



## **Request for Tender**

**RFT-01-2025**

**for**

**Dock Replacements – Design, Supply, and Install of B, C & D Dock**

**Issued Friday, February 7, 2025**

Please submit one signed original of the complete tender using the attached forms, quoting the above tender number and closing date. Electronic Submissions must be received before 3:00:00 p.m. local time on Tuesday, February 25, 2025 to:

**The Corporation of the Town of Prescott**  
**Attention: Matt Locke, Director of Operations**  
**mlocke@prescott.ca**  
**360 Dibble Street West**  
**P.O. Box 160, Prescott, ON, K0E 1T0**

**RFT Number: RFT-01-2025**

**Site Visit: Thursday, February 13, 2025, 2:00 p.m.**

**Closing Date: Tuesday, February 25, 2025, 3:00 p.m.**

Tenders must be received before the above-mentioned time and date, in accordance with the attached Request for Tender Forms, Specifications, Instructions to Vendors, and Standard Terms and Conditions.

**Contact:**

**Operations Department**  
**Mr. Matt Locke**  
**mlocke@prescott.ca**



## **Table of Contents**

A. The Project and Tenders	5
1. Introduction	5
2. Term of the Project	5
3. RFT Schedule	5
4. Project Authority and Involvement	5
5. Project Stakeholders	6
6. Inquiries	6
7. Tender Content	6
8. Evaluation of Tenders	7
9. Submission of Tenders	7
B. Project Requirements	9
1. Introduction	9
2. Scope of Work	9
3. Project Costs	14
4. Background of the Project	14
5. Available Town Resources	14
6. Objectives	14
7. Assumptions	14
8. Resource Requirements	15
9. Milestones and Results	15
10. Interim and Final Reporting	15
11. Formal Contract	16
C. General Terms and Conditions	17
1. Improper Delivery	17
2. Signing Requirements	17
3. Applicable Law	17
4. Town not liable for RFT costs	17
5. Required Warranties	18
6. No Obligation to Contract	18
7. Contract Payments	19
8. Limitation of Liability	19
9. Dispute	20
10. No Assignment	20

The Town of Prescott  
Request for Tender RFT-01-2025 for B, C & D Dock

---

11. Fit for Use	20
12. No Implied Waiver	20
13. Governing Law	20
14. Force Majeur	20
15. Deemed Satisfaction as to Submission	20
16. Default under Project	21
17. Title and IP Right to the Work	21
18. Insurance	21
19. Enforcement	21
20. Opening Process	21
21. Privacy and Freedom of Information	22
D. Form of Irrevocable Offer	23
E. Appendices (as applicable)	24
Appendix A: Price Schedule	25
Appendix B: Contact Information and References	27
Appendix C: Drawings/Sketches/Pictures	28
Appendix D: Electrical Diagrams	32
Appendix E: Contract Agreement Example	34

## A. The Project and Tenders

### 1. Introduction

The Corporation of the Town of Prescott (the Town), Operations Department invites tenders from qualified proponents interested in providing new boat dock replacements as specified in this tender document.

The requirements for the responses to this Request for Tender (RFT) are described in this document. The tender must meet all the requirements as outlined including design, supply and installation.

The Town, at its sole discretion, reserves the right to refuse any tender and to re-issue this RFT.

### 2. Term of the Project

The project will commence when a contract has been signed.

### 3. RFT Schedule

The RFT process will be governed according to the following schedule. Although every attempt will be made to meet all dates, the Town reserves the right to modify any or all dates at its sole discretion.

<b>Release of Tender:</b>	Friday, February 7, 2025	
<b>Non-Mandatory Site Meeting</b>	Thursday February 13, 2025	2:00 p.m.
<b>Deadline for Submitting Inquiries:</b>	Tuesday, February 18, 2025	3:00 p.m.
<b>Tender Closes:</b>	Tuesday, February 25, 2025	3:00 p.m.
<b>Completion of Work</b>	Friday, May 30, 2024	

**Note:** Dates are subject to change at the discretion of the Town.

Notification of any changes or revisions to the RFT, including responses to questions, will be issued to all proponents registered on Biddingo, MERX, and on the Town of Prescott website. Each addendum shall form an integral part of this RFT. If any addendum is issued, the Town may at its sole discretion extend the deadline for submission of responses for a reasonable period of time.

The Town reserves the right to award a contract based on both tender bid price and completion, whichever the Town considers to be in their best interests.

### 4. Project Authority and Involvement

The selection of any successful proponent will be by the Town, upon review and recommendation made by staff. The award of this RFT may require Council approval.

Any and all inquiries must be direct to the staff member indicated in section A.6 below.

## 5. Project Stakeholders

The decision-making process authority rests with the Town. There are no other stakeholders in this RFT.

## 6. Inquiries

Any clarification of this document, or request for additional information, must be received by 3:00 p.m., local time, on Tuesday, February 18, 2025 in writing by email to:

**Operations Department**  
**Matt Locke**  
**mlocke@prescott.ca**

No officer, agent or employee of the Town is authorized to alter orally any portion of these documents. Any alterations required will be issued to all registered proponents as written addenda. Addenda shall be considered as an integral part of the RFT documents. The proponent shall list in its submission, all the addenda that were considered when the tender was prepared. Although every effort will be made to ensure that proponents receive all the addenda, it is the responsibility of each proponent to ensure all addenda issued have been received.

## 7. Tender Content

Each tender submitted must include a demonstrated understanding of the objectives, scope and particulars of the goods and services required. Tenders must include:

- i. Signed irrevocable offer – Section D
- ii. Completed Appendix A – Price Schedule. Prices must be in Canadian dollars and must include all associated costs. The prices submitted will be considered the maximum the Town must pay.
- iii. Completed Appendix B – Contact Information & References. A minimum of three references, preferably from the municipal or public sector. References shall be of recent projects of a similar scope or magnitude undertaken by the proponent. Each reference will include the name of the client, contact name, address and telephone numbers. Note that the Town and/or staff that are currently employed with the Town, or any individual employed by the Town during the most recent contract term for this service, must not be listed as client references or utilized to provide letters of recommendation, letters of acknowledgement or similar documentation meant to provide the same information.
- iv. Description of proposed approach and methodology including resources available and proven ability to meet the projects requirements.
- v. Company Profile. Submissions shall include the legal name and form of the firm, a company profile, specifies the parent company if applicable, including years in business and an indication of financial stability. Provide a summary of your staff compliment. An overview of the responding firm's experience in providing services to the public sector, and any other relevant information about the responding firm.

The Town of Prescott  
Request for Tender RFT-01-2025 for B, C & D Dock

---

- vi. Evidence of Insurance on the Town of Prescott Insurance Certificate. Evidence of a current WSIB Clearance Certificate. The successful vendor must provide proof of insurance coverage throughout the life of the contract.
- vii. A copy of your Health & Safety Policy.
- viii. Provide Environmental considerations.

Failure to provide all components may result in the rejection of your submission.

**8. Evaluation of Tenders**

The following scoring system will be used to evaluate each accepted tender:

	<b>Weight</b>
<b>i. Pricing &amp; Related Costs</b>	<b>75%</b>
Prices are to be quoted in Canadian Dollars, excluding taxes as per Appendix A. Pricing must be all-inclusive of the components required to complete this work. Evaluation points for the purchase price criteria will be awarded using a pro-rated methodology whereby the lowest price submission will receive the maximum available points (50) for the purchase price.	
<b>ii. Company Profile, Resources and Experience</b>	<b>25%</b>
Office Location and contact, years in business, hours of operation, staff compliment References and experience on similar contracts	

**9. Submission of Tenders - Electronic**

Tender responses, a signed irrevocable offer (Section D), and all required content as per Section A. 7 must be submitted in a complete tender package.

One signed original tender in electronic copy by email:

**RFT Number: RFT-01-2024**  
**be received no later than 3:00:00 p.m. local time**  
**Tuesday, February 25, 2025**  
**Email to:**  
**mlocke@prescott.ca**  
**Matt Locke**  
**The Corporation of the Town of Prescott**  
**360 Dibble Street West**  
**P.O. Box 160, Prescott, ON, K0E 1T0**

The Town of Prescott  
Request for Tender RFT-01-2025 for B, C & D Dock

---

Tenders received after the above due date and time will not be considered.

Tenders received without a signed and sealed copy of the Irrevocable Offer will not be considered.

Tenders that do not fully comply with the requirements of this RFT will not be considered.

Tender to be accompanied by a Bid Bond or a certified cheque made payable to “The Corporation of the Town of Prescott”. The bid bond or cheque is to be made equal to or greater than the amount shown in the following table:

<b><u>Total Tender Amount</u></b>	<b><u>Minimum Deposit Required</u></b>
\$20,000.00 or less	\$1,000.00X
\$20,000.01 to \$50,000.00	\$2,000.00
\$50,000.01 to \$100,000.00	\$5,000.00
\$100,000.01 to \$250,000.00	\$10,000.00
\$250,000.01 to \$500,000.00	\$25,000.00
\$500,000.01 to \$1,000,000.00	\$50,000.00
\$1,000,000.01 to \$2,000,000.00	\$75,000.00
\$2,000,000.01 and over	\$150,000.00



## B. Project Requirements

### 1. Introduction

The Corporation of the Town of Prescott (the Town), Operations Department, invites tenders from qualified vendors for the design, supply and installation of three (3) docks for the marina.

### 2. Scope of Work

Work on this contract consists of the design, supply of all materials, equipment and labour to construct, deliver and install new docks (as specified), including removal of the existing B, C & D Docks.

#### General

Prior to the commencement of work, any ramps, benches, lights, or fixtures affected by the proposed work shall be carefully removed and stored at a secured designated area of the site. These elements shall be maintained in good working order when possible and are intended to be re-installed following construction unless otherwise noted.

Cleats to be 10" mooring cleats with solid core 1 3/8" x 1 1/4" center hole. Each dock finger shall have a minimum of 6 cleats.

#### Part B

1. Provide designs for the construction of the following harbor docks for the Town of Prescott.
  - a. B Dock has existing power & water.
    - i. Main dock length of 95' and width of 5'6"
    - ii. Fingers to be 16' long x 2'6" wide. There will be two sets of fingers only: one set of fingers to be installed at the south end of the dock and one set to be installed 45' from the south end of the dock.
    - iii. Dock structure to include a chain fall hole for connection to existing underwater chains, additional underwater work may be required for extension work. Concrete anchor blocks may require adjustment.
    - iv. Existing ramps to be utilized and not replaced. Removal and re-installation of ramps to be completed by Contractor.
    - v. Floating freeboard shall be a minimum of 18"
    - vi. Existing Electrical Power is for one (1) pedestal with four (4) 30-amp services.
    - vii. New pedestals and appropriate electrical equipment to be installed; three (3) pedestals to have two (2) 50-amp and two (2) 30-amp service for larger boats. GFCI protection is to be located on the pedestals. Two (2) 20-amp receptacles, one on each side of the pedestal. Refer to sample electrical drawings from Callidus Engineering for pedestal details in Appendices. Pedestals are HARBOUR LIGHT POWER PEDESTAL MODEL HL30100. Pedestal to be complete with details as per "Pedestal 2" on Drawing E2.

