



# *MUNICIPALITY OF CENTRAL MANITOULIN*

REQUEST FOR PROPOSAL 09-2025

for

## **Public Works Garage Design Plans**

### **PROPOSAL CLOSING**

**DATE: *September 29, 2025***

**TIME: 12:00 NOON local time**

**LOCATION:** Municipal Office

Municipality of Central Manitoulin

6020 Hwy 542, Mindemoya, Ontario

### **PROPONENTS' QUESTIONS (If required) SUBMITTED BY:**

***September 1, 2025***

*Responses expected from Municipality of Central Manitoulin on or before*

***September 5, 2025***

*Responses will be posted on the Municipal website at*

[www.centralmanitoulin.ca/administration/proposal-requests](http://www.centralmanitoulin.ca/administration/proposal-requests)

**LATE PROPOSALS WILL NOT BE ACCEPTED.**

The Municipality of Central Manitoulin reserves the right to accept or reject all or part of any Proposal and reserves the right to accept other than the lowest proposal and to cancel this Call for Proposals at any time.

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## DEFINITIONS

The following definitions apply to the interpretation of the Bid Documents;

1. **"Addenda or Addendum"** means such further additions, deletions, modifications or other changes to any Bid Documents.
2. **"Bid Documents"** means collectively all the documents comprising the Call for Bids, namely Part I to V, inclusive.
3. **"Bid or Bid Form"** means the Bid in the form prescribed by these Bid Documents and completed and submitted by a Proponent(s) in response to and in compliance with the Call for Bids and the Bid Documents and for the purpose of entering the Project with the Owner in the event of award.
4. **"Bid Security and Contract Security"** means the Bid Security documentation referred to and described in Part I, Instructions to Proponents.
5. **"Call for Proposals"** means the Call for Proposals on the terms and conditions set forth in the Proposal Documents.
6. **"Closing Time"** means the time specified in Part 1, Instructions to Proponents, Section 1, by which all Proposal submissions shall be received and stamped by the Owner.
7. **"Contract"** means the agreement in writing governing the Supply and Services, which has been executed by the Owner and successful Proponent following acceptance by the Owner of the successful Proposal submission.
8. **"Council"** means the elected Council for the Municipality of Central Manitoulin
9. **"Mandatory Requirements"** means those requirements described in Part I, Instructions to Proponents, which shall be fully satisfied for any Proposal to be considered by the Owner as a qualified Proposal.
10. **"Owner, Municipality and Corporation"** The Municipality of Central Manitoulin as identified in the Call for Proposals, and Proposal Documents and for the purpose of the award and execution and performance of the Project shall mean the entity awarding the Project.
11. **"Subcontractor"** means a legal entity approved by the Owner undertaking the execution of a part of the Work pursuant to an agreement with the Proponent and includes both "brokers" and "subcontractors".
12. **"Proponent"** means the successful Proponent to whom the Project is awarded and undertaking the execution of the Project.
13. **"Supply"** means to supply the necessary tools, material, equipment, and product to satisfy the Proposal requirements.
14. **"Work"** means Work/service performed to meet a demand to comply with the conditions of the Project, delivery dates, specifications and technical assistance.

**1. OVERVIEW & SCOPE OF WORK**

The Municipality of Central Manitoulin is calling for proposals from Professional Services to create Design Plans ready for the building of a new Public Works Garage at 7 Lakeshore Rd., Mindemoya, ONT. The details are outlined in **Project Specifics**.

**2. INTRODUCTION**

The Municipality of Central Manitoulin is in the town of Mindemoya, ONT. The municipality is located approximately in the South-Central area on Manitoulin Island. The Municipality is a single tier municipality, and as such is responsible for providing such services as fire protection, public works, water and wastewater, parks and recreation, building and planning and development control. The Municipality is serviced by Highway 542 and Highway 551. The Municipality's current population is approximately 2235.

**3. OBJECTIVES**

The primary goal for this proposal is to obtain quotes to create a Design Plan through consultation with staff, for a new Public Works Department Garage to be located at 7 Lakeshore Rd., Mindemoya, ONT.

**4. PROPOSAL SCHEDULE & CLOSING TIME**

The Proposal Form, in a sealed envelope, shall be received; date and time stamped, and be in possession of the Municipal CAO/Clerk no later than **11:00am local time**, on the specified closing date. Late Proposals shall not be accepted; however, they shall be time and date stamped and returned to the Proponent unopened.

<b>Task</b>	<b>Date</b>
Issue Request for Proposal	<b><i>August 18, 2025</i></b>
Receipt of Proponents Questions	<b><i>September 1, 2025</i></b>
Response to Proponents Questions	<b><i>September 5, 2025</i></b>
RFP Closing Date	<b><i>September 29, 2025</i></b>
Evaluation of Proposals by Staff	<b><i>October 03, 2025</i></b>
Recommendation by Roads Committee	<b><i>October 07, 2025</i></b>
Council Approval	<b><i>October 09, 2025</i></b>
Project Award	<b><i>October 10, 2025</i></b>

**5. INQUIRES**

All inquiries concerning this **Proposal, including specifications, process and results** are to be directed in writing or through email to **Municipal of Central Manitoulin, Attn: Denise Deforge, CAO/Clerk; [ddeforge@centralmanitoulin.ca](mailto:ddeforge@centralmanitoulin.ca)** or **Ron Klingenberg, Roads Superintendent; [roads@centralmanitoulin.ca](mailto:roads@centralmanitoulin.ca)**

**Inquiries must not be directed at any other Municipal employee.**

No clarification requests will be accepted by telephone. Receipt of proponent's questions are due by **September 1, 2025**. A transcript of questions and responses will be posted on the Municipal website at [www.centralmanitoulin.ca](http://www.centralmanitoulin.ca) on or before **September 5, 2025**.

## **6. PROPOSAL OPENING**

Proposals received, by the date and time of closing, will be opened publicly by members of the Municipality in the Council Chambers on **September 29, 2025, at 1:00 P.M.**

## **7. LATE PROPOSALS**

Late proposals will not be accepted and will be returned to the Proponent unopened.

## **8. ELECTRONIC SUBMISSIONS**

Electronically transmitted submissions by email to [ddeforge@centralmanitoulin.ca](mailto:ddeforge@centralmanitoulin.ca) will be accepted for this quotation.

## **9. RFP SUBMISSIONS**

One (1) complete 8 ½ X 11 paper hard copies of your proposal should be submitted, including any addendum that may have been issued, and clearly identified.

## **10. RIGHT TO ACCEPT OR REJECT PROPOSAL**

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.

## **11. CONTENTS OF PROPOSALS**

A single proposal is to be coordinated and submitted by the Proponent with the required information as noted below.

Proposals to be submitted must include, at minimum, the following information:

- A description of two (2) similar projects completed within the last five (5) years with clients requiring services of a similar scope to the Municipality of Central Manitoulin, including size and cost.
- The price of each phase of the project. (Design, Consultation, Construction)

## **12. EVALUATION & SELECTION**

The Municipality will review and evaluate all submissions to ensure they comply with the terms and conditions of the Proposal Documents. Proposals that do not meet all the necessary criteria will be rejected without further consideration.

## **13. AWARD**

Consideration for the award shall only be undertaken in relation to Proponents who are determined by the Municipality to have satisfied all the requirements. The Municipality hereby reserves the right, privilege, entitlement and absolute discretion, and for any reason whatsoever to:

- i) Accept a Proposal which is not the lowest Proposal submission or reject a Proposal that is the lowest Proposal even if it is the only Proposal received.
- ii) Accept the Proposal deemed most favourable to address the scope of work.
- iii) Accept or reject any and all Proposals, whether in whole or in part.
- iv) Accept or reject any unbalanced, irregular, or informal Proposals; or
- v) Reject any Proponent who is involved in litigation with the Municipality of Central Manitoulin

