

Request for Tenders for the Civic Centre Boiler Replacement

RFT-2026-02-PRC

Issue Date: July 28, 2026

A Mandatory Pre-Bid Meeting is scheduled for Friday, Aug 7, 2026 at 10:00 am. Meet at the front entrance

Closing Time: August 21, 2026, 1:59:59 pm Eastern Standard Time. **Make sure you have all Tender documents filled out including Buy Ontario.**

Final Date for Questions: August 17, 2026. **Inquiries must be received no later than 1:00 pm.**

Award Date: September 9, 2026

Location: www.biddingo.com/hanover

Email: civic@hanover.ca

Hard Copy: 341-10th Street, Hanover, ON N4N 1P5

Attention: Manager of Legislative Services/Clerk

Late Submissions will not be accepted.

The lowest or any Submission may not necessarily be accepted.

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Section 1 - Instructions to Bidders

1.1 Form of Tender

All Tenders must be submitted upon the documents provided in accordance with Section 1.2 below. The Town of Hanover (herein “Town”) prefers bids through Biddingo but will also accept emails to email address civic@hanover.ca and hard copies dropped off at the Civic Centre in sealed envelopes.

1.2 Tender Submission and Process

Bidders are to follow the attached web link to gain access to Town’s Bidding Website called www.biddingo.com/hanover. All files are preferred to be uploaded to the attached website.

1.3 Biddingo.com Instructions for Requested Documents

Please note the type and number of files allowed. The maximum upload file size is 100 MB.

Please do not embed any documents within your uploaded files, as they will not be accessible or evaluated.

Upload your submission at: www.biddingo.com/hanover

Your submission must be uploaded, submitted, and finalized prior to the Closing Time. We strongly recommend that you give yourself sufficient time and **at least ONE day** before Closing Time to begin the uploading process and to finalize your submission.

Important Notes:

Each item of Requested Information will only be visible to Town Staff after the Closing Time.

Uploading large documents may take significant time, depending on the size of the file(s) and your Internet connection speed.

The bidding system will send an email confirmation receipt with a unique confirmation number once you finalize and submit your tender.

Minimum system requirements: Internet Explorer 8/9/10+, Google Chrome, or Mozilla Firefox. JavaScript must be enabled. Browser cookies must be enabled.

Need Help?

Please contact Biddingo at <https://www.biddingo.com/contact> for technical questions related to your submission.

1.4 Definitions

Bidding Website:	Refers to the Town's online Bidding portal on Biddingo.com
Corporation:	Refers to the Corporation of the Town of Hanover
Town/Owner:	Refers to the Town of Hanover
Bidder:	Refers to any eligible entity providing a Tender
Successful Bidder:	Refers, in the event of an award, to the selected Bidder
Contract:	Refers, in the event of an award, to the Tender document including all addenda issued and the Successful Bidder's bid submission
Contractor:	Refers, in the event of an award, to the Successful Bidder
Tender(s), Bid(s):	Offer or bid from a Bidder

1.5 Tender Submission Deadline

Bids must be submitted, and received by the Town, on or before the bid closing date and time indicated on the Bidding Website (the "Submission Deadline"), which will be determined by the Bidding Website clock. Bidders are cautioned that the timing of their submission is based on when the bid is received in the Bidding Website, not when it is submitted by the Bidder.

The Corporation is not responsible for submissions delivered to any other location.

1.6 Late Submissions

Bidders will not be able to access the Biddingo.com portal after 1:59:59PM on the day of close. Sealed Bids also will not be accepted past 2PM via email or dropped off at the Town of Hanover, Civic Centre Building.

1.7 Tender Opening

Bids received, by the date & time of closing, will be reviewed by Town staff and results will be placed on the Biddingo.com portal and on the Town website. **No public tender opening will occur.**

1.8 Addenda

If required by the Owner, addenda will be distributed to all Bidders registered as a document taker for this bid. Addenda will be distributed using the latest contact information as provided by the Bidder. It is the Bidder's ultimate responsibility to ensure all addenda have been received.

Bidders shall acknowledge receipt of addenda on the www.biddingo.com/hanover in the Data Field as requested by providing a Yes or No response to receipt of addenda. Bidders are required to submit all addenda with final submission.

1.9 Inquiries / Clarification

Inquiries must be received no later than 1:00 PM, four (4) business days prior to closing; otherwise, a response may not be provided.

Questions of clarification may be answered individually, but response(s) to any question that modifies the scope of the Request for Tender will be circulated in writing as an Addendum to all registered document takers who have received the Request for Tender document from the Corporation.

Questions shall be directed, in writing only, by email or through the Biddingo platform to:

Matthew Marshall Civic Facilities Maintenance Supervisor

Town of Hanover

Email: mmarshall@hanover.ca

1.10 Omissions, Discrepancies, and Interpretations

Should a Bidder find omissions from or discrepancies in any of the Tender Documents or should the Bidder be in doubt as to the meaning of any part of such documents, the Bidder shall notify the Purchasing Representative listed above without delay. Should a correction, explanation or interpretation be necessary or desirable, an addendum will be issued through the Biddingo.com Website to all who have received Tender Documents.

No oral explanation or interpretation will modify any of the requirements or provisions of the Tender Documents.

1.11 Withdrawal or Alteration of Tender

Any Bidder who has submitted a Tender to the Biddingo.com portal may update their Tender at any time prior to the specified time and date of closing. The last Tender received will supersede all Tenders previously submitted. Bidders may also remove their Tender submission from the Biddingo.com portal at any time prior to the time of closing.

1.12 Retrieval of Official document and Addenda

Only documents found on the Owner's Bidding website are to be considered the "official" documents. The Owner accepts no responsibility for the accuracy of information found on other websites. The onus is on the bidder to check this site to verify they have received all relevant information.

Addenda will be posted on this website. Although the Owner will attempt to e-mail registered bidders to notify them when addenda are posted on the website, the Owner does not guarantee that e-mails will be sent to all bidders or received by all bidders. It is the Bidder's sole responsibility to check the website often to inform themselves of any posted addenda.

1.13 Examination of Tender Documents

Each Bidder must satisfy themselves by a personal study of the Tender documents, by calculations, and by personal inspection of the site, respecting the conditions existing or likely to exist in connection with the proposed work. There will be no consideration of any claim, after submission of Tenders, that there is a misunderstanding with respect to the conditions imposed by this Request for Tender.

Prices bid must include all incidental costs and the Bidder must be satisfied as to the full requirements of the Tender. No claims for extra work will be entertained and any additional works must be authorized in writing prior to commencement. Should the Bidder require more information or clarification on any point, it must be obtained prior to the submission of the Tender.

1.14 Completion of the Tender

The Tender Form including the Bid Table and other relevant documents, must be completed. All entries shall be clear and legible. Entries must be made for unit price, lump sum, extensions and totals as appropriate. All items shall be bid according to instructions contained within the Tender Documents.

Alterations may be made provided they are legible and initialed by the Bidder's signing officer. Tenders which are incomplete, conditional, illegible or obscure, or that contain additions not called for, reservations, erasures, alterations incorrectly submitted, or irregularities of any kind may be rejected.

In the event of a discrepancy between the unit price and the total price, the unit price shall prevail.