The Town of Prescott

Request for Tender RFT-01-2025 for B, C & D Dock

---

- viii. The new electrical services shall meet current ESA codes and regulations and follow the sample electrical drawings provided. Refer to the electrical drawings from Callidus Engineering in the Appendices. GFCI breaker requirements are shown in the Pedestal Schedule in Drawing E2, each pedestal complete with two (2) GFCI duplex receptacles as well as ground fault monitoring at each slip.
  - ix. Pedestal model: Harbor Light Model HL30100, more specifications in Pedestal Schedule n Drawing E2 in Appendices.
  - x. Installation of mooring cleats
  - xi. Include all new chains for the dock to anchor to the concrete anchor blocks. All old chains are to be returned to the Town.
  - xii. Remove any items that are on the existing docks and provide them to Town (pedestal covers, pedestals, ladders, cleats, bumpers, and any small boater items).
- b. C Dock has existing power & water
- i. Main dock length of 135' and width of 5'6"
  - ii. Fingers to be 24' long x 2'6" wide and approximately 25' apart. The finger at the furthest northwest point (closest to the fueling dock) is not to be replaced. The new design should have five (5) fingers on the east side of C Dock, but only four (4) fingers on the west side.
  - iii. Dock structure to include a chain fall hole for connection to existing underwater chains, additional underwater work may be required for extension work. Concrete anchor blocks may require adjustment.
  - iv. Existing ramps to be utilized and not replaced. Removal and re-installation of ramps to be completed by Contractor.
  - v. Floating freeboard shall be a minimum of 18"
  - vi. Existing Electrical Power is for five (5) pedestals each with four (4) 30-amp services and the end face dock has one (1) 50-amp service for larger boats.
  - vii. New pedestals and appropriate electrical equipment to be installed; five (5) dual pedestals each with four (4) 30-amp services and the last pedestal and end face dock pedestal each to have two (2) 50-amp and two (2) 30-amp service for larger boats. GFCI protection is to be located on the pedestals. Two (2) 20-amp receptacles, one on each side of all five (5) pedestals. Refer to sample electrical drawings from Callidus Engineering for pedestal details in Appendices. Pedestals are HARBOUR LIGHT POWER PEDESTAL MODEL HL30100. The last pedestal and end face pedestal to be complete as per "Pedestal 2" on Drawing E2, remaining pedestals to be as per "Pedestal 1".
  - viii. The new electrical services shall meet current ESA codes and regulations and follow the sample electrical drawings provided. Refer to the electrical drawings from Callidus Engineering in the Appendices. GFCI breaker requirements are shown in the Pedestal Schedule in Drawing E2, each

The Town of Prescott

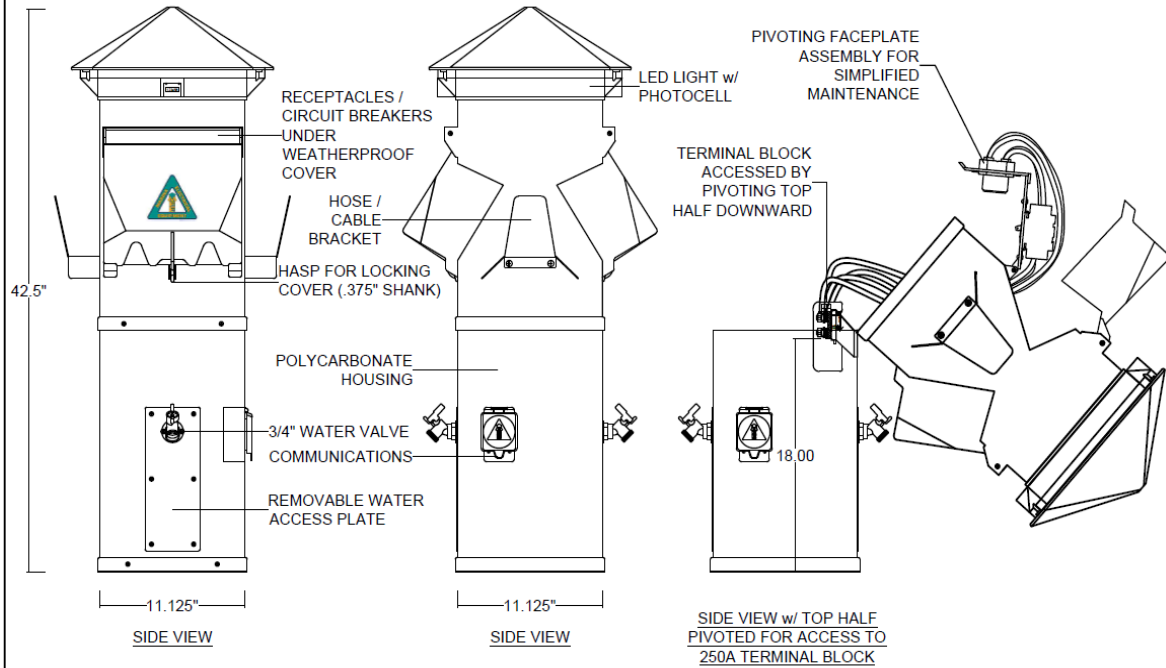
Request for Tender RFT-01-2025 for B, C & D Dock

---

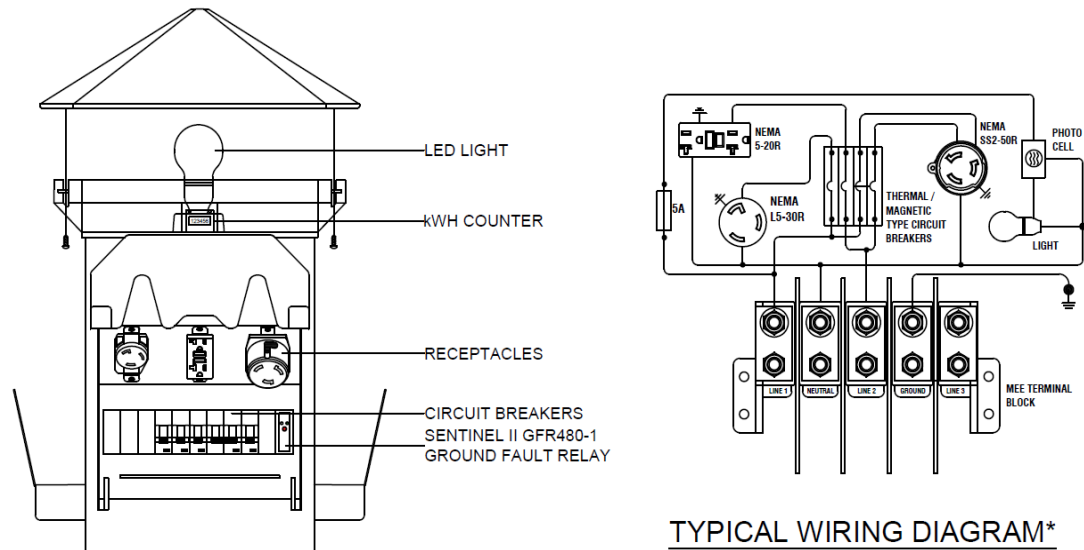
- pedestal complete with two (2) GFCI duplex receptacles as well as ground fault monitoring at each slip.
- ix. Pedestal model: Harbor Light Model HL30100, more specifications in Pedestal Schedule n Drawing E2 in Appendices.
  - x. Installation of mooring cleats
  - xi. Include all new chains for the dock to anchor to the concrete anchor blocks. All old chains are to be returned to the Town.
  - xii. Remove any items that are on the existing docks and provide them to Town (pedestal covers, pedestals, ladders, cleats, bumpers, and any small boater items).
- c. D Dock has existing power & water
- i. Main dock length of 185' and width of 5'6"
  - ii. Fingers to be 32' long x 2'6" wide and approximately 30' apart.
  - iii. Dock structure to include a chain fall hole for connection to existing underwater chains, additional underwater work may be required for extension work. Concrete anchor blocks may require adjustment.
  - iv. Existing ramps to be utilized and not replaced. Removal and re-installation of ramps to be completed by Contractor.
  - v. Floating freeboard shall be a minimum of 18"
  - vi. Existing Electrical Power is for six (6) pedestals each with four (4) 30-amp services and the end face dock has one (1) 50-amp service for larger boats.
  - vii. New pedestals and appropriate electrical equipment to be installed; six (6) dual pedestals each with four (4) 30-amp services and the last pedestal and end face dock pedestal each to have two (2) 50-amp and two (2) 30-amp service for larger boats. GFCI protection is to be located on the pedestals. Two (2) 20-amp receptacles, one on each side of all six (6) pedestals. Refer to sample electrical drawings from Callidus Engineering for pedestal details in Appendices. Pedestals are HARBOUR LIGHT POWER PEDESTAL MODEL HL30100. The last pedestal and end face pedestal to be complete as per "Pedestal 2" on Drawing E2, remaining pedestals to be as per "Pedestal 1".
  - viii. The new electrical services shall meet current ESA codes and regulations and follow the sample electrical drawings provided. Refer to the electrical drawings from Callidus Engineering in the Appendices. GFCI breaker requirements are shown in the Pedestal Schedule in Drawing E2, each pedestal complete with two (2) GFCI duplex receptacles as well as ground fault monitoring at each slip.
  - ix. Pedestal model: Harbor Light Model HL30100, more specifications in Pedestal Schedule n Drawing E2 in Appendices.
  - x. Installation of mooring cleats

- xi. Include all new chains for the dock to anchor to the concrete anchor blocks. All old chains are to be returned to the Town.
- xii. Remove any items that are on the existing docks and provide them to Town (pedestal covers, pedestals, ladders, cleats, bumpers, and any small boater items).

General Specifications - Harbor Light Model HL30100



General Specifications - Harbor Light Model HL30100



SIDE VIEW w/ RECEPTACLE DOOR OPEN AND TOP REMOVED

TYPICAL WIRING DIAGRAM\*

*\*Varies based on receptacle and circuit breaker selection*

The Town of Prescott  
Request for Tender RFT-01-2025 for B, C & D Dock

---

- d. Dock designs to be submitted with the bid, including material specifications and drawings.
2. Designs to be developed to a 25-year lifecycle with the following design guidance:
  - a. All dock sections to incorporate continuous steel tube, spiral welded flotation units with a minimum of 1/4" wall thickness
  - b. Steel or aluminum substructure
  - c. Wood decking, screwed in place
  - d. Docks shall be fabricated in the shop with wood members fitted. Wood shall be shipped to the site separately, where required, and installed in a manner to be considered complete.
  - e. Installation of anchor chains, electrical and plumbing fixtures
  - f. Materials to include:
    - i. Lumber to be minimum SPF No.2 pressure treated.
      1. Decking and skirt to be 2" x 8"
      2. Stringers to be 4" x 4"
    - ii. Steel Specifications:
      1. Spiral welded steel shall comply with ASTM A252-10 Grade 3
      2. Steel may be to ASTM A500 Grade C
      3. Steel surfaces to be sandblasted, cleared of debris and (no coating is to be applied to the steel surface)
    - iii. Hardware
      1. All fasteners are to be hot-dipped galvanized
      2. Decking shall be fastened with a minimum of 2 stainless steel screws at intersections with a minimum penetration of 2 1/2"
      3. All hinges to be silent with rubber or polyurethane inserts
  - g. Alternate materials may be provided by bidders. Bids are to be complete meeting the requirements in Part A Section 1 a & b. Alternate bids to provide a minimum of three references of similar installations.
    - i. A separate pricing section has been provided for alternate materials to be included by all bidders for review by the Town.
3. All docks being replaced under this tender at the Harbour are required to be removed and disposed of by the Contractor.
  - a. Existing utilities and underwater structures shall be located and safeguarded prior to construction. It is the responsibility of the Contractor to locate and protect all existing services, utilities, and structures.
  - b. The Contractor shall provide all necessary temporary shoring and hoarding to structures & utilities on site.
4. Delivery and installation of new docks at Prescott Harbour, including offloading, placement, and all in-water work.

The Town of Prescott  
Request for Tender RFT-01-2025 for B, C & D Dock

---

- a. Contractor shall confirm all dimensions prior to construction.
    - i. Discrepancies shall be reported to the Tender Contact for review and an addendum will be issued for any alterations.
  - b. Chain to be installed to be taught and arranged to prevent interference with boat traffic, tangling, and otherwise obstructing the floating dock.
5. Re-installation and completion, reconnection of electrical and plumbing work as required on B, C & D Dock.

### **3. Project Costs**

The Price Schedule, Appendix A, must show the total all-inclusive upset cost in Canadian dollars (excluding applicable taxes). Taxes shall be shown as a separate line item on all invoices. Submissions must be set out in a clear and concise format and must include all associated costs. If no fees are recorded it will be assumed there are no such fees, and invoices will be paid accordingly.

### **4. Background of the Project**

The Town Operations Department invites tenders from qualified proponents interested in providing supply and installation of boat docks as specified in this tender document. The current docks are approximately 35 years old and require replacement. Some chains were replaced 2 years ago and some of the concrete anchors were adjusted.

### **5. Available Town Resources**

The work required from any request from this RFT will be made by Town staff.

### **6. Objectives**

The objective is for the Town to have B, C, and D Docks replaced in before the end of May 2025.

### **7. Assumptions**

Proponents must take into account the following assumptions in preparing and submitting tenders:

- a) Prices quoted must be in Canadian dollars.
- b) Harmonized Sales Tax (HST) is extra and must be shown as a separate line item on all invoices.
- c) Submissions are irrevocable for 60 days.
- d) Prices provided must be firm for the contract period. The successful vendor will be required to submit such substantiating documentation as the Town deems necessary to verify any challenged invoices.
- e) The Town reserves the right to complete the work with its own forces at times.
- f) All lobbying is prohibited under this RFT.
- g) The Town reserves the right to reject any supplies or materials which, in their opinion, do not conform to the specifications and any rejected product shall be removed from Town property by the supplier at their own expense and replaced immediately with the

required standard; the supplier shall be liable for any damages as may be occasioned by or attributable to any deleterious effect(s), etc., resulting from inferior or incorrect product(s) or service(s) having been inadvertently or otherwise supplied.

- h) Deliveries of such quantities shall be made, as and when required, during the period of the contract.
- i) Successful vendors will coordinate the service with the designated staff member.
- j) Invoices are to be directed to the attention of the appropriate staff member and mailed to the appropriate department. Invoices shall be submitted within 30 days of the conclusion of the work and include the location as well as the date the operation took place.
- k) No proponent is relieved from supplying all components necessary to render the materials and/or services fit for the use specified in the governing documents merely because detailed specifications on the various components are not set out in the documents. All submissions shall be deemed to propose goods that are fit for use.

Any contravention of the above items may lead to the cancellation of any Contract.

## **8. Resource Requirements**

Proponents must detail any resources they will provide and require as part of their tender. This includes their resources, partners, third-party consultants and subcontractors, as well as Town resource requirements they are assuming will be provided outside of those defined in section B. 4.

The Contractor agrees to submit a list of any Sub-contractors who will be carrying out any part of this contract. This list shall show the names of the proposed Subcontractors and for what work each will be responsible for. The Town has the right to reject any of the Sub-contractors' names. In this event, the Contractor shall arrange to have the proposed work done by such other Sub-contractor as may be approved by the Town.

Should the Contractor cease operations, under no circumstances shall Sub-contractors be allowed to continue the work on the site unless an authorized representative of the Contractor is present on the site at all times. The Contractor shall notify the Town, in writing, of the names and positions of the person or persons representing the Contractor.

## **9. Milestones and Results**

Any contractor or service provider that is chosen to work on municipal properties shall advise the Director of Operations each day in which they are working on Town property. All efforts will be made to schedule the work in advance. If permits or approvals are required for a project, the contractor will forward these to Town staff for record retention. When a project is assessed to extend to more than 1 week of work, a schedule will be provided by the contractor to the Town.

## **10. Interim and Final Reporting**

Prices will be subject to verification at any time. The successful proponent will be required to submit such substantiating documentation as the Town deems necessary to verify pricing on invoices. The successful proponent must provide reporting on all products delivered upon request of the Town.

The successful proponent shall be responsible for complying with all applicable laws and regulations related to the subject matter of this RFT.

**11. Formal Contract**

If preferred proponents are selected for this RFT, the proponent shall be prepared to enter into a contract, in a form that is satisfactory to the Town's Chief Administrative Officer, that will allow the Town the use of concepts, products, and processes produced or resulting from the services rendered by the proponent, in connection with the project or which otherwise developed or first reduced to practice by the proponent in the performance of the services for this project.

This Request for Tender shall constitute part of the terms and conditions of the contract award.



## C. General Terms and Conditions

The following terms and conditions are deemed accepted by all submitters of tenders in response to this RFT and are deemed incorporated into every contract resulting from this RFT:

### 1. Improper Delivery

Electronic, telegraphic, telephone, or facsimile submissions in response to this RFT will not be accepted. Late submissions in response to this RFT will not be accepted.

### 2. Signing Requirements

Submissions that are not signed will be rejected. Signing of submissions shall be in the form set out in Irrevocable Offer D which shall be attached to the tender. If the submitter of a tender is an incorporated company, the tender must be executed by the signing officer(s) of the company with the company seal placed beside the signature(s). If the submitter of a tender is not an incorporated company, the submitter of a tender should sign his or her own name in the presence of a witness who should sign beside the submitter of a tender's name.

### 3. Applicable Law

This RFT, each submission, and the Project itself are each subject to the provisions of all applicable laws, including:

- the *Municipal Freedom of Information and Protection of Privacy Act*, RSO 1990, c. M54;
- *Occupational Health and Safety Act*, R.S.O. 1990, c.O.1, Each proponent warrants that they have the experience training, and equipment to ensure all work performed under the contract is done safely and in accordance with all applicable health and safety legislation and that they have control over the workplace and is fully responsible for the health and safety of all employees and others present on the site. Each proponent also acknowledges that the Town is relying on this warranty in its decision to award the contract to the proponent; and
- The Corporation of the Town of Prescott is required by section 5 of the Integrated Accessibility Standards Regulation, Ont. Reg. 191/11 under the *Accessibility for Ontarians with Disabilities Act*, 2005 to incorporate accessibility design, criteria, and features when procuring or acquiring goods, services or facilities, except where it is not practicable to do so. The Corporation of the Town of Prescott has determined that it is not impracticable to incorporate accessibility design, criteria, and features under this procurement. Accordingly, prospective and selected proponents/bidders are required to provide the information related to accessibility in the provision of the goods and/or services as described and requested herein or in relation to this procurement.

This RFT, each submission, and the Project itself are also each subject to the provisions of the Town's By-law Number 17-2017, A BY-LAW TO PROVIDE THE PURCHASING POLICIES, PRACTICES, AND PROCEDURES OF GOODS AND SERVICES BY THE TOWN OF PRESCOTT KNOWN AS THE "PURCHASING BY-LAW"

### 4. Town not liable for RFT costs

The Corporation of the Town of Prescott is not liable for any costs incurred by the submitter of a tender in responding to this "Request for Tender" or for any future costs associated with preparing quotations as part of this tender.

## 5. Required Warranties

Each submitter of a tender is deemed to expressly declare and warrant in the tender that:

- i. the prices in this Tender have been arrived at independently from those of any other submitter of a tender,
- ii. the prices in this Tender have not been knowingly disclosed by the submitter of a tender, and will not knowingly be disclosed by the submitter of a tender prior to award, directly or indirectly, to any other submitter of a tender or competitor,
- iii. no attempt has been made, nor will be made, to induce any other person to submit or not to submit a tender for the purpose of restricting competition,
- iv. this tender is in all respects fair and without collusion or fraud.
- v. there has been no violation of copyrights or patent rights in manufacturing, producing, or selling the materials and/or services shipped or ordered as a result of this tender, and the seller agrees to hold the purchaser harmless from any and all liability, loss, expense, action or suit occasioned by any such violation.
- vi. all materials and/or services proposed to be supplied to The Corporation of the Town of Prescott conform in all respects to the standards set forth by Federal and Provincial agencies.
- vii. The submitter of the tender is:
  - a. competent to perform the work described in this RFT [“the work”];
  - b. has the necessary qualifications, including knowledge, skill and experience to perform the work, together with the ability to use those qualifications effectively for that purpose;
  - c. shall supply everything necessary for the performance of the work;
  - d. shall carry out the work in a diligent and efficient manner; and
  - e. ensure the work is of proper quality, material and workmanship; is in full conformity with the specifications; and meets all other requirements of this RFT and any subsequent contract.
- viii. The submitter waives all rights of lien which might arise in relation to any contract from this RFT under section 3(1) of the *Repair and Storage Liens Act*, R.S.O. 1990, c. R.25.
- ix. The submitter has and follows a health and safety plan for employees and representatives who will be present on the property of The Corporation of the Town of Prescott as part of any contract arising from this RFT.
- x. The submitter confirms that the price proposed is an upset limit above which the Town is not required to pay and that where there is uncertainty as to the price proposed, the unit price shall govern.

## 6. No Obligation to Contract

Submissions made in response to this Request for Tenders do not constitute the acceptance of a contract with the Town of Prescott. Submissions constitute offers that the Town may or may not accept on its sole discretion. The Corporation of the Town of Prescott further reserves the right to accept or reject any or all tenders or parts of tenders, to order additional units at the price submitted, or to accept any tender considered in its best interest, and to

request re-tenders on the required materials and/or services. The Corporation of the Town of Prescott also reserves the right to waive irregularities and technicalities and to do so in its sole discretion. The Corporation of the Town of Prescott further reserves the right to award the contract on a split-order basis, lump-sum or individual-item basis, or such combination as shall best serve the interests of the Town in the opinion of the Town. The Town of Prescott reserves the right to include consideration of any outstanding claims against or by the Town, any record of poor performance with the Town, and the appropriateness of any key personnel in the evaluation of any tender and to reject any tender based on the record of past poor quality of service, claims, and disputes or difficulties related to proceedings in completed past projects for the Town.

Each submission of a signed tender is deemed an irrevocable offer which may be accepted, at the sole option of The Corporation of the Town of Prescott and after negotiation, only by entering into a formal contract upon such acceptance the terms, responsibilities, and specifications as required by The Corporation of the Town of Prescott including but not limited to those set out herein. The Town reserves the right to reject an offer to supply goods and services presented in response to the Town's procurement processes where the Town determines that the person making the offer is in any way indebted to the Town and, in its sole discretion, is of the opinion that it is in the Town's best interests that the offer be rejected.

Notwithstanding anything contained in the Agreement to the contrary, the Town may, at any time prior to the completion of the services, terminate this Agreement by giving thirty (30) days written notice to the Contractor. Upon a termination notice being given, the Contractor shall immediately cease services in accordance with and to the extent specified in the notice. In the event of a termination notice being given in accordance with this Agreement, the Contractor shall be entitled to be paid, to the extent that costs have been reasonably and properly incurred for purposes of performing the services and for which the Contractor has not already been so paid or reimbursed by the Town.

## **7. Contract Payments**

Unless otherwise specified, should The Corporation of the Town of Prescott enter into a contract relating to the Project, it will make payment of accounts within thirty (30) days of either the date on which the materials and/or services have been accepted to the satisfaction of The Corporation of the Town of Prescott or the date on which the invoice is received, whichever is later.

## **8. Limitation of Liability**

Unless otherwise agreed, should The Corporation of the Town of Prescott enter into a contract relating to the Project, the other contracting party shall agree to hold The Corporation of the Town of Prescott harmless from any and all liability, claim, (including damages, fines, insurance adjuster's fees and legal costs on a full recovery basis), loss, expense, action or suit arising from the Project. Independent of any steps taken by the Town, it shall be the Contractor's responsibility to investigate and handle any and all third party claims arising from the project in a professional manner, within 30 days of receipt, and provide a copy of the response to the Town.

Each proponent submitting a tender in response to this RFT specifically releases The Corporation of the Town of Prescott, its staff, officers, consultants, agents, Council, and councilors from and also specifically waives all liability, loss, expense, action, or claim it may

have in law or equity arising in any way from processes related to this RFT including but not limited to the award of contract, negotiated terms of the contract, reject of tender, evaluation of tenders, exercise of any privileges pursuant to section C6 above or for any other thing done or not done by the Town or a successful proponent.

**9. Dispute**

In cases of dispute as to whether or not deliverables meet the requirements of The Corporation of the Town of Prescott, the decision of such agent as The Corporation of the Town of Prescott may appoint will be final and binding.

**10. No Assignment**

Unless otherwise agreed, should The Corporation of the Town of Prescott enter into a contract relating to the Project, the other contracting party shall not, without the written consent of The Corporation of the Town of Prescott, assign or subcontract any aspect of the Project or the deliverables.

**11. Fit for Use**

All things supplied under the Project shall be fit for the use specified in the governing documents whether or not detailed specifications on the various components are not set out in the documents.

**12. No Implied Waiver**

The failure of either party at any time to require performance by the other party of any provision hereof shall in no way affect his right thereafter to otherwise enforce such provision or to seek damages for the breach thereof.

**13. Governing Law**

All submitters of tenders, including those outside the Province of Ontario, agree that the rights of all parties shall be governed by the laws of the Province of Ontario and that the venue for the dispute shall be within the Province of Ontario. Proponents must be able to demonstrate their ability to perform the work under the law of the Province of Ontario and provide such security as might be required and enforceable under the law of the Province of Ontario.

**14. Force Majeur**

Neither party shall be held responsible for any remedy arising from delay or failure to perform obligations under this RFT or the Project when such delay or failure is due to fires, strikes, floods, acts of God or the Queen's enemies, lawful acts of public authorities, or delays or defaults caused by common carriers, which cannot reasonably be foreseen or provided against.

**15. Deemed Satisfaction as to Submission**

The submission of a tender shall be deemed conclusive proof that the submitter of a tender has satisfied itself as to all the requirements set out in the RFT, all the conditions which may be encountered, what materials and/or services he/she will be required to supply, or any other matter which may enter into the carrying out of the Project. No claims will be

entertained by The Corporation of the Town of Prescott based on the assertion by the submitter of a tender that it was uninformed as to any of the requirements of the tender.

**16. Default under Project**

In case of a default of performance of the Project, The Corporation of the Town of Prescott reserves the right to transfer the Project to another source. All additional expenses arising from such transfer will be charged to the original submitter of a tender or contractor and are due forthwith.

**17. Title and IP Right to the Work**

Title and intellectual property interest [“IP”] to the work described in this RFT [“the work”] and any part thereof vests in the Town upon delivery and acceptance thereof by or on behalf of the Town. The risk of loss or damage to the work or part thereof so vested shall remain with the successful proponent Contractor until its delivery of the work in full. Any vesting of title or IP shall not constitute acceptance by the Town of the work and shall not relieve the successful proponent of its obligation to perform the work. The successful proponent shall indemnify and save harmless the Town and its employees and agents against any claim, action, suit or other proceeding for any payment or enforcement of any right or remedy that results from or is alleged to result from the creation of or provision of the work or the use or disposal of anything furnished in relation to the work.

**18. Insurance**

Any selected proponent shall be required to provide Commercial General Liability Insurance, structured on a “per occurrence” basis, in the amount of no less than five million dollars (\$5,000,000.00) and motor vehicle liability in the amount of no less than two million dollars (\$2,000,000.00). WSIB coverage, whether mandatory or optional, shall be provided. Additional insurance may also be required depending on the nature of bids submitted. Policies shall be in a form satisfactory to the Town and shall be kept in full force during the complete period. The Town shall be named as an Additional Insured on the Commercial General Liability policy, and any successful proponent shall provide evidence of all insurance coverages required by completing the Insurance Certificate provided by the Town, and proof of WSIB coverage, before the Town, shall enter into a contract in relation to this Request for Tender, and throughout the life of the contract. The Contractor is responsible for any and all fines relating to the Occupational Health and Safety Act violations and the Contractor will provide legal defense to the Town.

**19. Enforcement**

Any successful proponent will have to enter into a legally binding agreement with The Corporation of the Town of Prescott. Where any breach of the terms of that agreement should occur, the Town shall review all legal remedies available to it and use any appropriate remedies to protect the interests of The Corporation of the Town of Prescott including law suit or application before the appropriate court or tribunal. All submitters of tenders in response to this RFT hereby acknowledge and attorn to the jurisdiction of the choice of the Town of Prescott in any such legal process.

**20. Opening Process**

The following processes shall be used when RFT submissions are opened:

The Town of Prescott  
Request for Tender RFT-01-2025 for B, C & D Dock

---

- a. Over \$50,000 - only the name of each proponent will be released at the time of opening. The pricing component and the ranking of all accepted submissions will be reported to council.
- b. Less than \$50,000 - The prices of the successful proponent may be released after award. The pricing submitted from unsuccessful proponents will not be released.

**21. Privacy and Freedom of Information**

All submissions and attached materials received in response to this [RFT/tender] are deemed to be the property of the Town of Prescott as of the date of their submission except to the extent they are protected as third-party material under applicable privacy law. The Municipal Freedom of Information and Protection of Privacy Act (MFIPPA or the Act) applies to all tenders, quotations, and tenders submitted to The Corporation of the Town of Prescott (the Town). Tenders, quotations, and tenders will be received in confidence and are subject to the disclosure requirements of the Act. Pursuant to orders made by the Information and Privacy Commissioner/Ontario, the Town shall not withhold the following information from tenders, quotations or tenders, if requested through the MFIPPA process by any person or business:

- the cover letter to the tender, quotation, or tender;
- the table of contents;
- lists of figures, tables, and appendices; and
- any information regarding the form and structure of a tender, quotation or a tender (i.e. information which may disclose the manner in which the document is constructed).

Bidders/proponents should identify any portions of their tender/quotation/tender which contain a trade secret, scientific, technical, financial, commercial or labour relations information supplied in confidence and which will cause harm if disclosed. The Town of Prescott cannot ensure that any given portion of any materials received in response will not be ordered released under MFIPPA.

**D. Form of Irrevocable Offer**

I, having the authority to bind the vendor named herein, hereby offer to provide the requirements under Request for Tender Number RFT-01-2024 to The Corporation of the Town of Prescott according to the terms set out in this tender as well as in the Request For Tender including the requirement for and acceptance by a formal contract acceptable to The Corporation of the Town of Prescott. I also agree that this irrevocable offer shall be open to acceptance by The Corporation of the Town of Prescott for a period of sixty (60) days from the closing date for the receipt of tenders.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Signature of Authorized Representative or Official

\_\_\_\_\_  
Name of Witness:

\_\_\_\_\_  
Name and Title of Signatory:

Vendor Name: \_\_\_\_\_

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

Town: \_\_\_\_\_

Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_

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

Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**E. Appendices (as applicable)**

Appendix A: Price Schedule

Appendix B: Contact Information and References

Appendix C: Drawings/Sketches/Pictures

Appendix D: Electrical Diagrams

Appendix E: Contract Agreement Example



**Appendix A: Price Schedule**

Item	Description	Tender Price (HST excluded)
1	B Dock - Supply of design, all materials, equipment and labor to complete the Fabrication, Delivery and Installation of new B Dock and removal of existing B Dock.	
1	B Dock - Supply of design, all materials, equipment and labor to complete the Fabrication, Delivery and Installation of new B Dock and removal of existing B Dock.	
1	B Dock - Supply of design, all materials, equipment and labor to complete the Fabrication, Delivery and Installation of new B Dock and removal of existing B Dock.	
	<b>Total Tender Price (excluding HST)</b>	
	<b>HST</b>	
	<b>Total Tender Price (including HST)</b>	

The contractor hereby agrees that his/her/their bid price shall include the provided estimated quantities to complete the entire works. The Contractor shall satisfy themselves with the estimates on site, any discrepancies should be reported prior to submission of the tender.

**DELIVERY**

The Town requires completion of B, C & D Dock by Friday May 30, 2025. Please indicate whether your company can guarantee completion of the work in the aforesaid dates:

Yes \_\_\_\_\_ No \_\_\_\_\_

If the answer is "No", please insert the date of completion that your company can guarantee.

\_\_\_\_\_

The Town of Prescott  
Request for Tender RFT-01-2025 for B, C & D Dock

---

**Special Fees:**

Indicate any fees above and beyond the price. If no fees are recorded it will be assumed there are no such fees, and invoices will be paid accordingly.

<b>Item</b>	<b>Description</b>	<b>Unit Price</b>
1		
2		
3		
4		
5		

## Appendix B: Contact Information and References

### Company contact information:

Contact Person: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Emergency Phone Number: \_\_\_\_\_

References provided by the proponent will be used to determine whether past performance on similar contracts has been satisfactory.

### Reference 1:

Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Value of Project: \_\_\_\_\_

### Reference 2:

Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Value of Project: \_\_\_\_\_

### Reference 3:

Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Value of Project: \_\_\_\_\_

**Appendix C: Drawings/Sketches/Pictures**

**Existing Dock Layout**



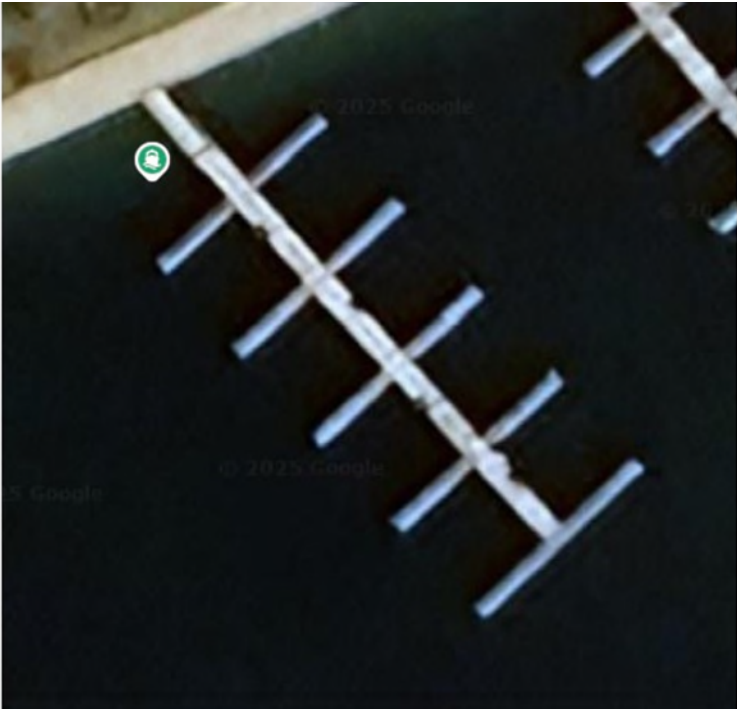
**Existing B Dock**



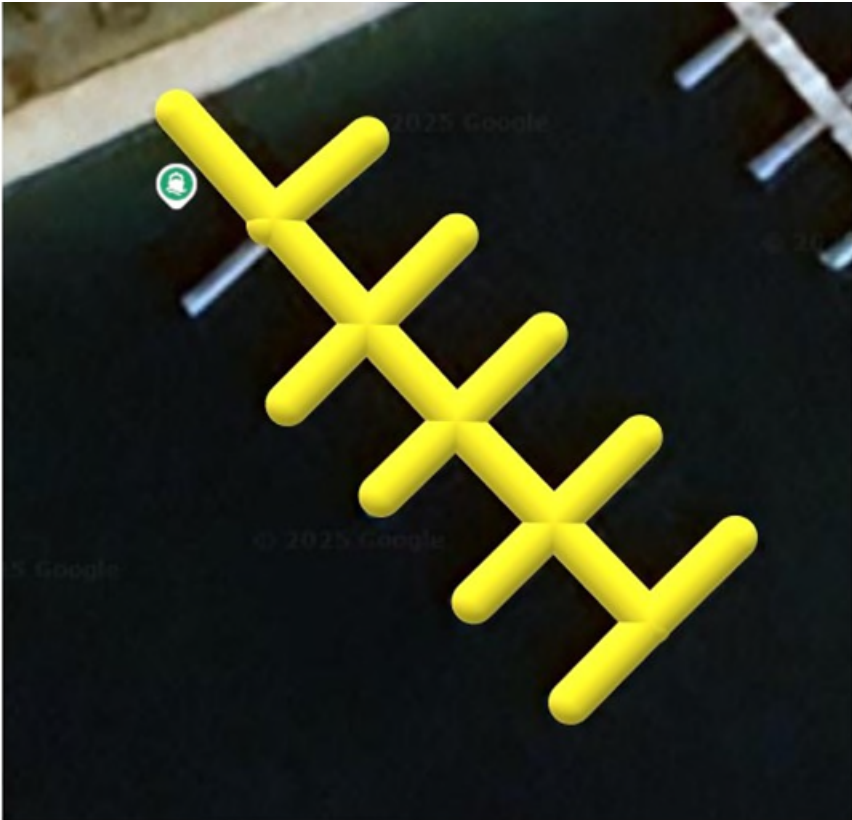
**Proposed B Dock Configuration**



### Existing C Dock Layout



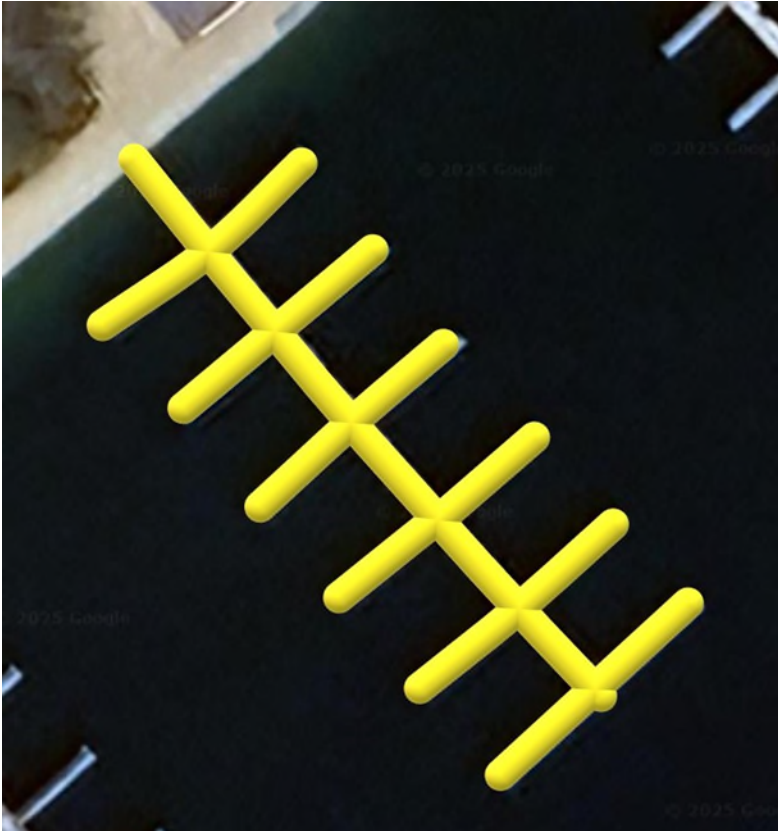
### Proposed C Dock Layout



**Existing D Dock Layout**



**Proposed D Dock Layout**

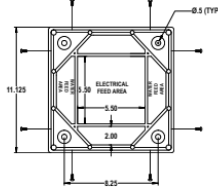


Power Pedestal Brand/Model – Marina Electrical Equipment / Model HL30100

See attachment for detailed specifications.



**HARBOR LIGHT**  
Power Pedestal Model HL30100



STANDARD DIMENSIONS: 42.5"H 11.125"W 11.125"D

The "Harbor Light" power pedestal has been developed as a polycarbonate sister to the "Harbor Light SS" and sets a new standard for durability and ease-of-use. Built to withstand the harshest environmental conditions, the "Harbor Light" keeps with the Marina Electrical Equipment philosophy of being incredibly simple to install, maintain, and operate for many years.

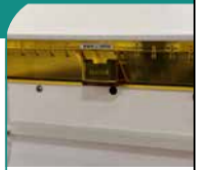


**STANDARD FEATURES**

- Intertek-ETL Listed, tested in accordance with Underwriters Laboratories-231 standards, CAN/CSA Standard C22.2 No.29 and NFPA 303
- Heavy-duty injection-molded polycarbonate NEMA 3RX main housing, lens and top assemblies
- Limited 1-Year Warranty
- Extra wide back-lit receptacle faceplate for easier plug-in
- Highest quality twist-lock receptacles and circuit breakers
- Patented pivoting receptacle faceplate assembly, which simplifies field-maintenance tasks such as replacing circuit breakers, receptacles or meter current transformer coils
- Photocell-controlled LED light fixture with fuse protection
- 250-Amp rated copper stud-lug single phase 125/250V terminal block
- Newly designed, highly functional dual hose/cable brackets, capable of holding min. 50' of standard 5/8" ID garden hose or 50' of 50-ampere, 4-wire shore power (S.O.) cord
- Clean-looking flush-mounted access panels
- Durable polycarbonate mounting base plate which isolates the bottom housing from the dock surface
- Lockable polycarbonate weatherproof doors which shield the receptacles and circuit breakers from the elements while in use (as required by NFPA 303 and NEC Article 555)

**OPTIONAL FEATURES**

- Receptacle Options:
  - 20A, 125V Duplex GFCI
  - 20A, 125V LS-20R Twist-Lock Shorepower
  - 30A, 125V LS-30R Twist-Lock Shorepower
  - 50A, 125V SS-1 Twist-Lock Shorepower
  - 50A, 125/250V SS-2 Twist-Lock Shorepower
- Ground fault protected circuit breakers
- Solid-state electric monitoring for sub-metering kWh consumption
- Wireless NUCORE™ remote meter reading
- Ground Fault Monitoring at each slip (patented)
- 250-Amp rated copper 3/8" stud-lug three phase 125/250V terminal block
- 250-Amp rated split terminal block
- 3/4" IPS ball valve hose bibs
- Hose bib vacuum breakers
- Water metering
- Phone, Cable TV, and/or Data ports
- Amber or Clear Polycarbonate Lens



Protected KWH Counter



Extra-Wide Back-Lit Receptacle Faceplate



Easy-Access Terminal Block



Pivoting Faceplate Assembly

**BACK TO INDEX 7**



## **Appendix D: Electrical Diagrams**

Sample Electrical Drawings by Callidus Engineering, dated January 24, 2024  
Drawings were created for design of E Dock replaced in 2024. All pedestal,  
wiring, and layout details used on E Dock to be followed for B, C & E Dock.

Please note that the completed installation of E Dock may differ from attached  
plans.

See attachment.

## ADDENDUM NO. 1

---

**Attention:** Nathan Richard

**Address:** 360 Dibble Street West,  
P.O. Box 160  
Prescott, ON, K0E 1T0

**Date:** January 25, 2024

**Project #:** CE-5768

**Project:** Prescott Marina Electrical Distribution

**Cc.** ---

Please amend the drawings and specifications for the above noted project as described below. Identify this addendum on the tender form to insure a complete tender form.

---

### 1. ELECTRICAL

1.1. Reissue Drawing E2 and Drawing E3 attached in their entirety.

### 2. ATTACHMENTS

2.1. Reissued Drawings E2 and E3.

---

*END OF ADDENDUM No. 1*

---

#### WE MAKE BUILDINGS WORK

**LONDON**  
9-1385 NORTH ROUTLEDGE PARK  
LONDON, ON N6H 5N5  
**T** 519 472 7640

**E** [info@callidus.ca](mailto:info@callidus.ca)

**KINGSTON**  
1471 JOHN COUNTER BLVD.,  
UNIT 301, KINGSTON, ON. K7M 8S8  
**T** 613 900 0845

**W** [www.callidus.ca](http://www.callidus.ca)

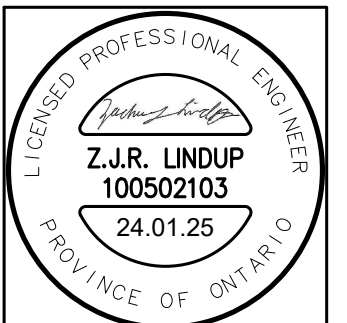
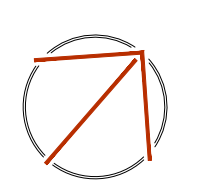
**KITCHENER**  
210-137 GLASGOW STREET,  
OFFICE 141, KITCHENER, ON. N2G 4X8  
**T** 519 472 7640

**KEYPLAN**

**REVISIONS**

NO.	ISSUED FOR	DATE
00	CLIENT REVIEW	23.11.21
01	BID	24.01.09
02	ADDENDUM 1	24.01.25

**NORTH**



DESIGN	BML	DRAWN	BML
CHECKED	ZL	REVIEWED	ZL

**PROJECT**

PRESCOTT MARINA  
ELECTRICAL DISTRIBUTION

**ADDRESS**

191 WATER ST E,  
PRESCOTT, ON, K0E 1T0

**PROJECT NO.**

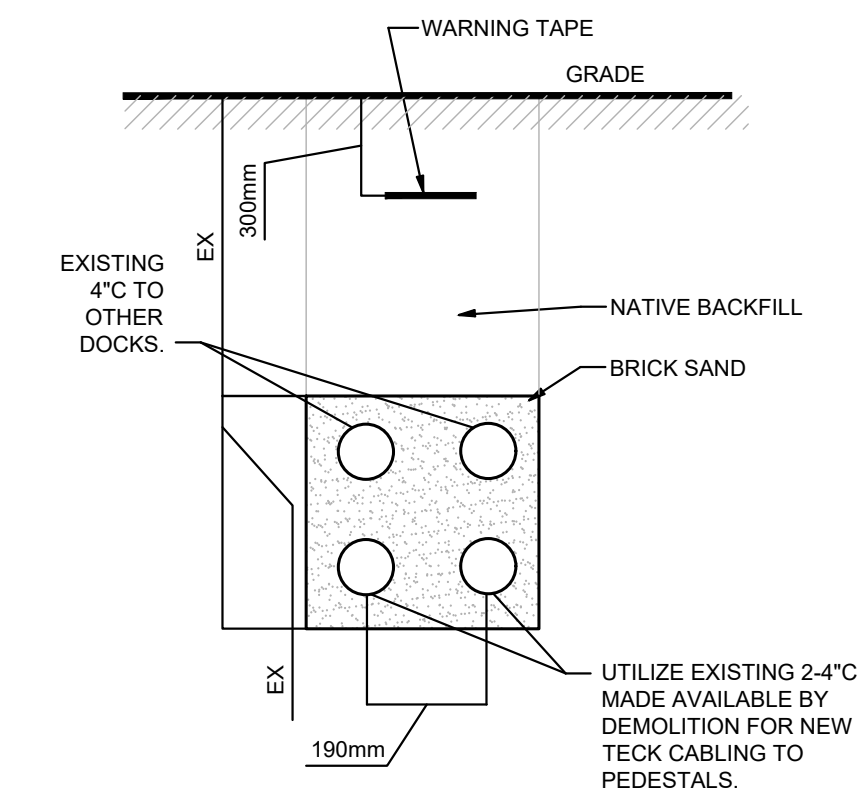
CE-5768

**DRAWING TITLE**

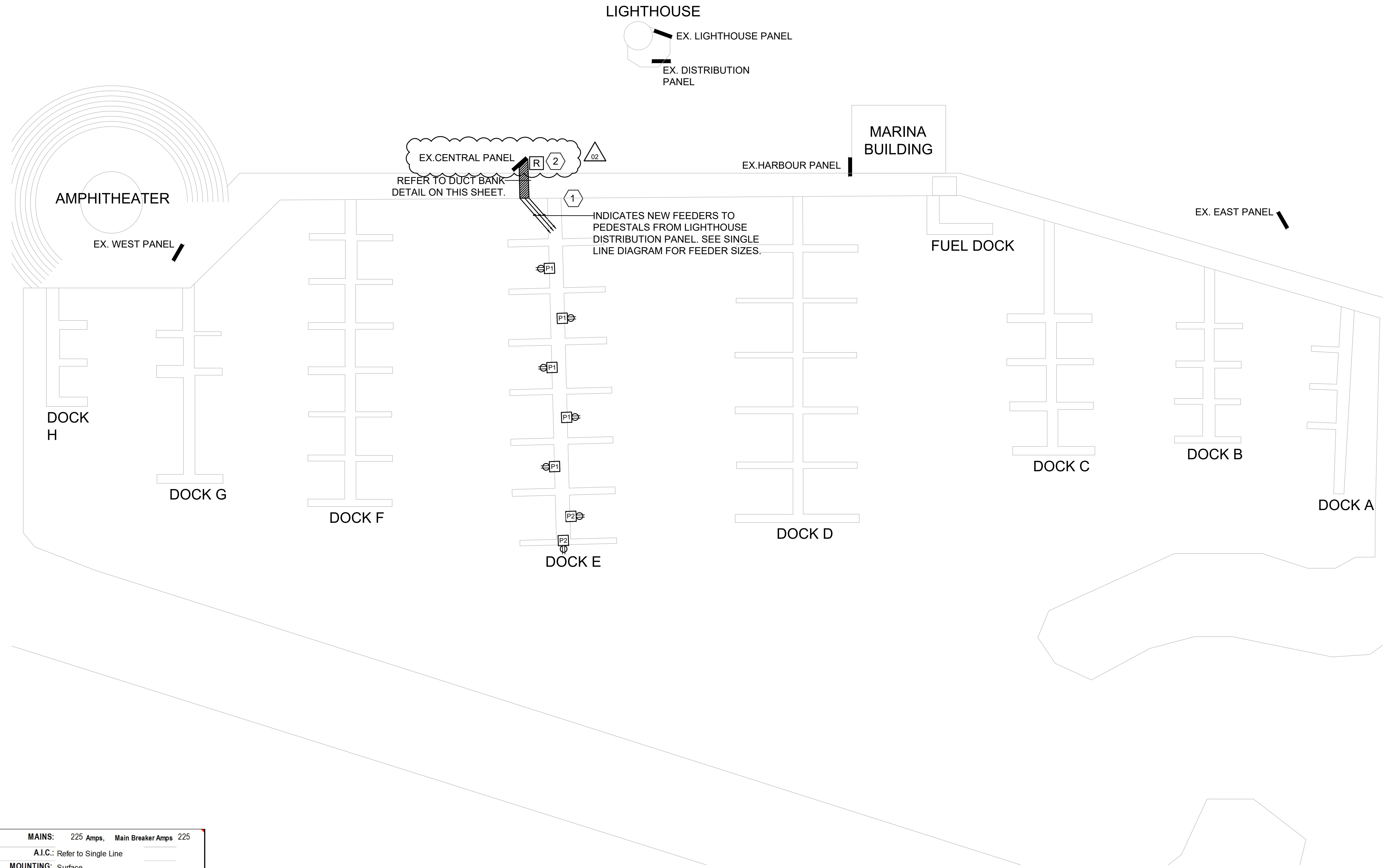
ELECTRICAL PLANS

**DRAWING NUMBER**

E2 OF 3



DETAIL #1 - DUCTBANK DETAIL  
SCALE: NTS



**CONSTRUCTION SITE PLAN**  
SCALE: 1/32" = 1'-0"

LOAD		OCD		CCT		Ph		CCT		OCD		LOAD	
kW	Type	A	P	NO.	NO.	P	A	Type	DESCRIPTION / LOCATION	kW			
	DOCK E PEDESTALS (3 x P1)	100	3	1 a	2	2	30		DOCK F PEDESTALS				
				3 b	4				SECURITY CAMERA REC GFI				
				5 c	6	1	15						
	DOCK E PEDESTALS (1 x P2 + 1 x P1)	125	3	7 a	8	2	40		EV CHARGER				
				9 b	10				EV CHARGER				
				11 c	12	2	40						
	DOCK F PEDESTALS	30	2	13 a	14				DOCK F PEDESTALS				
				15 b	16	2	30						
				17 c	18				DOCK F PEDESTALS				
				19 a	20	2	30						
	SPACE			21 b	22								
	SPACE			23 c	24								
	SPACE			25 a	26								
	SPACE			27 b	28								
	DOCK F PEDESTALS	30	2	29 c	30				SPACE				
				31 a	32				SPACE				
				33 b	34	2	50		DOCK F PEDESTALS				
				35 c	36								
	SPACE			37 a	38								
	SPACE			39 b	40	3	125		DOCK E PEDESTALS (1 x P2 + 1 x P1)				
	SPACE			41 c	42								

PEDESTAL SCHEDULE		
SYMBOL	PEDESTAL TYPE	SELECTED OPTIONAL FEATURES
(5x) P1	PEDESTAL 1	<ul style="list-style-type: none"> <li>RECEPTACLES: (4x) 30A, 125V L5-30R TWIST-LOCK SHOREPOWER (2x) 20A, 125V GFCI DUPLEX</li> <li>GROUND FAULT MONITORING AT EACH SLIP</li> </ul>
(2x) P2	PEDESTAL 2	<ul style="list-style-type: none"> <li>RECEPTACLES: (2x) 50A, 125/250V SS-2 TWIST-LOCK SHOREPOWER (2x) 30A, 125V L5-30R TWIST-LOCK SHOREPOWER (2x) 20A, 125V GFCI DUPLEX</li> <li>GROUND FAULT MONITORING AT EACH SLIP</li> </ul>
PROVIDE ABOVE QUANTITIES OF HARBOUR LIGHT POWER PEDESTALS MODEL HL30100		

- DRAWING NOTES (INDICATED WITH HEXAGONS):**
- DRAWING BACKGROUND IS TRACED FROM GOOGLE MAPS SATELLITE IMAGERY. DIMENSIONS AND SCALE ARE APPROXIMATE. CONFIRM EXACT DIMENSIONS ON SITE.
- DRAWING NOTES (INDICATED WITH HEXAGONS):**
- PROVIDE ADEQUATE SLACK FOR CABLES TO HANG FREELY, WITHOUT STRAIN, BETWEEN SHORE AND DOCK. COORDINATE WITH EC ON SITE. CABLES TO BE ROUTED IN DOCK TO PEDESTALS FOLLOWING ROUTE OF REMOVED CABLING.
  - GROUND FAULT PROTECTION RELAY (TYPICAL OF THREE). MOUNT IN EXISTING ENCLOSURE.

ELECTRICAL GENERAL REQUIREMENTS

GENERAL CONDITIONS

- ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITION OF THE ONTARIO ELECTRICAL SAFETY CODE, THE LOCAL ELECTRICAL SAFETY AUTHORITY INSPECTION OFFICE, THE ONTARIO BUILDING CODE, THE ONTARIO FIRE CODE AND ANY OTHER LOCAL REGULATIONS HAVING JURISDICTION OVER THE WORK OF THIS TRADE.
- BEFORE TENDERING, EXAMINE THE SITE AND ALL DRAWINGS AND SPECIFICATIONS OF ALL TRADES AND BE FAMILIAR WITH THE WORK OF THIS TRADE. NO EXTRAS WILL BE ALLOWED FOR THE FAILURE TO DO SO.
- ALL ELECTRICAL WORK SHALL COMPLY WITH CSA ELECTRICAL BULLETIN APPLICABLE AT TENDER CLOSE. WHERE SPECIFIC BULLETINS ARE NOT NAMED THEY ARE STILL CONSIDERED AN INTEGRAL PART OF THIS SPECIFICATION.
- PROVIDE ALL GROUNDING AND BONDING TO GROUND REQUIRED, REGARDLESS IF NOT SHOWN ON THE DRAWINGS. GROUNDING SHALL BE IN ACCORDANCE WITH THE REQUIREMENTS OF THE ONTARIO ELECTRICAL SAFETY CODE.
- PROVIDE ALL NEW MATERIALS HAVING CSA, CUL, WARNOCK HERSEY OR OTHER APPROVAL AGENCY LABEL AND LISTING. ALL WORKMANSHIP BY THIS TRADE SHALL BE FIRST CLASS, CONFORMING TO INDUSTRY STANDARD PRACTICES FOR SAFETY, ACCESSIBILITY, DURABILITY AND NEATNESS FOR ACCEPTANCE BY THE OWNERS' REPRESENTATIVES.
- ARRANGE AND PAY FOR ALL PERMITS AND INSPECTION FEES REQUIRED FOR THE WORK OF THIS TRADE. SUBMIT TO THE LOCAL ELECTRICAL INSPECTION DEPARTMENT AND/OR ELECTRICAL SUPPLY AUTHORITY ANY AND ALL DRAWINGS REQUIRED FOR PERMITS, FEES, APPROVALS, EXAMINATIONS AND SERVICES.
- PROVIDE ALL CUTTING AND PATCHING REQUIRED FOR THE WORK OF THIS TRADE. ALL CUTTING AND PATCHING SHALL BE PERFORMED BY QUALIFIED TRADES PERSONS, INCLUDING ALL COSTS FOR CUTTING AND PATCHING RELATED TO THE WORK OF THIS TRADE IN THE TENDER PRICE.
- PROVIDE ALL SLEEVES, INSERTS AND HANGERS REQUIRED FOR THE ELECTRICAL WORK. TREAT ALL SLEEVES OR HOLES PIERCING ACOUSTICAL SEPARATIONS FOR INSTALLATIONS OF THE DIVISION TO MAINTAIN ACOUSTICAL RATING. ALL GAPS SHALL BE PACKED WITH ACOUSTICAL INSULATION AND SEALED AT BOTH ENDS WITH ACOUSTICAL CAULKING. PATCH ALL OPENINGS AROUND INSTALLATIONS OF THIS DIVISION PIERCING FIRE OR SMOKE SEPARATIONS WITH AN APPROVED WATERTIGHT SMOKE AND FIRE STOP SEALANT.
- PROVIDE ACCESS PANELS AS FOLLOWS: SHEET STEEL CONSTRUCTION WITH FACTORY APPLIED PRIME COAT OF PAINT, POSITIVE LATCHING SYSTEM, MINIMUM 18 GAUGE STEEL. PROVIDE HINGED DOORS FOR ALL ACCESS PANELS WITH A SIZE OF 450mm x 450mm (18" x 18") OR LARGER, WHERE THE ACCESS DOOR IS LOCATED IN A FIRE RATED ASSEMBLY OR A FIRE SEPARATION HAVING A FIRE RESISTANCE RATING, PROVIDE ACCESS DOORS WHICH ARE ULC LISTED FOR THE REQUIRED FIRE RESISTANCE RATING ALLOWED BY THE ONTARIO BUILDING CODE.
- PROVIDE DRIP SHIELDS FOR ALL EQUIPMENT INCLUDING PANELS, TRANSFORMERS, DATA RACK, ETC MOUNTED IN SPRINKLERED AREAS.
- TOUCH-UP ALL SHOP PAINTED EQUIPMENT DAMAGED IN TRANSIT OR DURING INSTALLATION TO MATCH ORIGINAL SHOP FINISH.
- AVOID ACCUMULATION OF DEBRIS AS THE WORK PROGRESSES. ON COMPLETION OF THE CONSTRUCTION AND PRIOR TO THE FINAL INSPECTION AND ACCEPTANCE BY THE OWNER, CLEAN UP AND REMOVE FROM THE SITE ALL SCRAP MATERIALS RESULTING FROM THE WORK OF THIS TRADE.
- CO-ORDINATE THE WORK OF THIS TRADE WITH ALL OTHER TRADES ON THE JOB SO THAT THE WORK MAY PROGRESS WITHOUT ANY DELAY. SCHEDULE AND PHASE DEMOLITION AND NEW WORK TO REDUCE INTERFERENCE AND DOWNTIME OF EXISTING SYSTEMS. NOTIFY OWNERS REPRESENTATIVE OF ALL DOWNTIME PRIOR TO PROCEEDING WITH WORK.
- PRIOR TO THE FINAL INSPECTION, CLEAN ALL ELECTRICAL EQUIPMENT, CLEAN ALL CONSTRUCTION DUST AND DIRT FROM INSTALLED EQUIPMENT AT THE END OF THE JOB. REPAIR ANY DAMAGE CAUSED BY THE ELECTRICAL TRADE TO EXISTING BUILDINGS OR EQUIPMENT, ETC TO THE CONSULTANTS SATISFACTION.
- UPON COMPLETION OF THE WORK, PROVIDE THE FINAL UNCONDITIONAL CERTIFICATE OF ACCEPTANCE FROM THE LOCAL ELECTRICAL SAFETY AUTHORITY INSPECTION OFFICE.
- PROVIDE A ONE YEAR GUARANTEE ON ALL MATERIALS, AND LABOUR FROM THE DATE OF ACCEPTANCE BY THE OWNER. COMPLETE ALL WARRANTY REGISTRATION DOCUMENTATION ON BEHALF OF THE BUILDING OWNER. SUBMIT COPIES OF COMPLETED DOCUMENTATION IN OPERATIONS AND MAINTENANCE MANUALS.
- ON MULTI-PHASE FEEDERS AND PANELS, ADJUST THE PHASE LOADING SO AS NOT TO EXCEED A PHASE IMBALANCE OF 10%, LINE TO LINE, UNDER NORMAL OPERATING CONDITIONS OF THE FEEDER OR PANEL.
- SUBMIT SHOP DRAWINGS IN ELECTRONIC PDF FORMAT FOR THE FOLLOWING EQUIPMENT: BREAKERS, FIRE ALARM DEVICES, EXIT AND EMERGENCY LIGHTING UNITS, ETC. THE SHOP DRAWINGS SHALL BEAR THE NAME OF THE MANUFACTURER, THE MANUFACTURER'S CATALOGUE NUMBER, AND THE CONSULTANT'S DESIGNATION, ALONG WITH ALL PERTINENT INFORMATION PERTAINING TO THAT SPECIFIC PIECE OF EQUIPMENT.
- ALL ELECTRICAL EQUIPMENT SHALL BE MOUNTED PLUMBED TRUE.
- DEVICE BOXES SHOWN BACK TO BACK SHALL BE OFFSET A MINIMUM OF 305mm (12") TO REDUCE SOUND TRANSMISSION BETWEEN ROOMS.
- OBTAIN ONE SET OF PRINTS FOR AS-BUILT PURPOSES AND RECORD ON THESE PRINTS ALL CHANGES TO THE DESIGN DRAWINGS TO REFLECT THE ACTUAL CONSTRUCTION CONDITIONS, EQUIPMENT LOCATIONS AND EQUIPMENT SPECIFICATIONS. AT THE END OF CONSTRUCTION, AND PRIOR TO THE FINAL INSPECTION BY THE CONSULTANT, TRANSFER AS-BUILT MARK-UPS TO AUTOCAD/REVIT AND SUBMIT AUTOCAD AND PDF FILES TO THE CONSULTANT SUBMIT FOR REVIEW. SUBMIT FINAL CAD FILES OF THE AS-BUILT DRAWINGS ON CD/USB KEY. NO FINAL INSPECTION WILL BE PERFORMED UNTIL THESE DRAWINGS ARE SUBMITTED.
- PREPARE [THREE SETS] OF OPERATIONS AND MAINTENANCE MANUALS FOR PRESENTATION TO THE OWNER. PROVIDE COPIES OF ALL REVIEWED SHOP DRAWINGS FOR THE PROJECT, MANUFACTURER'S INSTALLATION INSTRUCTIONS, MANUFACTURER'S MAINTENANCE INSTRUCTIONS, AND COPIES OF ALL TEST DATA, VERIFICATION CERTIFICATES, MANUFACTURER'S WARRANTIES AND GUARANTEES, THE GUARANTEE OF THIS TRADE INDICATING START DATE AND END DATE AS WELL AS CONTRACT NUMBERS.
- WHERE THE WORD PROVIDE IS USED IN THESE SPECIFICATIONS OR ON THE DRAWINGS, IT HAS THE MEANING "PROVIDE AND INSTALL COMPLETE WITH ALL ASSOCIATED MOUNTING HARDWARE AND CONNECTIONS".
- CHANGES IN THE WORK
- CHANGES TO THE CONTRACT REQUIRING ADDITIONS TO OR DELETIONS FROM THE WORK OF THIS DIVISION SHALL BE CARRIED OUT UPON WRITTEN REQUEST OF THE CONSULTANT. EXTRAS TO THE CONTRACT OR CREDITS SHALL BE SUBMITTED WITH A COMPLETE COST BREAKDOWN AS FOLLOWS: MATERIALS, QUANTITIES AND UNIT PRICES FOR ALL EQUIPMENT REQUIRED OR DELETED, UNIT MAN HOURS TOTAL MATERIAL COST, TOTAL MAN HOURS, HOURLY RATE, (REFER TO SUPPLEMENTARY CONDITIONS AND GENERAL CONTRACT), TOTAL OVERHEAD AND PROFIT. (REFER TO SUPPLEMENTARY CONDITIONS AND GENERAL CONTRACT).

RENOVATIONS ON EXISTING BUILDING

- RENOVATIONS SHALL BE MADE ON THE EXISTING AREA OF WORK AS INDICATED ON THE DRAWINGS AND SPECIFIED HEREIN. REMOVE ALL EXISTING LUMINARIES, OUTLET BOXES, SWITCHES, RECEPTACLES, ETC. AS INDICATED ON DRAWINGS. ALL EQUIPMENT REMOVED AND NOT REUSED SHALL REMAIN THE PROPERTY OF THE OWNER UNLESS SPECIFICALLY NOTED OTHERWISE. ALL EQUIPMENT INSTALLED IN RENOVATED AREAS SHALL BE NEW. ELECTRICAL TRADE WILL BE RESPONSIBLE FOR ALL CUTTING AND PATCHING REQUIRED FOR ELECTRICAL INSTALLATION. ALL CONDUIT SHALL BE INSTALLED CONCEALED IN FINISHED AREAS UNLESS SPECIFICALLY NOTED OTHERWISE.
- NEW CONDUCTORS SHALL BE INSTALLED TO THE NEAREST OUTLET AS REQUIRED FOR EQUIPMENT THAT IS RELOCATED. INSTALLATION OF JUNCTION BOXES FOR SPLICING PURPOSES SHALL NOT BE PERMITTED UNLESS SPECIFICALLY CALLED FOR.
- PROVIDE ALL CONDUCTORS REQUIRED TO RECONNECT EXISTING CIRCUITS WHERE REQUIRED THAT MAY BE DISRUPTED DUE TO RENOVATIONS ON THE EXISTING FLOOR.
- PROVIDE NEW BREAKERS WHERE REQUIRED IN EXISTING PANELS TO PICK-UP ADDITIONAL CIRCUITS INDICATED ON THE DRAWINGS.

- ALL EXISTING LUMINARIES THAT ARE RELOCATED SHALL BE REMOVED, CHECKED, SERVICED, CLEANED, AND RE-LAMPED PRIOR TO RE-INSTALLATION. ALL UNITS NOT REUSED SHALL BE TURNED OVER TO THE OWNER, COMPLETE WITH LAMPS.
- COORDINATE WITH MECHANICAL DRAWINGS AND SAFELY DISCONNECT AND REMOVE ALL MOTOR/MECHANICAL EQUIPMENT BEING DEMOLISHED. REMOVE UNUSED WIRING/CONNECTION BACK TO SOURCE PANEL. EXTEND WIRING/CONNECTION OF ALL MOTOR/MECHANICAL EQUIPMENT BEING RELOCATED. PROVIDE PROPER JUNCTION BOX AT EACH POINT OF EXTENSION.

DEVICES

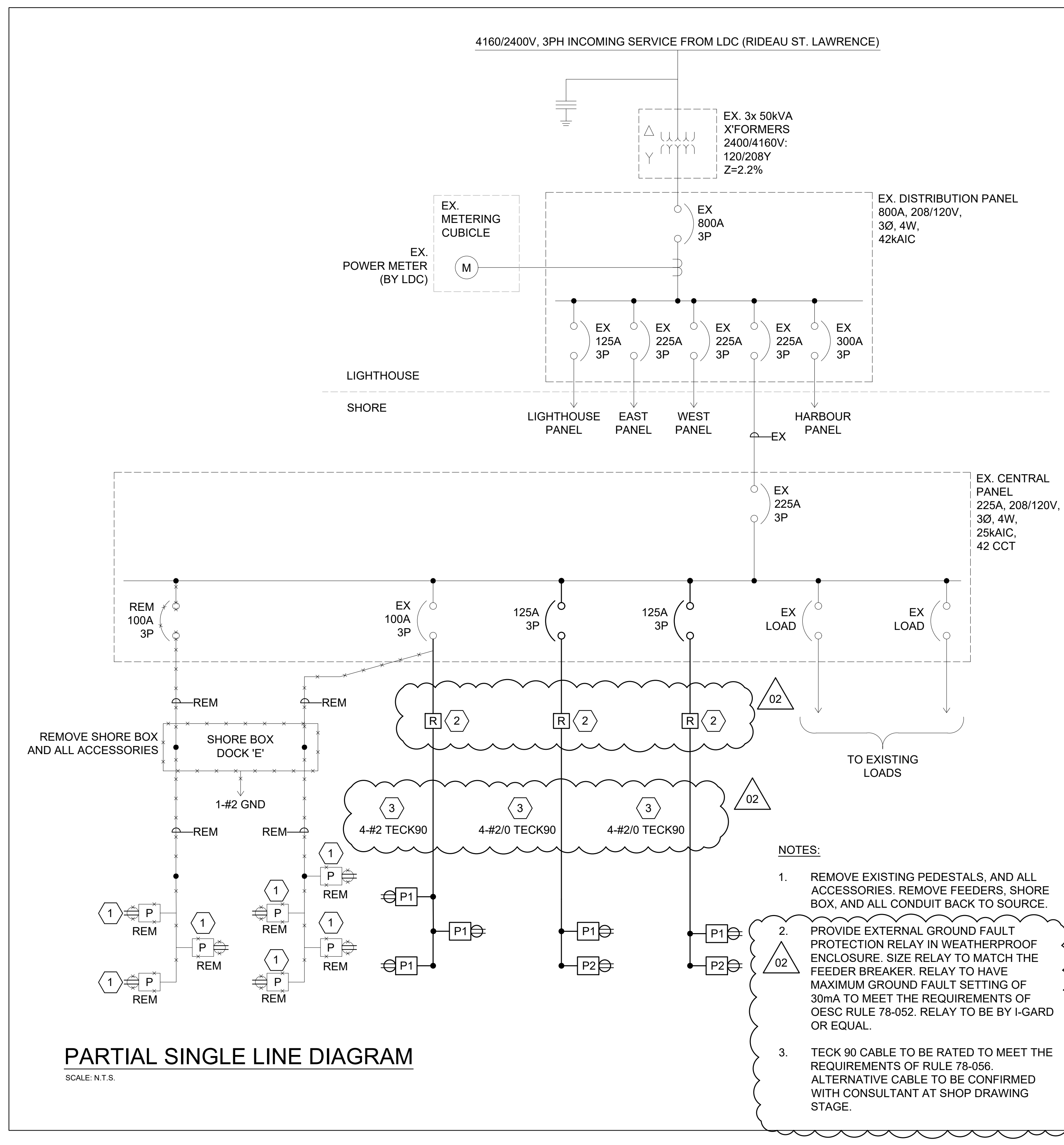
- PEDESTALS:
  - HARBOUR LIGHT POWER PEDESTAL MODEL HL30100, C/W ACCESSORIES AS NOTED IN THE PEDESTAL SCHEDULE ON DRAWING E1.
- COLOUR OF DEVICES: WHITE
- ALL DEVICES OF THE SAME TYPE, SIZE AND RATING ARE TO BE OF THE SAME MANUFACTURER THROUGHOUT THE PROJECT.

CONDUCTORS & RACEWAYS

- USE RW90 COPPER CONDUCTORS CSA APPROVED FOR THE APPLICATION. SIZE THE CONDUCTORS SO THAT THE MAXIMUM BRANCH CIRCUIT VOLTAGE DROP DOES NOT EXCEED 3%. MINIMUM CONDUCTOR SIZE IS #12 AWG UNLESS OTHERWISE INDICATED.
- DESIGN IS BASED ON COPPER CONDUCTORS EXCEPT WHERE SHOWN ON THE DRAWINGS. ALUMINUM CONDUCTORS MAY BE USED ONLY FOR FEEDERS #6 AWG OR LARGER. SIZE THE ALUMINUM CONDUCTORS TO THE EQUIVALENT AMPACITY OF COPPER CONDUCTORS. CONDUCTORS IN UNDERGROUND RACEWAYS SHALL BE RW90 IN POLYETHYLENE PIPE.
- TERMINATE ALUMINUM FEEDER CONDUCTORS WITH PRESSURE CONNECTORS, AND UTILIZE AN OXIDE PREVENTATIVE SOLUTION "PENETROX" ON ALL BARE SURFACES. LUGS TO BE ALUMINUM OR ALUMINUM/COPPER ALLOY ONLY.
- ALL CONDUCTORS ARE TO BE INSTALLED IN RACEWAYS AS DESCRIBED BELOW:
  - IN CONCRETE SLAB, UNDERGROUND BURIED, BELOW SLAB ON GRADE OR EXTERIOR EXPOSED SURFACE RACEWAYS: PVC CONDUIT
  - OBTAIN PERMISSION FROM THE CONSULTANT PRIOR TO INSTALLATION. COLOUR AND SIZE OF RACEWAYS TO BE CONFIRMED WITH CONSULTANT FOR THE SPECIFIC APPLICATION.
- MINIMUM RACEWAY SIZE FOR EXTERIOR U/G BURIED APPLICATION IS 3/4" (19MM), MINIMUM BURIED DEPTH IS 36" (900MM) BELOW FINISHED GRADE.
- ALL CONDUIT AND WIRING IS TO BE CONCEALED IN ALL FINISHED AREAS.

SERVICE AND DISTRIBUTION

- PROVIDE AND INSTALL COMPLETE SECONDARY DISTRIBUTION SYSTEM AS DETAILED ON THE DRAWINGS.
- ACCEPTABLE MANUFACTURERS FOR DISTRIBUTION EQUIPMENT INCLUDE: EATON-CUTLER HAMMER, SCHNEIDER CANADA, GENERAL ELECTRIC AND SIEMENS.
- PROVIDE MECHANICALLY FASTENED LABEL FOR ALL DISCONNECT SWITCHES, STARTERS, AND PANELS TO CLEARLY INDICATE EQUIPMENT CONTROLLED OR AREA SERVED. INDICATE FUSE SIZE AND TYPE ON ALL FUSED DISCONNECTS.
- PROVIDE A TYPEWRITTEN DIRECTORY CARD ON THE INSIDE OF THE PANEL DOOR IN A METAL FRAME WITH CLEAR PLASTIC COVER.
- ALL BRANCH BREAKERS SHALL BE THERMAL-MAGNETIC TRIP INDICATED, AMBIENT TEMPERATURE COMPENSATED AND BOLTED TO THE BUS BAR.
- ALL SURFACE MOUNTED EQUIPMENT SHALL BE MOUNTED ON 19 MM (3/4"), FIRE RATED, PLYWOOD BACKBOARD.



**Callidus Engineering**  
We Make Buildings Work

LONDON: 1385 North Routledge Park, Unit 9  
London, ON N6H 5N5 P 519.472.7640

KINGSTON: 1471 John Counter Blvd. Unit 301  
Kingston, ON K7M 8S8 P 613.900.0845

KITCHENER: 210-137 Glasgow Street, Office #141  
Kitchener, ON N2G 4X8 P 519.472.7640

W www.callidus.ca E info@callidus.ca

**KEYPLAN**

**REVISIONS**

NO.	ISSUED FOR	DATE
00	CLIENT REVIEW	23.11.21
01	BID	24.01.09
02	ADDENDUM 1	24.01.25

**NORTH**

**PROFESSIONAL ENGINEER**  
Z.J.R. LINDUP  
100502103  
24.01.25  
PROVINCE OF ONTARIO

DESIGN	BML	DRAWN	BML
CHECKED	ZL	REVIEWED	ZL

**PROJECT**

**PRESCOTT MARINA  
ELECTRICAL DISTRIBUTION**

**ADDRESS**

191 WATER ST E,  
PRESCOTT, ON, K0E 1T0

**PROJECT NO.**

CE-5768

**DRAWING TITLE**

ELECTRICAL SINGLE LINE  
DIAGRAM, PEDESTAL DETAILS,  
AND SPECIFICATIONS

**DRAWING NUMBER**

**E3** OF 3

## Appendix E: Contract Agreement Example



### FORM OF AGREEMENT

THIS AGREEMENT made this            day of            , 2024

BETWEEN:            **Insert Name of Contractor**

hereinafter called the "Contractor"  
*The Party of the First Part*

- and -

**The Corporation of the Town of Prescott**  
360 Dibble Street West  
PO Box 160  
Prescott, Ontario  
K0E 1T0

hereinafter called the "Municipality"  
*The Party of the Second Part*

WITNESSETH, that the party of the first part, for and in consideration of the payment or payments specified in the Tender for this work, hereby agrees to furnish all necessary machinery, tools, equipment, supplies, labour, and other means of construction and, to the satisfaction of the Engineer, to do all work as described

hereinafter, furnish all materials except as herein otherwise specified, and to complete such works in strict accordance with the plans, specifications and Tender therefore, which are acknowledged in the Special Provisions, Plans, Specifications and Conditions attached to the Quotation and all of which are to be read herewith and form part of this present Agreement as fully and completely to all intents and purposes as though all the stipulations thereof have been embodied herein.

**DESCRIPTION OF THE WORKS:**

**Tender No. RFT-01-2024 – Town of Prescott Design, Supply and Installation of Harbour Dock B, C & D**

The Contractor further agrees that he will deliver the whole of the works completed in accordance with this Agreement. In the event of non-completion of the work, the Contractor shall pay to the said Municipality, on demand, all loss, costs, charges, damages, liens or expenses which may be paid, sustained or incurred by the said Municipality or any of its officers, servants or agents in consequence of any such actions, suits, claims, liens or execution or demand any monies paid or payable by the said Municipality or any of its officers, servants or agents, in settlement or discharge thereof, or on account thereof.

The Contractor agrees that any monies due the Municipality as a result of non-completion of the works within the time stipulated may be deducted from any monies due the Contractor on any account whatsoever.

IN CONSIDERATION WHEREOF, said party of the second part agrees to pay to the Contractor for all work done, the unit or lump sum prices of the Tender.

THIS AGREEMENT shall ensure to the benefit of and be binding upon the heirs, executors, administrators, and assigns of the parties hereto.

IN WITNESS WHEREOF, the Contractor and the Municipality have hereunto signed their names and set their seals.

The Town of Prescott  
Request for Tender RFT-01-2025 for B, C & D Dock

---

**Insert Name of Contractor**

**The Corporation of the Town of Prescott**

---

*Name:*

---

Matthew Armstrong

*Position:*

**Chief Administrative Officer & Treasurer**

---

Signature of Witness

---

Matt Locke  
**Director of Operations**

---

Date

---

Date