



Renfrew

TOWN OF RENFREW
127 Raglan Street South
Renfrew, Ontario
K7V 1P8

TENDER 2024-17-DEI **myFM Walking Track Flooring**

Background

The Corporation of the Town of Renfrew, hereinafter referred to as the “Town” or “Owner”, is seeking bids for supply and installation of walking track flooring at the myFM Centre.

The lowest or any bid will not necessarily be accepted, and the Town reserves the right to award any portion of this tender. This offer shall be irrevocable for a period of ninety (90) calendar days following the date bids are to be received.

Registration and Communications

It is mandatory that you register as a bidder with the Corporation of the Town of Renfrew. **Failure to register will result in non-acceptance of your submission.**

Please remit Name of Company, Name of Contact Person, and Contact Information to:
Ashley Robertson, Purchasing Assistant, Town of Renfrew
Email: arobertson@renfrew.ca

All communications must reference **TENDER 2024-17-DEI** in the subject line.

Questions related to this tender or the requirements are to be received by **2:00 p.m. on July 8th, 2024**. Inquiries should be directed to **both**:

Andrea Bishop, Manager of Engineering & Asset Management, Town of Renfrew
Email: abishop@renfrew.ca

Ashley Robertson, Purchasing Assistant, Town of Renfrew
Email: arobertson@renfrew.ca

Where a bidder finds discrepancies or omissions in the tender requirements or otherwise requires any clarification, the bidder should contact the Corporation of the Town of Renfrew in writing by email as noted above. Where the Corporation of the Town of Renfrew deems that an explanation or interpretation is necessary or desirable, an addendum may be issued.

Only documents provided to bidders by the Town or found on Biddingo are to be considered the **official** documents. The Town accepts no responsibility for the accuracy of information found on other websites. The onus is on the bidder to check on the Town’s and Biddingo’s website to verify they have received all relevant information. The Town reserves the right to not accept a bid submission if determined that the documents have been altered from the Town’s own official documents.



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Delivery and Closing Time

Tenders must be received no later than **2:00 p.m. July 12th, 2024**. The time clock in the main counter service area in the Renfrew Town Hall Office is the official time for the deadline for submission. The Town is not responsible for submissions which arrive late or are not properly marked.

- (a) All Tenders shall be submitted on the supplied Tender Form, in a sealed envelope and shall be clearly marked as to the contents and bidders name.
- (b) Tenders received by this time, date and at the location specified above, shall be opened and read in a virtual public opening. The virtual public reading of a tender does not imply any decision by the Corporation of the Town of Renfrew on whether a tender is or is not irregular.
- (c) All Tenders must be completed in full, in ink and be legible.
- (d) The Tender Document shall not be modified in any way.
- (e) An officer of the company, designating their position shall sign the Tender Form and execute with the company seal. In the case of an individual trading as a company the signature of the person signing the Tender shall be witnessed.
- (f) Late Tenders **will not** be accepted beyond the closing date/time as set out. Tenders received after the established closing will be returned unopened.
- (g) Tenders transmitted by fax or email **will not** be considered.
- (h) **The lowest or any Tender is not necessarily accepted.**
- (i) Should a dispute arise regarding the meaning or intent of the contract documents, the decisions of the Town shall be final.
- (j) The Town of Renfrew will make documents available in an accessible format or via appropriate communication supports upon request.

THE BIDDER DECLARES

- a) No person, firm, or corporation, other than the Bidder, has any interest in this Tender in the proposed contract for which this tender is made.
- b) This Tender is made without any connection, comparison of figures or arrangements with or knowledge of any other corporation, firm or person making a tender for the same work and is in all respects fair and without collusion or fraud.
- c) No member of Council and no officer or employee of the Town is or will become



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interested directly or indirectly as a contracting party, partner, shareholder, surety or otherwise in any portion of the profits thereof, or in any of the monies to be derived there from.

INSURANCE

The bidder shall provide at all times the following insurances with issuers, satisfactory to the Town and in amounts stated below and ensure that such insurance is enforced and effective.

- (a) Workplace Safety & Insurance Board fully complying with the laws of the Province, with a Certificate of Clearance from the Workplace Safety & Insurance Board Independent Owner/Operator Status Form to show that the Bidder is in good standing.
- (b) The successful tenderer shall provide the Corporation of the town of Renfrew with an original Certificate of Insurance in the amount of at least two million dollars (\$2,000,000.00).
- (c) The Contractor's insurance shall name the following as additional named insured:

The Corporation of the Town of Renfrew
127 Raglan Street South, Renfrew ON, K7V 1P8

DAMAGES AND RESPONSIBILITIES

- (a) The Contractor shall employ such methods as necessary to avoid defacement or damage to the Town's property.
- (b) The Contractor shall be responsible for all damage caused by his/her employees, equipment or supplies to the Town's property, equipment, buildings and building contents.

