



# Request for Tender for the Provision of Window Replacement at Clinton Site

Issue Date: August 7, 2025

Closing Date: August 29, 2025

Closing Time: 1:00 PM

Submissions are to be made electronically by email to [RFP@hp-ph.ca](mailto:RFP@hp-ph.ca)

Late tenders will not be accepted. The lowest or any tender may not necessarily be accepted.

## Instructions

Tenders must be submitted using the documents provided, completed & signed (where applicable), clearly marked with the name of the tender, emailed to [RFP@hp-ph.ca](mailto:RFP@hp-ph.ca) and must include the following:

- One (1) electronic copy of the technical tender submission
- One (1) electronic copy of the Bidder contact Information form
- One (1) electronic copy of the Subcontractor Information Form
- One (1) electronic copy of the Reference Form
- One (1) electronic copy of the Confidentiality Agreement
- One (1) electronic copy of the Fee structure

Bid submissions submitted and/or received by any other method shall be rejected, unless instructed otherwise by published Addendum. The onus is on Bidders to ensure their submission is received no later than the closing time and date stated.

## Definitions

The Corporation: Huron Perth Public Health

HPPH: Huron Perth Public Health

RFT: Request for Tender

## Inquiries

To register as a bidder please send an email to [RFPquestions@hp-ph.ca](mailto:RFPquestions@hp-ph.ca) outlining the following:

- Company name
- Point of contact
- Point of contact email address and phone number

Inquiries concerning the Tender or process will be answered at the information session.

## Withdrawal or Alteration of a Request for Tender

A Bidder who has submitted a Tender may submit a further Tender at any time up to the specified time and date of closing. The last Tender received shall supersede and invalidate all Tenders previously submitted by that Bidder. Only one Tender shall be opened per bidder.

A Bidder may withdraw or alter the Tender at any time up to the specified time and date of closing. However, the Bidder is solely responsible to ensure that the resubmitted bid is RECEIVED prior to the closing date and time.

Tenders withdrawn under this procedure cannot be reinstated.

## Examination of Tender Documents

Each Bidder must satisfy themselves as to the full requirements of the proposed work. There will be no consideration of any claim, after submission of Tenders, if there is a misunderstanding with respect to the

minimum requirements indicated in this Request for Tender. Should the Bidder require more information or clarification on any point, it must be obtained during the information session.

### 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 should email [RFPquestions@hpph.ca](mailto:RFPquestions@hpph.ca). If the designated person considers that a correction, explanation or interpretation is necessary or desirable an addendum will be issued to all registered bidders.

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

### Addenda

If required by the Corporation, an addendum will be distributed to all registered bidders for this tender. Addenda will be distributed by email. It is the Bidder's responsibility to notify the Corporation of any changes to their email. It is the Bidder's ultimate responsibility to ensure all addenda have been received.

### Acceptance or Rejection of Tender

The Corporation reserves the right to reject any or all Tenders and to wave formalities as the interests of the Corporation may require without stating reasons therefore.

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

- When only one (1) Tender has been received as result of the Tender call;
- Where the lowest responsive and responsible bidder substantially exceeds the estimated cost of the goods or service;
- When all Tenders received fail to comply with the specifications or Tender terms and conditions.

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.

The Corporation 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 Corporation of any Tender or by reason of any delay in the acceptance of a Tender except as provided in the Tender document.

If the bidder has abandoned, defaulted, or caused the cancellation of any contract within the last two years with the Corporation, the bid will be rejected. If the bidder is currently involved in litigation with the Corporation over a tender issue, their tender may be rejected.

## Insurance and Indemnification

The successful Bidder shall at its own expense obtain and maintain until the termination of the contract and provide the Corporation with evidence of (within 14 days of the award):

Professional Liability Insurance (including errors and omissions) on an occurrence basis for an amount not less than five million, (\$5,000,000) dollars, and shall include the Corporation as an additional insured entity with respect to the Bidder's operations, acts and omissions relating to its obligations under this Agreement, such policy shall include; but it not limited to, personal injury, contractual liability, owners' and Bidders' protective products and completed operations, contingent employers liability (if applicable), cross liability and severability of interest clauses.