1.15 Acceptance or Rejection of Tender

The Owner reserves the right to reject any or all tenders and to waive formalities as the interests of the Owner may require without stating reasons therefore.

Notwithstanding and without restricting the generality of the statement immediately above, the Owner shall not be required to award and accept a tender, or recall the Tenders at a later date:

- a) When only 1 tender has been received;
- b) Where the lowest responsive and responsible bidder substantially exceeds the estimated cost of the goods or service;
- c) When all tenders received fail to comply with the specifications or Tender terms and conditions;
- d) Where a change in the scope of work or specifications is required the lowest or any tender will not necessarily be accepted. The acceptance of a tender will be contingent upon an acceptable record of ability, experience, and previous performance.
- e) If the Bidder has abandoned, defaulted, or caused the cancellation of, any contract within the last two years with the Owner (s), the bid will be rejected.
- f) If the Bidder is currently involved in litigation with Owner (s) over a tender issue, their Tender may be rejected.

The Owner shall not be responsible for any liabilities, costs, expenses, loss, or damage incurred, sustained, or suffered by any Bidder by reason of the acceptance or the non-acceptance by the Owner of any tender or by reason of any delay in the acceptance of a Tender except as provided in the Tender document.

Each tender shall be open for acceptance by the Owner for a period of 60 calendar days following the date of Closing.

Where the tender documents do not state a definite delivery/work schedule and a submitted tender is based on an unreasonable delivery/work schedule, the tender may be rejected.

1.16 Tender Selection and Evaluation Criteria

The acceptance of a Tender will be contingent upon, however not limited to, the following considerations:

- Compliance with the Tender process;
- Ability to meet or exceed all specifications and requirements;
- Quoted Price;
- Ability, experience and references

1.17 Tender Award Procedures

Unless stated otherwise the following procedures will apply:

- The Owner will notify the Successful Bidder that their Tender has been accepted, within 60 calendar days of the Tender closing.
- Notice of acceptance of Tender will be by written notice.
- Immediately after acceptance of the Tender by the Owner, the Successful Bidder shall provide the Owner with any required documents within 14 calendar days of the date of notification of award.

1.18 Ability and Experience

It is not the purpose of the Corporation of the Town of Hanover to award this contract to any Bidder who does not furnish satisfactory evidence of possessing the ability and experience in this class of work and sufficient capital and plant resources to ensure acceptable performance and completion of the Tender.

The following criteria will be utilized by the Corporation to determine whether a Bidder is qualified to undertake the award;

- (a) The Bidder's ability and agreement to supply the product
- (b) The Bidder's ability to work effectively with the Corporation staff and other representatives
- (c) The Bidder's history with respect to providing satisfactory results and acceptable cooperation
- (d) The Bidder must have ten years' experience in this class of work

A Bidder is invited to provide any additional information it determines will assist the Corporation in using the aforementioned criteria. The Corporation may reject the lowest

or any submissions if after investigation and consideration, the Corporation concludes, in its opinion, that the Bidder is not able to supply the product in a manner satisfactory to the Corporation.

1.19 Documents Required After Award

Each of the following documents are to be provided to the Town of Hanover within 14 days of award:

- Certificate of Insurance
- Current WSIB Clearance Certificate
- Supervisor's Name and Number

1.20 Performance and Labour & Material Payment Bonds

The Contractor shall, prior to the commencement of the Work, provide to the Owner a performance bond and labour and material payment bond, each in an amount equal to fifty percent (50%) of the Contract Price

1.21 Limited Liabilities

The Owners' liability under this Tender shall be limited to the actual goods/services ordered and provided.

1.22 Bidder Expense

Any expenses incurred by the Bidder in the preparation of the Tender submission are entirely the responsibility of the Bidder and will not be charged to the Owner.

1.23 Accessibility for Ontarians with Disabilities Act, 2005

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c.11, the Town shall have regard to the accessibility for persons with disabilities in respect to goods and services purchased by the Town as per the Town of Hanover Policy ADM04-09 (Accessible Customer Service Standards – Policies/Practices/Procedures).

Ontario Regulation 429/07 (Accessible Standards for Customer Service)

In accordance with section 6 of Ontario Regulation 429/07, Accessible Standards for Customer Service, the contractor is responsible to ensure that all of its employees, volunteers and others for which the contractor is responsible are adequately trained.

1.24 Accessible Document

Every effort has been made to ensure this document is accessible in accordance with the *Ontarians with Disabilities Act, 2001* (ODA) and the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA). To request this information in an alternate format, please contact the Manager of Legislative Services/Clerk at civic@hanover.ca or 519-364-2780.

1.25 Negotiation

The Corporation reserves the right to negotiate with the lowest compliant bidder.

1.26 Governing Laws

This Tender and subsequent contract/agreements will be interpreted and governed by the laws of the Province of Ontario.

1.27 Freedom of Information

Any personal information required on the Tender Form is received under the authority of the Municipal Freedom of Information and Protection of Privacy Act, 1989, RSO, 1990. This information will be an integral component of the Tender submission.

All written Tenders received by the Corporation become a public record, once a Tender is accepted by the Owner, all information contained in them is available to the public, including personal information.

Questions about collection of personal information and the Municipal Freedom of Information and Protection of Privacy Act, 1989, R.S.O. 1990, Chapter M.56, as amended, should be directed to:

Town of Hanover
Manager of Legislation/Clerk
341 10th Street, Hanover, ON N4N 1P5
Telephone (519) 364-2780
Email: civic@hanover.ca

The Clerk has been designated by the Corporation of the Town of Hanover Council to carry out the responsibilities of the Act.

Section 2 - Specific Conditions

2.1 Award

All work will be awarded as a whole.

All items must be completed in full. The lowest bid or any Tender may not necessarily be accepted.

2.2 Budget Approval

The award is subject to approved budget. The Town anticipates awarding for the 2026 work following the close of tender.

2.3 Pricing

No alterations, additions or deletions from the accepted Tender price will be permitted without the prior written approval of the Corporation.

2.4 Harmonized Sales Tax (HST)

H.S.T. is applicable to the item(s) listed, however, is not to be included in the tendered unit cost. Bidders shall provide all unit pricing as exclusive of "HST".

2.5 Terms of Payment

Unless otherwise stated herein, the Corporation's normal terms of payment will be Net Thirty (30) calendar days from the Receipt of Goods/Services or the Date of Invoice, whichever occurs later. Invoices shall be forwarded to the attention of:

Town of Hanover
Finance Department/Accounts Payable Clerk
341 10th Street, Hanover, ON N4N 1P7
Telephone (519) 364-2780
Email: ap@hanover.ca

A 10% holdback will be applied to work as form of security and will be released after the work has been completed and all deliverables have been submitted to the Town.

2.6 Subcontractors

- (a) Bidders shall submit a list of their proposed Subcontractors containing the names of all of the Subcontractors which the Bidder proposes to use to perform work under the Contract and the division or section of Contract Work to be completed by each Subcontractor.

