



Bernadette McCann House Request for Proposal

Repair and Paving of Front Parking Lot

Request for Proposal # BMH-10-2025

Bernadette McCann House is seeking competitive proposals from qualified contractors to provide repairs and paving of parking lot, located at the front entrance to Bernadette McCann House.

Bernadette McCann House reserves the right to accept or reject any or all proposals. The lowest or any proposal will not necessarily be accepted.

Closing Date and Time: Tuesday, October 17th, 2025 at 10:00 am, local time

Proposals must be received before the above date and time to be considered, and must be in accordance with the attached RFP forms, including specifications, standard terms and conditions.

A mandatory inspection is required by all parties wishing to submit a proposal. Site inspection will be held on Tuesday, October 14th, 2025 at 4:00-5:00 pm. Please contact Administration at 613-732-7776 to confirm time of site tour.

Please submit the complete proposal using the attached forms, in a sealed envelope quoting the above RFP number and forward to:

Leigh Sweeney, Executive Director
Bernadette McCann House,
P.O. Box 244
Pembroke Ontario K8A 6X3

Section A- The Project and Proposal

1. Purpose:

The purpose of this document is to obtain formal proposals from interested parties to pay the front parking lot located at Bernadette McCann House in Pembroke.

2. Term of Contract:

This contract will be from to October 23, 2025 to December 31st, 2025.

This contract is considered fixed price.

3. RFP Schedule:

Release of RFP:	October 8 th , 2025
Site Inspection:	October 14 th , 2025
RFP Closing Date:	October 17 th , 2025 at 10:00 am
Final Selection :	October 22, 2025

4. Project Authority and Involvement:

The decision-making authority rests with the Board of Directors of Bernadette McCann House.

5. Site Inspection:

Site inspections will be held on Tuesday, October 14th, 2025. Interested parties are to contact Administration at 613-732-7776 to book the site inspection time.

6. Proposal Content:

Each proposal submitted must include a demonstrated understanding of the objectives, scope and particulars of the goods and services, including the total actual price, the legal name of the company or firm, and years of experience.

7. Submission of Proposal:

The following must be submitted in order for a proposal to be considered complete;

- original complete proposal
- evidence of general liability
- current WSIB coverage

Proposals in sealed envelopes, clearly marked “**Request for Proposal #BMH-10-2025**”, will be received by the Administration staff, at 25 Maple Avenue North, Pembroke Ontario, no later than 10:00 am on October 17th, 2025. Proposals will be accepted by hand delivered only.

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

8. RFP Award

Bernadette McCann House reserves the right to, in its absolute discretion, to accept a proposal with it deems most advantageous to itself and the right to reject any or all proposals, in each case without giving notice.

All submitters of proposals will be notified by email.

9. General Duties and Responsibilities

The contractor shall supply all of the required equipment and materials to perform the duties as specified in the RFP.

General Duties included are as follows;

- Completing all necessary repairs and paving to the current parking lot, located at the front of the facility
- Reporting directly to the Executive Director
- Carrying out necessary excavation using appropriate machinery, as required
- Ensure the removal of all trash or debris in direct area of work, and leave the site the way that it was found
- Report any situation that might be potentially dangerous for clients or staff
- Report any noticeable damage to property

10. Collusion

More than one tender from an individual firm, partnership, corporation or association under the same or different names will not be considered. Collusion between submitters will be sufficient cause for rejection of all proposals so affected.

11. Insurance/WSIB

The contractor will ensure insurance coverage with a limit of at least \$ 5,000,000.00. A copy of the certificate of insurance must be provided to Bernadette McCann House prior to the work being started.

The contractor is responsible for Workplace Safety & Insurance Board coverage. The contractor will provide a letter from WSIB certifying that the Contractor is in good standing prior to the work being started.

Form of Irrevocable Offer

I hereby offer to provide the requirements under the **RFP BMH 10-2025**, to Bernadette McCann House according to the terms set out in this proposal as well as in the RFP including the requirement for proof of Insurance and WSIB coverage. I also agree that this irrevocable offer shall be open to acceptance by Bernadette McCann House for a period of 150 days from the closing date for the receipt of proposals.

WITNESS_____

SIGNED_____

NAME_____

TITLE_____

BUSINESS NAME_____

ADDRESS_____

Telephone:_____

Fax Number: _____

Email:_____

Bernadette McCann House
RFP BMH 10-2025

Proposal to reflect total costs to repair and repave the existing parking lot located at 25 Maple Avenue North, Pembroke, to its original state. Proposal should identify the length of time to complete the repairs, with a start date and end date. Drawings should be submitted with proposal.