\$
Mechanical Work	\$
Mandatory Testing Allowance (Fixed)	\$5,000
Owner's Contingency Allowance (10%)	\$
Tender Price before HST	\$
HST	\$
Total Tender Price	\$

The Tender Price shall include all labour, supervision, materials, equipment, permits, disposal fees, temporary facilities, overhead, profit, insurance, bonding, and all incidentals necessary to complete the Work.

## 6. REFERENCES

Tenderers shall provide a minimum of three (3) similar projects completed within the last five (5) years including:

<b>Project Reference No. 1</b>	
Project Name	
Owner	
Contract Value	
Completion Date	
Contact Person	
Telephone Number	
<b>Project Reference No. 2</b>	
Project Name	
Owner	
Contract Value	
Completion Date	
Contact Person	
Telephone Number	
<b>Project Reference No. 3</b>	
Project Name	
Owner	
Contract Value	
Completion Date	
Contact Person	
Telephone Number	

## 7. TENDERER'S DECLARATION

The Tenderer hereby declares that:

- a) The Tenderer has carefully examined all Contract Documents, drawings, specifications, addenda, and site conditions;
- b) The Tenderer has satisfied itself as to the nature and extent of the Work and all conditions affecting the Work;
- c) The Tenderer possesses the necessary experience, personnel, equipment, and resources required to complete the Work;
- d) The Tenderer maintains all licences, registrations, insurance, and Workplace Safety and Insurance Board coverage required to perform the Work;
- e) The Tenderer has not engaged in collusion, bid-rigging, or any other conduct contrary to applicable law;
- f) The Tender Price submitted includes all labour, materials, equipment, supervision, overhead, profit, permits, testing coordination, transportation, and all other costs required to complete the Work in accordance with the Contract Documents.

## SIGNATURE

The undersigned, having examined the Contract Documents, hereby agrees to perform and complete the Work for the prices submitted in the Tender Pricing Schedule.

Tenderer:

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Name:

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Title:

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Signature:

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Date:

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I/We have authority to bind the Corporation.

Yes

## **SUBMISSION CHECKLIST**

- Completed Form of Tender
- Completed Tender Pricing Schedule
- Proposed Construction Schedule
- List of Proposed Subcontractors
- Three (3) References for Similar Projects
- Current WSIB Clearance Certificate
- Certificate of Insurance
- Qualifications of Key Personnel
- Agreement to Bond
- Bid Bond (if required)
- Completed Domestic Supply Chain Plan
- Acknowledgement of all Addenda issued