



## **THE MUNICIPALITY OF CENTRAL MANITOULIN**

**Request for Quote: RFQ 04-2024**

**FOR: PROVIDENCE BAY AND MINDEMOYA ARENA –  
ELECTRICAL SERVICES FOR LED LIGHTING UPGRADES**

**Sealed quotes clearly marked as to contents will be received until:**

**FRIDAY APRIL 19, 2024 AT 2:00 PM EDT**

QUOTES ARE TO BE SUBMITTED BY EMAIL TO: P. MADER, DEPUTY CLERK/ PROJECT MANAGER  
at [pmader@centralmanitoulin.ca](mailto:pmader@centralmanitoulin.ca)

LATE QUOTES WILL NOT BE ACCEPTED

## 1.0 SUMMARY FORM

**THIS PAGE MUST BE INCLUDED WITH THE QUOTE SUBMISSION**

### 1. RFQ 04- 2024 – PROVIDENCE BAY AND MINDEMOYA ARENA – ELECTRICAL SERVICES FOR LIGHTING UPGRADES

PRICE: \$ \_\_\_\_\_

MUNICIPAL DISCOUNT (-) \$ \_\_\_\_\_ (subtract value)

HST \$ \_\_\_\_\_

**TOTAL PRICE** \$ \_\_\_\_\_

**DATE:** \_\_\_\_\_

**FIRM NAME:** \_\_\_\_\_

**AUTHORIZED SIGNATURE:** \_\_\_\_\_

**PRINTED NAME OF SIGNING OFFICER:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CELL:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

#### **ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA**

This will acknowledge receipt of the following addenda and, that the pricing quoted includes the provision set out in such addenda:

#### **ADDENDUM # DATE RECEIVED**

# \_\_\_\_\_

# \_\_\_\_\_

Check here if NO Addendum received.

## 1.0 GENERAL SCOPE OF WORK

The Municipality of Central Manitoulin is requesting quotes from qualified licensed electricians to perform lighting upgrades at the Mindemoya Arena and the Providence Bay Arena to remove existing light fixtures and install new LED lighting. The scope of the work shall include securing required permits, removal and proper disposal of existing bulbs and fixtures (except those specified), performing any required modifications to the electrical to prepare for the installation of the new LED fixtures, installation of the new fixtures, commissioning, and site clean-up including all disposal fees. All work shall be completed in accordance with all relevant legislation and regulations. Fixtures and bulbs (integrated LED fixtures) will be supplied by the Owner, delivered to each site. The Successful Proponent is to supply all equipment required to perform the work, including scissor lift or scaffolding. The fixtures being supplied will be a combination of RAB Lighting or Juno Acuity Brand Lighting. Links to the product specification sheets are provided in Appendix A. Location A is the JH Burt Memorial Arena located at 6064 Highway 542, Mindemoya. Location B is the Providence Bay Arena located at 5143 Highway 551.

## 2.0 DETAILED SCOPE OF WORK

The scope of work shall include the following items:

### **Location A: Mindemoya Hall Arena 6064 Hwy 542 Mindemoya, Ontario**

- a) Prepare preliminary lighting layout design for review by the Municipality for the lights being replaced inside the ice resurface room and ice refrigeration plant areas. Lighting fixtures in other areas will be replacing existing fixtures in the same location.
- b) Coordinate all required permitting through Electrical Safety Authority (ESA) as well as close-out inspections, and complete all work required to close-out the permit.
- c) De-installation, removal and proper disposal of old fixtures, bulbs, ballasts, and all other components as directed by maintenance personnel, including:
  - Remove existing 33 high bay fixtures and reinstall new LED fixtures with cages and deflectors in the existing location on the lighting grid.
  - Remove all old lighting fixtures throughout the building and install new LED fixtures as identified on the provided inventory list and install 6 new dimmer switches to replace existing light switches located inside the lighting box outside the arena office door.
- d) The Successful Proponent shall identify and follow any environmental requirements when disposing of fixtures. Note: Disposal at the Municipality's Transfer Station Site is not permitted. Proponents are required to arrange for disposal at an appropriate location, and any costs associated with disposal shall be itemized in the quote provided.
- e) **The following identified fixtures shall be supplied to the municipality in reusable condition after removal, rather than being taken for disposal:**
  - **Exterior 4 ft T8 fixtures located east wall at Mindemoya Arena (Ice surface side) – 4 total.**
  - **Centre Ice LED fixture - 1 total.**
- f) Perform all electrical modifications/upgrades required to install the new fixtures in the list provided.
- g) Install supplied fixtures as outlined below:

- 4-foot 4000 K led fixtures – 73 total
  - Wall mounted fixtures – 14 total
  - Slim mounted 6” fixtures – 7 total
  - 6” retrofit baffles – 10 total
  - Wired dimmer switch – 6 total
- h) Timeline window for completion of Ice surface lights –May 2024 or September 2024
- i) Timeline for completion of all interior lighting upgrades before September 15,2024 working with the electrical contractor we will be required to schedule blocks of time and work around rentals and user groups of the spaces.
- j) It is the responsibility of the successful proponent to provide all equipment and tools necessary to complete the scope of work.

**Location B: The Providence Bay War Memorial – 5143 Hwy 551 Providence Bay, Ontario**

- a) Prepare preliminary lighting layout design for review by the Municipality for the lights being replaced inside the ice resurface room and ice refrigeration plant areas. Lighting fixtures in other areas will be replacing existing fixtures in the same location.
- b) Coordinate all required permitting through Electrical Safety Authority (ESA) as well as close-out inspections, and complete all work required to close-out the permit.
- c) De-installation, removal and proper disposal of old fixtures, bulbs, ballasts, and all other components as directed by maintenance personnel, including:
- Remove existing 30 high bay fixtures and reinstall new LED fixtures with cages and deflectors in the existing location on the lighting grid
  - Remove all old lighting fixtures throughout the building and install new LED fixtures as identified on the provided inventory list and install 5 new dimmer switches front lobby to replace existing light switches located inside the ticket booth.
- d) The Successful Proponent shall identify and follow any environmental requirements when disposing of fixtures. Note: Disposal at the Municipality’s Transfer Station Site is not permitted. Proponents are required to arrange for disposal at an appropriate location, and any costs associated with disposal shall be itemized in the quote provided.
- k) Perform all electrical modifications/upgrades required to install the new fixtures in the list provided.
- l) Install supplied fixtures as outlined below:
- 4-foot 4000 L LED fixtures – 38 total
  - Wall mounted fixtures – 12 total
  - Slim mounted 6” fixture – 6 total
  - 1x4 panels – 2 total’
  - Wired dimmer switch – 5 total
- m) Timeline window for completion of Ice surface lights –May 2024 or September 2024
- n) Timeline for completion of all interior lighting upgrades before September 15,2024 working with the electrical contractor we will be required to schedule blocks of time and work around rentals and user groups of the spaces.

- o) It is the responsibility of the successful proponent to provide all equipment and tools necessary to complete the scope of work.

Sub-Contractors: Proponents shall identify all sub-contractors that are anticipated to have a significant role in the services provided.

Proponents shall schedule the work to accommodate the facility bookings in the two rental facilities. Due to facility usage and rentals, there are currently two available work windows: May 2024 or September 2024. Proponents shall supply a work schedule in their submission package along with the quote.

### 3.0 SITE VISIT

Proponents may schedule an optional site visit during one of the following two time slots on April 8, 2024.

- Option 1: April 8, 2024 at 9:00 a.m.
- Option 2: April 8, 2024 at 1:00 p.m.

The meeting location for the site visit will be Mindemoya Arena Entrance, continuing to the Providence Bay Arena location following a review of the Mindemoya location.

It is the responsibility of each proponent to satisfy themselves by personal examination as to the local conditions to be met with during the scope of work outlined. The proponent shall make their own estimate of the facilities and difficulties to be encountered. Proponents shall not claim after submission of their tender that there was any misunderstanding of the terms and conditions of the Contract relating to site conditions or scope of work.

### 4.0 INQUIRIES

Any and all inquiries concerning this Quote must be submitted in writing to the following Municipal representative (the **“Contact Person”**):

Patricia Mader  
Municipal Coordinator – Special Projects  
[pmader@centralmanitoulin.ca](mailto:pmader@centralmanitoulin.ca) | 1-705-377-5726

Information that is offered by or obtained from sources other than the Contact Person, including any other representative of the Municipality, is not official, may be inaccurate, and may not be relied on in any way by any Bidder.

**Deadline for inquiries is Tuesday April 16, 2024 at 2:00 p.m.**

## 5.0 DELIVERY OF QUOTES

Quotes will be received via Electronic Submission (email) to The Municipality of Central Manitoulin until **2:00pm, local time on Friday April 19, 2024**. The submission deadline is the time that the submission is received and not sent by the sender. Confirmation of receipt can be requested by calling the Municipal Office at 705-377-5726.

Quotes shall be emailed to [pmader@centralmanitoulin.ca](mailto:pmader@centralmanitoulin.ca) with subject line: **“RFQ 04- 2024 – PROVIDENCE BAY AND MINDEMOYA ARENA – ELECTRICAL FOR LIGHTING UPGRADES”**.

## 6.0 WITHDRAWAL OR ALTERATION OF QUOTES

A bidder who has submitted a quote may submit a further quote at any time up to the specified time and date for the RFQ closing. The last quote received shall supersede and invalidate all quotes previously submitted by that Bidder as it applies to this RFQ. Unsolicited alternative quotes will be accepted as long as the specifications are provided, and the alternative is submitted in addition to the solicited quote.

All bids will be irrevocable for a period of thirty (30) days.

## 7.0 SIGNED QUOTE TO BE CONSIDERED AN OFFER

Each proposal will be received with the understanding that the acceptance in writing by the Municipality of the offer to furnish all or any part of the commodities or services described therein shall constitute a contract between the Bidder and the Municipality.

The proponent acknowledges that it has read this RFQ, and all addenda, in their entirety, and understand and agrees to be bound by its requirements and comply with all sections of the RFQ contemplated herein as well as all other terms, conditions and Specifications stated within the RFQ, without qualification.

Upon acceptance of the bid, both parties hereto agree to do everything necessary to ensure that the terms of this agreement take effect.

No alterations or variations of the terms of the contract shall be valid or binding upon the Municipality unless authorized in writing.

## 8.0 PRICES AND TAX

Unless otherwise stipulated, all prices bid must be stated in Canadian funds and are to be quoted F.O.B. Prices will be inclusive of labour, any parts not specified as being supplied by the owner, materials, fees, disbursements, and all other costs. Harmonized Sales Tax (HST), and all other applicable taxes shall be listed separately from the price(s) quoted on this tender at the rate in effect at time of bidding. No variation in Bid Price(s) shall be permitted after the closing date.

## 9.0 RIGHT TO ACCEPT OR REJECT QUOTE

The Municipality reserves the right to reject any or all quotations or to accept any quotation should it be deemed in the best interest of the Corporation to do so. The Municipality reserves the right to reject all quotes, whether whole or in part.

Quotes must be legible, submitted on the forms provided, signed by an authorized official of the bidding organization and the products on which the price is submitted must meet all the requirements of the specification and/or legislation.

## 10.0 REGULATION COMPLIANCE AND LEGISLATION

The Successful Proponent shall ensure all services and products provided in respect to this project are in accordance with and under authorization of all applicable authorities, Municipal, Provincial and Federal legislation, including but not limited to:

- The Occupational Health and Safety Act and its regulations;
- The Workplace Safety & Insurance Act and its regulations;
- The Canadian Environmental Protection Act and its regulations;
- The Municipal Act and its regulations.

Any Contract resulting from this Request for Tender will be governed by and will be construed and interpreted in accordance with the laws of the Province of Ontario.

## 11.0 WORKPLACE SAFETY AND INSURANCE BOARD

The successful tenderer shall at the time of entering into any Contract or Agreement with the Owner, furnish a satisfactory clearance certificate from the Workplace Safety & Insurance Board stating that all assessments or compensation payable to the WSIB have been paid and the Owner may at any time during the performance or upon completion of the contract require further proof that such assessments have been paid.

The selected tenderer shall submit clearance a certificate to the Owner in duplicate together with the Contract or Agreement executed by the said tenderer. One copy of the clearance certificate shall be bound into each of the two executed sets of the Contract.

## 12.0 OCCUPATIONAL HEALTH AND SAFETY

For the purposes of the Occupational Health and Safety Act, the successful bidder is considered to be the "Constructor" as defined in the Act.

It is specifically drawn to the attention of the tenderer that the Occupational Health and Safety Act provides in addition to other things that:

"A Constructor shall ensure, on a project undertaken by the constructor that:

- (a) the measures and procedures prescribed by this Act and the regulations are carried out on the project.
- (b) every employer and every worker performing work on the project complies with this Act and the regulations; and

(c) the health and safety of workers on the project is protected."

The successful proponent will be required to submit certificates for working at heights and scissor lift training for the workers on-site performing the work.

### 13.0 INSURANCE

The successful Bidder shall provide, maintain, and pay for the insurance coverage as detailed below. Proof of insurance shall be submitted to the Owner within ten (10) days of notice of award of the Contract and prior to the start of work.

#### **Commercial General Liability Insurance:**

Commercial General Liability, underwritten by an insurer licensed to conduct business in the Province of Ontario, for a limit of not less than \$5 Million per occurrence, an aggregate limit of not less than \$5 million, within any policy year with respect to completed operations and a deductible of not more than \$5000.00. The insurance coverage shall not be less than the insurance provided by IBC Form 2100 and IBC Form 2320. The policy shall include an extension for a standard provincial and territorial form of non-owned automobile liability policy. This policy shall include but not be limited to:

- (a) Name the Owner as an additional insured
- (b) Cross-liability and severability of interest
- (c) Blanket Contractual
- (d) Products and Completed Operations
- (e) Premises and Operations Liability
- (f) Personal Injury Liability
- (g) Contingent Employers Liability
- (h) Work performed on Behalf of the Named Insured by Subcontractors
- (i) Firefighting Expenses
- (j) Elevator and Hoist Liability
- (k) Attached Machinery – while loading and unloading

The CCDC under GC 11.1 Insurance includes the following verbiage:

"General liability insurance shall be maintained from the date of commencement of the Work until one year from the date of Substantial Performance of the Work. Liability coverage shall be provided for completed operations hazards from the date of Substantial Performance of the Work, as set out in the certificate of Substantial Performance of the Work, on an ongoing basis for a period of 6 years following Substantial Performance of the Work."

#### **Automobile Insurance:**

Standard Form Automobile Liability Insurance that complies with all requirements of the current legislation of the Province of Ontario, having an inclusive limit of not less than \$2 Million per occurrence for Third Party Liability, in respect of the use or operation of vehicles owned, operated or leased by the Contractor.



All required insurance would be endorsed to provide the Municipality within 30 days advance written notice of cancellation or material change. The Service provider will provide the Municipality with evidence of the required insurance, in the form of a completed Certificate of Insurance, immediately following execution and delivery of the Contract, with the Municipality listed as additional insured. The Policies described above will not be cancelled or permitted to lapse unless the insured notifies the Municipality in writing at least thirty days prior to the effective date of cancellations or expiry. The submitted Certificate of Insurance is subject to review by the Owner. The Owner reserves the right to request additional forms of coverage and coverage limits, which if not supplied may be deemed grounds to terminate the contract.

**Indemnity:**

Notwithstanding the providing of insurance coverage the Contractor shall hereby agree to indemnify and save harmless the Municipality, its successor(s), assign(s) and authorized representative(s) and each of them from and against losses, claims, damages, actions and causes of action (collectively referred to as "Claims") that the Municipality may sustain, incur, suffer or be put to at any time either before or after the expiration or termination of this Agreement, that arises out of errors, omissions or negligent acts of the Contractor or their subcontractors, servants, agents, or employees under this Agreement, excepting always that this indemnity does not apply to the extent, if any, to which the Claims are caused by errors, omissions or the negligent acts of the Municipality, its other contractors, assigns and authorized representations or any other person.

#### 14.0 FORM OF AGREEMENT




Attached in Appendix B

#### 15.0 FORM OF PAYMENT

Payment shall be made by cheque upon submission of invoices to the Municipality from the Successful Proponent for work completed to the satisfaction of the Municipality in fulfillment of the agreed upon scope of work. Invoices shall be payable within 30 days of receipt.

## SCHEDULE A – SPECIFICATION SHEETS FOR SUPPLIED FIXTURES

# at Location	Specifications
<p>High Bay Fixtures</p> <p>Mindemoya Arena = 33</p> <p>Providence Bay Arena = 30</p>	<div style="display: flex; justify-content: space-around; align-items: center;">    </div> <p style="text-align: center;"><b>RABRH2SLED200A150HVKBLK</b></p> <p style="text-align: center;">Spec sheet :  <a href="https://cdne.soneparcanada.io/PIM_Docs/Docs/STEP_ASSETS_PDF/372438832.pdf">https://cdne.soneparcanada.io/PIM_Docs/Docs/STEP_ASSETS_PDF/372438832.pdf</a></p>
<p>4-foot 4000 K led fixtures</p> <p>Mindemoya Arena = 73</p> <p>Providence Bay Arena = 38</p>	<div style="text-align: center;">  </div> <p style="text-align: center;"><b>SMW4N-LED48-B-4K-WHT-DIM-FR SUR WRAP LED</b></p> <p style="text-align: center;">Spec sheet: <a href="https://rabdesign.ca/wp-content/uploads/2022/06/RAB_SpecSheet_SMW4N_2022.pdf">https://rabdesign.ca/wp-content/uploads/2022/06/RAB_SpecSheet_SMW4N_2022.pdf</a></p>
<p>Wall mounted fixtures</p> <p>Mindemoya Arena = 14 total</p> <p>Providence Bay Arena = 12 total</p>	<div style="text-align: center;">  </div> <p style="display: flex; justify-content: space-between;"><b>WLE-LED12-B-4K-</b> <b>BLK-PC-CL WALL LED</b></p> <p style="text-align: center;">Spec Sheet: <a href="https://rabdesign.ca/wp-content/uploads/RAB_SpecSheet_WLE-LED_2018.pdf">https://rabdesign.ca/wp-content/uploads/RAB_SpecSheet_WLE-LED_2018.pdf</a></p>

<p>Slim mounted 6" fixtures</p> <p>Mindemoya Arena = 7</p> <p>Providence Bay Arena = 6</p>	 <p><b>ACUJSBT6IN30K90CRIMWWLM6</b></p> <p>Specs: <a href="https://www.acuitybrands.com/products/detail/1763718/juno/jsbt-tapered-switchable-white-surface-mount-disk-light/slimbasicst-jsbt-switchable-led">https://www.acuitybrands.com/products/detail/1763718/juno/jsbt-tapered-switchable-white-surface-mount-disk-light/slimbasicst-jsbt-switchable-led</a></p>
<p>1x4 Panel</p> <p>Providence Bay Arena = 2</p>	 <p><b>ACUCPX1X4ALO7SWW7M4</b></p> <p>Specs: <a href="https://www.acuitybrands.com/products/detail/1065807/lithonia-lighting/cpx/led-panel">https://www.acuitybrands.com/products/detail/1065807/lithonia-lighting/cpx/led-panel</a></p>
<p>Retrofit baffles</p> <p>Mindemoya Arena = 10</p>	 <p><b>ACU65BEMWSWW59DCR1M6</b></p> <p><a href="https://www.acuitybrands.com/products/detail/1897044/juno/e-series-led-trim-kit/4in-5-and-6in-switchable-white-led-downlights-in-smooth-or-baffle-trim-styles">https://www.acuitybrands.com/products/detail/1897044/juno/e-series-led-trim-kit/4in-5-and-6in-switchable-white-led-downlights-in-smooth-or-baffle-trim-styles</a></p>

**SCHEDULE B – FORM OF CONTRACT  
AGREEMENT**

**THIS AGREEMENT** made this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

**BETWEEN**

**THE MUNICIPALITY OF CENTRAL MANITOULIN**

Hereinafter called the “Owner”,

**AND**

\_\_\_\_\_  
Hereinafter called the “Proponent”

**WHEREAS** the Owner has awarded to the Proponent the Tender for;

***‘Contract Agreement: RFQ xx- xxxx’***

For the agreed upon price submitted in response to “*RFQ XX-XXXX*” submitted by {authorized representative} for {name of company} for the amount of {bid- price}.

According to the terms and conditions herein referred to, the Proponent having put in a Quotation therefore, a copy of which is hereto annexed, which Quote was accepted by the “Owner” on the;

\_\_\_ day of \_\_\_\_\_, 2024.

**THE** Proponent covenants and agrees with the Owner to provide such materials, goods, services, and labour of all kinds whatsoever as may be necessary for Supplying the said equipment, materials and services, in accordance with the conditions and requirements prepared therefore and attached hereto and which are expressly acknowledged and made part of this Tender.

**IN** witness where of the parties hereto have hereunto set their hand and seals on the above date.

**PROPONENT**

SIGNED, SEALED AND  
DELIVERED

)  
) By: \_\_\_\_\_  
) Position: \_\_\_\_\_  
) (I have authority to bind the Company)  
) Witness: \_\_\_\_\_  
) (If not under Seal)

**THE MUNICIPALITY OF CENTRAL MANITOULIN**

)  
) Per: \_\_\_\_\_  
Denise Deforge CAO/Clerk  
(I have authority to bind the Municipality)

## SCHEDULE C – BID FORM & PROPOSED SCHEDULE OF WORK

**THIS INFORMATION MUST BE INCLUDED WITH THE QUOTE SUBMISSION BUT MAY BE SUPPLIED EITHER ON THE FORM PROVIDED OR IN THE PROPONENT’S STANDARD QUOTE FORMAT AS LONG AS ALL THE INFORMATION IS PROVIDED.**

Provide the company’s website address: \_\_\_\_\_

Provide details on the Scope of work, deliverables, and proposed schedule:

<b>LOCATION A: MINDEMOYA ARENA</b>	<b>Schedule</b>	<b>Cost (excluding HST)</b>
Design layout and permitting.		
Removal of existing fixtures		
Disposal of existing fixtures as specified (some to be re-used as detailed in the scope of work).		
Installation of supplied LED fixtures and inspection/permit close-out		
Other – Specify:		
	TOTAL Location A:	
<b>LOCATION B: PROVIDENCE BAY ARENA</b>	<b>Schedule</b>	<b>Cost</b>
Design layout and permitting.		
Removal of existing fixtures		
Disposal of existing fixtures as specified (some to be re-used as detailed in the scope of work).		
Installation of supplied LED fixtures and inspection/permit close-out		
Other – Specify:		
	TOTAL Location B:	

Provide three references for relevant projects:

Project Details	Date	Contact Information

Work Plan/ Proposed Schedule:

LOCATION A: MINDEMOYA ARENA	
Proposed Start Date	Proposed Completion Date

LOCATION B: PROVIDENCE BAY ARENA	
Proposed Start Date	Proposed Completion Date

List of Sub-Contractors

Company name: \_\_\_\_\_

Authorized Individual/ Contact Person: \_\_\_\_\_

Title of Authorized Individual: \_\_\_\_\_

SIGNATURE OF BIDDER: \_\_\_\_\_

DATE SIGNED: \_\_\_\_\_, 20\_\_\_\_