**14. CONSIDERATION**

The Municipality reserves the right to consider, during the evaluation of Proposals:

- i) Information provided in the Proposal itself.
- ii) Information provided in response to enquiries of credit, experience and industry references set out in the Proposal.
- iii) Information received in response to enquiries made by the Owner of third parties apart from those disclosed in the Proposal in relation to the reputation, reliability, experience and capabilities of the Proponent.
- iv) The way the Proponent provides services to others.
- v) The experience and qualification of the Proponent's senior management, and project management.
- vi) The compliance of the Proponent with the Owner's requirements and specifications; or
- vii) The Proponent acknowledges that the Owner may rely upon the criteria which the Owner deems relevant; even though such criteria may not have been disclosed to the Proponent. By submitting a Proposal, the Proponent acknowledges the Owner's rights under this Section and absolutely waives any right, or cause of action against the Owner, by reason of the Owner's failure to accept the Proposal submitted by the Proponent, whether such right or cause of action arises in Project, negligence, or otherwise.

**15. PROPONENT QUALIFICATIONS**

Qualified Proponents are those which:

- Have sufficient facilities and resources to meet the Municipality's needs.
- Demonstrate reasonable flexibility and willingness to work with the Municipality.
- Comply with the requirements of the Municipal Act.

**16. PROPONENT'S STATEMENT OF UNDERSTANDING**

It is understood that the Proponents have carefully examined all the Proposal Documents and have carefully examined the Work to be performed under the Project if awarded. The Proponent also understands and accepts the said Proposal Documents, and for the prices set forth in the Proposal to be firm for the length of the project.

**17. IRREVOCABILITY OF PROPOSALS**

By submission of a clear and detailed written notice, the Proponent may amend or withdraw its proposal prior to the closing date and time. Upon closing time, all proposals become irrevocable. By submission of a proposal, the Proponent agrees that should its proposal be deemed successful the Proponent will enter a Contract with the Municipality of Central Manitoulin.

**18. ERRORS AND OMISSIONS**

No oral interpretation shall be effective to modify any provisions of these Proposal Documents. Any modification or clarification shall be by written Addendum only issued by the CAO/Clerk, Denise Deforge. The Addendum(s) shall form part of the Proposal Documents.

**19. PROPONENTS EXPENSES**

Proponents are solely responsible for their own expenses in preparing a proposal and for subsequent negotiations with the Municipality, if any. If the Municipality elects to reject all proposals, the Municipality will not be liable to any Proponent for any claims, whether for

costs or damages incurred by the Proponent in preparing the proposal, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

**20. CHANGES TO PROPOSAL WORDING**

The Proponent will not change the wording of its proposal after closing and no words or comments will be added to the proposal unless requested by the Municipality for purposes of clarification.

**21. PRICE COMPONENT**

The requirements of this proposal include the work associated with the Design Plan, and consultation of staff. The pricing shall be indicated as: ***Proposal Price, H.S.T. and Total Proposal Price in Canadian Funds.***

**22. FREEDOM OF INFORMATION**

All Proposals submitted to the Owner become the property of the Owner and as such, are subject to the "Municipal Freedom of Information and Protection of Privacy Act."

**23. BRIBERY/FRAUD**

Should any prospective Proponent or any of their agents give, offer any gratuity or to attempt to bribe any employee of The Owner, or to commit fraud, the Owner shall be at liberty to cancel the prospective Proponent's submission or Proposal and to rely upon the Proposal Surety submitted for compensation if applicable.

**24. CANCELLATION**

- i. In the event the successful Proponent does not comply with the specifications, terms and conditions, and scope of the Document, at any time throughout the duration of the Project, the Project shall be cancelled in accordance with the terms contained herein.
- ii. The Owner upon non-performance of Project terms may cancel the Project; however, in doing so, the Owner does not waive its right to rely upon any obligations or commitments agreed to by the Proponent as part of their Proposal. The Proponent remains liable for the difference between the next acceptable Proposal of goods and/or service Proposal prices.
- iii. Where there is a question of non-performance, payment in whole or in part may be withheld at the discretion of the Owner. This action shall not prevent the Owner from taking early payment discounts otherwise applicable.

**25. REGULATION COMPLIANCE AND LEGISLATION**

The Successful Proponent shall ensure all applicable codes, standards, services and products provided in respect to this project are in accordance with and under the 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 Drainage Act and its regulations.
- The Municipal Act and its regulations.
- Building Codes
- CSA Codes

**26. LAWS OF ONTARIO**

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

**27. ADDENDUM/ADDENDA**

Addendum/Addenda if required will be issued by the Municipal CAO/Clerk and shall hereby form part and parcel of the said Project. Failure to acknowledge Addendum/Addenda issued shall result in a non-compliant Proposal. All Addendum/Addenda should be issued to the Proponents before forty-eight (48) hours of Closing Time. The Municipality of Central Manitoulin will assume NO responsibility for oral instructions or suggestions. Addendums will be posted on our website at: [www.centralmanitoulin.ca](http://www.centralmanitoulin.ca) **It is the responsibility of the Proponent to have received all Addendum/Addenda that have been issued by the Municipality.**

**28. NON-WAIVER**

No condoning, excusing or overlooking by the Owner of any default, breach or non-observance by the Proponent at any time or times in respect of any provision herein contained shall operate as a waiver of the Owner's right hereunder in respect of any continuing or subsequent default, breach or non-observance or so as to defeat or affect in any way the rights of the Owner herein in respect of any such continuing or subsequent default or breach, and no waiver shall be inferred from or implied by anything done or omitted by the Owner save only an express waiver in writing. Any work completed by the Owner required by this agreement to be done by the Proponent shall not relieve the Proponent of his/her obligations to do that work.

**29. NON-ASSIGNMENT**

The Proponent may assign neither this proposal nor any work to be performed under this proposal or any part hereof without the prior written consent of the Owner. Such written consent, however, shall not under any circumstances relieve the Proponent of his/her liabilities and obligations under this Proposal and shall be within the sole and unfettered discretion of the Owner.

**30. MEETINGS**

The Proponent's representative(s), as requested by the Owner, shall attend all meetings required for the services.

The Proponent's representative(s) attending meetings shall be thoroughly versed and knowledgeable with respect to the proposed topics of discussion and shall have the authority to make the necessary decisions and commitments with respect to matters agreed upon at the meetings. Four (4) meetings are mandatory and are listed in the **Project Specifics**.

**31. CONFIDENTIALITY OF INFORMATION**

A Proponent receiving this RFP may not use, disclose, or duplicate it for any purpose other than to prepare a response. The Proponent shall keep the Municipality of Central Manitoulin data confidential and shall not disclose its content to any other party, other than to those internal employees or agents responsible for preparing a submission, without the prior written approval of the Municipality of Central Manitoulin.

Receipt of this RFP does not entitle the Proponent to associate its services with the Municipality of Central Manitoulin in any way, nor represent in any way that the Municipality of Central Manitoulin has employed or endorsed the Proponent's services. Any such



association or endorsement being contemplated by the Proponent must receive prior written approval of the Municipality of Central Manitoulin.

The submission of a proposal indicates acceptance by the respondent of all the conditions contained in this Request for Proposal unless clearly and specifically noted in the proposal submitted and confirmed in the formal contract between the Municipality of Central Manitoulin and the Proponent. Deviations from the Request for Proposal must be clearly identified in the written submission. Proposals are subject to a formal contract being negotiated, prepared and carried out. The Municipality of Central Manitoulin reserves the right to negotiate the terms and conditions of the contract.

All correspondence, documentation and information provided to staff of the Municipality of Central Manitoulin by any proponent in connection with, or arising out of this RFP, and the submission of any Proposal will become the property of the Municipality of Central Manitoulin and as such is subject to the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), and may be released, pursuant to the Act. The Proponent's name at a minimum shall be made public upon request.

In line with MFIPPA, Proponents are advised to identify in their proposal material, any scientific, technical, commercial, proprietary or similar confidential information, the disclosure of which could cause them injury. **Any information in the Proponents' submissions that is not specifically identified as confidential will be treated as public information.** All correspondence, documentation and information provided to the Municipality may be reproduced for the purpose of evaluating the Proponents' submissions to this RFP.

### **32. CONFLICT OF INTEREST**

The Proponent agrees to be bound by the following requirements.

Except as identified in the proposal or as specified in the Contract, the Proponent must certify in its proposal:

- That no person, either natural or body corporate, other than the Proponent, has or will have any interest or share in this proposal or in the proposed contract, and
- There is no collusion or arrangement between the Proponent and any other Proponent(s) in connection with this project, and
- The Proponent has no knowledge of the contents of other proposals and has made no comparison of figures or agreement or arrangement, express or implied, with any other party in connection with the making of the proposal.

Neither the Proponent, relative, close friend or any employee of the Proponent should have any direct or indirect interest in an entity that provides goods or services to the Project. Proponents participating in this RFP process shall disclose prior to entering into an agreement any potential conflict of interest. If such conflict does exist, the Municipality of Central Manitoulin may at its discretion withhold the award of a contract from the Proponent until the matter is resolved.

Neither, the Proponent, relative, close friend or any employee of the Proponent should offer or receive any entertainment, gifts, gratuities, discounts, commissions, fees or special services (gifts/donations), regardless of value, to or from any employee of the Municipality of Central Manitoulin, or to any consultant or contractor employed by the Municipality of Central Manitoulin, or to any real estate representative acting on behalf of the Municipality of Central Manitoulin. All Proponents shall report to the Municipality of Central Manitoulin any such attempts.

Neither, the Proponent, relative, close friend or any employee of the Proponent shall offer or receive any inducement, payment, discount, commission, reward, gift, special service, incentive, or other remuneration or compensation of any kind (inducement), regardless of value, from any vendor of goods or services to the project, including any consultant or contractor employed by the Municipality of Central Manitoulin, or to any real estate representative acting on behalf of the Municipality of Central Manitoulin. The Proponent agrees to immediately inform the Municipality of Central Manitoulin upon any such inducement being offered.

The Proponent chosen to provide service to the project shall continue to be bound by the foregoing prohibitions after the execution of a Contract agreement.

### **33. MUNICIPALITY NOT EMPLOYER**

The Proponent agrees that the Municipality of Central Manitoulin is not to be understood as the employer to any successful Proponent nor to such Proponent's personnel or staff for any work, services, or supply of any products or materials that may be awarded as a result of this Proposal document. It is understood that the successful proponent will act as an independent contractor. Also, in accordance the *Occupational Health and Safety Act*, the successful Proponent herewith agrees to be the "contractor" as defined under this act.

### **34. WORKING LANGUAGE**

The working language of the Municipality of Central Manitoulin is English and all responses to this Request for Proposal must be English.

### **35. TIMEFRAME OF THE PROJECT**

The consultant shall include in the proposal a **timeframe illustrating the key stages of the process**, including the anticipated date for the project initiation, a proposed schedule of meetings including the final delivery date of completed plans.

**PROPOSAL FORM**

**THE MUNICIPALITY OF CENTRAL MANITOULIN**

**PROPONENT TO PROVIDE DETAILED PROPOSAL INFORMATION**

***DOCUMENTS TO BE ENCLOSED WITH THIS PROPOSAL FORM:***

- ☐ **Proponents Information Form Signed & Sealed**
- ☐ **Proposed Project Timeframe**
- ☐ **Completed Proposal Form**
- ☐ **Other information included**

## THE MUNICIPALITY OF CENTRAL MANITOULIN

## PROPOSERS INFORMATION FORM

**BIDDERS must complete this form and include with the Quotation Submission**  
**Please ensure all information is legible.**

1. Bidder's Contact Individual	
2. Address	
3. Office Phone #	
4. Toll Free #	
5. Cellular #	
6. Pager #	
7. Fax #	
8. e-mail address	
9. Website	
10. HST Account # (if applicable)	

**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.**Bidder/Vendor:** \_\_\_\_\_ **Date** \_\_\_\_\_**Signature:** \_\_\_\_\_**THIS PAGE MUST BE INCLUDED WITH THE QUOTE SUBMISSION**

To the Municipality of Central Manitoulin, Hereafter called the "Owner":

I/We \_\_\_\_\_, the undersigned declare:

1. THAT no Person(s), Firm or Corporation other than the one whose signature(s) of whose proper officers and the seal is or are attached below has any interest in this Proposal or in the Proposal proposed to be undertaken.
2. THAT this Proposal is made without any connections, knowledge, comparison of figures or arrangements with any other company, firm or person making a Proposal for the same Work and is in all respects fair and without collusion or fraud.
3. I/We represent that no member of the Council, and no officer or employee of the Owner, is, or has become interested, directly or indirectly, as a contracting party, partner, stockholder, surety or otherwise howsoever in or on the performance of the said Proposal, or in the supplies, Work or business in connection with the said Proposal, or in any portion of the profits thereof, or of any supplies to be used therein, or in any monies to be derived there from.
4. THAT the several matters stated in the said Proposal are in all respects true accurate and complete.
5. THAT I/We do hereby Proposed and offer to enter into an agreement to Supply and deliver all materials mentioned and described or implied therein including in every case freight, duty/tariffs, currency exchange, H.S.T. in effect on the date of the acceptance of Proposal, and all other charges on the provisions therein set forth and to accept in full payment therefore, in accordance with the prices and terms set forth in the Proposal herein.
6. THAT additions or alterations to or deductions from the said Proposal, if any, shall be made in accordance with the prices stated in Provisional Items of the Schedule of Unit prices in strict conformity with the requirements of the Proposal and all unused monies in Provisional Items shall be deducted from the final cost of the Work and any quantities exceeding those shown shall be added.
7. THAT this Proposal is irrevocable and open to acceptance until the formal Proposal is executed by the awarded Proponent for the said Work or Sixty (60) Working Days, and prices for as long as stated elsewhere in the document, whichever event first occurs and that the Owner may at any time within that period without notice, accept this Proposal whether any other Proposal has been previously accepted or not.
8. THAT the awarding of the Proposal by the Owner is based on this submission, which shall be an acceptance by this Proposal.
9. THAT if the Proposal is accepted, I/WE agree to furnish all documentation, security and certifications as required by the Proposal Document and to execute the agreement in triplicate within Seven (7) Working Days after notification of award. If I/WE fail to do so, the Owner may accept the next lowest or any Proposal or to advertise for new Proposals, or to carry out completion of the works in any other way they deem best and I/WE also agree to pay to the Owner the difference between this Proposal and any greater sum which the Owner may expend or incur by reason of such default or failure or by reason of such action as aforesaid on their part, including the cost of any advertisement for new Proposals, and shall indemnify and save harmless the Owner and their officers from all

loss, damage, cost, charges and expense which they may suffer or be put to by reason of any such default or failure on my/our part.

10. THAT I/We agree to save the Owner, its agents, or employees, harmless from liability of any kind for the use of any composition, secret process, invention, article or appliance furnished or used in the performance of the Proposal of which the Proponent is not the patentee, assignee, or licensee.

11. THE PROPOSAL PRICE                      \$ \_\_\_\_\_ (amount in figures in Canadian Dollars)

HST    \$ \_\_\_\_\_

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

The undersigned affirms that I/We are duly authorized to execute this Proposal.

PROPONENT'S SIGNATURE AND SEAL                      : \_\_\_\_\_

POSITION    : \_\_\_\_\_

WITNESS    : \_\_\_\_\_

POSITION    : \_\_\_\_\_

(If Corporate Seal is not available, documentation should be witnessed)

DATED AT \_\_\_\_\_  
(City/Town)

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_\_.

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

## AGREEMENT

**THIS AGREEMENT** made this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

Between **THE MUNICIPALITY OF CENTRAL MANITOULIN**, hereinafter called the "Owner",

AND

\_\_\_\_\_ hereinafter called the  
"Proponent"

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

## ***Public Works Garage Design Plans***

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

day of \_\_\_\_\_, 2025.

**THE** Proponent covenants and agrees with the Owner to provide, as more specifically set out in the Proposal Documents and provide such goods/services, labour of all kinds whatsoever as may be necessary for Supplying the said services, as hereinafter specified and in accordance with the conditions and requirements prepared therefore and attached hereto and which are expressly acknowledged and made part of this Proposal.

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

SIGNED, SEALED AND  
DELIVERED

**PROPONENT**

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)

**APPENDICES**

**Submission Label**

**Project Specifics**

**Site Photograph**

**Site Map**

**Conceptual Design Suggestion**



**SUBMISSION LABEL**

From: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Telephone: \_\_\_\_\_

Deliver to:

The Municipality of Central Manitoulin  
ATTN: Denise Deforge  
6020 Hwy 542, P.O. BOX 420  
Mindemoya, ON P0P 1S0

**SEALED PROPOSAL DESCRIPTION:**

Proponent to provide detailed Request for Proposal for

**Public Works Garage Design & Professional Services**

CLOSING DATE: *September 29, 2025, at 11:00am.*

For Municipality Office use only:

Date and Time Received: \_\_\_\_\_

Received By: \_\_\_\_\_

**PROJECT SPECIFICS**

Site Location: **7 Lakeshore Rd.**, Mindemoya, ON, P0P 1S0

The Public Works Garage design should reflect the essential public service that is necessary to support the current and future operation of infrastructure required in the Municipality while meeting all Municipal, Provincial and Federal legislation and regulations for new Public Works Garage construction. The overall concept of the design should capture the special character of Central Manitoulin and present a noteworthy timeless appeal while incorporating design and construction components that are energy efficient and help to reduce annual operating costs. The design report should outline systems and materials that will be integrated to help the Municipality achieve a sustainable facility with minimal maintenance requirements. The final design report will include budget estimates, timeline projections for construction as well as potential phases for construction and future expansion / development.

Progress and consultation meetings are required with Municipal staff and throughout the design process ensuring that a *collaborative process* is maintained resulting in a design that reflects the community's goals and objectives.

Required Meetings (minimum).

- Project initiation, background review and input, site visit – *Staff Only*.
- Two (2) Plan draft reviews - *Staff Only*
- Presentation plan & design report - *Council and public*.
- Final plan & design report.  
(Other meetings as required)

**Suggested components and design criteria to be considered in the design:**

**Structure and Design:**

- Use of durable and appropriate materials that will extend the service life of the building.
- Components and assemblies that can be easily repaired or readily replaced.
- Energy efficiency in all aspects of the facility. *Examples: To assist in heating costs; radiant in floor heating with ceiling fans, solar thermal panels or solar wall technology, on demand hot water system; New lighting technologies and LED bulbs in combination with indirect and direct lighting applications, lighting controls and occupant sensors to reduce lighting costs; high efficiency toilets, low flow urinals, hands free faucets and low flow shower heads would all help to reduce water consumption.*
- Energy efficient, operable windows to provide fresh air, views and daylight also help to reduce lighting requirements and reduce energy consumption.
- Install building components for outdoor Electric Vehicle Charge Station.
- Possible future use for MTO Safety Standards inspection site for in-house equipment.

- Use wireless technology for IT communications.
- Include sufficient storage allocation for equipment and maintenance supplies.
- Include an emergency generator back-up system to power the entire building.
- Exterior lighting should be provided for 24-hour operations in and around the building and should be Dark sky compliant.

#### Equipment Bays:

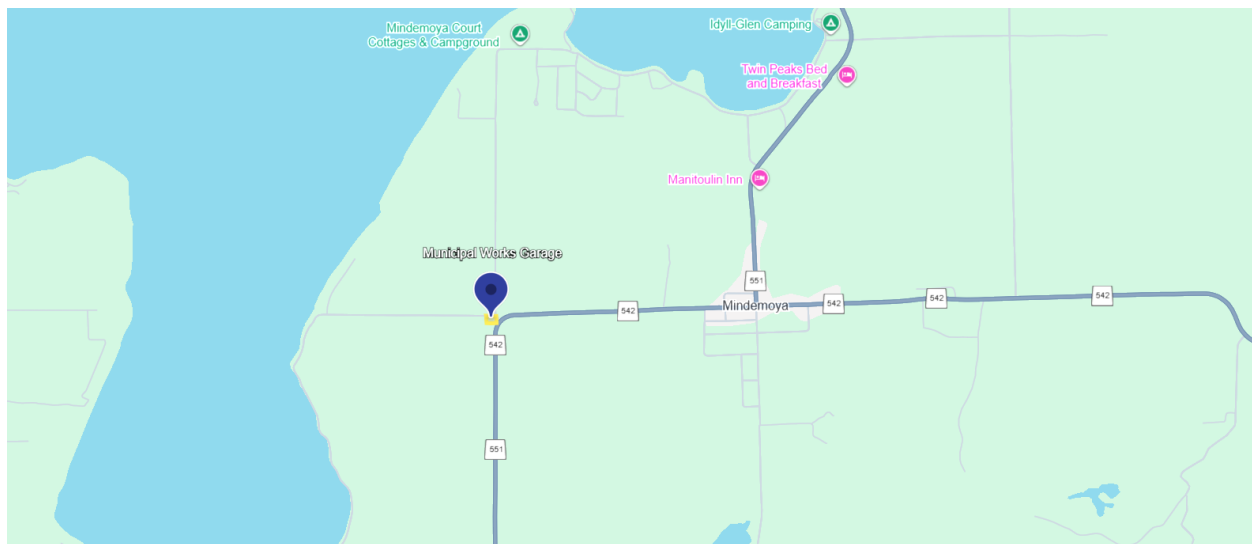
- Six (6) drive-through bays and two (2) single side bays.
- The equipment bays should be sized to meet industry standards allowing the equipment hydraulics to be at rest indoors in a safe manner. Equipment at rest requires a minimum of 14m x 6m space
- Sufficient parts and chemical storage areas with racks/shelving to house equipment parts and storage of fuels, paints, solvents, and consumables ordinary to an industrial shop
- This area will include a vehicle exhaust capture system with alarm required by provincial legislation.
- Water supply faucets, compressed air lines and electrical outlets should be available at each equipment bay to assist with proper maintenance of all equipment.
- 16' x 14' remote power doors for drive-through bays and 14' x 14' remote power doors for single bays.
- A single bay designated for equipment repairs
- A single bay designated to wash bay area with diesel fired hot water pressure washer
- The complete equipment area should be water and salt/brine resilient.
- Propane fired In-floor radiant heating is preferred in the equipment area.

#### Training / Meeting Rooms

- The facility should include two (2) single occupancy offices and one (1) double occupancy office. An adequate space for kitchen/lunchroom, meetings and training with IT compatibility. This area should have the ability to be completely blacked out. This room can be multi-functional.

#### Operational Areas:

- A separate public entrance reception area.
- Utility room for the HVAC, Electrical, and IT systems.
- Washrooms with shower

**Site Photograph:****Site Map:**

**Conceptual Design Suggestion:**