FREEDOM OF INFORMATION

All written Quotations received by the Town of Renfrew become a public record. Once a Quotation is accepted and a contract is signed, all information contained in them is available to the public, including personal information.

Contract Administrator

For purposes of administering this contract, the Contract Administrator shall be:

CONTRACT ADMINISTRATOR

Andrea Bishop, Manager of Engineering & Asset Management
Development, Environment & Infrastructure Department
Town of Renfrew
Email: abishop@renfrew.ca



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Scope of Tender

REVIEW OF SPECIFICATIONS

Bidders are required to read and study all parts of the specifications contained in the tender document to familiarize themselves with what shall be expected in carrying out of the project to completion.

GENERAL REQUIREMENTS

Project Scope includes supply of all labour, equipment and materials necessary to provide and install a rubber flooring throughout the complete walking track surface, approximately 6000 square feet, as outlined in the tender drawings and specifications, clean-up of site and removal and disposal of all construction debris. Any required drawings and permits will be the responsibility of the successful bidder/contractor.

It is also understood that the Bidder/Contractor will include the cost of any required steps or work required, that is not listed below, but needed to reach the summary of work, as outlined.

LIST OF DRAWINGS

The following is a list of drawings dated June 18, 2024, which accompany these specifications, and which form part of the Contract Documents for the work.

A-704 Second Floor – Area Partial Plan - Finishes

SUMMARY OF WORK

This work consists of the supply of all labour, equipment and materials necessary to provide and install a rubber flooring throughout the complete walking track surface as outlined in the tender drawings and specifications which form part of this contract.

This work includes, but is not limited to, the following requirements:

Contract Method: Construct work under single contract

Work by Others:

Co-ordinate all work with that of other contractors. If any part of the work under this contract depends on the work of another contractor for its proper execution, report promptly to Contract Administrator, in writing, any defects which may interfere with proper execution of work.



Work Schedule and Facility Access Schedule:

Once on-site construction work has commenced, the walking track will be shut down until the work is complete. It is the intention of the specifications to provide finished work. Any items omitted in the specifications which are clearly necessary for the completion of the work or its appurtenances shall be considered as portion of the work.

1. Description of Work

- (a) Work under this contract includes but is not limited provision of new rubber flooring on the walking track and transition trim as detailed in the specifications which form part of this contract. It is the responsibility of the contractor to coordinate all components of the project as outlined in contract.
- (b) The specifications are not intended as a detailed description of all activities to perform the individual tasks but serve to indicate particular requirements of the required work and remove all hazards to make site safe.
- (c) It is the intention of the specifications to provide finished work. Any items omitted there which are clearly necessary for the completion of the work or its appurtenances shall be considered as portion of the work.

2. Supervision

- (a) Contractor shall employ on-site at all times during work hours a competent site foreman who shall have direct management of all trades and sub trades including subcontractors.

3. Hours Of Work

- (a) Works may be carried out Monday through Sunday dependant on schedule restrictions and myFM centre operating hours.

4. Work Schedule

- (a) Shop drawings submission and subsequent ordering of materials can commence immediately after the purchase order is issued. On site construction is to commence on a date agreed upon with Town of Renfrew Representative.

5. Contractor's Use of Site

- (a) Contractor has limited use of the site, and all equipment and debris are to be removed from site at the end of every work day in all areas not included in this contract.
- (b) At all times, move stored products or equipment, which interfere with operations of regular programs, other maintenance contractors or the public.
- (c) Execute work with the least possible interference or disturbance to building operations, occupants, public and normal use of premises.
- (d) Contractor shall allow access for owner personnel to maintain existing occupancy and operation. Co-operate with owner in scheduling operations to minimize conflict of all scheduled programs and activities.



- (e) The contractor is to maintain safe access to the site.
- (f) Obtain and pay for use of additional storage or work areas needed for operations under this contract.
- (g) Repair and replace all work which has been altered during this construction operation to match existing or adjoining work as directed by Contract Administrator.
- (h) Maintain all Life Safety Assemblies, security devices and controls for continued full unobstructed occupancy in all the remained occupied areas.
- (i) A specific staging area will not be designated. The contractor may use the walking track itself as a staging area.
- (j) Washroom, construction parking and available water usage will all be arranged and coordinated with the Town or Renfrew Representative.

