

**REQUEST FOR QUOTATIONS**

**Contract Administration**

**OF**

**Bourgault Street**

**Bid No.**

**2026-018**

**Bid Closing: February 12<sup>th</sup>, 2026**



**MUNICIPALITY OF WEST NIPISSING**  
**Contract Administration for Bourgault Street Construction**

**SECTION 1.0**  
**INSTRUCTION TO BIDDERS**

**INVITATION TO QUOTE**

The Municipality of West Nipissing is seeking a Consulting Engineering firm to prepare Construction Administration for the 2026 Bourgault Street Water and Sewer Work in the Municipality of West Nipissing.

**Owner:** Municipality of West Nipissing  
101-225, Holditch St.  
Sturgeon Falls, On P2B 1T1  
Phone: 705-753-2250  
Fax: 705-753-3950

**BID SUBMISSION**

- 1.0)** Bid Electronic bid submission through MERX or in the form of a password protected pdf document to [bids@westnipissing.ca](mailto:bids@westnipissing.ca) before 11:00 AM (local time) on February 12<sup>th</sup>, 2026. Bids submitted by email shall include the Bid reference number in the subject line. After the official closing time, respondents will be requested to submit the password).
- 1.1)** It is the respondent's responsibility to ensure submissions are received by the Municipality by the submission deadline. The Municipality assumes no obligation for issues caused by electronic or telecommunications issues affecting the delivery of the submission, even if originating from the Municipality's IT systems.
- 1.2)** Bids submitted by facsimile will not be considered.
- 1.3)** All pages contained in the tender documents form an integral part of this tender.
- 1.4)** The lowest or any bid will not necessarily be accepted. The owner may decide, at its sole discretion, that no tender submitted will be accepted and no contract will be awarded pursuant to this bid process. If the owner elects to reject all bids, all bidders will be notified and the owner will not be liable to any bidder in preparing the bid, damages, loss of anticipated profit in connection with the work, or any matter whatsoever.
- 1.5)** Bidders are advised that the Municipality functions through its Policy No. 2006-332 "Validity of Tenders" and by its By-Law No 2016-89 (including the most current amendments), "By-law to Establish Purchasing Policies and Procedures for the Municipality of West Nipissing" (Purchasing By-Law).
- 1.6)** Bidders are required to check the Municipality of West Nipissing website for addenda issued before the closing date and time. If the contract administrator determines that an amendment is required to the tender documents, the contract administrator will prepare an addenda and post it to the Municipality of West Nipissing website.
- 1.7)** Partial or incomplete bids will not be considered.
- 1.8)** In case of a corporation that has a corporate seal, the corporate seal shall be affixed to the tender form.

**QUESTIONS AND CLARIFICATIONS**

- 2.0)** Enquiries, request for explanation, interpretations or clarifications must be submitted by email to the Shawn Remillard (sremillard@westnipissing.ca). Only those inquiries submitted by email

will be considered. Emails submitted must include the tender title and tender reference number.

**2.1)** Enquiries will be received up to 11:00 AM local time on February 9<sup>th</sup>, 2026. Enquiries received after the date and time noted will not receive a response.

**BID OPENING**

**3.0)** Bids will be opened immediately after Bid Closing time. Only the names of the Bidders, bid price and the required bid security will be disclosed. Bid opening will be available via live stream on the Municipality's web site.

**3.1)** Bid received after the official closing time is considered LATE, and will not be accepted and will be returned unopened to the bidder.

**ADJUSTMENT OR WITHDRAWAL OF BIDS**

**4.0)** Adjustment by telephone, facsimile or letter for a bid already received will not be considered. A bidder desiring to make adjustment to a bid must withdraw the submission and/or supersede it with another offer.

**4.1)** Bidders may withdraw its bid at any time prior to closing provided the withdrawal:

- i) is in the form of a letter and,
- ii) state the name of the bidder and clearly identifies the bid that is being withdrawn and;
- iii) is signed by the bidder's duly authorized signing officer;

**EXAMINATION OF SITE CONDITIONS**

**5.0)** It is the responsibility of the bidder before submitting a tender to carefully examine the site of the proposed work. Tenderers shall fully informed themselves as to the existing site conditions and limitations to determine all factors relating to the place of work that may affect the performance of the work, conditions such as weather and availability of labour, the ground, quality and quantity of the material to be encounter, the equipment and facilities needed preliminary to and during the execution of the work, the general local conditions, and all matters which are necessary for the full and proper completion of the work and the conditions under which it will be performed.