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- (b) Bidders shall ensure that all Subcontractors selected and named have experience in the Subcontract work described, have submitted their Subcontract prices in strict accordance with the Bid Documents, and that they will execute their work with competence and within the required time frame.
- (c) Bidders shall ensure that all Subcontractors submitting bids shall be actively engaged in work of the type described and shall be able to show proof upon request by the Owner of previous work of similar nature performed by them.
- (d) Bidders shall not show "Own Forces" in their list of proposed Subcontractors, except where the Bidder's intent is to employ the Bidder's own qualified on-staff personnel to perform such work.
- (e) Bidders shall not indicate "TBD" (To Be Determined) or "TBA" (To Be Announced) or similar wording and shall not indicate multiple choices of Subcontractor names for any Subcontractor category in their list of proposed Subcontractors. One Subcontractor name shall be indicated for each Subcontractor category.
- (f) Bidders shall list in their list of proposed Subcontractors, all of the Subcontractors who will perform work on the Project.
- (g) No names, either of Subcontractors or "Own Forces" may be changed after submission of the list of proposed Subcontractors unless prior written approval is received from the Owner. Such approval will only be considered after receipt by the Owner of a written request for the change by the Bidder with a full explanation of the reasons for the requested change and a letter from the previously named Subcontractor agreeing to withdraw its bid with no consequences to the Owner.
- (h) The Owner reserves the right to reject a proposed Subcontractor for reasonable cause. Upon such rejection, the Bidder will be required to propose an alternate Subcontractor and to identify any resulting change to the Bid Price. This change can affect the status of the low Bid and may result in a different Bid becoming low.

2.7 Performance

Any undue delays and/or costs incurred by the Corporation due to inefficiencies in performance shall be deemed to be the responsibility of the successful

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Bidder and as such will be deducted from the payment for work and or the performance deposit.

2.8 Failure to Perform

Failure of the Contractor to perform in accordance within listed specifications will void the contract.

2.9 Indemnification

The successful Bidder shall indemnify, defend and hold harmless the Corporation, the Owner, its officers and employees from and against any and all liabilities, claims, demands, loss, cost, damages, actions, suits or other proceedings by whomsoever made, directly or indirectly arising out of the project attributable to bodily injury, sickness, disease or death or to damage to or destruction of tangible property caused by any acts or omissions of the Bidder, its officers, agents, servants, employees, customers, invitees or licensees, or occurring in or on the premises or any part thereof and, as a result of activities under this Tender. Neither the Owner nor the Successful Bidder shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence or for the negligence of anyone other than their own officers, agents, servants, employees, customers, invitees, or licensees.

This indemnity shall survive the expiration or early termination of this Agreement and continue in full force and effect.

Furthermore, the successful Bidder agrees to defend, indemnify and save harmless the Corporation against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever arising out of or related to the Contractor's status with WSIB. This indemnity shall be in addition to and not in lieu of any proof of WSIB status and compliance to be provided by the Contractor in accordance with this Contract and shall survive this Contract.

2.10 Liability Insurance

The Successful Bidder shall, at its expense, obtain and keep in force during the term of this Agreement, Insurance satisfactory to the Town of Hanover, including the following and underwritten by an insurer licensed to conduct business in the Province of Ontario:

- (a) Commercial General Liability with a limit of liability of not less than \$5,000,000/occurrence, including:
 - i) The Corporation named as an additional insured including a provision for cross liability
 - ii) Non-owned automobile coverage
 - iii) Errors and omissions insurance coverage

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- iv) Products and completed operation coverage
- (b) Sudden and Accidental Pollution coverage with a limit of at least \$2,000,000
- (c) Automobile liability insurance under a standard Automobile policy with limits of not less than \$2,000,000 in respect of each owned or leased vehicle
- (d) Crane Operators/Hook Liability. If booms or cranes are involved in moving any materials or installing equipment (example: HVAC), the contractor will require Hook or Crane Operators Liability. The limit for this coverage should equal the cost of the most expensive piece to be moved or installed.
- (e) That 30 days prior notice of an alteration, cancellation or material change in policy terms which reduces coverage's shall be given in writing to the Corporation.

2.11 Certificate of Insurance

Within 15 days of Award, the successful Bidder shall provide the Town with a Certificate of Insurance acceptable to the Town and, if requested by the Town, certified copies of the insurance policies. The Certificate of Insurance must comply with the insurance requirements outlined in this Tender. If the Certificate of Insurance is provided in a non-original form (e.g. scanned electronic copy), the Bidder acknowledges and agrees that the Town is fully entitled to treat any such Certificate as an original and that the Bidder will be responsible for the accuracy and validity of the information contained therein.

2.12 Health & Safety and Workplace Safety & Insurance Board (WSIB)

The Successful bidder is responsible for all costs associated with its workplace accidents and all premiums or assessments owing to the Workplace Safety and Insurance Board (WSIB) for its own employees.

The Successful bidder shall, throughout the Term of the Agreement, maintain WSIB Clearance Certificates for itself, its employees, subcontractors and subcontractors' employees under the Workplace Safety and Insurance Act.

The Successful bidder shall comply with the Occupational Health and Safety Act (Ontario), the Workplace Safety and Insurance Act (Ontario), the Human Rights Act, (Ontario), and applicable regulations under such legislation and all other legal obligations with respect to worker health, safety and treatment.

The Successful bidder shall notify the Owner as soon as practical of any workplace injuries.

2.13 Regulation Compliance and Legislation

The Successful Bidder shall ensure all services provided in respect to this Tender are in accordance with, and under authorization of all applicable authorities, Municipal, Provincial and Federal legislation.

2.14 Extra Work

No work shall be regarded as extra work, unless it is ordered in writing by the Corporation and with the agreed price for the same specified in said order, provided said price is not otherwise determined by this Tender. A statement of the cost of extra work shall be made within 30 calendar days after the completion of the said extra work.

2.15 Basis for Payment

The Successful Bidder shall submit applications for payment based upon the schedule of values approved by the Corporation. Once the value of the application has been accepted by the Corporation, submit a Progress Invoice for the accepted value.

2.16 Assignment of Contract

The Successful Bidder 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 Corporation's officials, which consent shall not be unreasonably withheld.

2.17 Cancellation

The Corporation reserves the right to immediately terminate the Contract at its own discretion, including but not limited to such items as non-performance, inferior quality work, pricing issues, etc.

If the Successful Bidder should neglect to execute the work properly or fail to perform any provision of this Award, the Owner, after 3 business days written notice to the successful Bidder, may, without prejudice to any other remedy in existence, make good such deficiencies and may deduct the cost thereof from any payment then and thereafter due to the successful Bidder. Continued failure of the successful Bidder to execute the work properly shall result in a termination of Contract. The Owner shall provide written notice of termination.

The Owner may elect to terminate the Contract if the original terms and conditions are significantly changed, giving 30 calendar day's written notice to the successful Bidder.

Either party may terminate the Contract by giving the other party 30 calendar day's written notice, giving reasons acceptable to the other. A period of less than 30 calendar days to terminate the contract may be negotiable if mutually agreeable among the parties involved in the Contract.

Failure to maintain the required documentation during the term of this contract may result in suspension of the work activities and/or cancellation of the contract.

2.18 Protection of Work and Property

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

The Contractor shall not leave any equipment on Town property unattended at any time, unless the Town of Hanover gives prior approval and such equipment is properly protected to the satisfaction of the Town.

2.19 Damage by Contractor

The Contractor shall make financial compensation before the end of this contract at his own expense for any damage caused by his work to any material, equipment, and property located on the project.

2.20 Performance Evaluation

The Corporation reserves the right to evaluate the performance of the Contractor a minimum of once per year and/or when the Contract is completed or terminated.

If the Contractor's performance is deemed to be poor the Owner may suspend the Contractor from Bidding on Town Contracts. The length of the bidding suspension will depend on the nature of the unsatisfactory performance.

Section 3 - General Provisions

3.1 Purpose

The Corporation of the Town of Hanover is seeking proposals from qualified mechanical contractors for the replacement of the primary heating boiler serving the Hanover Civic Centre, located at 341 10th Street, Hanover, Ontario N4N 1P5.

3.2 Contract

Following successful completion of the pre-contract verification process, the selected bidder will be expected to enter into the contract with the Town of Hanover.

The Town does not intend to negotiate changes to the terms and conditions and may revoke the selection notice if a bidder insists on making substantive changes. If the selected bidder does not confirm acceptance of the contract within the timeframe specified in the Town's selection notice, the Town may revoke the selection notice and proceed to the next ranked bidder or cancel the RFT process.

3.3 Background and Planning Context

The existing boiler is a **1989 Boilersmith Model CF3LS-30-0-15 (Serial No. 5.901710)** and has reached the end of its service life. The boiler has experienced repeated operational issues, including flame controller failures and ongoing system pressure loss. Due to the age of the equipment, replacement parts are becoming increasingly difficult to obtain, resulting in extended lead times and increased risk of prolonged building outages.

3.4 Scope of Work

Full decommission, removal and replacement of the 1989 Boilersmith. See appendix A for full details.

3.5 Safety Requirements

- Maintain a valid WSIB account and provide clearance documentation prior to commencing work.
- Provide proof of commercial liability insurance as required by the Municipality prior to commencing work
- Submit a project-specific safety plan prior to commencing of work.
- Ensure all workers comply with Ontario Occupational Health and Safety requirements.

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3.6 Boiler Replacement Experience

- Removal and disposal of existing boilers.
- Installation of new high-efficiency commercial boilers.
- Hydronic heating system modifications.
- Gas piping modifications and testing.
- Venting modifications.
- Boiler controls integration.
- System flushing, balancing, testing, and commissioning.

3.7 Ability to Maintain Facility Operations

Preference may be given to contractors who demonstrate experience completing work in municipal facilities, including:

- Maintaining temporary heating solutions if required.
- Coordinating shutdowns with building occupants.
- Completing work with minimal disruption to Civic Centre operations.

3.8 Location

The work is to be performed at the Hanover Civic Centre Located at 341 10th Street, Hanover, Ontario.

3.9 Safety Precautions

The Contractor shall obey all applicable regulations, standards, and operating procedures for this type of work while contracted by the Town.

3.10 Public Relations

The Contractor must ensure that the personnel and equipment on site have a neat appearance and that all employees are polite and courteous under all circumstances. The Contractor must at all times keep the work area in a clean and orderly condition to minimize disturbance to the surrounding area.

3.11 Timelines

The contract shall commence upon execution of the agreement and remain in effect until the work is fully completed. All work must be fully completed no later than December 31, 2026.

Section 4 General Conditions

4.1 Bidders must take their own field measurements; any dimensions noted on the

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specifications and/or drawings are to serve as a guide only and shall not release the Contractor, any subcontractor or supplier from the responsibility of determining the actual dimensions and required quantities of materials.

- 4.2 Bidders shall examine the site and inform themselves fully as to all conditions, contingencies, risks and circumstances, local or otherwise, which might influence or affect the performance or the cost of the Work, including but not limited to: gas line location and/or relocation, location of Work, location of buildings on the site, adjacent properties, Owner occupancy during the Work, topographical conditions, landscaping, weather, access and all other conditions that a competent Contractor experienced in work similar to the Work would consider and take into account.
- 4.3 Claims for additional costs will not be considered with respect to existing conditions which could have been reasonably ascertained by a review of the site prior to the bid closing date

Codes, Standards and Regulations

- 4.4 Execute the Work in accordance with applicable bylaws, regulations, and building codes; conform to latest published revisions, addenda, supplementary or appropriate current standards presently recognized and enforced by Standards Council of Canada (SCC) under the Standards Council of Canada Act 1985 and any other authority having jurisdiction. Should conflicts arise between one document or authority and another, obtain clarification from the Owner before proceeding with Work. Generally, the most stringent regulation will govern.
- 4.5 Except where a reference standard is specifically dated in the specifications, references to standards shall be taken to mean the latest edition in effect at the date of award of the Contract. In the case of standards (dated or not) which appear in the specifications and which are referenced in the applicable building code, the specific edition of the standard referenced in the code shall govern. Where a standard is revised, supplemented or amended after award of the Contract, carry out the Work in accordance with the latest edition of such standards. If the revision to the standard is such that a revision to the Contract Price is necessary, submit claims to the Owner for review.
- 4.6 Conform to all standards as specified herein and provide the owner with material conformity if requested. Where published trade association standards manuals are called for in sections of the specifications, conform to those standards unless approval to vary from the standard is given by the owner.
- 4.7 Provide hoardings and barricades in accordance with requirements of the local authorities having jurisdiction and protection of the Owner, its tenants and the public in the vicinity of the Work
- 4.8 Provide signs and barricades to warn the public of construction activities going on overhead.

Laws, Permits, Notices, Fees, Taxes and Duties

- 4.9 The laws pertaining to the location of the building shall govern the Work. The

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Contractor shall observe all such laws and shall obtain and/or pay all Permits, Notices, Fees, Taxes, Duties, as may be required for the startup, progress and completion of the Project.

- 4.10 Provide Notice of Project documentation as required by the Occupational Health and Safety Act OR the local Ministry of Labour on Projects over \$50,000 in value.

Construction Schedule

- 4.11 Submit a Construction schedule to the owner for review. The schedule shall indicate the sequence of operations proposed for completing the Work within the time stipulated in the Agreement.
- 4.12 The Construction Schedule shall identify the Contractor's proposed phasing for execution of the Work and take into account the Owner's occupancy and the presence of the public during the construction period.
- 4.13 If delays in the work occur as a result of substandard work and additional site visits are required by the owner, the Contractor shall be invoiced by the Consultant for the time and expense incurred at no additional cost to the owner.

Submittals

- 4.14 Provide submittals listed in bid forms Appendix A as part of the bid submission. Subsections shall be complete and signed where applicable. Missing subsections may deem a bid incomplete.
- 4.15 Submit samples in sizes and quantities as requested in respective sections. Submit full range of colours where colour samples are called for. The approved sample will serve as the control sample against which all other work will be judged.

Site Documents

- 4.16 Keep a copy of the drawings, specifications, reviewed shop drawings, product data and installation instruction, samples, change notices, change orders, test reports, permits and Construction Schedule on site.

Meetings

- 4.17 Project meetings will be held at the request of the Civic Facilities Maintenance Supervisor. The Supervisor shall notify all parties to attend. The Supervisor shall keep and distribute the minutes of these meetings.
- 4.18 Should meetings be required as a result of substandard work by the Contractor, or to clarify installation procedures, details, scope of work etc., that are included in the drawings and/or specification documents, the Consultant shall invoice the Contractor for time and expense at no additional cost to the Owner.

Temporary Power and Water

- 4.19 The Owner will provide a source of temporary power and water without charge to

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the Contractor. The power provided by the Owner is limited and shall be used for the operation of small tools and equipment only. The Contractor shall provide and pay for an independent source of temporary power required for tools and equipment demanding excessive loads.

- 4.20 The Contractor is responsible for ensuring that the Owner's electrical circuits are functioning properly at the end of each work shift and that extension cords, tools, hoses and equipment have been disconnected. The Contractor Shall make good damage caused to the Owner's services.

Temporary Heat and Hoarding

- 4.21 The Contractor is responsible to provide and pay for temporary heat and hoarding as required to provide and maintain adequate installation and curing temperatures as required by the specifications or Manufacturer's printed installation instructions.

Sanitary Facilities

- 4.22 The Owner's facilities are available for use by the Contractor only if requested and authorized in writing

Fire Protection

- 4.23 Maintain access for the fire department to the Work area as well as hydrant and sprinkler connections.
- 4.24 Keep fully charged fire extinguishers of the correct type on hand at all times. Extinguishers must bear label of certification indicating that they are fully charged and operational. Keep one minimum 20lb Type A, B, C fire extinguisher for each open flame or torch that is used.
- 4.25 Perform a two-hour fire watch after the last flame or torch is extinguished, as part of this contract. The person(s) performing the fire watch must be equipped with a cellular telephone and a list of emergency contact numbers such as the Fire Department, Police, Ambulance, etc., at all times.

First Aid

- 4.26 Provide a worker trained in first aid procedures on the site at all times during the performance of the Work. Provide a first aid station.
- 4.27 Provide eye wash station.

Signs

- 4.28 No signs shall be placed on the site without the express written consent of the Owner.

Parking

- 4.29 Parking in the Owner's parking areas will only be permitted with the express written consent from the Owner.

Construction Noise

- 4.30 Unless otherwise approved by the owner, Work activities, which are disruptive to the normal operation of the Tenant, or dangerous to the occupants shall be carried out during time periods approved by the Owner. The use of pneumatic or explosive activated tools will not be permitted on-site, unless authorized by the owner.
- 4.31 Comply with the requirements of authorities having jurisdiction, the Owner and owner regarding noise abatement and take all necessary steps to ensure that the generation and transmission of noise and vibration due to this Work is kept to a minimum.
- 4.32 Construction methods shall be maintained to ensure a low level of construction noise. Sound enclosures, sound baffles, muffler-equipped equipment and vibration platforms shall be employed to keep all equipment as quiet as practicable and the noise emission as low as possible.

Existing Services

- 4.33 Become familiar with all available information and documents regarding the existing building services and ensure that they are maintained continuously throughout the entire period of construction and alterations. Any temporary interruptions to electrical power, water, fire protection system and other services shall be kept to an absolute minimum and the work performed to have the least impact on operations. Required interruptions to any existing services, including fire protection system, must be by prior arrangement and approval by the Owner at least forty-eight (48) hours before interruption. Interruptions to the fire protection system shall be reported to the Fire Department.

Storage and Handling

- 4.34 Conform to the material Manufacturer's directions as a minimum for delivery, storage and handling of products. Store in original containers with all labels and seal intact. Prevent materials from freezing, excessive heat, moisture, soiling and sunlight as directed by the Manufacturer. Store all flammable, corrosive or toxic substances in suitable containers clearly labeled. Store in area away from the main building structure and in strict accordance with the Manufacturer's directions.
- 4.35 Storage area for materials on site is limited and generally restricted to within site areas. Deliver materials to the site consistent with progress schedule and so as to not unreasonably encumber the premises with materials. Be responsible for the security of products and equipment stored on site.
- 4.36 Do not store materials or equipment adjacent to building entrances or exits.

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- 4.37 Store materials to avoid damage to landscaped areas. Contractor responsible to repair any damaged landscape areas back to the original at no cost to Owner.

Owner Occupancy

- 4.38 The Owner and its tenants will occupy the premises during the entire construction period. Construct Work in stages to accommodate the Owner's use of premises during construction. Construct Work in stages to provide for and maintain continuous public usage.
- 4.39 Free access by the Owner, its tenants and the public to areas not under construction shall be maintained at all times.
- 4.40 Maintain existing entrances and fire exits free from obstruction throughout alteration Work. Provide alternative and additional exits where required by authorities having jurisdiction.
- 4.41 Conduct all construction activities in a manner that respects the continuing activities of the Owner and presence of the public during the Work.
- 4.42 The Owner has complete jurisdiction over the entry of workers to the existing premises and control of construction deliveries to the site.
- 4.43 The Owner reserves the right to suspend construction operations where such operations are disruptive to the Owner or its tenants.

Work Areas

- 4.44 The limit of the Work of the Contract is designated areas. The owner, however, will designate the exact boundaries of the working areas in consultation with the Owner and the Contractor in which the Contractor will operate.

Hours of Work

- 4.45 The Work shall be carried out only during weekdays between the hours as approved by the local municipal bylaw and/or building Owner. The Owner may permit a limited amount of work to be carried out during evenings or weekends and such work shall be authorized by the Owner in advance.

Security and Access

- 4.46 Provide ladders or hoists as required for access to Work areas.
- 4.47 Abide by the Owner's security requirements during the Work. Obtain the Owner's permission prior to commencing any work and ensure workers observe all of the existing security regulations wherever such regulations apply.
- 4.48 Make provision to maintain security in a manner acceptable to the Owner.
- 4.49 The Owner does not provide any security service for the Contractor.

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4.50 Provide the Owner with names and telephone numbers to contact at night or on weekends, in case of emergency

4.51 All keys issued to the Contractor shall be signed out and returned to the Owner upon completion of the Work.

Site Inspection

4.52 Before commencing the Work, visit the site and report to the owner any conflicts between existing site conditions and the requirements for the Work.

4.53 Report to the owner any defects or conditions in the existing construction which would affect the proper performance of the Work. Commencement of Work shall imply acceptance of existing conditions and substrates.

Existing Conditions

4.54 If while carrying out the Work, conditions are exposed which are in contravention with applicable regulatory codes and requirements of authorities having jurisdiction, unsafe or in any way less than acceptable industry standard for the particular item, immediately notify the owner before proceeding with further work. The owner will review the condition and issue the appropriate instruction.

4.55 Break into existing utilities, services and other areas of Work as required to make proper connections to existing work. Patch and make good existing work that may be damaged through the Work and reasonably match new to existing in all respects. Use extreme care when breaking into existing work as some services may not be shown or identified

Layout

4.56 Locate all general reference points. Layout own work and be responsible for all lines, elevations and measurements of building services, equipment, fixtures and other work as required. Exercise proper precautions to verify site measurements

and dimensions shown on the drawings, before laying out work. Be responsible for any error resulting from failure to exercise such precaution

Protection

4.57 Protect adjacent private property from construction debris, operations and damages at all times during performance of the Work. All construction activities and operations shall contain themselves well within the perimeter of the site property lines. Be responsible for damage incurred.

4.58 Protect all temporary openings in the building envelope for the intrusion of wind, water, snow, hail, or rain. Seal all temporary openings at the end of the working day so that the pre-existing condition of all interior building components and finishes are maintained.

4.59 Protect landscaped areas from damage. Take adequate measures to prevent damage to plants, shrubs, and trees and grassed areas.

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- 4.60 Defective Products, whenever identified prior to completion of the Work, will be rejected, regardless of previous reviews by the owner. Reviews by the owner do not relieve responsibility but are precaution against oversight or error. Remove and replace defective Products at own expense and be responsible for delays and expenses caused by rejection.
- 4.61 Should any dispute arise as to the quality or fitness of products, the decision rests strictly with the owner based upon requirements of the Contract Documents.
- 4.62 Unless otherwise indicated in the specifications, maintain uniformity of manufacture for any particular item throughout the work.
- 4.63 Permanent labels, trademarks and nameplates on products are not acceptable in prominent locations, except where required for operating instructions or when located in mechanical or electrical rooms.
- 4.64 Provide fastenings and accessories in same material, texture, colour and finish as adjacent materials, unless indicated otherwise. Prevent electrolytic action between dissimilar metals and materials. Space anchors within their load limit or shear capacity and ensure they provide positive permanent anchorage. Plastic, wood or any other organic material plugs are not acceptable.
- 4.65 The Contractor shall notify the Owner regarding potential damage to vehicles in the vicinity of the Work. The tenant shall arrange for movement of vehicles and shall do so in as prompt a manner as possible

Manufacturer's Instructions

- 4.66 When Work is specified to comply with the Manufacturer's instructions, distribute copies to persons involved, and maintain one (1) set on site.
- 4.67 Perform Work in accordance with details, instructions and specified requirements. Should conflict exist between specifications and instructions, consult the Owner.
- 4.68 Improper installation or erection of products, due to failure in complying with these requirements, may result in the owner requiring the Work be removed and re-Installed according to Manufacture's Instructions at no increase to the Contract Price

Workmanship

- 4.69 Workmanship shall be executed by workers experienced and skilled in the respective duties for which they are employed.
- 4.70 Do not employ any unfit person or anyone unskilled in his required duties. The Owner reserves the right to require the dismissal from the site of workers deemed incompetent, careless, insubordinate or otherwise objection. Decisions as to the quality or fitness of workmanship in case of dispute rest solely with the owner, whose decision is final.

Patching, Extending and Matching

- 4.71 Work performed, and materials used to patch, extend or match existing construction shall not be less than the standard of quality for the existing building, except where such existing materials are no longer available, are inappropriate for the intended reconstruction or detailed otherwise on the drawings.
- 4.72 Perform patching, extending and matching work so as to return existing construction to original standards of quality and visual appearance.
- 4.73 Replace work damaged in the course of alterations, except at areas approved by the Owner for repair.
- 4.74 Patch and extend existing work using skilled mechanics that are capable of matching the existing quality of workmanship.
- 4.75 Do not incorporate salvaged or used material in new construction, except where small quantities of finished material which are difficult to match or duplicate are approved for patching or extending purposes by the Owner.
- 4.76 Provide adequate support or substrate for patching of finishes.
- 4.77 If the imperfect surface was painted or coated, repaint or re-coat the patched portion in such a way that uniform, matching colour and texture over the entire surface results.
- 4.78 If the surrounding surface cannot be matched, repaint or re-coat the entire surface.
- 4.79 The quality of the products that exist in the building, as apparent during the pre-bid visit, shall serve as the specification requirement for strength, appearance and other characteristics.
- 4.80 Where new work abuts or finishes flush with existing Work make the transition as smooth and workmanlike as possible. Patched Work shall match existing adjacent

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Work in texture and appearance so as to make the patch or transition invisible to the eye at a distance of ten feet.

- 4.81 Where wood, metal or other finished surfaces are cut in such a way that a smooth transition with new Work is not possible, terminate the existing surface in a neat fashion along a straight line at a natural line of division and provide trim appropriate to the finished surface.
- 4.82 Restore existing Work that is damaged during construction to a condition equal to its condition at the time of the start of Work.

Cleanup

- 4.83 Keep site clean and free of unsightly collection of waste materials and debris. Provide for collection and temporary storage of waste materials and debris, in containers with lids. Dispose of waste materials and debris to the requirements of local authorities having jurisdiction. Do not dispose of waste or volatile materials such as mineral spirits, solvents, oil, or paint thinner into sewer or drainage systems.
- 4.84 Keep loading areas clean of debris. Clean at the end of each workday

Cleaning

- 4.85 Upon completion and prior to Substantial Performance of the Work, perform final cleaning and adjustments.
- 4.86 Remove grease, paint spots, dirt, asphalt, stains, labels, fingerprints and other foreign matter from surfaces.
- 4.87 Repair, patch and touch-up marred surfaces to match adjacent finishes. Replace cracked and broken glass. Ensure that cleansing agents and methods do not remove or damage finishes and permanent protective coatings on surfaces being cleaned.
- 4.88 Leave all surfaces perfectly clean and in unsoiled condition
- 4.89 Clean mechanical, plumbing and electrical fixtures and equipment.
- 4.90 Clean up at the end of each day and keep dust and contamination to a minimum

Contract Closeout

- 4.91 Submit the following prior to and as a condition of issuance of the certificate of Substantial Performance of the Work:
 - a) release from Workplace Safety and Insurance Board (WSIB) indicating all assessments due have been paid;
 - b) inspection and approval certificates of all authorities having jurisdiction;

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- c) .written warranties and guarantees;
- d) .reconciliation of change orders; and
- e) list of any construction claims not yet submitted.

End of Section

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Section 5 - Tender Form

For the Provision of:

Civic Centre

As Supplied by:

Legal Company Name_____
Address_____
City, Province, and Postal Code**Hereinafter Called the Bidder**

To:

The Corporation of the Town of Hanover

341 10th Street

Hanover, Ontario, N4N 1P5

Hereinafter Called the Corporation

The Bidder Declares

1. No person(s), firm or corporation, other than the Bidder, has any personal interest in this Tender or in the award for which this Tender is made;
2. No member of Council, no officer or employee of the Corporation is or will become interested directly or indirectly as a contracting party, partner, shareholder, surety or in any portion of the profits thereof, or in any of the monies to be derived, therefrom;
3. This Tender is made without any connection, comparison of figures, or arrangements with, or knowledge of any other corporation, firm or person making a Tender for the same and is in all respects without collusion or fraud;
4. By signing this submission, I confirm I have read and understood the content and requirements of this Tender document;
5. **Acknowledgement to receipt of Addenda is completed in Biddingo.com.**

LOWEST OR ANY TENDER NOT NECESSARILY ACCEPTED

Date _____, 2026

Signature of Bidder Authorized Signatory

By my signature, I hereby confirm I am a principal, or
have been duly authorized by the principal/board, to sign
on behalf of the above named company.

Name and Title of Bidder Authorized Signatory

**This Form is to be completed and uploaded to www.biddingo.com/hanover emailed or submitted
with hard copy submission(s)**

Section 6 – Bid Table

Bidders must insert prices for all mandatory items. If a Bidder cannot provide any mandatory item, it shall not submit a Bid. If an item is not mandatory and is not being bid on, Bidders may either Opt out by selecting “no Bid” from the “Bid/No Bid Decision” field in the Bid Table, or enter all requested information in the table.

If a Bidder inserts a price of \$0.00 for any item, the Bidder will be required to provide that item at no cost to the Town.

All prices submitted shall be in Canadian funds. Prices shall exclude Harmonized Sales Tax (“HST”), but shall include all other taxes and duties, as well as any Bidder’s operating costs due to rebating of any sales taxes. All payments made under the Contract will be subject to HST only.

Item #	Description	Unit of Measure	Estimated Quantity	Unit Price (excluding HST)
1	Complete removal and environmentally responsible disposal of the existing 1989 Boilersmith Boiler (Model CF3LS-30-0-15, Serial No. 5.901710), and the supply and installation of a new high-efficiency condensing boiler system consisting of two (2) boilers operating in a lead/lag manifold configuration with a combined minimum input capacity of 399,000 BTU/hr. The Bid Price shall include all labour, materials, equipment, permits, supervision, and incidentals necessary to provide a complete and fully operational boiler system. This includes, but is not limited to, all required piping modifications, venting, natural gas piping, electrical connections, controls, insulation, commissioning, start-up, testing and balancing, operator training, and all work specified in the Tender Specifications.	Lump Sum	1	\$

Unit Pricing

Unit prices for additional work shall include all mark-ups and overhead. Additional work must

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be authorized in writing by the Town prior to commencement. Where the rates for additional work are unreasonably priced or do not represent the true market cost for that item, the Town reserves the right to negotiate with the bidder a more acceptable and representative price.

Item #	Item Description	Unit	Unit Price (excluding HST)
1	Additional mechanical labour during regular working hours	Hour	\$ _____
2	Additional licensed gas technician labour	Hour	\$ _____
3	Additional electrician labour	Hour	\$ _____
4	Replacement of existing hydronic circulation pump (if authorized by the Town)	Each	\$ _____
5	Additional black steel gas piping (installed)	Linear Metre	
6	Additional hydronic heating piping (installed and insulated)	Linear Metre	\$ _____
7	Concrete core drilling (up to 150 mm diameter)	Each	\$ _____
8	Removal and disposal of unforeseen mechanical equipment	Hour	\$ _____

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Additional Submission Requirement

1	Provide a schedule and occupant coordination. Describe your approach to minimizing disruptions to the Civic Centre Operations.	
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Hourly Rates

1	Hourly premium above straight time for one (1) production crew member for Saturday work	Hourly Rate	
2	Hourly premium above straight time for one (1) production crew member for Sunday work	Hourly Rate	

Additional Submission Requirements

Temp Heat	Describe approach to maintaining the building heating services during the boiler replacement project. Indicate the circumstances in which temporary heating would be required.	
Warranty	Provide the manufacturers' warranty on the boiler, labor and any extended warranty options available.	

Subcontractors

Line Item	Type of Work	Name of Subcontractor	Contact
1	Mechanical/Electrical		
2	Controls / BAS		

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Addenda

The Bidder has reviewed the following number of addenda:	(to be completed by bidder)
--	-----------------------------------

References

Provide a minimum of two (2) references of similar recent projects similar, recent projects complete with the client (owner) name, contact person, phone number, location, project description, date of completion and project cost. The Municipality may at its discretion may contact references for referrals prior to awarding the project. Attach a separate sheet if necessary.

Reference 1	
Owner	
Contact Person/ Email / Phone Number	
Location	
Project Description	
Date of Completion	
Project Cost	

Reference 2	
Owner	
Contact Person/ Email / Phone Number	
Location	
Project Description	
Date of Completion	
Project Cost	

End of Section

Appendix A – Boiler Replacement

Part 1 – General

- 1.1 Description
- 1.2 Codes & Regulations
- 1.3 Submittals
- 1.4 Contractor Qualifications
- 1.5 Pre- Construction Meeting
- 1.6 Quality Assurance
- 1.7 Warranty

Part 2 – Products

- 2.1 Products
- 2.2 Pumps & Accessories
- 2.3 Piping Materials
- 2.4 Venting System
- 2.5 Controls

Part 3 – Execution

- 3.1 Examination
- 3.2 Removal of Existing Boiler
- 3.3 Installation
- 3.4 Testing & Commissioning
- 3.5 Training & Closeout
- 3.6 Site Cleanup

Appendix A

Boiler Replacement

Part 1 – General

1.1 Description

Work Included:

- Supply all labour, materials, equipment, supervision, and services necessary to remove the existing boiler system and provide a complete, fully operational replacement heating system. The replacement system shall consist of two (2) high-efficiency condensing boilers, each with an input capacity of approximately 199,500 BTU/hr, connected in a lead/lag manifold configuration to provide a combined minimum input capacity of 399,000 BTU/hr. The Work shall include all associated piping, venting, gas piping, electrical connections, controls, commissioning, and all other components required for a complete and operational installation at the Hanover Civic Centre.
- Work shall include, but not be limited to:
- Decommissioning and disposal of existing boiler equipment, associated piping, controls, electrical components, and accessories.
- Supply and installation of new high-efficiency commercial boiler(s), including all required pumps, valves, piping modifications, venting, controls, and accessories.
- Modifications required to integrate the new boiler system into the existing building heating distribution system.
- Testing, balancing, commissioning, and verification of proper system operation.
- Provision of all documentation, manuals, warranties, and training required by the Owner.

Existing Equipment:

Existing boiler serving the Hanover Civic Centre administrative offices, Council Chambers, and Library was installed in approximately 1989 and has exceeded its anticipated service life.

The existing boiler has experienced operational failures, including flame controller failure and repeated pressure loss issues.

1.2 Codes and Regulations

- Perform all work in accordance with the latest applicable codes, regulations, standards, and requirements of authorities having jurisdiction.
- Ontario Building Code (OBC).
- Ontario Fire Code (OFC).
- Ontario Occupational Health and Safety Act and Regulations.
- Technical Standards and Safety Authority (TSSA) requirements.
- CSA B214 Installation Code for Hydronic Heating Systems.
- CSA B149.1 Natural Gas and Propane Installation Code.
- Electrical Safety Authority (ESA) requirements.
- Manufacturer installation requirements and instructions.
- Obtain all required permits, inspections, approvals, and certificates prior to system operation.

1.3 Submittals

Submit the following for review and approval prior to ordering equipment:

- Manufacturer product data sheets for proposed boiler equipment.399,000 BTU
- Boiler performance specifications including:
- Input and output ratings.
- Thermal efficiency.
- Fuel requirements.
- Electrical requirements.
- Dimensions and service clearances.
- Shop drawings indicating:
- Boiler layout.
- Piping modifications.
- Venting arrangement.
- Electrical connections.
- Control system integration.
- Proposed project schedule.
- Warranty documentation.
- Contractor qualifications and project references.

1.4 Contractor Qualifications

- Boiler replacement contractor shall:
- Have a minimum of five (5) years documented experience completing commercial boiler replacement projects.
- Have successfully completed a minimum of three (3) similar commercial boiler installations within the previous five (5) years.
- Employ qualified technicians experienced with commercial hydronic heating systems.
- Maintain all licenses and certifications required to complete the work in Ontario.
- Provide proof of qualified gas technicians, including applicable Gas Technician certification.
- Provide references from completed municipal, institutional, or commercial boiler replacement projects upon request.
- Contractor shall demonstrate experience working in occupied public facilities where minimizing disruption to building operations is required.

1.5 Pre-Construction Meeting

- Contractor shall attend a pre-construction meeting with the Owner prior to commencement of work.
- Discuss the following:
- Construction schedule.
- Equipment delivery dates.
- Required shutdowns.
- Temporary heating requirements.
- Access requirements.
- Protection of existing building finishes.
- Safety procedures.
- Testing and commissioning requirements.

1.6 Quality Assurance

- Installation shall be completed by qualified personnel experienced with commercial boiler systems.
- Contractor shall ensure all workers:
- Possess required trade certifications.
- Have current WHMIS training.
- Follow all applicable Occupational Health and Safety requirements.
- Use appropriate personal protective equipment.
- Contractor shall provide:
- Valid WSIB clearance certificate.
- Certificate of insurance.
- Safety documentation prior to commencing work.

1.7 Warranty

- Provide a minimum:
- Two (2) year labour warranty.
- Manufacturer equipment warranty as supplied by the boiler manufacturer.
- Contractor shall correct any deficiencies during the warranty period at no additional cost to the Owner.

Part 2 – Products

2.1 Boiler Equipment

- Provide new commercial-grade high-efficiency condensing boiler(s) suitable for municipal/institutional applications.

Boiler shall be:

- New and unused.
- Designed for natural gas operation.
- CSA approved.
- Suitable for closed-loop hydronic heating systems.
- Equipped with all required safety controls.
- Equipped with electronic ignition and flame monitoring.
- Capable of integration with existing building heating controls.

Boiler shall include, but not be limited to:

- Stainless steel or approved heat exchanger.
- Modulating burner system.
- High-limit safety controls.
- Low water cutoff protection.
- Temperature and pressure gauges.
- Automatic air venting provisions.

- Drain connections.
- Factory-mounted controls where applicable.

2.2 Pumps and Accessories

- Provide new system pumps as required for proper boiler operation.
- Pumps shall include:
- High-efficiency ECM motors where applicable.
- Isolation valves.
- Check valves.
- Service access provisions.

2.3 Piping Materials

- Provide new piping, fittings, valves, and accessories required for a complete operational system.
- Materials shall be suitable for closed-loop hydronic heating applications.

Provide:

- Isolation valves.
- Balancing valves.
- Pressure relief valves.
- Drain valves.
- Temperature and pressure gauges.

2.4 Venting System

Provide complete boiler venting system in accordance with:

- Manufacturer requirements.
- CSA B149.1.
- Applicable building and fire codes.
- Venting materials shall be approved for the selected boiler system.

2.5 Controls

- Provide complete boiler control system.
- Controls shall include:
- Boiler staging/modulation.
- Safety shutdown controls.
- Temperature monitoring.
- Outdoor reset capability where applicable.
- Integration with existing building automation system where available.

Part 3 – Execution

3.1 Examination

- Contractor shall inspect existing conditions prior to commencing work.
- Notify Owner of deficiencies or conditions affecting installation.

Verify:

- Existing piping condition.
- Electrical requirements.
- Gas supply capacity.
- Venting requirements.
- Equipment access requirements.

3.2 Removal of Existing Boiler

- Remove existing boiler equipment carefully to prevent damage to surrounding building systems.
- Disconnect and isolate:
 - Gas supply.
 - Electrical connections.
 - Hydronic piping.
 - Controls.
 - Venting.
- Dispose of removed equipment in accordance with applicable regulations.
- Maintain building cleanliness throughout removal process.

3.3 Installation

- Install new boiler system in accordance with Manufacturer instructions.
- Approved shop drawings.
- Applicable codes and regulations.

Provide all required modifications to existing:

- Heating piping.
- Gas piping.
- Electrical systems.
- Controls.
- Venting.

Ensure all connections are:

- Properly supported.
- Leak tested.
- Accessible for maintenance.

3.4 Testing and Commissioning

- Contractor shall complete full system commissioning.

Testing shall include:

- Pressure testing of hydronic piping.
- Gas leak testing.
- Verification of safety controls.
- Boiler firing and operation testing.
- Verification of system temperatures.
- Confirmation of proper heating operation throughout the facility.
- Provide commissioning report to Owner.

3.5 Training and Closeout

- Provide Owner training prior to project completion.
- Training shall include:
 - Boiler operation.
 - Control adjustments.
 - Routine maintenance requirements.
 - Emergency shutdown procedures.

Provide:

- Operation manuals.
- Maintenance manuals.
- Warranty certificates.
- As-built drawings.
- Commissioning reports.

3.6 Site Cleanup

- Remove all construction debris, packaging, and unused materials.
- Leave boiler room clean and ready for normal operation.
- Repair any damage caused by construction activities.

END OF SECTION

Appendix B - Bidder Declaration Form – Buy Ontario Act

Introduction

The Buy Ontario Act (Public Sector Procurement), 2025 and the Municipal Buy Ontario Procurement Directive require municipalities to prioritize Ontario and Canadian goods and services in public procurement and maintain appropriate records supporting procurement decisions. This declaration is intended to assist the Town in meeting its obligations under the applicable legislation and procurement directives.

RFT-2026-02-PRC: Civic Centre Boiler Replacement

Bidder Legal Name: _____

Boiler Manufacturer / Model: _____

Installer / Subcontractor Name, if applicable: _____

1. Disclosure of Major Goods and Services

Please provide the following information regarding the goods and services proposed under this Tender:

Item	Bidder Response
Country where the boiler is manufactured or assembled	
Province/State where boiler is manufactured or assembled, if known	
Location of bidder's principal place of business Location of installer's principal place of business (if applicable) Description of installation, commissioning, and related services to be provided from Ontario or Canada	

2. Buy Ontario Classification

(Check **one**)

- ☐ Ontario Goods and Services

The boiler unit, major components, installation services, or a substantial portion of the contract value associated with this procurement are supplied, manufactured, assembled, or performed in Ontario.

- ☐

- Canadian Goods and Services

The boiler unit, major components, installation services, or a substantial portion of the contract value associated with this procurement are supplied, manufactured, assembled, or performed in Canada.

- Neither of the Above.

If selected, please provide an explanation (include Country of origin):

3. Certification

The undersigned certifies that:

- The information provided in this declaration is true, complete, and accurate to the best of its knowledge;
- The goods and services offered comply with all mandatory requirements of the RFT;
- The Bidder has disclosed, to the best of its knowledge, the origin of major goods and services forming part of the purchase and installation of the new boiler; and
- The Town may rely on this information for the purpose of evaluation, reporting, compliance, audit, and record retention purposes under the Buy Ontario Act, the Municipal Buy Ontario Procurement Directive, and applicable procurement policies.
- The Town reserves the right to request additional documentation to verify the origin of goods, location of services, supplier status, or domestic supply chain information related to the proposed boiler purchase and installation.
- Upon request by the Town, the Bidder will provide reasonable supporting documentation relating to the origin of major goods and services described in this declaration, including manufacturer information, supplier attestations, or other documentation customarily available in the normal course of business.

Authorized Signing Officer

Name (Print):

Title:

Signature:

Date:
