



Recreation and Community Services

INVITATION TO TENDER

Contract # RAM-REC-2026-01

Sealed Tender for: Ramara Centre – Playground

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
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

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1.0 INTRODUCTION

The Corporation of the Township of Ramara (the “Township”) invites sealed tenders from qualified and experienced contractors to design, supply, deliver, install, and commission an inclusive playground with accessible elements, including all associated safety surfacing, site works, inspections, and close-out documentation, in accordance with the specifications and requirements outlined in this Invitation to Tender.

This project forms part of the Township’s ongoing commitment to enhancing community recreation infrastructure and providing safe, inclusive, and accessible play opportunities for residents and visitors of all ages and abilities.

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. 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 TENDER DETAILS

Project Title: Ramara Centre Playground

Project Location: Ramara Centre, 5482 Highway 12 Ramara, ON

Tender Number: RAM-REC-2026-01

Submission Method: Tenders shall be submitted electronically to:

clerks@ramara.ca

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

2.1 Late Submissions: Late tenders will not be accepted under any circumstances.

2.2 Right to Reject: The Township reserves the right to accept or reject any or all tenders, in whole or in part, and to waive minor irregularities in the best interest of the Township.

2.3 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.

2.4 Budget Limitation:

This project is subject to a maximum upset limit of One Hundred Ten Thousand Dollars (\$110,000.00 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.

3.0 DEFINITIONS

For the purposes of this Tender:

- **“Bidder”** means a person or entity submitting a Tender in response to this Invitation to Tender.
- **“Contractor”** means the successful Bidder who enters into a written agreement with the Township.
- **“Contract”** means the written agreement executed between the Township and the Contractor.
- **“Closing Time”** means the date and time specified for the receipt of Tenders.
- **“Tender Documents”** means all documents issued by the Township for this Tender, including any addenda.
- **“Work”** means all labour, materials, equipment, services, and incidentals necessary to complete the project as described in this Tender.

4.0 SCOPE OF WORK

The Contractor shall be responsible for the complete design, supply, delivery, installation, inspection, and commissioning of an inclusive playground, including but not limited to:

- Supply and installation of new IPEMA-certified playground equipment
- Supply and installation of rubberized or resilient safety surfacing
- Construction of accessible access routes in compliance with the Accessibility for Ontarians with Disabilities Act (AODA)
- Site preparation, grading, and restoration
- Third-party safety inspection and certification
- Final clean-up and site restoration
- All Work required to deliver a fully operational, compliant, and ready-for-use playground, whether or not explicitly listed in this Tender

A detailed technical specification and site drawing is included in Appendix E – Playground Drawing Area.

5.0 MANDATORY STANDARDS & COMPLIANCE

All Work must comply with the following, at a minimum:

- CAN/CSA-Z614 – Children’s Playspaces and Equipment (latest revision)
- Accessibility for Ontarians with Disabilities Act (AODA)
- IPEMA Certification for all proposed playground equipment
- Ontario Occupational Health and Safety Act (OHSA)
- All applicable municipal, provincial, and federal regulations

The Contractor shall arrange for and provide, at their own cost, an independent third-party Playground Safety Inspection “PASS” Report completed by a CPRA Certified Playground Safety Inspector prior to final acceptance.

6.0 SITE & WORK PROTECTION

The Contractor shall:

- Coordinate all site access and construction activities with the Township
- Obtain and provide all utility locates prior to commencement
- Protect all surrounding parkland, infrastructure, and landscaping from damage
- Repair any damage caused by construction activities at no cost to the Township

7.0 INSURANCE & WSIB

7.1 Insurance

The successful Bidder shall maintain Comprehensive General Liability Insurance with limits of not less than \$2,000,000 per occurrence. The Township of Ramara shall be named as an additional insured.

7.2 WSIB

The successful Bidder shall provide proof of good standing with the Workplace Safety and Insurance Board (WSIB) prior to commencement of Work.

8.0 SCHEDULE

Milestone	Date
Tender Issued	February 6, 2026
Deadline for Questions	February 13, 2026 at 4:00 p.m.
Deadline for Addendums	February 17, 2026 at 4:00 p.m.
Closing Date	February 20, 2026 at 12:30 p.m.
Anticipated Award	March 9, 2026
Project Start	May 4, 2026
Completion Deadline	June 26, 2026

All times are Eastern Local Time.

9.0 EVALUATION & AWARD

Tenders will be reviewed to confirm compliance with all mandatory requirements. The Tender will be awarded to the Bidder whose submission represents the best overall value to the Township and not necessarily the lowest price. Compliant tenders will be evaluated to determine the submission that represents the best overall value to the Township, which may include consideration of pricing, experience, technical approach, timelines, warranties, and demonstrated ability to successfully complete similar projects.

The Township reserves the right to verify references, qualifications, and experience prior to award, and to reject any or all tenders in accordance with its procurement policies.

Evaluation will be based on the following weighted criteria:

Price – 40%

Experience & References – 20%

Technical Design & Compliance – 25%

Timeline & Warranty – 15%

10.0 QUESTIONS & ADDENDA

All questions shall be submitted in writing to:

Jennifer Connor, Clerk

clerks@ramara.ca

No verbal responses shall be considered binding. Any changes or clarifications will be issued by formal written addendum.

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

APPENDIX A – Bidder Information Form

Company Name: _____

Contact Name: _____

Address: _____

Phone Number: _____

Email Address: _____

HST Number: _____

I certify that this Tender is valid for a period of ninety (90) days from the Closing Date, and that pricing shall remain firm through contract execution.

Authorized Signature: _____

Name (Print): _____

Date: _____

APPENDIX B – Pricing Form

Item No.	Description of Work	Unit	Price
1.0	Site visit, concept design, and detailed playground layout (including accessibility compliance)	Lump Sum	\$_____
2.0	Supply and installation of playground equipment (CSA & IPEMA compliant)	Lump Sum	\$_____
3.0	Installation of playground equipment	Lump Sum	\$_____
4.0	Supply and installation of safety surfacing	Lump Sum	\$_____
5.0	Accessible access routes, grading, and full site restoration (topsoil, sod/seed, and clean-up)	Lump Sum	\$_____
6.0	Third-party safety inspection and CSA certification	Lump Sum	\$_____
7.0	As-built drawings, warranty documentation, and maintenance manuals	Lump Sum	\$_____

Subtotal: \$_____

H.S.T: \$_____

Total Tender Price: \$_____

APPENDIX C – Experience and References

Provide three (3) references for similar projects completed within the last five (5) years.

Reference 1:

Organization: _____

Contact: _____

Phone/Email: _____

Project Description: _____

Reference 2:

Organization: _____

Contact: _____

Phone/Email: _____

Project Description: _____

Reference 3:

Organization: _____

Contact: _____

Phone/Email: _____

Project Description: _____

APPENDIX D – Declaration of Accessibility Compliance

I acknowledge that I am required to comply with the Accessibility for Ontarians with Disabilities Act, 2005, and applicable regulations. I confirm that my employees and representatives have received required accessibility training.

Company Name: _____

Authorized Signature: _____

Name (Print): _____

Date: _____

APPENDIX E – Playground Drawing Area

This Appendix defines the site conditions, design parameters, and submission requirements for the proposed playground installation. All Bidders must base their designs and pricing on the information provided below.

E.1 Site Location

Park / Facility Name: Ramara Centre

Address: 5482 Highway 12, Ramara, ON

The proposed playground area is located east of the existing building behind the storage shed in the yellow highlighted area. Final placement shall be confirmed with Township staff prior to construction.



E.2 Play Area Dimensions

Total Design Area: 25m x 25m (approx.)

Maximum Allowable Footprint: 750m²

Bidders must ensure all equipment, safety surfacing, fall zones, and non-encroachment zones fit entirely within the designated area.

E.3 Design Criteria

The proposed playground shall:

- Accommodate children aged 18 months to 12 years
- Include accessible and inclusive play components (e.g., accessible swings, transfer platforms, ground-level play features)
- Provide a range of physical, sensory, and imaginative play opportunities
- Be designed to minimize long-term maintenance requirements

E.4 Safety and Compliance Requirements

All layouts must demonstrate compliance with:

- CAN/CSA-Z614 – Children’s Playspaces and Equipment (latest revision)
- Required fall zones, safety setbacks, and non-encroachment zones

Bidders must clearly label all safety clearances on submitted drawings.

E.5 Surfacing Requirements

The primary safety surfacing shall be:

- Poured-in-place rubber or approved equivalent, OR
- Engineered wood fiber (if approved by the Township)

Surfacing must meet CSA impact attenuation and accessibility standards.

E.6 Accessible Access Route

Bidders shall include an accessible route from the nearest parking area to the playground, compliant with:

- AODA requirements
- Firm, stable, and slip-resistant surface standards

E.7 Submission Requirements

Each Bidder shall submit the following as part of their Tender:

- One (1) dimensioned site plan at metric scale (minimum 1:100)
- Two (2) full-colour 3D renderings (11” x 17” preferred)
- Catalogue cut sheets for all proposed equipment
- A component list identifying model numbers and materials

- A maintenance and warranty summary

E.8 Township Review and Revisions

The Township reserves the right to request minor revisions to the proposed layout, including but not limited to:

- Colour selections
- Component substitutions
- Orientation or minor footprint adjustments

Such revisions shall be completed at no additional cost to the Township prior to final approval.

E.9 As-Built Drawings

Upon project completion, the successful Contractor shall provide:

- One (1) metric-scale as-built drawing
- Final equipment layout
- Verified safety and setback zones
- A comprehensive list of all components, including part names and corresponding part numbers, shall be provided along with the contact information for approved company representatives from whom equipment parts may be ordered.

These documents shall be submitted in both PDF and editable format.

E.10 Ownership of Design and Documents

All final designs, drawings, renderings, and as-built documents produced as part of this Tender shall become the property of the Township of Ramara upon final payment.