The policy shown above will not be cancelled or permitted to lapse during the duration of the agreement.

The Corporation reserves the right to request such higher limits of insurance or other types of policies appropriate to the work, as the Corporation may reasonably require.

The successful Bidder shall not commence work until such time as the required evidence of insurance has been filed with and approved by the Corporation. The successful Bidder shall further provide that evidence of the continuance of said insurance is filed at each policy renewal date for the duration of the contract.

The successful Bidder shall indemnify and hold the Corporation harmless from and against all liability, loss, claims, demands, costs and expenses, including reasonable legal fees, occasioned wholly or in part by any acts or omissions either in negligence or in nuisance whether willful or otherwise by the Bidder, its agents, officers, employees or other persons for whom the Bidder is legally responsible.

## Protection and Ownership of Work & Property

All work, which may include but shall not be limited to; documents/reports/forms/data, completed for the Corporation under this agreement shall become the property of the Corporation. 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.

## Ability and Experience of Bidder

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

- The Bidder's ability and agreement to complete the work within the required schedule;
- The Bidder's ability to work effectively with the Corporation staff, consultants and other representatives;
- The Bidder's ability to effectively manage and do the work using the named project representative and any submitted subcontractors or others that may share the work areas;

- The Bidder's history with respect to quality of work, scheduling, providing satisfactory results and acceptable cooperation;
- Satisfactory references.

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 qualified to do the work and/or cannot do the work and perform the work in a manner satisfactory to the Corporation.

### Character and Employment of Workers

The successful Bidder shall employ only orderly, competent and skillful workers to ensure that the works are carried out in a respectable manner.

In the event that any person employed by the successful Bidder in connection with the work arising out of this Tender gives, in the opinion of the Corporation just cause for complaint, the successful Bidder upon notification by the Corporation in writing, shall not permit such person to continue in any future work arising out of this work.

### Ethical Conduct

In addition to being in compliance with all applicable federal and provincial laws and regulations, within the context of a Contract, Bidders shall behave in an ethical manner having regard for and demonstrating care for the condition of or well-being and fair treatment of all persons, places and things.

### Limited Liabilities

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

### 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 Corporation.

### Tender Award Procedures

Tenders will be evaluated by an internal committee subsequent to the closing date and time.

It is the intent of the Corporation to review and award this Request for Tender for the Provision of Window Replacement at Clinton Site no later than September 9, 2025. The Corporation will make every effort to complete this process in a timely manner. Notice of acceptance of Tender will be by telephone and/or by written notice.

Immediately after acceptance of the Tender by the Corporation, the successful Bidder shall provide the Corporation with any required documents within fourteen (14) calendar days of the date of notification of award.

Following receipt of the documents, the successful Bidder will receive written authority of awarding of the tender.

### Tender Evaluation/Selection Criteria

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

- Ability to meet or exceed all specifications and requirements;
- Ability and Experience;
- Compliance with Tender process;
- Tendered Price.

On August 15, 2025 a one and a half hour on-site information session will be hosted by the Corporation in order to provide greater context on the scope of work. Registered bidders will be invited by email to have up to two representatives attend.

### Award

Award is subject to approved budget. The Corporation reserves the right to delete or alter a schedule or item dependent upon budget limitation. The lowest-priced tender may not necessarily be accepted.

### 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 thirty (30) calendar days after the completion of the said extra work.

### Workplace Safety & Insurance Board

The Successful Bidder shall provide a copy of the Workplace Safety & Insurance Board's Clearance Certificate indicating the Successful Bidder's good standing with the Board within 14 days of the award.

### Payment/Terms of Payment

Payment shall be made in accordance with the prices as set out in the tender accepted by the Corporation. Invoices must be submitted to the Corporation at month end. Payment will be made based on the approval of the Corporation and shall be within thirty (30) days after the receipt of the invoice.

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 [purchasing@hpph.ca](mailto:purchasing@hpph.ca) and [jpauli@hpph.ca](mailto:jpauli@hpph.ca).

The Corporation will retain 25% of the total cost of the Tender until after the project has been complete and the required final inspection has occurred and been signed off by the Corporation's staff.

## Conflict of Interest

No elected official or employee, nor any corporation of which an elected official or employee has an interest, shall offer any bid, or otherwise sell any goods or services to the Corporation. No elected official or employee who has an interest, shall discuss a bid solicitation with a person, or any other employee or agent of the person who has submitted a bid to the Corporation, unless the procurement call has been awarded or for the purpose of receiving clarification.

Each Bidder, in their Bid, shall declare on the electronic Bid submission all Conflicts of Interest or any situation that may be reasonably perceived as a Conflict of Interest that exists now or may exist in the future. Failure to comply with this requirement may render the Bid non-compliant and shall cause the Bid to be rejected.

## Health and Safety

The Successful Bidder will review and agree to follow all of the Corporation's Health and Safety Policies electronically. By signing the Form of Tender and Agreement, the successful bidder agrees to abide by the Health and Safety Policies.

All applicable current health and safety legislation and environmental legislation and regulations are considered the minimum requirements that the Successful Bidder must meet, including compliance with Occupational Health and Safety Act (re: duties of employers, safety training/certifications) and any other applicable regulations.

Health and Safety issues will always be given immediate attention by the Corporation and its representatives, and the Successful Bidders and its subcontractors. All employees, Successful Bidders/subcontractors suppliers and visitors/residents must immediately report unsafe conditions, incidents, and accidents to the Corporation by way of its Directors or Managers.

## Assignment of Work

The Successful Bidder shall not assign transfer, convey, sublet or otherwise dispose of this Tender or his/her right, title or interest therein, or his/her power to execute such work, to any other person, company or corporation, without the previous consent, in writing, of the Corporation's officials.

The Successful Bidder is fully responsible to the Corporation for the acts and omissions of subcontractors and/or persons directly or indirectly engaged by the Successful Bidder in respect to this work. Subcontractors will be required to abide by all the requirements of the Tender document as though the Successful Bidder (Insurance, WSIB, Health & Safety Policies, etc.). The Successful Bidder agrees to bind every subcontractor by the terms of the Tender documents as far as it is applicable to their work.

## Cancellation

The Corporation reserves the right to immediately terminate the Tender agreement at its own discretion, including but not limited to such items as non-performance, late deliveries, inferior quality, pricing problems, etc.

If the Successful Bidder should neglect to execute the work properly or fail to perform any provision of this Award, the Corporation, after three (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 Tender arrangement. The Corporation shall provide written notice of termination.

The Corporation may elect to terminate the Tender arrangement if the original terms and conditions are significantly changed, giving thirty (30) calendar day's written notice to the Successful Bidder.

Either party may terminate the Tender arrangement by giving the other party sixty (60) calendar day's written notice. A period of less than sixty (60) calendar days to terminate the arrangement may be negotiable if mutually agreeable among the parties involved.

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

### Confidentiality

Bidders shall not at any time before, during or after completion of the contract, divulge any confidential information communicated to or acquired by the Bidder or disclosed by the Corporation.

### Background Information

In January 2020, the amalgamation of Huron County Health Unit (HCHU) and Perth District Health Unit (PDHU) resulted in the creation of Huron Perth Public Health (HPPH).

#### Vision:

Optimized health and wellbeing for all

#### Mission:

HPPH takes action to protect and promote population health and prevent disease, strengthening quality of life and wellbeing for all

#### Values:

- **Equity, Diversity and Inclusion** – We value all community members. We are responsive to the communities we serve and commit to finding ways for people to feel safe and welcome
- **Evidence-informed Practices** – We will use the best available information and public health best practices in our work
- **Partnership and Collaboration** – We value our relationships and commit to authentic engagement in our work in order to meet the public health needs of our communities
- **People** – We acknowledge that HPPH staff are the greatest asset to achieving our vision and mission, and commit to creating a healthy workplace together
- **Innovation** – We embrace new ways to respond to the public health needs of our populations and will use bold and creative approaches as needed
- **Accountability** – We focus on our public health mandate and are committed to transparent accountability for the use of our resources
- **Leadership** – All staff are valued as HPPH ambassadors who continually show leadership by using public health knowledge, skills and expertise to improve population health



Huron Perth Public Health is governed by a Board of Health as per the requirements of the Health Protection and Promotion Act to ensure that the Health Unit is well managed.

Huron Perth Public Health offers a variety of different health protection, health promotion and disease prevention programs and services across the lifespan, with a focus on chronic disease prevention and well-being, food safety, healthy environments, healthy growth and development, immunization, infectious and communicable diseases prevention and control, safe water, school health, and substance use and injury prevention. We serve residents of both Huron and Perth counties from four different office locations including two in Stratford, one in Clinton and one in Listowel.

## Scope

This tender call is for the removal of existing windows and the supply and installation of new windows at the Clinton site (77722B London Road, Clinton, Ontario).

This tender call is an invitation only and neither this tender call nor the submission of any tender in response to this tender call shall cause the formation of any contractual relationship between the Corporation and any person or firm. The Corporation may also terminate this tender call at any stage, either before or after tenders have been received, in its absolute discretion, should it so choose.

## Timeline

This project will commence within 30 days of the award with anticipated completion no later than March 31, 2026. Timelines are subject to change based on the Corporations requirement to respond to emergencies which may include such things as a pandemic.

## Deliverables

The purpose of this request for tender is to seek a contractor to provide the following:

- Remove and dispose of existing window frames and/or thermal glass panes as per Schedule A.
- Dispose of old windows and additional materials.
- Seal/insulate around windows as needed.
- Replace frames and/or thermal glass panes as per Schedule A.
- Repair or replace windowsills as needed.
- Finish around windows' interior and exterior as needed.
- Order/supply all necessary materials, tools, equipment, personal protective equipment and competent personnel to complete work.
- Coordinate with HPPH maintenance staff to schedule work to reduce impact on public health services.
- Maintain security of building during and outside of project hours until project is complete.
- Engage in final inspection of work prior to sign-off of completion. If required fix deficiencies.

## Schedule A

Number of windows and approximate size:

- a) 20 frames and thermal pane windows that are approximately 7'2" high, 5' 1 ¾" wide with lower opening
- b) 6 fixed glass thermal pane windows that are approximately 7' 6" high, 7' ½" wide

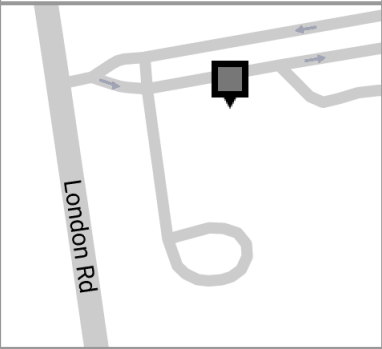
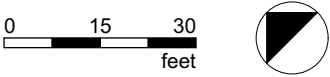
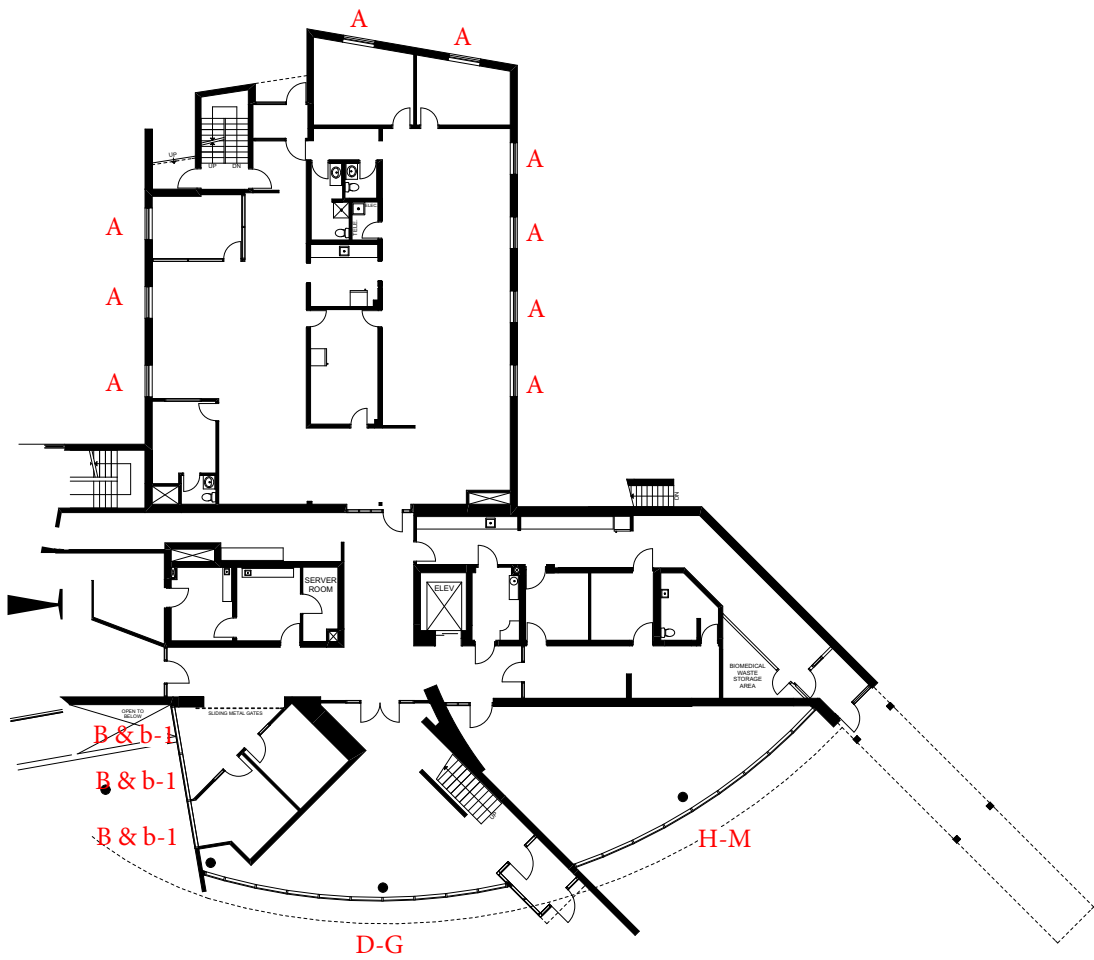
- b-1) 4 fixed glass thermal pane windows that are approximately 1' 2" high, 7' ½" wide
- c) 4 fixed glass thermal pane windows that are approximately 6' high, 5' wide
- d) 20 fixed glass thermal pane windows that are approximately 8' 5 ½" high, 4' 5 ½" wide
- e) 11 fixed glass thermal pane windows that are approximately 4' 5 ½" high, 3' 4" wide
- f) 2 fixed glass thermal pane windows that are approximately 8' 5 ½" high, 3' wide
- g) 1 fixed glass thermal pane windows that are approximately 3' 4" high, 3' wide
- h) 14 fixed glass thermal pane windows that are approximately 8' 5 ½" high, 4' 10 ½" wide
- i) 2 fixed glass thermal pane windows that are approximately 8' 5 ½" high, 4' 9" wide
- j) 2 fixed glass thermal pane windows that are approximately 8' 5 ½" high, 4' 6 ½" wide
- k) 1 fixed glass thermal pane windows that are approximately 4' 6 ½" high, 3' 4" wide
- l) 7 fixed glass thermal pane windows that are approximately 4' 10" high, 3' 4" wide
- m) 1 fixed glass thermal pane windows that are approximately 4' 9" high, 3' 4" wide
- n) Door/window combination to be replaced with window(s) approximate size of area is 10' 11" high and 7' 2 ½" wide
- o) 1 frames and thermal pane windows that are approximately 8'8" high, 5' wide with lower opening

HPPH Clinton Site

Prepared:	08/08/2016
Measured:	27/07/2016

77722 London Road  
Clinton, Ontario

Floor 01

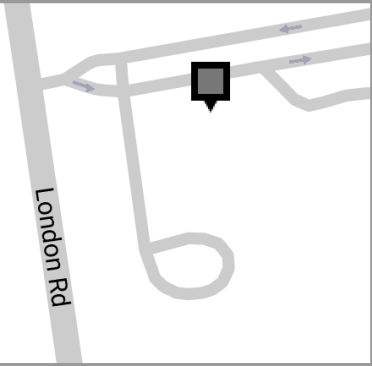
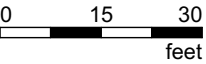
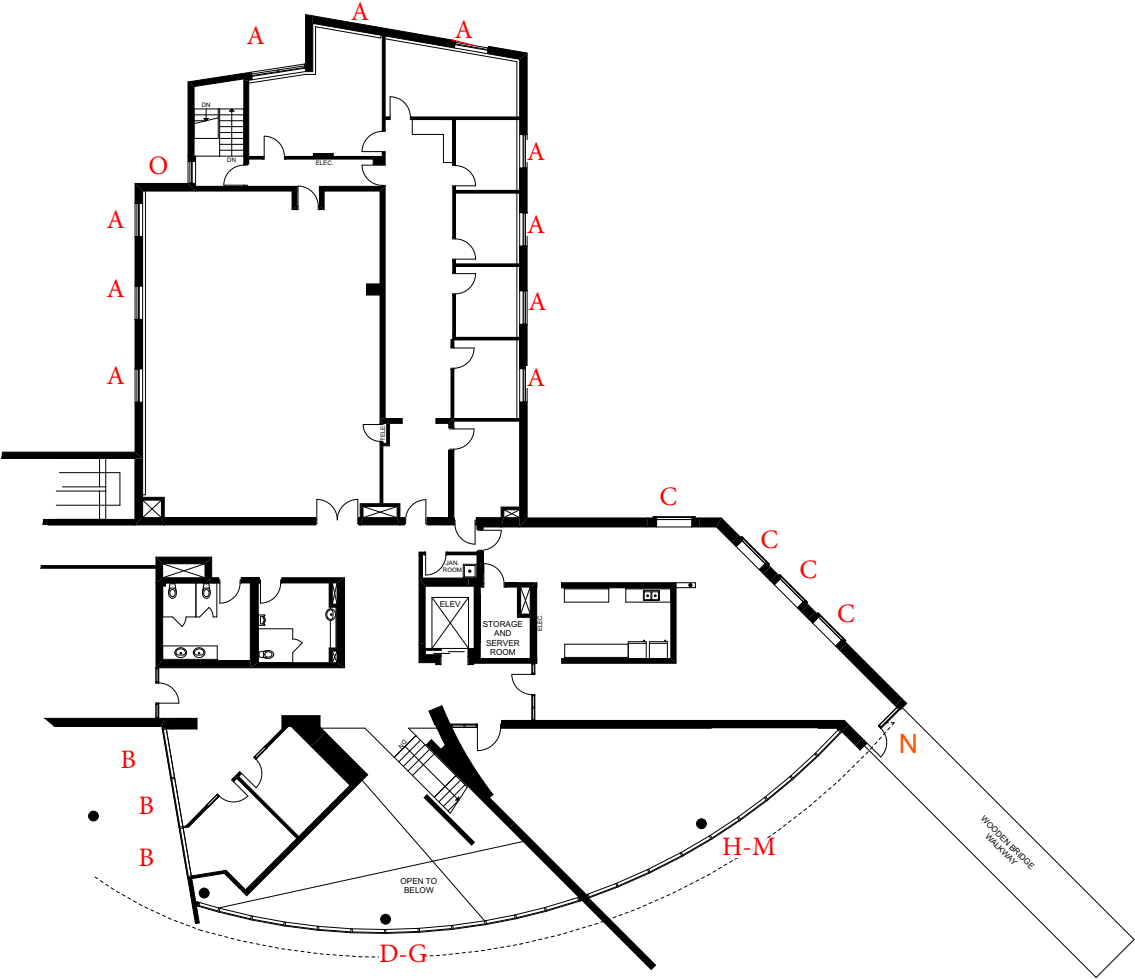


HPPH Clinton Site

Prepared: 08/08/2016  
Measured: 27/07/2016

77722 London Road  
Clinton, Ontario

Floor 02







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## Bidder Contact Information Form

Bidders must complete this form and include with the Request for Tender Submission. Please ensure all information is legible.

Company Name	
Bidder's Contact Information	
Mailing Address	
Email Address	
Office #	
Website	
WSIB #	
HST Account #	
Addenda # Received	

## Subcontractor Information Form

Specify Option 1 or Option 2, below:

☐ Option 1 –No Subcontracting will be utilized in order to meet the terms of this agreement.

or

☐ Option 2 - The Subcontractors listed below will assist in meeting the terms of this agreement:

Subcontractor Information:

Name:	
Address:	
Work to be subcontracted:	
Scope of work:	

Note: If additional contractors will be used, please include additional pages.

## References Form

The Bidder shall provide below information on previous experience in this class of work successfully undertaken by the Bidder's firm in the last three years.

<b>#1 Reference Name</b>	
<b>Contact and Telephone #</b>	
<b>Term (# years)</b>	
<b>Description of Work</b>	
<b>Additional Comments (optional)</b>	
<b>#2 Reference Name</b>	
<b>Contact and Telephone #</b>	
<b>Term (# years)</b>	
<b>Description of Work</b>	
<b>Additional Comments (optional)</b>	
<b>#3 Reference Name</b>	
<b>Contact and Telephone #</b>	
<b>Term (# years)</b>	
<b>Description of Work</b>	
<b>Additional Comments (optional)</b>	

## Confidentiality Agreement

I understand that, as a [Board member, Contractor (solo), Contractor (organizational – signing on behalf of all staff), Staff member, Student, Volunteer] of the Health Unit, I will have access to confidential information. This information will include, but is not limited to, personal health information, personnel records or other personal information that is not health related. I agree that [during my appointment, during my contract, during my employment, during my placement] and following termination of such, that:

1. I will not collect, use, disclose, alter or destroy confidential information unless I am authorized to do so by the Health Unit.
2. I will only access personal information that I require to complete my duties.
3. Immediately upon completion I will return any confidential material in my possession. [Alternatively, as agreed in writing prior to commencing my duties, I will destroy this material in such a manner that confidentiality is protected.]
4. I will seek guidance where I am unsure of information handling practices.

I understand that any breach of my obligation of confidentiality may lead to one or more of the following:

- disciplinary action up to and including termination
- a personal fine
- legal proceedings for damages
- a report to the Privacy Commissioner
- a report to a regulatory College.

I agree to notify HPPH at the first reasonable opportunity if I become aware that confidential information is stolen, lost or accessed by unauthorized persons.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Witness signature

\_\_\_\_\_  
Print witness name

## Fee Structure Form

Item	Description of Service	Cost without HST	HST	Total
<b>1</b>	Removal and replacement of windows	\$	\$	\$
<b>Extra Work</b>	Hourly cost for Extra Work	\$	\$	
<b>Subtotal Price (without HST) of item 1</b>				\$
<b>Harmonized Sales Tax</b>				\$
<b>Total Price</b>				\$

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Bidder

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Date

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Signature