6. Codes and Standards

- (a) Perform work in accordance with the latest edition, amendments and Regulations of The Ontario Building Code, Environmental Act, Health and Safety Act and any other code of Provincial or local application, with the understanding that in any case of conflict, the more stringent requirements shall apply.
- (b) Meet or exceed requirements of Contract Documents, specified standards, codes and reference documents.
- (c) Work to conform to referenced standards and codes as reaffirmed or revised to date of specifications.

7. Setting Out of Work

- (a) Provide devices needed to layout and execute all work safely.

8. Project Meetings

- (a) Contractor to attend required construction meetings as required throughout the duration of the installation.

9. Cooperation and Public Relations

- (a) The contractor shall be responsible for coordinating the scheduling of the work with scheduled events with Town of Renfrew representative. The work may be halted and scheduled these events and at the discretion of the Town, the Completion Date may be amended accordingly.

10. Protection and Interference

- (a) Provide temporary barriers, warning signs and/or any other necessary measures in locations where renovation and alteration work is adjacent to areas used by public or Town.
- (b) Contractor shall be responsible for and provide protection to public and property during work.



- (c) Protect existing neighbouring structures, equipment, or other areas from damage resulting from performing work.
- (d) Protect site and work area from vandalism or theft.
- (e) Prevent access of public to materials, tools, equipment and vehicles. At all locations, provide hoarding as required to restrict access and protection until reviewed by Contract Administrator.
- (f) Provide all necessary fans and air-circulating equipment to prevent the transfer of excessive odour from adhesives or products. Coordinate and request permission to vent to the exterior.

11. Clean-Up

- (a) Contractor shall remove debris and hazardous impediments from site at end of each workday.
- (b) Contractor shall remove material and equipment from site at end of each workday, which is not to be re-used unless otherwise noted.

12. Concealed Services

- (a) Contractor shall be responsible for protection of pipes, duct, cables, conduits, wires and other services from damage.
- (b) Contractor shall take necessary precautions to locate concealed services, and to protect them from damage.
- (c) Contractor shall be responsible for making good, to satisfaction of owners, damage to services resulting from Contractor's performance of work, without additional cost to Owner.

13. Removals

- (a) During removals operations, keep work within one specific area without disturbing the patrons.
- (b) Repair and make good all surfaces cut, damaged or disturbed to owner's approval. Match existing materials, colour, finish and texture.

PART 1 – GENERAL

1. Work Included: The work of this Section includes the provision of all labour, materials, equipment and services required to install rubber sport flooring, as indicated on the drawings, as specified herein and as required for a complete project.

1.1. Quality Assurance

- (a) All work to be performed by qualified tradesmen fully experienced in all aspects of installation procedures for the floor covering specified herein.



1.2. Submittals

- (a) General: Submit each item in this Article according to the Conditions of the Contract.
- (b) Shop Drawings: Show seaming layout, treatment at walls, and all flooring obstructions. Indicate treatment where different flooring tile materials meet.
- (c) Samples: Submit a 300 mm X 300 mm sample piece of flooring material and a sample of each type of accessories.
- (d) Maintenance Data: Submit maintenance data for resilient flooring for incorporation into the operation and maintenance manual.

1.3. Product Storage

- (a) Provide sufficient space with adequate security to store the flooring materials, tools and equipment.
- (b) Maintain temperature at a minimum of 21°C for at least 24 hours prior to and during the installation

1.4. Environmental Requirements

- (a) Floor covering materials on site must be adequately conditioned prior to and after the installation to avoid potential expansion or contraction problems.
- (b) Maintain air and structural base temperatures at installation areas between 18°C and 26°C 48 hrs before, during, and after installation. Avoid concentrated or irregular heating.
- (c) Consult other trades in advance and make provisions for work of other trades, to avoid future repairs.
- (d) Avoid static loads, rolling loads and heavy foot traffic on newly installed floor covering until adhesive has thoroughly set.

PART 2 – PRODUCTS

2.1. Manufacturers

- (a) No substitutions will be accepted under this Tender call.

