



THE MUNICIPALITY OF  
**LAMBTON SHORES**

**Community Services**  
9577 Port Franks Road  
Thedford, ON N0M 2N0  
T: 519-243-1400 / 1-866-943-1400  
[www.lambtonshores.ca](http://www.lambtonshores.ca)

## **THE MUNICIPALITY OF LAMBTON SHORES**

**Request for Tender – 2026-14  
Arkona Community Centre Window Replacement**



## **The Municipality of Lambton Shores**

9577 Port Franks Road, Thedford ON  
Telephone: (519) 243-1400  
Email: [afarr@lambtonshores.ca](mailto:afarr@lambtonshores.ca)  
[The Municipality of Lambton Shores](http://www.lambtonshores.ca)

**SUBMISSIONS** shall be received no later than the closing time and date noted below to the attention of Ashley Farr, Director of Community Services, and must contain the below information.

Request for Tender Number	2026-14
Contract Administrator	Municipality of Lambton Shores
Project Name	Arkona Community Centre Window Replacement
<b>Mandatory Pre-Bid Site Meeting</b>	<u>Date/Time:</u> February 13, 2026 at 10:00 a.m. <u>Location:</u> 16 Smith Street, Arkona ON <u>PPE required:</u> Yes – work boots and safety vest.
Test Holes	N/A
Open for Acceptance	90 days from Tender Closing Time and Date
Question Period Closing Time and Date	February 16, 2026, 2:00:00 p.m., local time
Tender Closing Time and Date	February 18, 2026, 11:00:00 a.m., local time

Bid Deposit	10% of Total Contract Price (Excl. HST)
Performance Bond	100% of Total Contract Price (Excl. HST)
Labour and Material Payment Bond	100% of Total Contract Price (Excl. HST)
Warranty Term	Detailed warranty information to be provided by Proponent on products proposed
Tentative Project Council Award Date	February 24, 2026
Tentative Project Start Date	As soon as possible
Project Completion Date	By May 30, 2026

## INFORMATION TO BIDDERS DOWNLOADING THIS DOCUMENT

Bidders downloading this document from the Municipality of Lambton Shores website must register with the Community Services Department to be added to the Bidders List. Interested Bidders are required to complete the information below and return this form via email to:

[afarr@lambtonshores.ca](mailto:afarr@lambtonshores.ca)

Bidders who do not register may not receive any additional information or addendums relating to this project.

### Bidder Registration Form

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Project Name: 2026-14 – Arkona Community Centre Window Replacement

## **1.0 Request for Tender Details**

### **1.1 Purpose**

The Municipality of Lambton Shores (“the Municipality”) is issuing this Request for Tender (“RFT”) to seek interested Proponents for the supply and installation of new windows located at the Arkona Community Centre, 16 Smith Street, Arkona ON in the Municipality of Lambton Shores. The scope of work is further detailed within the RFT documents.

With this RFT, the Municipality is seeking tender submissions which provide the best financial and overall value to the Municipality.

### **1.2 Background**

The existing windows at the Arkona Community Centre (16 Smith Street, Arkona ON) require replacement.

### **1.3 Named Parties**

For the purposes of this RFT, the following parties are identified:

Owner:	<b>The Corporation of the Municipality of Lambton Shores</b>
Contact for Enquiries:	<b>Ashley Farr, Director of Community Services</b>
Telephone No.:	<b>519-243-1400 ext. 8313</b>
Email:	<b>afarr@lambtonshores.ca</b>

All inquiries, clarifications, or questions shall be communicated through the above noted Lambton Shores contact email address. Answers shall be addressed through addendum which will be provided to registered bidders and through the Municipality website.

### **Tenders and RFPs - Lambton Shores**

### **1.4 Request for Tender (RFT) Procedure**

This RFT was released on January 22, 2026. The process regarding submissions and the RFT opening will be applicable for this RFT. Proponents must adhere strictly to the instructions concerning submissions. The Municipality reserves the right to amend the schedule.

All submissions will be received in-person only via sealed hard copy at the Municipality office (9577 Port Franks Road, Thedford ON) before 11:00:00a.m. Local Time, February 18, 2026, and shall be labelled as follows:

Request for Tender: No. 2026-14  
Arkona Community Centre Window Replacement

Attention: Ashley Farr, Director of Community Services  
Municipality of Lambton Shores  
9577 Port Franks Road  
Thedford, ON N0M 2N0

- A. The Municipality of Lambton Shores reserves the right to accept or reject any or all submissions. The lowest price will not necessarily be accepted as outlined in the evaluation criteria.
- B. Submissions received later than the time specified will not be accepted or considered. Submissions must be plainly marked to reveal contents and the proponents name and address.
- C. Submissions are to be open for acceptance for a period of 90 days beyond the closing date.
- D. Costs shall be provided in Canadian dollars. Prices shall be quoted only on the attached Form of Tender and HST is to be shown separately as 13%.
- E. Submissions will be reviewed for compliance, and the unofficial results will be shared on the Municipality website when available.

**1.5 Question Period Cut-Off Date**

During the RFT period, inquiries may only be in writing via email following the aforementioned directions until February 16, 2026 at 2:00 p.m. local time, after which time no further inquiries will be accepted. All other inquiries may not be considered or acknowledged.

Inquiries received after this date will only be answered if deemed by the Municipality to be fundamental to the integrity of the RFT. The Municipality may also issue an addendum for administrative corrections and clarifications at any time prior to the RFT's closing date.

**1.6 Withdrawal of Submission**

Proponents will be permitted to withdraw their Submission, unopened, after it has been deposited, if such a request is received by the Municipality of Lambton Shores, in writing through email, prior to the time specified for the opening of Submissions.

**1.7 Negotiations**

The Municipality of Lambton Shores reserves the right to enter into negotiations with the selected Proponent who is determined to offer services in the best interest of the Municipality of Lambton Shores with the intent to arrive at a mutually satisfactory arrangement.

**1.8 Sub-Contracts**

Any Proponent intending to sub-contract for equipment, labour, services, or supplies must clearly identify all sub-consultants/sub-Contractors in their submission. The Municipality of Lambton Shores reserves the right to accept or reject any sub-contracts.

**1.9 Incurred Costs**

The Municipality of Lambton Shores will not be liable nor reimburse any Proponents for costs incurred in the preparation of submissions, site inspections, demonstrations, or any other services that may be requested as part of the evaluation process.

**1.10 RFT Award**

Proponents may be required to make a presentation to the Municipality. The presentation may assist the Municipality in selecting a proponent and may alter scoring. The award of this RFT will be subject to Councils approval and will be subject to a review and evaluation of submissions. This RFT will not necessarily be awarded to any proponent. Work shall only commence following approval, subsequent Agreement execution, and all necessary documentation submitted to and approved by the Municipality.

**1.11 Payment**

Payment will be made monthly, after submission of a detailed invoice and associated reporting. Invoices will be accepted for payment following substantiation.

## **2.0 Submission Requirements**

### **2.1 General Requirements**

- a) The Municipality is requesting responses from Proponents who are both interested and capable of undertaking the project.
- b) The onus is on the Proponent to show their knowledge, understanding and capacity to conduct the work outlined in this RFT.
- c) All information provided in response to this RFT must contain sufficient detail to support the services being proposed. Incomplete Responses will not be considered.
- d) Proponents shall ensure they have carefully examined the provisions, plans, specifications, and conditions attached to this RFT and has carefully examined the site and location of the work to be done under this contract, and the Proponent understands and accepts the said provisions, plans, specifications and conditions and, for the prices set forth in this RFT, hereby offers to furnish all machinery, tools, apparatus' and other means of construction, furnish all materials, except as otherwise specified in the RFT, and to complete the work in strict accordance with the provisions, plans, specifications, and conditions attached to this RFT.
- e) The Proponent shall attach a bid bond or certified cheque in the amount of 10% of the Total Contract Price (excluding HST) made payable to the Municipality of Lambton Shores. The proceeds of this bid deposit shall, upon acceptance of this RFT, constitute a deposit, which will be retained by the Municipality until final acceptance of the work.

It is agreed that the bid deposit shall be forfeited to the Municipality of Lambton Shores if the Proponent fails to file with the Municipality an executed Form of Agreement for the performance of the work prepared by the Municipality in accordance with this RFT and the provisions attached hereto within 15 days from the date of acceptance of this RFT.

The bid deposit for any unsuccessful Proponent will be returned within 10 days of the formal project award.

**Tenders not accompanied by a bid deposit will not be considered.**

- f) It is agreed that any quantities noted within this RFT are estimates only and may increase or decrease slightly by the Municipality without alteration of the contract price.
- g) The Proponent, by way of submission of an RFT, promise to commence work on an "as required basis" and to diligently perform the work continuously when

requested by the Municipality, upon acceptance of the RFT, without undue delay as specified and completes the work in its entirety in consultation with the Municipality, expected early 2026.

If the Proponent fails or neglects to commence or to execute the work diligently, and at a rate of progress that will ensure the entire completion of the work within a reasonable time, or fail to observe and perform any of the provisions of this RFT, the Municipality may notify the Proponent to discontinue all work under this RFT. The Municipality may then employ such means necessary to complete the work, and in such a case, the Proponent shall have no claim for further payment in respect of work performed.

**2.2 Specific Requirements**

a) RFT submissions for the included scope will be received by hardcopy in-person until 11:00:00 a.m., local time on February 18, 2026, to:

Lambton Shores Community Services Department  
9577 Port Franks Road  
Thedford, ON N0M 2N0  
Attn: Ashley Farr, Director of Community Services  
[afarr@lambtonshores.ca](mailto:afarr@lambtonshores.ca)

b) This RFT in its entirety must form part of the submission packages.

c) Submissions shall be witnessed and/or sealed.

d) Submissions must be fully legible. Submissions that are incomplete, unbalanced, conditional, or obscure, or which contain erasures or alterations not properly initialed, or irregularities of any kind, may be rejected as informal or void.

e) The Proponent shall take out and keep in force until the date of acceptance of the entire work by the Municipality of Lambton Shores, a comprehensive policy of public liability and property damage insurance acceptable to the Municipality providing insurance coverage in respect of any one accident to the limit of at least \$5,000,000.00 exclusive of interest and cost against loss or damage resulting from bodily injury to, or death of, one or more persons and loss of or damage to property and such policy shall name the Municipality as an additional insured there under and shall protect the Municipality against all claims for all damage or injury including death to any person or persons and for damage to any property of the Municipality or any other public or private property resulting from or arising out of any act or omissions on the part of the Proponent or any of their employees or agents during the execution of the contract and the Proponent shall forward a certified copy of the policy or certificate to the Municipality before the work commences.

- f) The Proponent shall provide a certificate of coverage from the Workplace Safety and Insurance Board (WSIB) prior to commencement of the work.
- g) The Proponent will be required to supply an Executed Agreement to the satisfaction of the Municipality prior to the work commencing. This Agreement will be prepared by the Municipality, and an example can be found in Appendix A.
- h) The Proponent will be required to submit a list of sub-Contractors (if any) including Health & Safety Acknowledgements and a list of material suppliers prior to the work commencing.
- i) Bidders will not be permitted to carry out independent subsurface soil investigations by the excavation of “test pits” as part of this tender process.
- j) The Proponent will be required to provide a 100% Labour and Material Bond and 100% Performance Bond as outlined in the Tender package in a form satisfactory to the Municipality of Lambton Shores.

For Executed Bonds, only the Construction Lien Act Form 32, Performance Bond is acceptable. Also, only the Construction Lien Act Form 31, Labour and Materials Bond is acceptable.

The cost of bonding should be included in the overall submitted price.

**k) Safety Plan Training Requirements**

**Mandatory Safety Plan:** The Contractor shall develop, implement, and maintain a comprehensive Health and Safety Plan (H&SP) specific to the scope of work outlined in the tender documents. This plan must meet or exceed all relevant regulatory requirements (e.g., OSHA, provincial regulations).

**Training and Competency:** The Contractor must ensure that all their employees are fully trained and competent to perform the work in this proposal and dedicated to following all applicable safety rules and regs. and the company's H&SP.

**Proof of Training:** The Bidder shall provide documentation detailing their proposed safety training program and how all personnel involved in the project will receive the necessary training to fulfill their roles safely and competently.

**Documentation:** The H&SP should outline the process for training new workers, conducting inspections and investigations, correcting unsafe acts, and reporting incidents and near misses.

**l) Driver's Licence Requirements**

**Licensing and Certification:** All drivers engaged in performing work under this contract must possess and maintain a valid driver's license of the appropriate class for the vehicle(s) being operated.

**Verification and Monitoring:** The Contractor is responsible for verifying the validity of all driver's licenses and ensuring that drivers are medically fit and legally permitted to operate commercial vehicles if required by law.

**Submission of Credentials:** Bidders may be required to provide a record of licensed instructors and/or general policies regarding driver certification as part of their tender submission.

**Compliance with Regulations:** The Contractor shall ensure all driving activities comply with the National Safety Code (NSC) or equivalent transportation safety legislation, including recordkeeping and compliance plans.

2.3 Evaluation Process

All accepted submissions will be reviewed by the Municipality. Any submissions not accepted will not be evaluated and Proponents will be informed as such.

2.4 Tender Envelope Cover

Proponents shall ensure they complete the Tender Submission Cover from the municipal website and affix it to the cover of the envelope containing their submission(s).

### **3.0 Submission Information**

- 3.1 Responses must be received no later than the specified closing time and date, as per these RFT requirements.
- 3.2 Proponents may edit or withdraw a submitted Response at any time up to the official closing time. Respondents are solely responsible to:
  - make any required adjustments to their Response;
  - acknowledge the Addendum/Addenda; and
  - ensure the re-submitted Response is **RECEIVED** no later than the closing time and date.
- 3.3 The Municipality reserves the right to accept or reject any and all responses.
- 3.4 Responses are to remain firm for acceptance for a period of **90** days from the closing time and date.
- 3.5 The acceptance and award of the Response, and any potential subsequent procurement processes, and/or execution of an agreement, contract or purchase order may be subject to approval by Council.
- 3.6 By submitting a response, the Respondent acknowledges and accepts all terms and conditions in this Response solicitation document and all policies and procedures as per the Municipality Procurement and Asset Disposal Policy.
- 3.7 Interested Proponents should submit a Tender outlining how they can assist with the work that has been requested. The Tender will include:
  - a) Completed Form of Tender.
  - b) Clear statement of total proposed costs as an upset limit.
  - c) Detailed warranty information on proposed products.

It is expected that every Proponent will have general knowledge of the existing field conditions and have reviewed the attached reference documents.

## **4.0 Terms and Conditions**

### **4.1 Questions/Addenda**

- a) All questions, inquiries and clarifications regarding this RFT are to be submitted through email to the aforementioned Municipality contact. Inquiries must not be directed to other employees or Elected Officials. Submitting inquiries outside of this framework may result in your Response being rejected.
- b) The Municipality assumes no responsibility for any verbal (spoken) information from any Municipality staff or from any Consultant firms retained by the Municipality, or from any other person or persons who may have an interest in this Response.
- c) Amendments or changes to this RFT prior to the closing date and time stated herein will only be in the form of written addenda issued by the Municipality and distributed through email to the registered plantakers. It is the Proponents sole responsibility to inform itself of any distributed addenda.

Proponents must acknowledge all addenda as part of their submission. Failure to do so may result in rejection.

- d) The Municipality makes no promise or guarantee that addenda will be delivered by any means to any Respondent. By submitting a Response, the Respondent acknowledges and agrees that addenda shall only be emailed to registered plantakers and it is the sole responsibility of the Respondent to check for said addenda.
- e) Where a request results in a change or a clarification to the RFT, the Municipality will prepare and issue an addendum. No addendum will be issued within the 48 hours prior to closing - not including Saturdays, Sundays and Statutory Holidays observed by the Municipality for regular business hours **with the exception of an addendum postponing the closing or cancelling of this RFT, or a piece of information may be critical to the results of the RFT.**

Respondents that have submitted Responses prior to the date and time cut-off for addenda issuance are solely responsible to monitor their email for further addendum and are therefore also solely responsible for submitting a completely new Response acknowledging any said addenda prior to the closing date and time of the RFT solicitation.

### **4.2 Cancellation**

- a) The Municipality reserves the right, at its absolute sole discretion, to cancel this contract with 30 days written notice, without cause and without penalty.

b) The Municipality reserves the right, at its absolute sole discretion, to cancel this contract with seven (7) days written notice, with cause and without penalty.

**4.3 Rights Reserved by the Municipality**

- a) The Municipality reserves the right to modify any and all requirements stated in the RFT at any time prior to the possible awarding of a contract.
- b) The Municipality reserves the right to cancel this RFT at any time, without penalty or cost to the Municipality.
- c) In the event of any disagreement between the Municipality and the Respondent regarding the interpretation of the provisions of the RFT, the Municipality shall make the final determination as to interpretation.

**4.4 Verification of Information**

The Respondent shall cooperate in the verification of information and is deemed to consent to the Municipality verifying such information.

The Municipality shall have the right to:

- a) Verify any Respondent statement or claim by whatever means the Municipality deems appropriate, including contacting persons in addition to those offered as references.
- b) Access the Respondent's premises where any part of the work is to be carried out to confirm Response information quality of processes and to obtain assurance of viability.

**4.5 Professional Responsibility**

Only qualified and experienced professionals licensed in the Province of Ontario will be considered. The Successful Proponent shall, in all respects, comply with all statutes, laws, and regulations applicable to the work and to persons employed on or in connection with the work, and pay assessments required or levied by the Workplace Safety and Insurance Board, Revenue Canada, the Employment Insurance and specifically the Ministry of Labour.

**4.6 Provisional Items**

PROVISIONAL means that the use of this item is conditional on the circumstances determined by the Contract Administrator at the time of construction, pending available budget, and that authorization to proceed must be granted to the Contractor prior to proceeding with the work.

## **5.0 Project Specifications**

### **5.1 Description of Services to be Provided**

As noted herein, the Municipality requires removal of the existing windows and supply and installation of new windows at the Arkona Community Centre within the Municipality of Lambton Shores.

#### **5.1.1 Existing Site Conditions**

The site location is located at 16 Smith Street in Arkona, Lambton Shores, and operates as the Arkona Community Centre. The existing site is a mix a paved roads, paved parking areas, existing structures, and landscaped area.

#### **5.1.2 New Site Location & Layout**

The new equipment shall be located in the same location as the existing.

### **5.2 General Specifications**

In general, all work shall be carried out in accordance with Ontario Building Code (OBC), Ontario Provincial Standard Specifications (OPSS), Ontario Provincial Standard Drawings (OPSD), and the Municipality of Lambton Shores standards unless approved by the Municipality.

Standards and requirements not directly listed within this RFT are still applicable and must be adhered to.

## **SPECIAL PROVISIONS FOR NON-TENDER ITEMS**

### **ITEM 1      Extended Working Hours**

The Contractor shall carry out the work in this Contract to completion on or before the dates detailed herein. In the event this time is not sufficient to permit completion of the work by the Contractor working a normal number of hours each day or week on a single daylight shift basis, the Contractor will work extended hours to ensure the work will be completed within the time limit specified. This project is exempt from any sound by-law to permit the necessary work, however, approval from the Municipality must be received prior to working outside normal hours. Should additional work be required due to an increase in actual quantities above the estimated quantities, and/or poor weather conditions which reduce production rates, and/or omissions or errors in the Contract Drawings or Specifications, and/or any other cause, the Contractor shall utilize additional resources as required to complete the work by the completion dates specified. The Contractor shall notify the Contract Administrator a minimum of 48 hours in advance of extending working hours in order to have adequate inspection of the

works and must receive prior approval. Any additional costs occasioned by compliance with these provisions is considered to be included in the prices bid for the various items of work and no additional compensation will be allowed.

## **ITEM 2      Scope of Work/Time of Completion**

Construction can commence upon the contract between the Municipality of Lambton Shores and the successful Contractor being executed and that weather permits construction to proceed, in consultation with the Municipality.

The scope of work and the time of completion is summarized herein.

This work shall be completed by May 30 of 2026, as noted within these Contract documents. In the event that all work is not completed within the allowed time, it is agreed that damage will be sustained by the Municipality, and that is and will be impracticable and extremely difficult to ascertain the actual value of the damage sustained. It is agreed the damages shall be estimated to be and that the **Contractor shall pay the Municipality as Liquidated Damages the sum of Fifty Dollars (\$50.00)** for every calendar day, excepting Saturdays, Sundays, and Statutory Holidays, taken to complete the work in excess of the allowed time for completion. The Municipality may deduct any amount due under this Contract from any monies that may be due or payable to the Contractor on any account whatsoever.

The liquidated damages payable under this Contract are in addition to and without prejudice to any other remedy, action, or other alternative that may be available to the Corporation.

## **ITEM 3      Resident, Institution, Business and Emergency Access**

The Contractor is required to maintain local access and loading at all times for purposes of residents, institutions and business owners/employees gaining access and loading to their respective properties and access for emergency vehicles. The Contractor, with limited assistance from the Contract Administrator, must keep the residents, institutions and businesses apprised of all construction activities which will have an impact on access and loading to their properties.

It is acknowledged that certain properties may have access to alternative adjacent streets. The Contractor acknowledges that there are some properties that do not have alternative access via adjacent streets. The Contractor will be responsible for maintaining navigable access to the properties that do not have an alternate access from an adjacent street at all times during construction.

The Contractor will be required to ensure that emergency services are kept updated on the status of the works and any access limitations that may exist at all times during construction. The Contractor shall comply with any access

requirements that may be identified by emergency services and shall provide assistance as required.

**ITEM 4      Construction Staging/Constructor Issues**

In order to minimize inconvenience to the existing residents, institutions, and businesses and to address potential safety concerns, the Contractor as part of completion of a Traffic Control Plan (TCP) must detail their proposed construction staging approach. While its understood the works will take place on Municipality property, the TCP shall still detail how internal site operations are to take place surrounding the construction.

The Contractor is advised that at the time of issuance of this Contract, the Municipality is not aware of any adjacent constructions works that would present Constructor issues. Should anything arise that may present an issue, notification will be provided where available.

**ITEM 5      Existing Landscape and Infrastructure Features**

The Contractor shall undertake the work in this contract in a manner that protects the existing landscaping and infrastructure features that are located both within the Municipal right-of-way and on Municipal/adjacent private property. The Contractor shall take all precautions to ensure proper protection is placed to prevent any damage to these features. Any damage to these features shall be addressed to the Municipality of Lambton Shores and property owner's satisfaction by the Contractor at no cost to the Municipality of Lambton Shores or individual property Owner.

The Contractor shall be responsible for providing and maintaining for the duration of the works appropriate erosion and sediment control measures surrounding and containing the project that includes heavy duty silt fence at the site perimeter, light duty silt fence surrounding any on-site material stockpile areas, check dams or other infrastructure at adjacent watercourses of any kind, etc. The costs for this infrastructure shall be deemed to be included in the overall costs of these works.

**ITEM 6      Tendered Price Review**

The Municipality of Lambton Shores shall review all submitted tendered prices to determine if they are consistent and reasonable for the scope of work identified for each of the tendered items. Tendered prices which are considered unrealistic or which appear to be unbalanced as to likely adversely affect the Municipality may cause the Tender to be rejected as informal.

**ITEM 7      Excavation and Disposal of Contaminated Material**

The Contractor may be directed by the Contract Administrator to take contaminated material from the project to an appropriate disposal site. While not anticipated, the Contractor will be paid upon a receipt or invoice from the disposal site provided to the Contract Administrator and shall include costs for increased hauling and tipping fees that may be encountered. If contaminated materials are found by the Contractor during works, the Contract Administrator must be notified immediately.

#### **ITEM 8 Existing Utilities**

Existing utilities flagged on drawings (if any) are established based on aerial imagery only for informational purposes only. The Contractor should note that there may be existing utilities within the contract limits of which location and specific detailed information should be acquired by the Contractor. The Contractor shall use an appropriate construction methodology (e.g., trenchless, hydro vacuum excavation) as determined by the situation in the field in order to undertake the contract work and to protect/maintain the existing utilities. Any impact to utility infrastructure during construction will be the responsibility of the Contractor to repair in coordination and to the satisfaction of the applicable utility. The Contractor will be responsible for gathering all appropriate utility information to support the work.

#### **ITEM 9 Site Cleanliness**

The Contractor shall maintain a clean and tidy work area at all times. The Contractor shall, at a minimum, complete a daily walk through/sweep of the entire work area as required, including any temporary works required that may be affected by the construction works. The Contractor shall also complete a daily walk through/sweep of areas immediate adjacent to the works. The Contractor shall ensure that all staff, Subcontractors, labourers, visitors and other parties on the construction site are aware of the requirements for maintaining a clean and tidy site. Under no circumstances shall the Contractor be permitted to litter on the construction site or dispose of waste/garbage in any excavation of any kind.

#### **ITEM 10 Environmental Protection**

##### Cross Contamination

The Contractor shall ensure that all equipment is cleaned in accordance with the MNR “Clean Equipment Protocol for Industry” prior to entering the work site to ensure that there is no site-to-site cross contamination of invasive species.

##### General

The Contractor shall conduct his/her operations so as to limit any detrimental effects upon the environment. The Contractor shall maintain control of the

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operations at all times in order to avoid the occurrence of machinery oil spills, excessive sediment-laden runoff from the work site or damage to any environmentally sensitive system.

Should the Contract Administrator determine that the Contractor is not maintaining appropriate control of his/her operations, and damage or detrimental effects are occurring or are imminent, the Contract Administrator has the authority to stop all work until such time as steps are taken to rectify the conditions.

**Conflicts and Omissions**

In the case of conflict between the requirements set forth in the Contract Documents and those set by legislative authorities, the Contractor shall be required to follow the most stringent requirement. The Contractor shall bring any conflicts to the attention of the Contract Administrator for clarification. Similarly, any omissions shall in no way diminish the Contractor's responsibility to comply with the statutes, regulations, bylaws, and directives of legislative authorities.

**Environmental Site Awareness**

The Contractor shall maintain an awareness of environmental requirements and developing issues on site in order to comply with all applicable standards and regulations, which shall also be included in tendered prices.

**Hazardous Substances**

The Contractor shall make itself fully aware of all Federal and Provincial legislation and restrictions on the storage and use of certain products or materials considered harmful to the environment or persons and shall comply with all applicable regulations and guidelines. The Contractor shall require its manufacturers or suppliers to provide current Safety Data Sheets (SDS) for all such products and shall comply with all requirements of the Workplace Hazardous Materials Information System (WHMIS) Regulations. The Contractor shall promptly provide the Contract Administrator with copies of all SDS relating to all hazardous substances brought to the project site.

**Water Management**

The Contractor shall make itself fully aware of all water level, water flow and weather conditions in and affecting the Work and shall allow for all effects that any such conditions might have on the Work. The Contractor shall comply with the Water Taking requirements of the Ontario Water Resources Act in connection with its operations as required.

**Waste Management**

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The Contractor shall dispose of all wastes generated on site and shall be responsible for all permits and approvals required for waste disposal. For recycled materials and for disposal of hazardous, subject and contaminated wastes, the Contractor shall provide proof of recycling and/or disposal documentation to the Contract Administrator.

The Contractor shall provide information on quantities of principal products brought to site and quantities of like products reused, recycled and wasted in the process of using these products.

Waste types anticipated at the work site may include sanitary sewage, domestic garbage, construction garbage, concrete and cement wastes, iron and steel wastes, granular materials wastes, operating fluid wastes from vehicles and construction equipment and collected sediment. Disposal of these and other wastes shall be as indicated in this Section. The Contractor shall recycle wastes where possible.

Sanitary sewage shall be collected in portable toilet facilities. Waste shall be disposed of at a licensed disposal location by a licensed hauler. Waste shall be removed on a regular basis consistent with health and safety requirements.

The Contractor shall minimize the volumes of domestic and construction garbage produced on site. An MECP approved local landfill shall be used for disposal of domestic and construction garbage. Waste storage bins with lids shall be provided by the Contractor and used on site for collection and temporary storage of domestic garbage. The Contractor shall ensure that wastes are deposited in designated bins and that the site is kept in a clean and tidy condition. Waste shall be removed on a regular basis to avoid accumulation on site.

Any excess wet concrete and truck mixer washings shall be disposed of in a washout bin installed by the Contractor in the laydown area. At no time shall the Contractor allow wet concrete or concrete truck washings to enter any collection systems. The proposed design of the excess wet concrete washout basin shall be submitted to the Contract Administrator for approval. The basin shall be formed by substantial berms of imported sand and material excavated for the basin shall be used to form a berm around the basin or stockpiled for future use in restoration. Hardened excess concrete, cement grout and uncontaminated washings in a disposal basin shall be removed for disposal as concrete rubble if the capacity for the basin is reached before completion of the Work. The concrete washout basin and surrounding area shall be restored upon completion of the Work. Loose or exposed concrete reinforcing steel or iron and other steel wastes if obtained shall be recycled by the Contractor. The Contractor shall collect and recycle metal waste that arises from site works. Preference shall be given to constructive reuse of uncontaminated granular material no longer required for project.

Quantities of construction lumber and wood products wasted during construction

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shall be minimized. Every reasonable effort shall be made to reuse waste or surplus wood. Waste wood that cannot be reused or given away shall be disposed of at an MECP approved local landfill site.

Operating fluid wastes arising on site from vehicles and construction equipment shall be collected in suitable containers with tight sealing lids and shall be removed from site for recycling or disposal as hazardous waste.

Wastes shall be properly labelled according to WHMIS regulations.

Uncontaminated collected and excavated sediment shall be removed from the site for disposal as inert fill or as construction garbage. Collected and excavated sediment contaminated, or suspected to be contaminated by environmentally harmful substances shall be removed from site. The criteria, procedures, terms and conditions for disposal of contaminated sediment shall be those set out in current MECP regulations and guidelines.

Hazardous, subject and contaminated solid and liquid wastes shall be disposed of offsite using licensed disposal agents and haulers. The Contractor shall be responsible for registration of all hazardous, subject and contaminated wastes under Regulation 347 of the Ontario Environmental Protection Act. Wastes shall be properly stored and labelled according to WHMIS regulations.

There shall be no open or burning waste, etc., on site. The Contractor shall provide fire extinguishers for all mechanical equipment.

**Spill Contingency Planning**

Unless as detailed as a separate item in the form of tender section and subsequently described under another section within the specifications, no separate payment will be made for the provision of all labour, materials, plant and equipment to comply with the environmental requirements of this section of the specifications. Full compensation for complying with all the requirements of this section shall be deemed to be included in the payments for the Work to which these requirements are related.

The Contractor shall endeavour at all times throughout the Work to prevent spills, and provide in the event of a spill the best response within the shortest possible time. Environmental legislation with respect to spills treats sediment releases to water as spills detrimental to the natural environment. Sediment releases to a watercourse or waterbody are therefore included in the same category as spills of pollutants.

Sorbent booms shall be provided and kept readily available at near-water work areas for local deployment as a precautionary measure.

Sorbent material shall be on hand at all work areas, at equipment storage or parking areas and at all refuelling locations as a means of containing and

**Arkona Community Centre Window Replacement**

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soaking up any spilled substance before it reaches the groundwater table or open water.

Unless otherwise approved by the Contract Administrator, drip and spill trays shall be constructed of metal or rigid molded plastic. Drip and spill trays shall be effectively of one-piece construction, have no leaks and shall not be readily deformable. Empty open-head drums with sealable lids shall be provided on site for predisposal storage of spillable substances and for disposal of used sorbents, contaminated soil, etc., if required.

The Contractor shall provide a minimum of two (2) complete spill kits to be located in the principal work areas. The exact location of any spill kit within a work area may vary but a kit shall always be located in close proximity to the actual work zone and shall be readily accessible.

The Contractor shall be responsible for reporting spills. All spills shall be reported to the Contract Administrator immediately following their discovery and attention to immediate safety and containment concerns. All spills to the natural environment shall be reported to the Contract Administrator and the MECP (Spills Action Centre 1-800-268-6060) and other external agencies as required.

The Contractor shall submit written spill notification reports to the Contract Administrator within two (2) working days after the discovery of a spill. All spills to the natural environment resulting from action or inaction on the part of the Contractor or its Subcontractors shall be the responsibility of the Contractor. All testing required by the Contractor, the Contract Administrator, MNRF and/or MECP in connection with a spill shall be the responsibility of the Contractor and the cost associated with any testing shall be borne solely by the Contractor. Claims for compensation of testing costs associated with a spill to the natural environment made by the Contractor or their Subcontractors shall not be entertained.

Cement truck washouts and other liquid waste products shall be directed to secure containment facilities for subsequent removal and disposal in accordance with current guidelines.

**Work Near Water**

Unless detailed as a separate item in the form of tender section and subsequently described under another section within the specifications, no separate payment will be made for the provision of all labour, materials, plant and equipment to comply with the environmental requirements of this section of the specifications. Full compensation for complying with all the requirements of this section shall be deemed to be included in the payments for the Work to which these requirements are related.

The Contractor is prohibited from working within any tributary of bodies of water

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without obtaining approval from the respective Conservation Authority, MNRF, and MECP. Working includes, but is not limited to, the placement of permanent or temporary structures, traversing through this area with equipment or material and depositing any material within the waterway. It is the responsibility of the Contractor to fully familiarize itself with water level and flow conditions and to anticipate the effects that any water levels and flows may have on the Work.

The Contractor shall meet the water quality protection requirements and the erosion and sediment control requirements of this specification and all applicable regulations. Turbid water shall not be directly discharged to the drain or creek. Any dewatering processes within the work areas shall be removed in their entirety upon completion of the Work. Collected and excavated sediments shall be carefully removed for disposal in accordance with this specification and all applicable regulations. Where geotextiles and plastic geomembranes are used, they shall be removed in their entirety on completion and disposed of at an approved local landfill. Geotextile containing contaminated sediment shall be disposed of in accordance with this specification and all applicable regulations.

**Liquid Storage, Refuelling and Equipment Operation**

Unless detailed as a separate item in the form of tender section and subsequently described under another section within the specifications, no separate payment will be made for the provision of all labour, materials, plant and equipment to comply with the environmental requirements of this section of the specifications. Full compensation for complying with all the requirements of this section shall be deemed to be included in the payments for the Work to which these requirements are related.

On-site bulk fuel storage tanks and bulk storage for other environmentally hazardous liquids shall be located at least 30m away from any bodies of water, within dykes or equivalent secondary containment on flat ground in the laydown area. The containment volume in liquid storage areas shall be such as to contain the total volume stored plus precipitation. A minimum secondary storage capacity equivalent to 110% of the volume of stored liquids shall be provided. The Contractor shall regularly check all spill containment facilities for precipitation and spilled substance and maintain these facilities in a clean and serviceable condition, regularly removing precipitation to maintain the secondary storage volume. Where effective secondary containment cannot otherwise be achieved, protection against seepage shall be provided by the use of impermeable liners.

Fuel and other liquids required for the Work shall not be stored within 30m of a watercourse or water body. Fuel must be stored within secure secondary containment of an appropriate size. Secondary containment shall be provided throughout all the transportation and work area storage. Small containers of fuel and other chemical products shall have secure secondary containment and shall be protected at all times from accidental spillage. Sorbent materials shall be on hand at all liquid storage areas, whether for large or small volumes, as a means

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of containing or soaking up errant spills. Empty open-head drums with sealable lids shall be on hand for predisposal storage of spilled substances; sufficient drums shall be available to accommodate stored and in-service volumes of spillable substances. Refuelling shall be undertaken as follows:

1. Mobile highway vehicles shall be refuelled off site.
2. Equipment which is not readily mobile may be refuelled at the work site location as far as possible from open water or watercourses. Drip trays shall be used and sorbent materials shall be immediately on hand for use in preventing a spill.
3. When engaged in refuelling, workers shall have with them a supply of sorbent material and drip trays as required to meet all needs in containing and/or soaking up all spills during refuelling operation.

Equipment Operation shall be undertaken following these procedures:

1. Equipment working near water shall be cleaned and serviced as necessary to prevent deposition of soils, oil, grease, coolant, fuel and any other containment.
2. Stationary equipment operation near open water or in dewatered areas shall be equipped with drip trays to contain any fuel, oil, coolant or grease leakage. Equipment drip trays shall be of a sufficient size to effectively protect from all potential drips or spills within the plan area beneath each piece of equipment for which protection is provided.
3. Truck and equipment washing involving the removal of collected dirt, grease, oil and other containments is not permitted on site. Concrete mixers and associated equipment shall be washed out such that all concrete washings are discharged into the excess concrete disposal basin.
4. No equipment shall be washed in or near open water or watercourses.
5. All Equipment shall be in good condition and meet applicable statutory requirements for serviceability and exhaust emissions. Exhaust systems shall function in a manner to control exhaust noise within acceptable regulated levels.
6. Major repairs to equipment will not be permitted at the work site. Routine equipment servicing of a minor nature will be allowed on site with the provision that drip/spill trays be used to control on-ground spillage of fuels, oils, coolants and grease.

The Contractor shall be responsible for any and all clean-up of contamination resulting from its operations. Contaminated granular materials and other contaminated soils shall be carefully excavated and shall be disposed of according to MECP regulations and guidelines. These materials may be classified as hazardous waste. Soils and similar materials contaminated by equipment operating fluids shall be removed from site and disposed of in accordance with this specification and all applicable regulations.

**Drainage and Water Control**

The Contractor shall provide temporary drainage and pumping as necessary to keep excavations and site free from water. The Contractor shall not pump water

containing suspended materials into waterways, storm sewers or drainage systems. Control disposal/runoff of water containing suspended materials or other harmful substances in accordance with governing authority requirements. The Contractor shall provide erosion and sediment control surrounding any area that forms part of the project staging or construction, and where required or as directed by the Contract Administrator.

- Control flow rates to ensure minimum solids transportation.
- Provide strawbales or filter berms as required to slow and filter run-off prior to discharge to storm sewers or watercourses.
- Clean out settling ponds from time to time so that sediment discharge is prevented.

The Contractor shall not direct any flow of water across or over pavements, except through approved pipes or properly constructed troughs. The Contractor shall dispose of water so as not to be injurious to public health or safety, to property or to any part of work completed or under construction.

#### **Dust Control**

The Contractor shall make themselves aware of all existing regulations/requirements with regards to dust creation as a result of construction activities. The Contractor must manage dust to acceptable levels through the use of specific contract items in consultation with the Contract Administrator.

#### **ITEM 11      Public Relations**

The Contractor shall receive and address any complaints from the general public in regard to safety and nuisances directly related to the work and shall respond to and promptly address all complaints received and carry out remedial actions to prevent further complaints.

The Contractor shall notify the Contract Administrator immediately of any complaints of damage to property or personal injury and action taken in respect to any complaints as well as the outcome of such actions.

The Contractor shall maintain complete records of contact with the general public. The Contractor shall give adequate notice of schedule, timing and location, movement of materials, construction activities, emergency work, maintenance and repairs to affected landowners and occupants of properties; those who live within, and adjacent to the working area.

The Contractor shall comply with reasonable landowner requests regarding access to and from the property (in the opinion of the Contract Administrator), including but not limited to driveway grading, etc.

The Contractor and all staff are bound by applicable Anti-Harassment/Anti-Discrimination legislature.

The Contractor shall direct all media inquiries to the Municipality.

#### **ITEM 12     Excess Soils**

Excavated materials not applicable for re-use shall be disposed of offsite by the Contractor. The Municipality will require a letter of release from the property owner of the proposed disposal site.

The Contractor shall adhere to Excess Soil requirements that includes OPSS.MUNI 180, Ontario Regulation 153/04 and Ontario Regulation 406/19 under the Environmental Protection Act (EPA) and the Rules for Soil Management and Excess Soil Quality Standards (Soil Rules) that form part of O.Reg. 406/19. Bidders shall note that an environmental analysis (soil sampling) has not been completed for this project site.

The Contractor is responsible for estimating any quantities related to excess soils based on the information contained herein and shall bid the work accordingly. The Contractor is also responsible for securing a receiving (re-use) site for the excess soil including all acceptances required.

Should the legislation and requirements change related to Excess Soils, all changes must be adhered to.

#### **ITEM 13     Guaranteed Maintenance**

The Contractor shall provide a guarantee for the work performed under this contract for a period of twelve (12) months after the completion as determined by the Municipality of Lambton Shores, henceforth referred to as the period of "Guaranteed Maintenance". The guarantee shall cover (i) the workmanship and/or quality of any part of the project and/or materials supplied and placed by the Contractor and (ii) any liability claims arising because of poor or inferior workmanship and/or quality of any part of the project and/or materials supplied and placed by the Contractor.

#### **ITEM 14     Liquidated Damages**

The parties acknowledge that if the Contractor fails to complete the work in accordance with the Contract and to the satisfaction of the Contract Administrator within the specified end date, the Municipality will suffer damages including but not limited to additional administrative and management expenses. The parties agree that the Contractor will pay to the Municipality the ongoing contract administration costs for office supervision and field inspection, whether those costs are incurred directly by the Municipality or through a third party, plus an

additional sum of Fifty Dollars (\$50.00) for each and every calendar day for any work that remains unfinished after the specified completion date.

The amount is the liquidated damages the Municipality will suffer by reason of a delay and not as a penalty. The Municipality may deduct any amount due under this paragraph from any moneys that may be due or payable to the Contractor on any account whatsoever. The liquidated damages payable are in addition to an without prejudice of any other remedy, action, or other alternative that may be available to the Municipality.

## **SPECIAL PROVISIONS FOR TENDER ITEMS**

### **ITEM 1 – Remove and Disposal of Existing Windows**

For the lump sum contract price for this item, the Contractor shall remove and dispose of the existing windows and all related appurtenances and components.

### **ITEM 2 – Supply and Install New Windows**

Detailed requirements include:

- Supply and install nine (9) windows measuring: 48" wide by 72" tall
- Fixed top
- Bottom of window to be awning style opening
- Triple-pane glass
- Energy-star rated
- White Vinyl Frame
- Insulation, sealing and shimming per manufacturer's specifications
- Corrosion resistant standard handles, hardware and locks
- Window products must meet current Ontario Building Code and AODA requirements
- Detailed warranty information to be submitted with tender

### **ITEM 3 – Supply and Install New Windows**

Detailed requirements include:

- Supply and install three (3) windows measuring: 53" wide by 23" tall
- Slide opening
- Triple-pane glass
- Energy-star rated
- White Vinyl Frame
- Insulation, sealing and shimming per manufacturer's specifications
- Corrosion resistant standard handles, hardware and locks
- Window products must meet current Ontario Building Code and AODA requirements

- Detailed warranty information to be submitted with tender

The Contractor will be required to provide for review and approval to the Municipality, shop drawings, care instructions, warranty information and compliance certificates as applicable for all components before manufacturing to ensure compliance with the proposed design and requirements.

## **6.0 Form of Tender**

I/We hereby submit the attached tender documents to satisfy the requirements as laid out by the Municipality of Lambton Shores, inclusive of Addenda No(s): \_\_\_\_\_ (as applicable).

I/We agree that we have reviewed and understand the Tender documents and I/We are capable and willing to perform the requirements of the contract and enter into a legal agreement with the Municipality in regard thereto and where the Tender is submitted by a Corporation, it shall be signed by a duly authorized officer of the company. Should the Tender be submitted by a Partnership or Proprietor, it shall be signed by the partners or owner.

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

**TENDER SUBMITTED BY:** (Please type/print)

NAME OF SIGNING OFFICER(S)/OWNER(S)/PARTNER(S):  
\_\_\_\_\_

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

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

TELEPHONE: \_\_\_\_\_ DATE: \_\_\_\_\_

Item		Description	Unit	Quantity	Unit Price	Sub-Total
1		Remove and Dispose of existing windows	LS	1		
2		Supply and Install new windows	Each	9		
3		Supply and Install new windows	Each	3		
<b>Sub-Total</b>						
<b>Contingency (10%)</b>						
<b>13% HST</b>						
<b>Duties and Tariffs (if applicable)</b>						
<b>Grand Total</b>						

I/We agree to perform all necessary work in accordance with the tender documents for the sum, including HST, of

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( \$ \_\_\_\_\_ )

SIGNED AND DELIVERED IN THE PRESENCE OF:

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SIGNING OFFICER

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WITNESS

NOTE: This Tender will be received by the **Community Services Department** on or before 11:00:00 a.m., local time, **February 18, 2026**.

**BIDS MUST BE SIGNED AND WITNESSED BY THE PROPONENT PRIOR TO SUBMISSION.**

## **APPENDIX A**

### **Sample Agreement**

## **AGREEMENT**

**THIS AGREEMENT** made as of \_\_\_\_\_ day of \_\_\_\_\_, 2026.

**BETWEEN:**

**The Corporation of the Municipality of Lambton Shores**  
(hereinafter called "the Municipality")  
-and-

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(hereinafter called "the Contractor")

**WHEREAS** the Corporation of the Municipality of Lambton Shores is desirous that certain Works should be completed, viz. Request for Tender 2026-XX – XXXXXX and has accepted the Submission by the Contractor for the completion of such Works,

**NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:**

- 1) In this Agreement, words and expressions shall have the same meaning as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
- 2) The following documents shall be deemed to form and be read and construed as part of this Agreement, viz:
  - a. Form of Agreement
  - b. Addenda
  - c. Standard Specifications
  - d. Form of Tender
  - e. Supplemental General Conditions of Contract
  - f. General Conditions of Contract
  - g. Information to Bidders
- 3) In consideration of the payments to be made by the Municipality of Lambton Shores to the Contractor, as hereinafter mentioned, the Contractor hereby covenants with the Municipality of Lambton Shores to complete the works in conformity in all aspects with the provisions of the Contract.
- 4) The Municipality of Lambton Shores hereby covenants to pay the Contractor in consideration of the completion of the Works at the Contract Price in the manner prescribed by the Contract. The issuance of the final estimate for payment by the Engineer, and the acceptance by the Contractor of the amount or amounts certified for payment there under, shall constitute a waiver and release by the Contractor of all claims by the Contractor under this Contract, against the Municipality of Lambton Shores or Engineer or his/her designate.

5) This Agreement shall be binding on the heirs, successors and assigns of the parties hereto.

**IN WITNESS WHEREOF** the parties hereto have hereunto set their hands and seals.

SIGNED, SEALED AND DELIVERED in the presence of

) \_\_\_\_\_

) I/We have the authority to bind the

) corporation

) Per:

) \_\_\_\_\_

) **Municipality of Lambton Shores**

) I/We have the authority to bind the

) corporation

) Per:

) \_\_\_\_\_

) **Ashley Farr, Director of Community**

) **Services**

) \_\_\_\_\_

## APPENDIX B

### Site Photos

Arkona Community Centre, 16 Smith Street Arkona ON

Front View of Building:



Side View of Building:



Back View of Building:

