



Recreation and Community Services

INVITATION TO TENDER

Contract # RAM-REC-2026-02

Sealed Tender for: Ramara Centre – Baseball Diamond Revitalization

As Described Herein and Addressed:

Jennifer Connor, Clerk

Township of Ramara Administration Building

Box 130, 2297 Highway 12, Brechin, ON L0K 1B0

Please submit completed proposal in person or by mail in a sealed envelope quoting the above tender number and closing date.

Electronic Submissions will also be accepted and may be forwarded to clerks@ramara.ca and shall include all pages of the tender, and all supporting documentation. Please include the tender number and title in the subject line of the email.

BID SUBMISSION DEADLINE

DATE: February 20, 2026

TIME: 12:30 p.m. Eastern Local Time

PUBLIC OPENING: February 20, 2026 at 2:00 p.m. Eastern Local Time

LOCATION Township of Ramara Administration Building
2297 Highway 12, Brechin, ON L0K 1B0

LATE SUBMISSIONS WILL NOT BE ACCEPTED

The Corporation of the Township of Ramara reserves the right to accept or reject all or part of any Bid and reserves the right to accept other than the lowest Bid and to cancel this Call for Bid at any time.

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1.0 INTRODUCTION

The Corporation of the Township of Ramara (the “Township”) invites Tenders from qualified and experienced contractors to supply, deliver, and complete revitalization works to the baseball diamond at the Ramara Centre.

The Township of Ramara is a vibrant lakeside community located along the shores of Lake Simcoe, known for its natural beauty, strong sense of community, and year-round recreational opportunities. With a permanent population of approximately 10,377 residents (Statistics Canada, 2021), the Township experiences significant seasonal growth during the summer months and remains committed to providing high-quality recreational infrastructure for residents and visitors alike.

This project forms part of the Township’s successful application to the Community Sport and Recreation Infrastructure Fund, through which funding has been secured to complete key improvements at the Ramara Centre, including facility upgrades, playground installation, and baseball diamond revitalization.

The Township intends to award this Tender to the Bidder whose submission represents the best overall value to the Township, based on compliance with all mandatory requirements, pricing, experience, technical approach, and the criteria outlined in this Invitation to Tender, and not necessarily the lowest price.

This Invitation to Tender is being issued as a Public Open Tender in accordance with the Township of Ramara’s Goods and Services Procurement Policy and Schedule “C” – Formal Tendering Procedures.

2.0 SCOPE OF WORK

The Contractor shall be responsible for the complete supply, preparation, installation, restoration, and close-out of the baseball diamond, including but not limited to the following:

2.1 Remove and dispose of existing infield material to a depth of approximately 150 mm to 250 mm (6" to 10") to eliminate soil and organic material.

2.2 Rebuild the infield using new sports mix ball diamond sand. Material shall meet all applicable ASTM specifications and be sourced from a qualified supplier.

2.3 Supply and spread topsoil in the outfield as required to fill ruts and divots and to regrade and level the playing surface.

2.4 Complete overseeding and fertilization of the outfield to promote healthy turf establishment and long-term grass growth.

2.5 Repair existing fencing or, where required, remove and supply and install new fencing around the backstop and in front of the team benches.

2.6 Remove existing team benches and supply and install two (2) new team benches.

2.7 Complete all Work within the timeline stated in this Tender and deliver a fully operational, safe, and ready-for-use baseball diamond.

2.8 Removal of Secondary Baseball Diamond

Remove the secondary baseball diamond located within the soccer field, including:

- Removal and disposal of existing chain link backstop and metal posts, infield material and associated fixtures
- Regrading and restoration of the area to match the surrounding soccer field surface
- Supply of topsoil, leveling, overseeding, and fertilization to return the area to active turf use
- Final condition suitable for regular field use

Note: This baseball diamond is being permanently decommissioned and will **not** be replaced.

2.9 Deliverables & Close-Out Requirements

The successful Contractor shall provide the following deliverables as part of a complete and compliant project. All deliverables shall be submitted to and accepted by the Township prior to final payment.

2.9.1 Pre-Construction Deliverables

- Proposed project schedule and key milestones
- Product specifications and material data sheets for:
 - Ball diamond infield mix and topsoil
 - Fencing materials and hardware
 - Team benches
- Proof of WSIB clearance and Certificate of Insurance
- Site access and safety plan

2.9.2 Construction Deliverables

- Weekly progress updates (email format acceptable)

- Written confirmation of any approved material substitutions or scope adjustments

2.9.3 Substantial Completion Deliverables

- Independent inspection sign-off confirming compliance with ASTM and applicable standards
- Final grading and surface condition verification
- Township walk-through and deficiency list (if applicable)

2.9.4 Final Close-Out Deliverables

- As-built site sketch or drawing showing:
 - Final infield dimensions
 - Fence locations and extents
 - Bench locations
- Warranty documentation for:
 - Fencing
 - Benches
 - Materials and workmanship
- Maintenance and care guidelines for infield material and turf
- Final invoice and statutory declaration (if required)

2.9.5 Budget Limitation

This project is subject to a maximum upset limit of Ninety-Nine Thousand Five Hundred Dollars (\$99,500.00 CAD), inclusive of all costs, fees, taxes, and applicable charges. Any Tender submission exceeding this amount may be deemed non-compliant and may not be considered for award.

Final payment shall be contingent upon receipt and acceptance of all deliverables listed above.

3.0 GENERAL REQUIREMENTS

The Township of Ramara is seeking a qualified Contractor to supply and complete all specified Work in accordance with this Tender.

3.1 Responsibilities of the Successful Contractor

The Contractor shall:

- 3.1.1 Observe and comply with all applicable Township by-laws, as amended from time to time.
- 3.1.2 Complete the project in accordance with the Tender Documents and the approved submission.
- 3.1.3 Complete the Work on schedule and within the agreed Tender price.
- 3.1.4 Dispose of all refuse and surplus materials at the Contractor's own cost.
- 3.1.5 Maintain a safe working environment and comply with all applicable workplace safety legislation.
- 3.1.6 Adhere to all applicable building codes, standards, and regulatory requirements.

4.0 RIGHTS OF THE TOWNSHIP

4.1 General

The Township reserves the right to:

- 4.1.1 Pay the Contractor within thirty (30) days of satisfactory completion, inspection, and acceptance of the Work.
- 4.1.2 Negotiate changes or adjustments to scope in order to reduce costs, provided such changes do not conflict with the Contractor's ability to perform the Work.
- 4.1.3 Terminate the Contract in the event of breach by the Contractor or their representatives. Any funds retained shall be considered liquidated damages.

4.2 Tender Requirements

Each Bidder shall include the following with their submission:

- 4.2.1 Proof of WSIB clearance
- 4.2.2 Proof of Insurance and Liability Coverage minimum amount of \$2,000,000.00 per occurrence
- 4.2.3 Completed Conflict of Interest and Confirmation Form
- 4.2.4 One (1) complete Tender submission

5.0 SUBMISSION DEADLINE

5.1 Submission Method

Tenders can be submitted electronically and clearly marked as to contents to:
clerks@ramara.ca

The Tender Number and Project Title must be clearly indicated in the subject line.

5.2 Tender Opening

Tenders will be opened at a public meeting in accordance with the Township's Goods and Services Procurement Policy.

5.3 Questions

All questions must be submitted in writing by email no later than 4:00 p.m. on February 13, 2026.

5.4 Late Submissions

Late or incomplete submissions will not be accepted under any circumstances.

5.5 Proposal Validity

All Tenders shall remain open for acceptance for a period of ninety (90) days from the Closing Date.

5.6 Public Notice

This Tender has been advertised on the Township of Ramara website and issued to vendors on record in accordance with the Township's Goods and Services Procurement Policy and Schedule "C" – Formal Tendering Procedures.

6.0 PROPOSED TIMELINE

Milestone	Date
Tender Issued	February 6, 2026
Tender Questions Deadline	February 13, 2026 at 4:00 p.m.
Addenda Deadline	February 17, 2026 at 4:00 p.m.
Closing Date	February 20, 2026 at 12:30 p.m.
Anticipated Award	March 9, 2026

Milestone	Date
Anticipated Project Start	August 17, 2026
Completion Deadline	October 2, 2026

All dates are subject to weather conditions, site readiness, and Township approval.

7.0 INFORMATION TO BIDDERS

7.1 Tender Documents

Bidders are responsible for reviewing all Tender Documents and notifying the Township in writing of any discrepancies, errors, or omissions. Any addenda issued by the Township shall form part of the Tender Documents and must be acknowledged. Failure to acknowledge addenda may result in disqualification.

7.2 Communications

All communications related to this Tender must be directed in writing to:

Email:

clerks@ramara.ca

Subject line must reference:

“Ramara Centre – Baseball Diamond Revitalization”

No verbal explanations or interpretations shall be considered binding.

7.3 Incurred Costs

The Township shall not be responsible for any costs incurred by a Bidder in the preparation or submission of a Tender.

7.4 Errors and Omissions

The Township shall not be held liable for any errors or omissions in this Tender. Bidders are responsible for forming their own conclusions with respect to the Work and requirements.

7.5 Agreement with Terms

By submitting a Tender, the Bidder agrees to all terms and conditions contained herein.

7.6 Acceptance or Rejection of Tenders

The Township reserves the right to reject any or all Tenders, to waive informalities, and to award the Tender in the best interest of the Township, including but not limited to:

- Only one Tender is received
- The lowest Tender exceeds the Township's available budget
- Submissions fail to meet mandatory requirements
- A change in scope or specifications is required
- The submission does not represent the best overall value to the Township

7.7 Evaluation Criteria

Evaluation will be based on the following weighted criteria:

- Price – 40%
- Experience & References – 20%
- Technical Design & Compliance – 25%
- Timeline & Warranty – 15%

7.8 Notice of Award

All Bidders will be notified in writing of the outcome. The Township reserves the right to interview any, all, or none of the Bidders as part of the evaluation process.

The successful Contractor shall not assign or subcontract the Contract without prior written consent of the Township.

7.9 Ownership of Submissions and Freedom of Information

All submissions become the property of the Township and are subject to the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

7.10 Budget Approval

The Township reserves the right to delay, modify, or cancel any portion of the Work subject to budget approval or operational requirements.

7.11 Terms of Payment

Payment terms shall be net thirty (30) days following receipt and approval of a valid invoice.

FORM – Confirmation and Conflict of Interest

To the Corporation of the Township of Ramara (hereinafter called the “Owner”):

I/We, _____ (the
“Bidder”), the undersigned, hereby declare and confirm the following:

- **THAT** no person, firm, or corporation other than the Bidder or those whose proper officers and authorized signatures appear below has any interest in this Tender or in the proposed Contract to be entered into.
- **THAT** this Tender is submitted without any connection, knowledge, comparison of figures, arrangement, or agreement with any other company, firm, or person submitting a Tender for the same Work, and is in all respects fair and submitted without collusion or fraud.
- **THAT** no member of Council, officer, employee, or agent of the Owner, nor any person having a controlling interest in the Bidder, has any interest, directly or indirectly, in this Tender, the proposed Contract, or in the supply of materials, Work, or services to which this Tender relates.
- **THAT** I/We have carefully examined the Tender Documents and agree to meet all requirements of this Tender and, if awarded, to enter into a Contract in accordance with the prices and terms set out in this submission.
- **THAT** this Tender is irrevocable and open for acceptance by the Owner for a period of ninety (90) days from the Closing Date, or until a formal Agreement is executed with the successful Bidder, whichever occurs first.
- **THAT** the awarding of this Tender by the Owner shall be based on this submission, which shall be deemed an acceptance of the terms and conditions of this Tender.
- **THAT** if this Tender is accepted, I/We agree to complete the Work within the timeframe specified in the Tender Documents. If I/We fail to do so, the Owner may take such action as permitted under the Tender and Contract Documents, including awarding the Work to another Bidder and recovering any additional costs incurred, and I/We agree to indemnify and hold harmless the Owner, its officers, and employees from any loss, cost, or damage arising from such default.

Bidder Information

Company Name: _____

Authorized Representative (Print): _____

Signature: _____

Title/Position: _____

Witness: _____

Title/Position: _____

Date: _____

Ramara Centre – Baseball Diamond Revitalization Tender Bid Form

Bidder Name: _____
 Final Completion Date: _____ (No later than October 2, 2026)

Baseball Diamond Revitalization – Pricing Schedule

Item No.	Description of Work	Subtotal (\$)	HST (\$)	Total (\$)
1.0	Remove existing infield material to a depth of approximately 150 mm to 250 mm (6" to 10") and dispose of off-site	\$	\$	\$
2.0	Supply and install new sports mix ball diamond sand meeting ASTM specifications	\$	\$	\$
3.0	Supply and spread topsoil in the outfield to fill ruts/divots and regrade and level playing surface	\$	\$	\$
4.0	Overseeding and fertilization of outfield for turf establishment and long-term growth	\$	\$	\$
5.0	Repair existing fencing or remove and supply and install new fencing around backstop and in front of team benches, as required	\$	\$	\$
6.0	Remove existing team benches and supply and install two (2) new team benches	\$	\$	\$
7.0	Remove secondary baseball diamond in soccer field, including removal existing chain link backstop and metal post, regrading, topsoil, overseeding, and restoration to active turf	\$	\$	\$
8.0	Site clean-up, disposal of surplus materials, and final grading	\$	\$	\$
9.0	As-built site sketch, warranty documentation, and maintenance manuals	\$	\$	\$

Additional Disbursements (Itemized)

_____ @ \$_____ = \$_____
_____ @ \$_____ = \$_____

Total Bid Amount (Upset Limit)

(Schedule may be modified for ease of bidding, but Total Bid Amount is final)

Subtotal: \$_____

HST: \$_____

Total Tender Price: \$_____

Total Bid Amount (Upset Limit – Maximum \$99,500.00 CAD, all-inclusive)

Bidder Declaration

The Undersigned affirms they are duly authorized to execute this Tender.

Name (Print): _____

Signature: _____

Position/Title: _____

Witness: _____

Position/Title: _____

Date: _____