



The Township of Johnson  
1 Johnson Drive, Box 160 Desbarats, Ontario, P0R 1E0  
Phone: 705 782 6601 Fax: 705-782-6780  
[jboucher@johnsontownship.ca](mailto:jboucher@johnsontownship.ca)

**The Corporation of the Township of Johnson**

## **Tender Bid Document**

**Tender Name: Ice Making Plant Upgrade 026-01**

**Tender Closes**

**Date: Tuesday May 19<sup>th</sup> 2026**

**Time: 3:00PM**

**Location: The Corporation of the Township of Johnson  
Municipal Office, 1 Johnson Dr  
Desbarats, Ontario  
P0R 1E0**

**Attention: Deputy Clerk / Treasurer Janet Boucher**

**Envelopes must be sealed and clearly marked:  
“Ice Making Plant Upgrade 026-01”**

**LATE BIDS WILL NOT BE ACCEPTED**

**The Corporation of the Township of Johnson reserves the right to accept or reject all or part of any bid and also reserves the right to accept other than the lowest bid and/or to cancel this bid at any time.**

## PART 1 – INTRODUCTION

- 1.1 This Tender is an invitation to prospective Bidders to submit a Tender for the upgrade to the ice making plant from the current method of using water to make ice to a closed glycol loop.
- 1.2 If you intend to submit a Tender for this project please notify the Municipal Office and provide your contact information in the event that an Addendum is issued. [jboucher@johnsontownship.ca](mailto:jboucher@johnsontownship.ca) PH: 705-782-6601
- 1.3 This project will require the successful applicant to provide and install new, 2 Compressors, a Condenser and 2 Dehumidifiers and convert system to a functioning closed glycol loop.
- 1.4 *NOTE: This project is part of an application for funding that is expected to be announced in July. Regardless of funding via the grant the township is committed to completing this project. If successful on the grant the start date may be adjusted to meet the grant restrictions, earlier than the 15<sup>th</sup> or later than the 15<sup>th</sup> of July.*
- 1.5 **The facility is heavily booked with a continuous demand for ice rentals. The construction period shall be from July 15<sup>th</sup> to October 3<sup>rd</sup>, 2026, with no extension.**

**Ice making begins on October 5<sup>th</sup>, 2026.**

## PART 2 – EVALUATION CRITERIA of the TENDER

- 2.1 Bidders are advised that only complete submissions received on time shall be reviewed and evaluated.
- 2.2 **Scoring shall be:**
  - 10 points for completeness of Tender
  - 55 points for demonstrated experience of Contractor with respect to similar projects
  - 25 points demonstrated ability and commitment to complete the project within the time constraints as set out in Section 1.3 **July 15<sup>th</sup> to October 3<sup>rd</sup>, 2026**
  - 10 points ability to meet Grant requirements, and Municipal policies
- 2.3 Quality of work referenced shall provide bonus points to a maximum of 10 points
- 2.4 The successful Bidder may be required to show evidence of their ability, as well as the ability of any sub-contractors, to perform the work by the specified delivery date.

### **PART 3– CONDITIONS OF AWARD**

- 3.1 The Corporation of the Township of Johnson reserves the right to accept or reject all or part of any bid; and also reserves the right to accept other than the lowest bid or the highest scoring bid; or any bid and to cancel this call for bids at any time.
- 3.3 The acceptance of a Tender shall be conditional on the Bidder providing all documentation as required by the bid document within ten (10) working days of the date of notice of acceptance.
- 3.4 Contractor shall acknowledge and agree to meet the deadline as set out in Section 1.5. Failure to complete the project as accepted in the Tender, within the specified time may result in a penalty of \$500.00 per day.
- 3.5 The term ‘Bidder’ (s) or ‘Contractor’ (s) shall have the same meaning and carry the same responsibilities throughout this document.

### **PART 4 – BID REQUIREMENTS**

Bidders are required to conform to the conditions listed below and those failing to do so may be subject to disqualification.

- 4.1 Bids must be submitted on the bid form supplied by the municipality. Bid submissions must not be restricted by a statement added to the bid or by a covering letter, or by alterations to the bid form supplied unless otherwise provided in the bid document.
- 4.2 The Bid Form shall be signed in the space provided by a duly authorized official of the entity bidding.
- 4.3 Bids must be legible, written in ink or type-written, erasures, over-writing or strikeouts must be initialled by the person signing on behalf of the entity bidding.
- 4.4 A Bidder wishing to adjust a bid must withdraw the bid and or supersede it with a later bid submission prior to the bid closing time.
- 4.5 **Bids must be received in a sealed envelope clearly marked as Ice Making Plant Upgrade 026-01.**
- 4.6 No officer, agent or employee of the municipality is authorized to alter orally any portion of these documents. During the period prior to submission of proposals, alterations will be issued as written addenda.
- 4.7 All Bidders are responsible to provide the Deputy Clerk Treasurer with contact information to ensure any addendums maybe circulated to all Bidders prior to closing.

- 4.8 All Bid Forms shall be completed in full.
- 4.9 It is the responsibility of the Contractor's submitting a Tender to satisfy themselves as to the actual conditions and requirements of the work.
- 4.10 Submission of a Bid shall indicate that the Bidder agrees and warrants that, prior to submitting their bid they have reviewed the project requirements and that the bid submitted covers all costs of all items required in the contract. No claims for extras will be entertained on account of conditions, that ought to have been known or which could be observed on the site at the time the bids were submitted.
- 4.11 **ALL pages of this document and Appendix MUST be INITIALED** as an indication that the Bidder has read and understands the information, responsibilities and conditions as set out herein.

#### **PART 5 – INSURANCE AND WSIB**

- 5.1 The successful Bidder shall ensure any sub-contractors retained for any part of this project have insurance in place that is: (a) appropriate to the Project risks; and (b) consistent with the commercial practice in the sub-contractor's industry.
- 5.2 The successful Bidder shall deliver a certified copy of their firm's Public Liability and Property Damage Insurance.
- 5.3 The successful Bidder will be required to submit proof of Workplace Safety Insurance Board coverage, within 10 days of receiving the acceptance notice of their bid.

#### **PART 6 – CONTRACTOR'S INDEMNIFICATION**

- 6.1 The successful Bidder shall indemnify and save harmless the Municipality of Johnson from and against all losses and all claims, demands, payments, lawsuits, actions, recoveries and judgements of every nature and description made, brought or recovered against the Municipality of Johnson by reason of any act or omission of the Bidder, their agents or employees, in the executing of their work.
- 6.2 The successful Bidder shall be responsible for any and all damages or claims for damages or injuries or accidents done or cause by them, their agents, sub-Contractors or employees, resulting from the prosecution of the works, or any of their operations, or cause by reason of existence of location or condition of work or of any materials, plant or machinery used thereon or therein, or neglect or omission on their part, or on the part of any of their agents, sub-Contractors or their employees, to do or perform any or all of the several acts of things required to be done by them under and by these conditions and such damages and claims for damages.

## **PART 7 – CONFLICT OF INTEREST**

- 7.1 A Bidder shall discuss with the Municipality any perceived conflict of interest prior to submitting a proposal.

## **PART 8 – TERMS OF DELIVERY AND PAYMENT**

- 8.1 The successful Bidder shall be responsible for arranging its work so that the completion of the project shall be as specified in the contract.
- 8.2 The municipality shall pay the successful Bidder 10% of the contract/Tender price upon signing. 40% of contract/Tender price upon completion of the project, following a walk through, satisfying that no outstanding work remains to be completed. 40% of the contract/Tender price shall be payable 30 days from receipt of the final invoice. A 10% holdback of the contract/Tender shall be payable 60 days from receipt of the final invoice.
- 8.3 The Municipality shall have the right to withhold from any sum otherwise payable to the company such amount as may be sufficient to remedy any defect or deficiency in the work, pending correction of the same.

## **PART 9 – ASSIGNMENT**

- 9.1 The successful Bidder shall not assign the contract or any portion thereof without prior written consent of the Municipality.

## **PART 10 – OCCUPATIONAL HEALTH AND SAFETY ACT**

- 10.1 The successful Bidder, for purposes of the Ontario Occupational Health and Safety Act, shall be designated as the constructor for this project and shall assume all responsibilities of the constructor as set out in the Act and its regulations.
- 10.2 The successful Bidder agrees to indemnify and save the Municipality harmless for damages or fines arising from any breach of the Occupational Health and Safety Act, whether by the Bidder or any of its sub-contractors. Failure to do so shall result in immediate termination of the contract and removal of the Bidder and or sub-contractor herein and the forfeiture of all sums owing to the Bidder by the Municipality.

## APPENDIX – A

### PROJECT INFORMATION

The Municipality of Johnson is continually working to improve all aspects of municipally owned assets. The Johnson Township Community Centre is a busy and critically important facility for our residents and the communities surrounding us. One aspect of this facility is the rink and its sports and skating programs.

The ice making plant has not been renovated or significantly improved since it was originally built more than forty seven years ago.

### SCOPE OF WORK:

The ice making plant project shall include the following:

#### Stage 1

- Removal of existing condenser, two compressors and two dehumidifiers with the disconnection and termination of associated utilities
- Disposal of obsolete equipment removed

#### Stage 2

Supply and install new:

- **1 Evaporative Condenser Armstrong (Model-VC1-65P)**

#### NOTE:

Circuit A: 53 ton based on 95F condensing temp with an entering air wet bulb of 72F.  
Refrigeration R-717

Circuit B: To cool 75 GPM of Glycol from 105F to 95F at 72F entering air wet bulb.

- **2 Compressors (Mayekawa – N6WA and N4WA)**
- **-2 Dehumidifiers Thermoplus (Secarr) (IRD-075-8F)**
- **-2 Dehumidifier plenums Thermoplus (Secarr) (IRD-DIF-2)**
- Ensure full and complete operation of the ice making plant following the installations of the new equipment
- Final clean and removal of all debris

**You the contractor shall:**

1. Provide as required licensed electrical, mechanical and plumbing trades to complete the project. All work must meet their respective Codes
2. Project costs will be full and complete including sub contract costs
3. Maintain a safe, clean and organized work site, remove and dispose of all renovation and construction debris

**APPENDIX – B**

**BID FORM**

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

**Main Contact Person:** \_\_\_\_\_  
print

**Mailing Address:** \_\_\_\_\_

\_\_\_\_\_  
**Email:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**Acknowledgement of Receipt of Addendum**

**This will acknowledge that you have received and verified any and all Addendum issued and, that the pricing quoted includes the provisions set out in an addendum.**

**Addendum#**

**Received and understood – (initial)**

# \_\_\_\_\_

\_\_\_\_\_

# \_\_\_\_\_

\_\_\_\_\_

# \_\_\_\_\_

\_\_\_\_\_

# \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ **check here if NO Addendum were provided**

\_\_\_\_\_  
**Print name:**

\_\_\_\_\_  
**Signature:**

**APPENDIX – C**

**Schedule of Items and Pricing**

**The undersigned agrees to supply and deliver the goods and services as specified and require in accordance with this Tender for the following prices:**

- **The Municipality reserves the right to cancel any or all individual items.**

<b><u>Description:</u></b>	<b><u>Pricing:</u></b>
<b>Complete upgrade and install of equipment With the conversion to closed glycol loop.</b>	<b>\$ _____</b>
<b>Warranty Options:</b>	<b>\$ _____</b>
<b>Other:</b>	
_____	<b>\$ _____</b>
_____	<b>\$ _____</b>
_____	<b>\$ _____</b>
_____	<b>\$ _____</b>
<b>HST</b>	<b>\$ _____</b>
<b>TOTAL COST</b>	<b>\$ _____</b>

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**OPTIONAL:**  
**Supporting documentation, information, design, and clarification or specifications:**

**APPENDIX – D**

**REFERENCES:**

**\*Please provide references for work of a similar nature.**

**Reference #1**

**Name:** \_\_\_\_\_

**Contact info:** \_\_\_\_\_

**When was this work completed:** \_\_\_\_\_

**Briefly describe the work performed:**

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**Reference #2**

**Name:** \_\_\_\_\_

**Contact info:** \_\_\_\_\_

**When was this work completed:** \_\_\_\_\_

**Briefly describe the work performed:**

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**Reference #3**

**Name:** \_\_\_\_\_

**Contact info:** \_\_\_\_\_

**When was this work completed:** \_\_\_\_\_

**Briefly describe the work performed:**

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**APPENDIX – E**

**DECLARATION:**

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

1. That the several matters stated in the said bid are in all respects true accurate and complete.
2. That I/We have read and fully understand all information, terms and conditions contained within the Tender Documents, including the Appendices.
3. That I/We do hereby bid and offer to enter into a contract to supply all labour, materials and deliverables mentioned and described or implied therein.
4. That the Bid is irrevocable for sixty (60) days.
5. That the awarding of the contract by the municipality is based on this submission, which shall be an acceptance of this bid.
6. That this bid and Tender Documents shall form the basis for the contract.
7. That if this bid is accepted, I/We shall furnish all proof and documents, as requested and required within ten (10) working days of notification of award.
8. That acceptance by the municipality is fully conditional upon the receipt of said documentation.
9. That I/We agree to save the municipality, its agents, or employees, harmless from liability or any kind.

**I am prepared to complete the project within the time allowed:**

**Sub-trades available:**

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**Bidders Signature (and Seal):** \_\_\_\_\_

**Position:** \_\_\_\_\_

*If a Corporate Seal is not available documents should be witnessed.*

**Witness:** \_\_\_\_\_ **Dated:** \_\_\_\_\_