



# Request for Tender

Title: **Replacement of Arena Dasher Boards System, Glass, and Safety Netting**

Reference: LRD 2026-01

Closing Date: **Friday, March 6, 2026**

Closing Time: **1:05 pm**

Location: Lucknow & District Recreation Department  
662 Campbell Street  
Lucknow, ON, N0G 2H0  
Attention: **Steve Bushell, Facility Manager**  
*Email: [lucrec@hurontel.on.ca](mailto:lucrec@hurontel.on.ca)*  
*Phone: 519-528-3008 ext. 1#*

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# 1. Introduction

## 1.1 Purpose

The purpose of this RFT is to select a Vendor to supply the products described in Schedule A.

## 1.2 Definitions

1. **“Agreement”** a written acceptance from the Department to the preferred Proponent based on the information provided within the bid documents submitted by the Proponent. The signing of this document by both parties in addition to any contract documents constitutes a legally binding contract. This may be completed by way of contract, written or electronic notification, or by the Department signing the acceptance portion of the Form of Bid.
2. **“Authorized Agent”** is a representative of the proponent who has the authority, or appears to have the authority, to enter into a contract on behalf of the proponent.
3. **“Award”** is the acceptance of a bid submission in accordance with this request for tender, as evidenced by the Lucknow & District Recreation Department written notification to the selected proponent.
4. **“Bid”** is a written offer, in a specified form, received from a proponent in response to a request for tender to provide goods and work based on the approved format of the Lucknow & District Recreation Department containing terms and conditions.
5. **“Bid Documents”** form the basis of the bid process and are comprised of the following:
  - (a) Instructions to proponents;
  - (b) Bid Form;
  - (c) Terms, conditions, specifications; and
  - (d) Addenda issued during the bidding period
6. **“Bid Package”** is the submitted package that includes the tender and any documents requested for evaluation.
7. **“Board”** means the elected representatives of the Township of Ashfield-Colborne-Wawanosh and Township of Huron-Kinloss who form the Lucknow & District Joint Recreation Board.
8. **“Budget”** refers to any of several documents approved by the Board from time to time, which detail the amounts of money to be spent within a fiscal period by the Department on various

operating expenses or capital projects. Budgets may be approved annually, or with terms of multiple years, or during any year for one or more specific projects or programs.

9. **“Change Order”** is a written order issued by the Lucknow & District Recreation Department that changes the scope or specifications of any project where change in cost or time is anticipated. The vendor must submit the estimated change in cost and completion date to the Department before undertaking such extra work.
10. **“Change Notice”** is a written order issued by the Lucknow & District Recreation Department that changes the scope or specifications of any project where no change in cost or time is anticipated.
11. **“Change Directive”** is an expedited Change Order that is issued by the Department when the nature of the change does not provide sufficient time to complete the change order process or the scope of the extra work is unclear at the time. All changes in cost and completion date will be negotiated after the work associated with a change directive work is complete.
12. **“Contract”** means a legal agreement to be entered into by the selected proponent and the Lucknow & District Recreation Department.
13. **“Department”** means The Lucknow & District Recreation Department
14. **“Department Representative”** has the meaning set out in Section 2.6
15. **“Insurance Certificate”** a certified document issued by an insurance company licensed to operate by the Government of Canada or the Province of Ontario.
16. **“Mandatory Performance Specification”** means requirements that the selected proponent is obligated to perform under the contract.
17. **“May”** used in this Request for Tender document shall be permissive and discretionary but recommended.
18. **“Proponent”** is the person who submits a Bid.

19. **“Request for Tender (RFT)”** means an invitation issued by the Lucknow & District Recreation Department to supply a Good or Service for a fixed priced based on specified terms and conditions.
20. **“Shall”** used in this Request for Tender document is a mandatory requirement that if not met, will result in a proponent’s disqualification or contract termination.
21. **“Should”** used in the request for tender document is a permissive and discretionary request but is recommended.
22. **“Township”** means the Township of Ashfield-Colborne-Wawanosh.
23. **“Will”** used in this request for tender document is a mandatory requirement.
24. **“Work”** means the total construction and related services required under the contract.
25. **“Responsible Bidder”** is a vendor, business entity or individual who is fully capable to meet all of the requirements of the solicitation and subsequent contract. Must possess the full capability, including financial and technical to perform as contractually required. Must be able to fully document the ability to provide good faith performance.
26. **“Responsive Bidder”** is a vendor, business entity or individual who has submitted a request for bid that fully conforms in all material respects to the request for tender and all of its requirements, including all form and substance.
27. **“Vendor”** means any person or company who, by virtue of professional expertise is contracted by the Lucknow & District Recreation Department to provide a specified product.

## 2. Instructions to Proponents

### 2.1 Closing Time and Address for Bid Submission Delivery

The bids must be submitted to the Lucknow & District Recreation Department at the office of:

Name: **Steve Bushell, Facility Manager / Recreation Coordinator**  
Address: Lucknow & District Recreation Department  
662 Campbell Street  
P.O. Box 785  
Lucknow, Ontario  
N0G 2H0

On or before the following date and time (the "Closing Time"):

Time: **1:05 pm**  
Date: **Friday, March 6, 2026**

### 2.2 Information Meeting

An information meeting has not been scheduled.

### 2.3 Number of Copies

The proponent should submit one original hardcopy of the bid. Electronic submissions will not be accepted.

### 2.4 Late Submissions

Bids received after the closing time will not be accepted or considered. Delays caused by any delivery, courier or mail service(s) will not be grounds for extension of the closing time.

### 2.5 Amendments to Bid Submissions

Bids may be revised by written amendment, delivered to the location set out in Section 2.1, at any time before the closing time but not after. An amendment must be signed by an authorized signatory of the Proponent in the same manner as provided by section 3.3. Emailed amendments are permitted, but such amendment may show only the change to the bid price(s) and in no event disclose the actual bid price(s). A proponent bears all risk that the Department's equipment functions properly so as to facilitate timely delivery of any amendment.

## 2.6 Inquiries

All inquiries related to this RFT should be directed in writing to the person named below (the "Department Representative"). Information obtained from any person or source other than the Department Representative may not be relied upon.

Name: **Steve Bushell, Facility Manager / Recreation Coordinator**  
Address: Lucknow & District Recreation Department  
662 Campbell Street  
Lucknow, Ontario  
N0G 2H0  
Phone: 519-528-3002 ext. 1#  
Email: [lucrec@hurontel.on.ca](mailto:lucrec@hurontel.on.ca)

If the Department determines that an amendment is required to this RFT, the Department Representative will issue an addendum in accordance with section 2.7. No oral conversation will affect or modify the terms of this RFT or may be relied upon by any Proponent. The Department will endeavour to issue such addenda at least seventy-two (72) hours prior to the closing time.

**Accessible Documentation:** Should you require a copy of this document in a format compliant with the Accessibility for Ontarians with Disabilities Act (AODA), please contact the Department Representative(s) listed above.

## 2.7 Addenda

If the Department determines that an amendment or clarification is required to this RFT, the Department Representative will issue a written addendum, which will be typically posted on the Department's bidding system at least forty-eight (48) hours prior to the closing time and date. In the event that an addendum is issued within forty-eight (48) hours prior to the closing time and date, it may include an extension of the closing time and date. It is the responsibility of the Proponent to check the Department's website: <https://lucknowrecreation.com/about/tenders-rfps/> prior to submitting their bid.

The only way this RFT may be added to, or amended in any way, is by a formal written addendum. No other communication, whether written or oral, from any person will affect or modify the terms of this RFT or may be relied upon by any proponent. By delivery of a bid, the proponent is deemed to have received, accepted, and understood the entire RFT, including any and all addenda and **must disclose the number of addenda received on the Form of Tender with their Bid Submission.**

## **2.8 Order of Precedence**

In the event of any contradictory information found herein, the contract documents shall take precedence in the following order:

- a) Agreement
- b) Addenda
- c) Instructions to Proponents
- d) Standard Proponent Terms and Conditions
- e) Contract Specifications
- f) Standard Specifications
- g) Form of Tender
- h) General Conditions

## **2.9 Opening of Bid Submissions**

Bids will be opened by the Facility Manager / Recreation Coordinator with a Township staff member acting as a witness. There will be a public opening at 1:10pm March 6, 2026 at the Lucknow & District Recreation Department Office.

## **2.10 Status Inquiries**

All inquiries related to the status of this RFT, including whether or not a Contract has been awarded, should be directed to the Department Representative.

# **3. Bid Submission Form and Contents**

## **3.1 Bid Package**

Bid hard copies are to be in a sealed package, marked on the outside with the proponent's name, title of the project and reference number.

## **3.2 Bid Submission**

Bid submission deadlines shall be interpreted as local time. The term "local time" shall mean the time as measured by the identified clock at the recipient's location. Bids will be date and time stamped at the location receiving the bids. Late bids will be returned unopened.

Bids submitted by facsimile transmission or by electronic means will not be considered. Proponents are solely responsible for the method and timing of delivery of their bids.

## **3.3 Bid Withdrawal**

A proponent who has submitted a bid may request that their bid be withdrawn, if the request is made before the closing time for the submission of bids. Withdrawal requests must be in writing to the Department Representative.

Withdrawn bids shall be returned unopened to the proponent. The withdrawal of a bid shall not disqualify the proponent for submitting another bid for the same project, as long as the revised bid is submitted prior to the closing time.

### **3.4 Bid Expiry Period**

Bids shall be irrevocable for a period of **sixty (60) days** from the date of submission, after which period, the Bid expires.

### **3.5 Form of Tender**

Proponents are required to conform to the conditions listed below and those failing to do so will be disqualified for a non-compliant Form of Tender:

- a) The proponent shall fill in all blank spaces found within the bid documents in ink, or typewritten, providing all information requested. Failure to provide all requested information on the Form of Tender and failure to fill in blank spaces may result in the bid being declared non-compliant.
- b) The Form of Tender shall be completed and signed with the authorized signature of the proponent or of a designated official of the proponent.
- c) Use only the Form of Tender issued as part of the bid documents for the project. If any or all pages of the Form of Tender are amended by addendum, only the amended pages shall be used to submit a bid. Failure to comply with this paragraph may result in the bid being declared non-compliant.
- d) Information provided by the proponent on the Form of Tender may be amended prior to the closing time, provided the corrections are initialed by the authorized representative of the proponent. Other modifications, erasures, additions, conditions, qualifications or un-initialed pre-closing amendments may result in the bid being declared non-compliant.
- e) Bids that are not originals, are unsigned, improperly signed, un-initialed, incomplete, conditional or illegible, may be declared non-compliant.
- f) All prices submitted by the proponent shall be provided in numbers and in Canadian dollars only. The Harmonized Sales Tax (HST) shall not be included in the unit prices. All other eligible taxes shall be included in the bid price.

### **3.6 Signature**

The legal name of the person or organization submitting the bid should be included on all forms. The bid should be signed by a person authorized to sign on behalf of the Proponent and include the following:

- (a) If the proponent is a corporation, then the full name of the corporation should be included, together with the names of authorized signatories. The bid should be executed by all of the authorized signatories or by one or more of them provided that a copy of the corporate resolution authorizing those persons to execute the contract on behalf of the corporation is submitted;
- (b) If the Proponent is a partnership or joint venture then the name of the partnership or joint venture and the name of each partner or joint venture should be included, and each partner or joint venture should be included, and each partner or joint venture should sign personally (or, if one or more person(s) have signing authority for the partnership or joint venture, the partnership or joint venture should provide evidence to the satisfaction of the Department that the person(s) signing have signing authority for the partnership or joint venture).
- (c) If the proponent is an individual, including sole proprietorship, the name of the individual should be included.

## **4. Evaluation and Selection**

### **4.1 Evaluation Process**

The evaluation team will compare and evaluate all bids to determine the completion of the bid and ability of to provide the work requested in order to determine the bid which is most advantageous to the Department. The evaluation team reserves the right to consider, during the evaluation of the bids:

- a) Information provided in the bid itself;
- b) Information provided in response to enquiries of credit and industry references set out in the bid;
- c) Information received in response to enquiries made by the Department of third parties apart from those disclosed in the bid in relation to the reputation, reliability, experience and capabilities of the bidder;
- d) The manner in which the bidder provides services to others;
- e) The experience and qualifications of the Proponents' senior management and project management;
- f) The compliance of the proponent with the Department's requirements and specifications; and
- g) Innovative approaches proposed by the proponent in the bid.

The proponent acknowledges that the evaluation team may rely on the criteria which the Department deems relevant, even though such criteria may not have been disclosed to the

Proponent. By submitting a bid, the proponent acknowledges the Department's rights under this section and absolutely waives any right, or cause of action, against the Department and its consultants, by reason of the Department's failure to accept the bid submitted by the proponent, whether such right or cause of action arises in contract, negligence or otherwise.

The Department reserves the right to open the bid and negotiate with a single proponent, in cases where only one bid is received, or to negotiate with the preferred proponent of the Department's choice, if all bids are over budget or deemed to be not of fair market value by the third party.

Should the Department receive no compliant bids, the Department, in its discretion, may re-bid the project or may negotiate a contract for the whole or any part of the project with a Preferred Proponent which has submitted a non-compliant bid.

#### **4.2 Discrepancies in Proponent's Financial Bid**

If there are any obvious discrepancies, errors or omissions in the proponent's financial bid, the Department shall be entitled to make obvious corrections, but only if, and to the extent, the corrections are apparent from the bid as submitted.

#### **4.3 Disputes**

In the event of a dispute arising in connection with this bid process including, without limitation, a dispute concerning the existence of the contract or a breach of the contract, or a dispute as to whether the bid of any proponent was submitted on time or whether a bid is compliant, the Department may refer the dispute to a confidential binding arbitration pursuant to the Arbitration Act, 1991, as amended, before a single arbitrator with knowledge of procurement/bidding law. In the event that the Department refers the dispute to arbitration, the proponent agrees that it is bound to arbitrate such dispute with the Department. Unless the Department shall refer such dispute to binding arbitration, there shall be no arbitration of such dispute.

In the event the Department refers a dispute to binding arbitration, the Department may give notice of the dispute to one or more of the other Proponents who submitted bids, whether or not they may be compliant, each of whom shall be a party to and shall be entitled to participate in the binding arbitration, and each of whom shall be bound by the arbitrator's award, whether or not they participated in the binding arbitration.

In the event the Department refers a dispute to binding arbitration, the parties to the arbitration shall exchange brief statements of their respective positions on the dispute, together with the relevant documents, and submit to a binding arbitration hearing which shall last no longer than two days, subject to the discretion of the arbitrator to increase such time. The parties further agree that there shall be no appeal from the arbitrator's award.

This section is not intended to form part of any contract that may come into being between a proponent and any prospective supplier of that proponent.

Any proponent asserting that a bid of another proponent is non-compliant shall do so by providing written notice to the Department within twenty (20) days of the bid opening, failing which the proponent shall be deemed to accept all other bids as compliant.

Any proponent asserting a breach of the contract shall do so within twenty (20) days of the alleged breach, or else the aforesaid Proponent shall be deemed to waive the breach.

#### **4.4 Litigation**

In addition to any other provision of this RFT, the Department may, in its absolute discretion, reject a bid if the proponent, or any officer or director of the proponent submitting the bid, is or has been engaged directly or indirectly in legal action against the Lucknow & District Recreation Department, the Township of Ashfield-Colborne-Wawanosh, the Township of Huron-Kinloss, or it's elected or appointed officers, representatives or employees in relation to any matter.

In determining whether or not to reject a bid under this section, the Department will consider whether the litigation is likely to affect the proponent's ability to work with the Department, its consultants and representatives and whether the Department will incur legal costs in the administration of the contract if it is awarded to the proponent.

#### **4.5 Representation and Warranty**

The proponent represents and warrants that its bid is compliant with the terms set out in the bid documents. The proponent acknowledges that the Department is relying on this representation and warranty. In the event that the proponent's bid is accepted by the Department and the bid is held by a court of competent jurisdiction to be non-compliant with the terms set out in the bid documents in a proceeding commenced by another Proponent (the "Claimant"), the Proponent will indemnify the Department for any award of damages, howsoever characterized, that are payable to the Claimant as well as for the Department's actual legal expense, including all legal fees and disbursements as billed to the Township.

#### **4.6 Additional Information**

The evaluation team may, at its discretion, request clarifications or additional information from a proponent with respect to any bid, and the evaluation Team may make such requests to only selected Proponents. The Evaluation Team may consider such clarifications or additional information in evaluating a Bid.

#### **4.7 Negotiation of Contract and Award**

If the Department selects a preferred proponent, then it may:

- (a) Enter into a contract with the preferred proponent; or
- (b) Enter into discussions with the preferred proponent to attempt to finalize the terms of the contract(s), including financial terms, and such discussions may include:

- i. Clarification of any outstanding issues arising from the preferred proponent's bid;
- ii. Negotiation of amendments to proposed work plan and/or scope of the bid of the preferred proponent
- iii. Negotiation of amendments to the preferred proponent's price and/or scope of work if:
  1. The preferred proponent's financial bid exceeds the Department's approved budget, or
  2. The Department reasonably concludes the preferred proponent's financial bid includes a price that is unbalanced, or
  3. A knowledgeable third party would judge that the preferred proponent's price materially exceeds a fair market price for work similar to the work offered by the preferred proponent as described in the preferred proponent's bid; or
- iv. If at any time the Department reasonably forms the opinion that a mutually acceptable agreement is not likely reached within a reasonable time, give the preferred proponent(s) written notice to terminate discussions, in which event the Department may then either open discussions with another proponent or terminate this RFT and retain or obtain the work in some other manner.

The preferred proponent shall execute the contract or acceptance documents and deliver the executed original to the Department within ten (10) business days of receipt from the Department. The proponent agrees that the Department shall not be deemed to be the employer of the proponent nor any of its personnel under any circumstances whatsoever.

## **5. Selected Proponent Standard Terms and Conditions of Contract**

The performance standard terms and conditions form a part of each bid and shall apply to the selected proponent's contract for the award. The standard terms and conditions are meant to supplement but not supersede the terms and conditions of any competitive request for bid document, contract or agreement. In the event of a conflict or inconsistency, the terms and conditions in this section of the request for bid will govern.

### **5.1 Termination of Contract**

Subject to the provisions below, the contract may be terminated by the Department upon thirty (30) days advance written notice to the Vendor. If any work or service hereunder is in progress, and not completed as of the date of termination, then the Contract may be extended upon written approval of the Department until said work or Work are completed and accepted.

- (a) Termination for Convenience – The Department may terminate this Contract for convenience at any time in which case the parties shall negotiate reasonable termination costs.
- (b) Termination Due to Unavailability of Funds in Succeeding Fiscal Years – If funds are not appropriated or otherwise made available to support continuation of the performance of this contract, in a subsequent fiscal year, then the contract shall be cancelled and, to extent permitted by law, the Selected Proponent shall be reimbursed for the reasonable value of any non-recurring costs incurred but not amortized in the price of supplies or Work delivered under the Contract.

## **5.2 Billing and Invoices**

All payments will be made within 30 days from receipt of an approved invoice. Where there is a question of non-performance involved, payment in whole or in part against which charge back any adjustments required, will be withheld.

Payment schedules may be negotiated with the vendor. The preferred method of payment will be Electronic Transfer (EFT) directly into the vendor's bank account. The successful proponent shall be provided with an EFT form after notification of contract award.

## **6. General Conditions**

### **6.1 No Department Obligation**

This RFT does not commit the Department in any way to select a preferred proponent, or to proceed to negotiations for a contract, or to award any contract, and the Department reserves the right to at any time reject all bids, and to terminate this RFT process.

### **6.2 Proponent's Expenses**

Proponents are solely responsible for their own expenses in preparing, and submitting bids, and for any meetings, negotiations or discussions with Department or its representatives and consultants, relating to or arising from this RFT. The Department and its representatives, agents, consultants and advisors will not be liable to any proponent for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the proponent in preparing and submitting a bid, or participating in negotiations for a contract, or other activity related to or arising out of this RFT.

### **6.3 No Contract**

By submitting a bid and participating in the process as outlined in this RFT, proponents expressly agree that no contract of any kind is formed under, or arises from, this RFT, prior to the signing of a formal written contract or acceptance documents.

## **6.4 Conflict of Interest**

A proponent shall disclose in its bid any actual or potential conflicts of interest and existing business relationships it may have with the Department, its elected or appointed officials or employees. The Department may rely on such disclosure.

## **6.5 Solicitation of Board Members, Department Staff and Department Consultants**

Proponents and their agents will not contact any member of the Lucknow & District Joint Recreation Board, staff or consultants with respect to this RFT, other than the Department representative names in section 2.6, at any time prior to the award of a contract or cancellation of this RFT.

## **6.6 Confidentiality**

All submissions become the property of the Department and will not be returned to the proponent. All submissions will be held in confidence by the Department unless otherwise required by law. Proponents should be aware that the Department is a “public body” defined by and subject to the Freedom of Information and Protection of Privacy Act of Ontario.

The successful proponent must demonstrate experience and controls in place to deal with confidential information. The successful proponent will potentially have access to sensitive data and must demonstrate how confidentiality will be maintained.

## **6.7 Occupational Health and Safety**

The proponent has read and agrees to comply with the Township’s corporate statement regarding occupational health and safety while conducting any meetings, inspections, etc. required to administer this bid or a resulting policy.

## **6.8 Legal Conditions**

The proponent certifies that:

- a) They have no outstanding taxes, levies, fees, charges or fines which are payable, either directly or indirectly, to the County of Bruce or County of Huron, or to the Lucknow & District Recreation Department, the Township of Ashfield-Colborne-Wawanosh or Township of Huron-Kinloss, and if the Lucknow & District Recreation Department is or becomes aware of any such outstanding taxes, levies, fees, charges or fines, then those amounts may be set-off against any monies payable to the Vendor under this contract.
- b) They will comply, and are presently in compliance, with all relevant federal, provincial and municipal laws and that they will also comply, and are presently in compliance, with any orders of a Court of competent jurisdiction, including Ontario’s Superior Court of Justice, the Ontario Court of Justice and the Provincial Offences Court, failing which this Contract

may be terminated by the Department without cost or penalty to the Department. The vendor shall provide such information in this regard as required by the Department evidence such compliance.

## **6.9 Supply and Maintenance of Equipment**

The vendor certifies that all products will be of commercial quality and new. The vendor also certifies that all products will meet any applicable standards for the scope of the project.

## **6.10 Insurance**

The Selected Proponent shall submit the required insurance certificate within seven days of notification for the award.

- (a) Commercial General Liability Insurance with limits of not less than \$5,000,000.00 inclusive per occurrence for bodily injury, death and damage to property including loss of use thereof. Such insurance coverage shall be in the name of the Proponent and shall name the Lucknow & District Recreation Department, the Township of Ashfield-Colborne-Wawanosh, and the Township of Huron-Kinloss as an additional insured thereunder.

The Commercial General Liability insurance shall include coverage for:

- Premised and operations liability
  - Products or completed operations liability
  - Blanket agreement liability
  - Cross liability
  - Severability of interest clause
  - Contingent employers' liability
  - Personal injury liability
  - Owner's and services provider's protective coverage
  - Liability with respect to non-owned licensed motor vehicles
- (b) Automobile Liability Insurance for owned/leased licensed vehicles with limits of not less than \$2,000,000.00 inclusive per occurrence for bodily injury, death, and damage to property.
  - (c) Professional Liability insurance with a policy limit for each single claim of not less than \$2,000,000.00; and
  - (d) Clearance Certificate from the Workplace Safety and Insurance Board, which must be submitted by the Proponent upon notification of the award of the contract and prior to commencing work.

The Services Provider shall provide the Department with proof, in a form satisfactory to the Department, of the insurance required under this section prior to the commencement of work.

If the Department requests to have the amount of coverage increased or to obtain other special insurance for the Services for the Project, then the Services Provider shall endeavor forthwith to obtain such increased or special insurance at the Department's expense.

All the above insurance policies shall contain an endorsement to provide all Named Insured and Additional Insured with thirty (30) days prior written notice of cancellation in whole or in part.

## **Schedule A – Tender Form**

### **General**

#### **1. General Comments**

- 1.1. The Project shall include all cost associated with the removal and replacement of the existing arena dasher boards including player benches, penalty boxes, time keepers box, tempered glass, protective netting and protective netting support, including but not limited to labour, materials, tools, equipment, equipment rentals, testing, commissioning, transportation, shipping, handling, administration, supervision, management, insurance, temporary protection, cleaning, cutting and patching, warranties, services, and items, even though these may not be specifically mentioned in this document which are required for the complete, fully functional and commissioned dasher board system.
- 1.2. Disposal of existing material shall be priced separately as an extra with the 'Options for Consideration'. Should the Department choose to look after disposal, the Vendor shall pile the existing material neatly on skids provided by the Department, at an onsite location as determined by the Department.
- 1.3. All materials shall be of commercial quality and new.
- 1.4. The Vendor shall be responsible to repair / patch all holes and imperfections in the concrete mounting curb / floor with concrete or epoxy patch prior to commencing the installation of the new dasher board system.
- 1.5. The Vendor shall provide a complete, neat, and workmanlike installation. The Vendor shall also use only employees who are skilled, experienced, trained, and familiar with the specific equipment, standards, and configurations of the project.
- 1.6. The Vendor shall manage and coordinate the work in a timely manner in consideration of the Project schedules. Coordinate with the associated work of other trades if applicable so as to not impede or delay the work of associated trades.
- 1.7. The Vendor shall be responsible for ensuring accurate measurement, fitting, operation, function, etc., of the supplied and installed products for this project. At no time shall the Department be held responsible for inaccurate measurements that may be provided to the Proponent or Vendor.

#### **2. Site Inspection / Information Meeting**

- 2.1. Site inspection / meeting is mandatory prior to submitting bid and may be arranged by contacting the Department Representative.

### **3. Quality Assurance & Warranty**

- 3.1. Installation or site work must be performed by qualified and experienced personnel.
- 3.2. The Vendor shall provide at minimum one-year labour and material warranty from the date of substantial completion of the work including all panels, kick-plates, glazing, shielding supports, anchors, framing, cap-rails, netting, and hardware.
- 3.3. If within the twelve (12) months from the completion date of this project, upon written notice from the Department, any portion of the dasher board system is found to be defective in operation, workmanship or materials, it shall be replaced, repaired, or adjusted at the option of the Department and at the cost of the Vendor. The completion date shall be set by the Department following settlement of the final invoice for the project. It shall be the Vendors responsibility to obtain the official completion date for warranty purposes from the Department.
- 3.4. The Vendor shall maintain the work site in a clean and orderly fashion at all times. During periods when the contractor is not working, the site is to be cleaned of all debris caused by the work and the site is to be left in a safe state. Proper barricades and signage, as required, must be maintained.
- 3.5. The Vendor shall restore all disturbed areas to an equivalent or better condition than what existed prior to the commencement of project. Costs of all restoration shall be included in the unit price for the project.
- 3.6. Arena dasher board systems must be provided by a manufacturing firm that has experience in supplying and installing ice rink hockey dasher board systems. Examples of at least ten (10) similar dasher board system installations in the last five (5) years must be provided, at the request of the Department.

### **4. Codes and Standards**

- 4.1. The Vendor shall fully comply with all codes and standards applicable to the Work undertaken, including but not limited to:
  1. Canada Occupational Health and Safety Regulations
  2. Occupational Health and Safety (OH&S) Act of the Province of Ontario
  3. National Building Code of Canada
  4. Ontario Building Code Regulation
  5. National Fire Code of Canada
  6. Fire Protection and Prevention Act of the Province of Ontario.
  7. Canadian Standards Association (CSA)

- 4.2. In all instances, the most recently revised version of the applicable codes shall apply.
- 4.3. In the case of conflicts or discrepancies, the more stringent regulation shall apply.
- 4.4. All Work shall meet the approval of the Authorities Having Jurisdiction at the project site.

## **5. Record Documentation**

- 5.1. The Vendor shall provide to the Department an electronic copy of the as-built dasher board schematics and layouts for all installed panels and products covered under the scope of work.
- 5.2. The Vendor shall provide to the Department a digital project O&M manual which shall contain at a minimum:
  1. Maintenance instructions.
  2. Final as-built drawings of the system.
  3. Approved shop drawings of all supplied equipment and materials.

## **6. Project Start and Completion**

- 6.1. Upon notification of successful bid, the Proponent may immediately start project planning including, but not limited to, measuring, scheduling, preparing layouts and schematics, and any other preparation that will assist in ensuring the project is completed in the approved timeframe.
- 6.2. The Department will plan to have the ice removed from the pad by May 20<sup>th</sup>, at which time demolition may start.
- 6.3. The project shall be completed no later than July 10, 2026. A rate of \$500 / day will be charged for late completion.

## **Products**

### **1. Arena Panels**

- 1.1. A panelized arena dasher board system shall consist of prefabricated, modular panel sections having aluminum framing and high-density polyethylene (HDPE) facing with colour matched fasteners. A 5" frame deep profile is required throughout the entire system. The design of all panels whether straight, curved, or in which a gate is located shall be similar. Each Panel shall be 42" in height from the refrigerated floor and no more than 8' in length. The arena panels shall include all gates, hardware, shielding supports,

and anchor bolts required to provide a complete and functional dasher board system are required, with extra items as listed in the specification checklist.

- 1.2. HDPE dasher board cladding, backer panels, kickplate, and cap rail shall be specifically designed for high impact ice arena applications, using only virgin polyethylene for consistent colour and strength.
- 1.3. Dasher board cladding and backer panels shall be "Bright White" in colour and designed to maintain a bright, clean white appearance.
- 1.4. Typical sections shall consist of a minimum two vertical posts and three horizontal stringers. Frames shall be connected end to end with heavy duty 5/8" bolts or equivalent.
- 1.5. Framing Aluminum shall be mill finished and allow for fastening of the HDPE facing and anchoring at base. Vendor shall accurately fit together all joints, corners, and intersections and ensure flush mating of the HDPE facing at arena panel joints. The Vendor shall match components to products to ensure the system is level and flush.
- 1.6. Supply and install radiused coloured (Red or Dark Blue) HDPE cap rails throughout the dasher system. Colour to be determined by Department at later date.
- 1.7. 8" Yellow HDPE kick plates shall be mounted to the bottom of the panels. Top of the kick plate shall have radiused edge.
- 1.8. Supply additional coloured fasteners. Minimum 500 white, and 100 of each additional colour.
- 1.9. Thirty (30) Advertising panels shall be 8' in length with 3/8" white HDPE backing and 1/8" clear polycarbonate (Lexan) with CNC beveled edges. Locations to be determined at site visit.
- 1.10. 3/8" thick white HDPE backing as shall be installed as specified at site meeting. This shall include three of the four corners at full height, as well as player and penalty boxes at half height (to accommodate water bottle shelves), and gap filling along the spectator seating. Backer Panels shall be securely attached to the dasher board framing.
- 1.11. Anchors shall be 5/8" diameter Hilti adhesive anchors or equivalent for permanent installation. The Vendor shall be responsible for determining the acceptable length of anchor to avoid damage of refrigeration system.

## **2. Player's Penalty, and Timekeeper's Boxes/Benches**

- 2.1. Boxes shall consist of two player's boxes, two penalty boxes, and one time keeper's box and shall be constructed similarly to the arena panels
- 2.2. Player's boxes shall be 30' in length and span to the outer wall approximately 7'.
- 2.3. Penalty and Time Keeper Boxes shall be 6' wide and span to the outer wall approximately 7'
- 2.4. Time Keeper's box shall include a full-width table with pen/pencil holder.
  1. Re-installation of existing current electrical and audio equipment shall be included under this scope of work. Use licensed electrician to re-install electrical equipment as required.
- 2.5. Player's and penalty boxes shall include benches. Benches shall be 1/2" thick coloured HDPE top fastened to 9 1/2" wide aluminum channel and aluminum bench support with mounting hardware. Pedestals shall be 20" above the floor.
  1. Player's Bench Length: 24'
  2. Penalty Bench Length: 6'
- 2.6. A coach's walkway / second row seating in each of the player's boxes shall be provided.
  1. Height: TBD at site meeting
  2. Width: TBD at site meeting
  3. Length: Full box width
  4. All exposed sides covered with 3/8" white HDPE
- 2.7. 1/2" rubber matting shall be laid loose on all floors and walkways in boxes.
  1. Use only non-absorbent rubber matting.
  2. Hardness: ATSM D2240 75 +/- 5
  3. Material: Vulcanized rubber.
  4. Rubber flooring and matting to neatly fit in all boxes
  5. Flooring colour to be confirmed by Department from samples provided by Proponent.
- 2.8. Player and Penalty Boxes shall have water bottle shelves incorporated into the dasher board system and be the full width of the box.

### **3. Spectator Shielding**

- 3.1. Seamless 1/2" thick clear tempered glass shall be installed on the spectator side at a height of 72" above the dasher boards and cap rail along the long edges of the rink.
- 3.2. Supported 1/2" thick clear tempered glass shall be installed along sides of penalty, and time keeper's box as well as on the opposite side of spectators at a height of 72" above the dasher boards and cap rail along the long edges of the rink.
- 3.3. 5/8" thick clear tempered glass shall be installed on the corners and ends of the rink, at a height of 96" above the cap rail.
- 3.4. Only tempered safety glass, heat tempered and fully toughened shall be used.
- 3.5. Roll-wave distortion shall not exceed 0.005" from peak to valley.
- 3.6. Glass shall be clear and colourless and meet:
  1. ANSI Z97.1-2009 Class A
  2. CPSC 16 CFR 1201 Category II
  3. CAN/CGSB 12.1-M90
  4. ASTM C1048
  5. CAN/CGSB-12.1, Type 2
- 3.7. Each piece of glass shall bear an approval stamp from a certified testing facility. This is to ensure that the glass meets the requirements of Section 4 Codes and Standards. Stamp must be clearly visible and legible.
- 3.8. Provide three (3) speaker holes that shall be 3 1/4" and incorporated in the official's box, for communication between the official and the officials on ice, and between the official and the players in the penalty boxes.

### **4. Spectator Shielding Supports**

- 4.1. Shielding supports shall extend to within 12" of the tip of the glass and shall be two-piece quick release clear anodized extruded aluminum.
- 4.2. Each support shall have 'U' shaped gaskets to protect the glass edge.
- 4.3. Shielding supports where glass terminates (players benches) shall include customized protective padding contained in a self-contained sleeve. Colour and logo/names to be determined by the Department at a later date.

## 5. Gates/Doors

- 5.1. Supply and install two (2) double door equipment gates in the same locations as current
  1. Equipment doors shall have replaceable HDPE thresholds covering the thermal expansion joint between the rink slab and perimeter slab.
  2. Removable thresholds shall be 2" overall (threshold and frame) thickness.
  3. Thresholds shall include additional 'ramp' to assist in reducing the difference in height from floor to ice surface for equipment.
  4. Removable threshold anchors shall be made of stainless steel.
  5. Gates shall be two 72" doors for a total of 144".
  
- 5.2. Supply and install two (2) double door maintenance gates in the same locations as current
  1. Maintenance doors shall have HDPE thresholds.
  2. Gates shall be two 48" doors for a total of 96"
  3. Thresholds shall be angled on edge away from ice surface to allow for easier transition of pedestrian traffic during off season activities.
  
- 5.3. Supply and install eleven (11) 30" single door gates (4x player bench to ice, 2x penalty box to ice, 2x walkway to player bench, 2x player bench to penalty bench, 1x home penalty box to time keeper box).
  1. Player's bench gates to the ice surface shall be located at each of player's bench and swing towards bench separations (penalty box and end of player bench)
  2. Penalty box gates to the ice surface shall be located towards center ice and swing towards the time keeper's box.
  3. Player/Coach/Time keeper gates through benches shall be located 18" from back wall and swing towards the back wall. Gates shall swing away from players bench and time keeper box.
  
- 5.4. Supply and install two (2) 36" single door entrance gates in the same locations as current.
  
- 5.5. Supply and install one (1) 48" single door hockey net gate in the same locations as the current 36" hockey net gate.
  
- 5.6. Unless noted otherwise, all gate hinges and latches shall be heavy duty stainless steel, and all nuts, washers, and bolts shall be zinc plated as minimum.
  
- 5.7. All gates to the playing surface shall swing away from the playing surface and have HDPE thresholds

- 5.8. All gates with spectator shielding shall have appropriately sized spectator shielding to match adjacent sides.
- 5.9. All double door gates to include castors, slide bar gate latch or equivalent and cane bolts.
- 5.10. All single door gates shall be single latch type equipped with a flush mounted push-button latch release in the cap rail on the ice entrance gates where shields would otherwise prevent latch operation. The push-button shall be designed to be simple to operate from the ice side of the shielding (suitable for opening gates with hockey glove on hand), yet prevent accidental opening.

## **6. Protective Netting**

- 6.1. Protective netting shall be a clear monofilament netting.
- 6.2. The protective netting shall be placed at both ends where 8' glass is used as well as the full length of the spectator side and must reach a minimum height of 11' above the glass.
- 6.3. Protective netting shall be hung from conduit with aircraft cable at the top and appropriately fastened at the bottom.
- 6.4. All hardware, conduit, and supplies for installation shall be new and included in the bid.

## **Specifications Compliance Checklist**

### **1. Specification Compliance Checklist**

- 1.1. All aforementioned specifications should be considered as necessary unless noted otherwise.
- 1.2. If a Proponent has a proposal for a different product or specification, they shall select 'YES' on the 'Specification Compliance Checklist' if they are able to meet the requested product or specification, and then list the proposed alternative with the 'Options for Consideration' and include an explanation with the difference in price from the requested product or specification.
- 1.3. If a Proponent cannot meet a requested product or specification, they shall answer 'NO' on the 'Specification Compliance Checklist' and provide details with an alternative product or specification on a separate page attached to the Bid Package.

<b>Specification Compliance Checklist</b>	<b>Yes/No</b>
Dasher Boards System (prefabricated, modular panel sections with aluminum framing HDPE facing with colour matched fasteners).	
Dasher Board Height (42").	
Ad Panels (30x 3/8 White HDPE Backing with 1/8 Polycarbonate covering).	
8" Coloured Kick Plate.	
Coloured Cap Rail.	
Additional coloured fasteners (min. 500 white and 100 of each additional colour)	
Anchor System (5/8" diameter Hilti adhesive anchors or equivalent for permanent installation).	
Player, Penalty, and Time Keeper Box Sizing.	
Player and Penalty Box Benches.	
Player, Penalty, and Time Keeper Flooring	
End & Corner Glass (8' Supported).	
Player side glass including Penalty and Time Keeper Boxes (6' Supported).	
Spectator Side Glass (6' Seamless).	
Each piece of glass shall bear an approval stamp from a certified testing facility.	
Glass Supports (Supported).	
Glass Supports (Seamless).	
(2) 12' Double Door Equipment Gates.	
(2) 8' Double Door Maintenance Gates.	
(1) 4' Single Door Hockey Goal Gate.	
(2) 3' Single Door Entrance Gate.	
(11) 30" Single Door Gates.	
Gate Thresholds shall be white (HDPE).	
All double door gates to include castors, slide bar gate latch and cane bolts.	
All single door gates shall be single latch type equipped with a flush mounted push-button latch release in the cap rail on the ice side.	
Protective netting shall be a clear monofilament netting.	
All gate hinges and latched shall be Stainless Steel.	
Unless otherwise noted, all nuts, washers, and bolts shall be zinc plated as minimum.	
All measurements to ensure proper fit and installation shall be the responsibility of the Proponent.	
Minimum 12-month warranty.	
Completion of project by July 10 2026.	

**2. Options for Consideration**

- 2.1. All options listed shall be priced independently from the project with the additional or reduced cost noted accordingly.
- 2.2. The Department reserves the right to add any or all of the options listed and adjust the bid accordingly.
- 2.3. For options suggested or provided by the Proponent, additional information including advantages or reasonings should be included. The Proponent may choose to include this information on additional pages that may be included with the Bid Package.

<b>Options for Consideration</b>	<b>Additional or Reduced Cost</b>
Reduce 48" single door for hockey nets to 42".	
Reduce 48" single door for hockey nets to 36".	
Increase player and penalty bench ice doors to 36" in lieu of 30".	
Provide two (2) 36" stick racks in each player bench (4 total).	
Steel ice dams on Machine gates in lieu of HDPE.	
Provide supported glass in all areas in lieu of seamless glass along spectator side.	
Provide pre-strung hockey goal nets, including post anchors.	
Disposal of existing board system.	
Provide White Nylon Netting In lieu of Monofilament netting.	
Provide Kevlar Netting In lieu of Monofilament netting.	
Provide Acrylic rounded corners at glass.	
Provide Acrylic in lieu of tempered glass.	
Additional pages (Yes /No)?	

## Schedule B – Form of Bid

(Return all of Schedule B with the Bid Package Submission)

### Contact Information of the Proponent

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Legal Name of the Proponent or Individual

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Mailing & Courier Delivery Address with Postal Code

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Telephone Number

Fax Number

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H.S.T. Number

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For Any Questions Regarding the Bid, Name the Contact Person and Their Title

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Contact's email address

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Bid Price Before tax

HST

Total Bid Price Including HST

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Authorized Signature

Name (Please print)

For Department Acceptance Only

Authorized Signature

Name (Printed)

Date (mm/dd/yy)