**5.1)** Any failure to fully investigate the sites of the work or the foregoing conditions shall not relieve the tenderer from his responsibility for estimating properly the difficulty or cost of successfully

performing the work. Neither the owner, nor any of his representative or agents, assumes any responsibility for the accuracy of site information indicating in the tender documents and the bidders must evaluate such information relative to the actual conditions at the place of the work.

**DOCUMENT DISCREPENCIES AND OMISSION**

**6.0)** Bidders are responsible to review the quote documents and to verify they are complete. If the bidder finds discrepancies or omissions from the drawings, specifications and other documents, the bidder should submit a written request for correction to the contract administrator. Written request for corrections must be received no later than three (3) days prior of tender closing date. Any required correction, addition, deletion or revision to the tender documents will be by written addenda to the tender documents issued by the contract administrator by posting to the Municipality of West Nipissing website.

**RESPONSE MATERIAL OWNERSHIP**

**7.0)** All material submitted regarding this RFQ becomes the property of the Municipality and will only be returned to the Consultant at the Municipality's discretion. Disqualification of a Consultant does not eliminate this right.

**ACCEPTANCE OF PROPOSAL CONTENT**

**8.0)** The contents of the proposal of the successful Consultant may become contractual obligations if the Municipality wishes to execute a contract based on the submitted proposal. Failure of the successful Consultant to accept these obligations in a purchase agreement, purchase order, contract, or similar instrument may result in cancellation of the award, and such Consultant may be removed from future solicitations.

**INSURANCE**

**9.0)** The successful tender shall, within (7) calendar days after receipt of the owner's notice of award, deliver to the owner one (1) copies of certificates attesting to the fact that the required policies of insurance have been obtained by the tenderer.

**PRE-QULIFICATION OF CONTRACTOR**

**10.0)** Contractor or all sub-contractors working for the contractor must pre-qualify with the Municipality of West Nipissing health and safety officer before starting work.

*QUOTE FORM:*

- 1.0)** I/we recognize the right of the owner to reject any and all tenders for any reason without explanation and that the lowest tender may not be necessarily be accepted.
- 1.1)** I/we understand that my/our tender will be subject to rejection unless it is prepared in strict accordance with all the requirements of the tender documents.
- 1.2)** All pricing shall be in Canadian funds, all applicable taxes included with the exception of HST which will be considered as extra to the cost.
- 1.3)** I/we hereby acknowledge receipt of the following addenda \_\_\_\_ to \_\_\_\_ forming part of the tender documents (**If none have been received, write the word none**)
- 1.4)** If a discrepancy is found in the quote form between the unit price and the total amount, the unit prices shall be considered as representing the intention of the tender.
- 1.5)** I/we agree to furnish the following information in addition to the signed contract, all within ten (10) days from the date of acceptance.
  - i) Shall deliver to the owner a certificate of insurance as specified in the quote document.
  - ii) Shall deliver to the owner H&S manual, WSIB certificate and MSDS sheets as specified in the quote document

Having carefully examined the sites and all conditions affecting the proposed works as well as the Tender Document including the current site conditions, all addenda and the instruction to bidders, I/we, undersigned, hereby offer to furnish all necessary labour, materials, supervision, tools, equipment etc. required to complete all work requisite for the proper execution of this contract, expeditiously and in the satisfactory manner and accept in full payment therefore stipulated sum of:

<b>DESCRIPTION</b>	<b>Cost Per Week</b>
<b>Bourgault Street</b> (Michaud Street to Turn Circle) Full Reconstruction of Water, Sanitary, Storm and Roadway with paved swale design *	\$
<b>TOTAL</b>	\$

**\*For Bidding Purposes assume 16 weeks of 40 hours supervision /Week**



West Nipissing District

**MUNICIPALITY OF WEST NIPISSING**  
**Contract Administration for Bourgault Street Construction**

**SECTION 2.0**  
**QUOTE FORM**

**Additional Unit Price (if required)**

DESCRIPTION	Price/Hour
Additional Site Supervision	
Engineering	
Drafting	

**Signatures:**

Contractor full business name:

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Contractor full business mailing address:

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Phone No: \_\_\_\_\_ Fax No: \_\_\_\_\_

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

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

*I have the authority to bind this company/corporation*

NAME: \_\_\_\_\_ (Please Print)

TITLE: \_\_\_\_\_ (Please Print)

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 2026.



**MUNICIPALITY OF WEST NIPISSING**  
**Contract Administration for Bourgault Street Construction**

**SECTION 2.0**  
**QUOTE FORM**

**CORPORATE SEAL:**

**APPENDIX "A"**

**PREVIOUS EXPERIENCE**

**Please indicate three (3) past/current related work experience**

All bidders must demonstrate similar experience by providing references from a government/public sector entity of similar nature. Bidders without or with insufficient government/public sector experience may be disqualified. Past experience with the Municipality will also be considered. Prior poor performance with the Municipality may result in disqualification. Decisions of disqualification by the Municipality will be deemed final and will be given to the bidder in writing.

**MUNICIPALITY OF WEST NIPISSING****Contract Administration for Bourgault Street Construction****SECTION 2.0****QUOTE FORM****Reference#1**

Project Title & brief description of work:

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Project start date: \_\_\_\_\_ Project end date: \_\_\_\_\_

Total value of contract awarded: \$ \_\_\_\_\_

Owner or Contractor who awarded contract: \_\_\_\_\_

Contact person: (Full Name) \_\_\_\_\_ Phone: \_\_\_\_\_

**Reference#2**

Project Title & brief description of work:

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Project start date: \_\_\_\_\_ Project end date: \_\_\_\_\_

Total value of contract awarded: \$ \_\_\_\_\_

Owner or Contractor who awarded contract: \_\_\_\_\_

Contact person: (Full Name) \_\_\_\_\_ Phone: \_\_\_\_\_

**APPENDIX "A"****PREVIOUS EXPERIENCE**



West Nipissing District

**MUNICIPALITY OF WEST NIPISSING**  
**Contract Administration for Bourgault Street Construction**

**SECTION 2.0**  
**QUOTE FORM**

**Reference#3**

Project Title & brief description of work:

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Project start date: \_\_\_\_\_ Project end date: \_\_\_\_\_

Total value of contract awarded: \$ \_\_\_\_\_

Owner or Contractor who awarded contract: \_\_\_\_\_

Contact person: (Full Name) \_\_\_\_\_ Phone: \_\_\_\_\_

**HEALTH & SAFETY**

- 1.0) **General:** Consultant must comply with the Occupational Health and Safety Act (OHSA) and the Municipality of West Nipissing safety policy.
- 1.1) **Competent person:** Consultant is responsible using their training, knowledge and experience to protect the health and safety of their workers and others, reporting to their supervisor the absence of, or defect in any protective equipment or device, and reporting to their supervisor, any circumstances or conditions that may limit their ability to comply with the requirements of the OHSA and the Municipality of West Nipissing Safety policy.
- 1.2) **Equipment & tools:** All equipment and tools used by the Consultant shall conform to Canadian Standards Association (CSA) or manufacturer specifications. The Municipality of West Nipissing reserves the right to prohibit the use of any equipment and methods or practices that do not conform to acceptable standards. Defective equipment and tools shall be removed from the work site premises immediately.
- 1.3) **PPE:** All workers must wear appropriate CSA approved eye protection, hearing protection, CSA approved hard hats, CSA approved foot protection and CSA approved gloves and fully comply with the OHSA&R at all time while working in prescribed areas.
- 1.4) **Reporting:** Consultant must report immediately to the contract administrator and or the Municipal contract administrator all workplace incidents, near misses, injuries and illnesses and environmental damages. Consultant shall also report accidents/incidents to the Ministry of Labor or any other appropriate authority required by legislation.
- 1.5) **Supervision:** Consultant shall comply with OHSA regulations.
- 1.6) **WSIB:** Consultant shall provide the Municipality with a current WSIB Clearance Certificate within five (5) days of contract award.

**GENERAL LIABILITY INSURANCE**

- 2.0) The successful Bidder's General Liability Insurance policy shall not be less than \$5,000,000 (five million dollars) per occurrence. The successful Bidder agrees to provide proof of a General Liability insurance policy in the amount of not less than \$5,000,000, (five million dollars) per occurrence, to indemnify the Corporation of the Municipality of West Nipissing against any damages occasioned through any act, omission or neglect of the successful Bidder while carrying out the service under this Proposal.

**PROTECTION OF WORK & PROPERTY**

3.0) The successful Respondent shall provide continuous and adequate protection of all work from damage and shall protect the Municipality's property from injury or damage arising from or in connection with this work. The successful Respondent shall make good any such damage or injury.

**PERFORMANCE**

4.0) Any undue delays in the execution of the work and/or costs incurred by the Municipality due to inefficiencies in performance on behalf of the successful Respondent shall be deemed to be the responsibility of that Respondent and as such, any and all costs, as deemed appropriate and reasonable compensation for the Municipality, will be assessed to the successful Respondent.

**CHARACTER AND EMPLOYMENT OF STAFF**

5.0) The successful Respondent shall employ only orderly, competent and skillful employees to ensure that the services are carried out in a respectable manner.

5.1) Workmanship and services shall be of the best quality, executed by employees qualified, experienced and thoroughly skilled in the respective duties for which they are employed.

5.2) Decision as to the quality or professionalism of workmanship in case of any dispute rests solely with the contact administrator, whose decision is final.

5.3) In the event that any person employed by the successful Respondent in connection with the service arising out of this proposal gives, in the opinion of the Municipality, just cause for complaint, the successful Respondent upon notification by the Municipality in writing, shall not permit such person to continue in any future service arising out of this Proposal.

5.4) Respondent will be informed about any unsatisfactory performance, as identified by the contractor administrator, and given a reasonable opportunity to remedy. Unresolved unsatisfactory performance issues may result in termination of the remainder of the contract.

5.5) The Municipality reserves the right to disqualify a Respondent due to the Respondent's past performance on previous contracts awarded, failure to complete awarded work, or termination of previous contracts.

**ASSIGNMENT OF CONTRACT**

6.0) The successful Respondent shall not assign transfer, convey, sublet or otherwise dispose of this contract or his/her right, title or interest therein, or his power to execute such contract, to any

other person, company or Corporation, without the previous consent, in writing, of the Municipality's officials, which consent shall not be unreasonably withheld.

**SUB-CONTRACTORS**

7.0) No portion of the work under this award may be sub-contracted without the written authorization of the Municipality. The Respondent is fully responsible to the Municipality for the acts and omissions of sub-respondents and/or persons directly or indirectly engaged by the Respondent in respect to this work. Sub-respondents will be required to abide by all the requirements of the Proposal document as though the primary successful Respondent (Insurance, WSIB, Health & Safety Policy, etc.). The Respondent agrees to bind every sub-respondent by the terms of the Proposal documents as far as it is applicable to their work.

**PAYMENT**

8.0) All Invoices submitted by the Consultant must show the project name and Contract Number, the Corresponding Road Name and the Contract administrator's name. Invoicing shall be separated per corresponding road segment due to individual funding requirements.

8.1) Change orders will only be processed if submitted with a change order notice by Purchase Order signed by the contract administrator and or Municipal Contract Administrator.

8.2) Only original copy of invoices will be processed for payment.

**SCOPE**

**Background**

The Municipality of West Nipissing requires Construction Administration for the Bourgault Water and Sewer Project located on **Bourgault Street** (Michaud easterly to turn circle).

The Work includes the detailed replacement of the existing water, sanitary and storm infrastructure. As shown in the attached drawings for construction.

Construction Administration/Site Supervision and Tender Preparation/Award for:

- Bourgault Street (Michaud to Turn Circle)

**Pre-Construction Phase**

- Attendance at pre-construction meetings
- Review of contractor submissions (e.g., schedules, shop drawings, material submittals)
- Coordination with the Municipality and project stakeholders

**Construction Phase**

- General contract administration in accordance with the construction contract
- Site supervision to monitor progress and conformance with contract documents and design
- Review and certification of progress payment applications
- Review and processing of change orders and change directives
- Coordination with the contractor, utility companies, and municipal staff
- Responding to Requests for Information (RFIs)
- Maintaining project records, including site reports and correspondence
- Assistance with resolving construction issues and disputes

**Project Close-Out**

- Substantial Performance and Total Performance inspections
- Review of as-constructed drawings and operation and maintenance manuals
- Preparation of final payment certificates
- Warranty inspections, as required

**QUALIFICATIONS OF RESPONDENT**

**MUNICIPALITY OF WEST NIPISSING****Contract Administration for Bourgault Street Construction****SECTION 4.0****SPECIAL PROVISION**

The Respondent must be a firm of professional engineers, which will be responsible for overseeing construction completion. The Respondent must be able to demonstrate experience with municipal infrastructure and on similar projects.

**SUBMISSION**

- 1.0) Prices must include all incidental costs and the respondent must be satisfied as to the full requirements of the RFQ. No claims for extra work will be entertained and any additional works must be authorized in writing, accompanied by a Purchase Order prior to commencement. Should the Respondent require more information or clarification on any point, it must be obtained in writing prior to the submission of the proposal.
- 2.0) In making a bid, the Respondent hereby certifies that they have reviewed this RFQ and are familiar with all conditions contained therein.