2.2. Rubber Sport Flooring Material

Product of Acceptance:

Regupol Aktiv – 6mm
Glue down rolls-1220mm (48")
Color: Jayz Blue (10102)

2.3. Resilient Base

- (a) Resilient base: Extruded rubber base, 100 mm high x 2.67 mm thick, continuous lengths, c/w pre-moulded inside and outside corners and end stops, standard toe profile. Color: Black



2.4. Accessories

- (a) Adhesive: Release-type as recommended by the flooring material manufacturer.
- (b) Transition strips, adapters, edge guards, and thresholds as required and where required as specified:

Type A: Resilient Vent Cove Base by Johnsonite (4" x 3") - 4" length to be the horizontal dimension. Color: Black Mechanically fastened

Type B: Edge Guard EG-XX-H, color: (colormatch - 40 Black)

Type C: Schluter-Reno-Ramp-K – Size to suit transition from 6mm Flooring to edge of concrete ramp. Overlap 6mm flooring and mechanically fasten threshold through flooring.

- (c) Heat Welding Rod: As recommended by flooring manufacturer.

PART 3 – EXECUTION

3.1. General

- (a) Install flooring in accordance with the floor covering manufacturer's recommendations.

3.2. Examination and Preparation

- (a) Examine areas and conditions under which work is to be performed and notify the Contract Administrator in writing of conditions detrimental to the proper and timely completion of the work.
- (b) Verify that concrete sub floors have been thoroughly cured and free from hydrostatic pressure (a minimum of 28 days after pour).
- (c) Ensure concrete sub floors exhibit negative alkalinity, carbonation or dusting. Verify that such concrete sealers, hardeners, curing agents or other treatments as may be present are suitable to receive flooring or are neutralized to the floor covering manufacturer's satisfaction.
- (d) Test all concrete slab surfaces receiving new flooring. Proceed only when moisture content meets manufacturers specifications for acceptable substrate.
- (e) Remove sub floor ridges and bumps. Fill low spots, cracks, joints, holes and other defects using cementitious underlayment
- (f) If concrete surface has a layer of dirt, oil, or surface contamination, apply a 25% solution of chemical grade muriatic acid and water (1 part acid to 3 parts water) to create a permanent bond by roughing the concrete surface. Rinse thoroughly and allow to dry.
- (g) Do not proceed with the work until unsatisfactory conditions have been corrected to the satisfaction of the installer.



- (h) Commencement of the installation will be construed as acceptance of the site conditions and, thereafter, the Contractor shall be fully responsible for satisfactory work as specified herein.

3.3. Application

- (a) Dry vacuum entire floor area immediately prior to adhesive application.
- (b) Ensure temperature is between 10°C and 40°C.
- (c) Check the temperature of the floor panels. Before starting the installation, lay out all panels to be installed on that day, on or near the sub surface. Allow panels to equalize to ambient temperatures.
- (d) Install floor panels with hairline butt joints, laid out parallel to building lines.
- (e) Install loose-laid where indicated and glue down where indicated. In loose-laid areas, glue down edges on panels adjacent to transitional reducer strips.
- (f) Install transitional reducer strips where flooring terminates against concrete floor surface.
- (g) Vacuum floor. Clean floor with a neutral pH cleaner (7 10)
- (h) If excessive construction dirt is on surface of floor, clean with a low RPM scrubber, with soft nylon brushes (e.g.) bristles 40 to 50 mm long. The ideal machine combines all steps vacuum, wash, rinse, dry.

3.4. Base Application

- (a) Lay out base to keep number of joints at minimum.
- (b) Set base in adhesive tightly by using 3 kg hand roller, against wall and floor surfaces.
- (c) Install straight and level to variation of 1:1000.
- (d) Scribe and fit to door frames and other obstructions. Use pre-moulded end pieces at flush door frames.
- (e) Cope internal corners. Use pre-moulded corner units for right angle external corners. Use formed straight base material for external corners of other than right angle.

3.5. Final Cleaning

- (a) Completion of installation implies flooring is fully bonded under manufacturer's recommendations.
- (b) Upon completion of the installation, remove from the premises, all surplus material, dirt and debris caused by the work of this Section and leave the installation clean and ready for the intended use by the Owner.
- (c) Clean any drippage and spills of surplus adhesive from adjacent surfaces.

PROJECT SCHEDULE

The anticipated construction shall commence upon Award of Tender and be completed by or prior to **deadline of August 9, 2024.**



INSPECTION

The Town reserves the right to:

- (a) Inspect all work performed by the Bidder under this Tender.
- (b) Shut down any operation, which gives an indication of poor workmanship or substandard materials being supplied under this Tender.
- (c) Refuse acceptance of workmanship until it is proven to be of a satisfactory quality.

MATERIALS

- (a) Materials and equipment shall be supplied by the Contractor unless specifically stated in the Specifications.

LABOUR

- (a) All work shall be performed by workers who are qualified and skilled to carry out and perform the duties required in the Contract.
- (b) Increases in the cost of performing the work due to wage increases or adjustments shall be borne by the Contractor without additional cost to the Town.

SUPERVISION AND COORDINATION

- (a) The Contractor shall appoint an experienced Supervisor to be responsible for all the work required under the Contract.
- (b) The Supervisor shall be readily accessible to the Town personnel at all times.
- (c) The Contractor shall supervise and coordinate all phases of the Work and shall cooperate fully with all supervisory representatives of the Town during the performance of the Work of this Contract.

CHANGE IN THE WORK

- (a) The Town, without invalidating the Contract, may make changes by altering, adding to, or deducting from the Work. All additional work shall be executed under the conditions of this Contract.
- (b) No variations from the work that may result in a change to the amount of the Contract shall be proceeded with, until proper approval has been obtained by the Contractor in writing from the Town.

DOCUMENTATION

- (a) Operating and Technical Manuals



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As required to support ongoing operations and maintenance, original manufacturers manuals and documentation shall be submitted whenever available.

(b) Training Requirements

Training of operational and maintenance staff on systems operation will be required.

MISCELLANEOUS

The Contractor and support staff should be prepared to make presentations to Town of Renfrew management, elected officials, and the general public, if required.

Site visits must be requested in advance and will be scheduled based on facility operating restrictions. Organized tours/briefings will be scheduled.

Verbal information, directions, and opinions, from whatever source, do not supersede nor elaborate on the requirements of this document. Changes in specifications and requirements (if required) will be provided in writing to all proponents by the contact identified above., in the form of a numbered addendum.

Delivery and Official Closing Time of Proposals

All submissions shall be in a sealed envelope and delivered to:

TOWN OF RENFREW (Town Hall)
Attention: Ashley Robertson
127 Raglan Street South
Renfrew, Ontario
K7V 1P8

Tender submissions must be received not later than **2:00 p.m. on July 12th, 2024**. The time clock at the main counter service area in the Renfrew Town Hall shall be the official time for the submission deadline. The Corporation of the Town of Renfrew is not responsible for submissions which arrive late or are not properly marked. Submissions shall be officially opened after closing time.

Timeline

The expected timeline for selection is as follows:

Tender Issued	June 27, 2024
Question Deadline	July 8, 2024
Town published Addendum (if applicable)	July 10, 2024
Closing date for Tenders	July 12, 2024
Anticipated Award (on or about)	July 16, 2024



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Company Information

1.	Company Name	
2.	Bidder Contact Individual	
3.	Address (incl. Postal Code)	
4.	Office Phone Number	
5.	Cellular Phone Number	
6.	Fax Number	
7.	Email Address	
8.	HST Account Number	

I/We hereby submit the attached documents to satisfy the requirements as issued by the Corporation of the Town of Renfrew.

I/We agree that we have reviewed and understand the tender documents and I/We are capable and qualified to perform the requirements of the contract.

I/We agree that this offer shall be irrevocable from the time the quotations are opened and extended for a period of 90 days.

I/We agree that this offer acknowledges all addenda and that the pricing quoted includes the provision set out in such addenda.

Acknowledgement to Receipt of Addenda

This will acknowledge receipt of the following addenda and, that the pricing quoted includes the provision set out in such addendum(s)

Addendum #	Date Received
# _____	_____
# _____	_____
# _____	_____

Check here if No Addenda considered.



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Basis of Payment

The contract price is in Canadian funds, and the price includes any specified cash and contingency allowances and all the applicable taxes in force at this date except as may be otherwise provided in the Tender Documents.

Bid Form

Cost Estimate Breakdown (excludes HST)

Description:	Cost:
Resilient Base	\$
Adhesive	\$
Transition strips, adapters, edge guards, and thresholds	\$
Examination, Preparation, Installation and Cleaning	\$
Other (drawings, permits, etc.)	\$

Overall Project Quotation:

Description:	Cost:
Bid Price (as specified) No HST	\$
HST	\$
Total Price	\$

Bid Submission

The undersigned affirms that they are duly authorized to execute this bid and that all costs associated with this proposal have been submitted in the fee envelope.

BIDDER'S SIGNATURE AND SEAL: _____

NAME AND POSITION: _____

WITNESS SIGNATURE: _____

NAME AND POSITION: _____

DATED AT: _____

THIS _____ DAY OF _____ 202__

TENDER 2024-17-DEI – myFM Walking Track Flooring

From: _____

Contact: _____
Telephone: _____

Deliver to:

**The Town of Renfrew
127 Raglan Street South
Renfrew, ON K7V 1P8**

TENDER NUMBER:

CLOSING DATE AND TIME:

DESCRIPTION: