



THE TOWN OF THE PAS

REQUEST FOR PROPOSAL
RFP 2026-04

Roy H. Johnston Arena Rink Glass System Upgrade

Date Issued: April 27, 2026

Issued by: Purchasing Agent

1. PROJECT BACKGROUND AND RFP INTENT

The Roy H. Johnston Arena is a key recreational facility serving the residents of The Pas and surrounding communities. The arena supports a wide range of activities, including minor hockey, figure skating, public skating, and regional events.

In alignment with the Town’s asset management strategy and commitment to maintaining high-quality recreational infrastructure, the Town of The Pas is seeking proposals from qualified proponents for the supply, delivery, and installation of new rink glass at the Roy H. Johnston Arena. This upgrade is expected to enhance user safety and improve spectator experience.

2. TIMELINE FOR THIS RFP

April 27, 2026	RFP will be posted on MERX and Town of The Pas Website
Q&A “Ask Period”	Last question must be received by May 1, 2026
Q&A “Answer Period”	Last question must be answered by May 4, 2026
Submission Date & Time	RFP submissions must be received by May 08, 2026; 3.00 PM CT
Expected Decision	Town expects to make a decision on or before: May 29, 2026

- 2.1. This schedule is provided for information only. The Town will act diligently in order to try to follow this schedule. However, the Town does NOT guarantee that the dates referred to this Section above will be respected as they may dependent on variable factors beyond the control of the Town. Therefore, the timing and sequence of events may vary and the Town will ultimately determine the sequence of events.
- 2.2. The Contract Administrator or the Purchasing Agent may extend the submission deadline by issuing an addendum at any time prior to the time and date specified.
- 2.3. Proposals determined by the Purchasing Agent to have been received later than the submission deadline will not be accepted and will be returned upon request.

3. ENQUIRIES

- 3.1. All enquiries shall be directed to the Purchasing Agent. No such communications are directed to anyone other than the Purchasing Agent.
- 3.2. If the bidder finds errors, discrepancies or omissions in the RFP document or is unsure of the meaning or intent of any provisions therein, the bidder shall notify the Purchasing Agent of the error, discrepancy or omission or request a clarification as to the meaning or intent of the provision at least five (5) business days prior to the submission deadline.
- 3.3. Responses to enquiries which, in the sole judgment of the Contract Administrator and/or of the Purchasing Agent require a correction to or a clarification of the RFP will be provided by the Purchasing Agent to all bidders by issuing an addendum.
- 3.4. The bidder shall not be entitled to rely on any response or interpretation received unless the response is provided in writing.
- 3.5. The Town is under no obligation to provide additional information but may do so at its sole discretion.

4. PROCESS FOR ASKING QUESTIONS

- 4.1. If you have any questions or require any clarifications or have found any error or omission regarding this RFP, please e-mail them to the Purchasing Agent using the format below. Note that all responses/answers/corrections will be provided to all participants.

DATE:

TO: Email: purchasing@townofthepas.ca

SUBJECT: QUESTION re: [insert RFP # & Title]

With reference to Section of the RFP, we have the following question(s):

Question #	RFP Reference (Section or Requirement or Question)	Question/Comment
1	Section [X]	[State question/comment clearly]
2	Etc.	Etc.
Etc.	Etc.	Etc.

Name of Contact Person

Bidder's Name
Telephone Number
Email Address

5. ADDENDA

- 5.1. The Purchasing Agent may at any time prior to the submission deadline, issue addenda correcting error, discrepancies or omissions in the RFP or clarifying the meaning or intent of any provisions, therein.
- 5.2. All addenda will be posted on MERX.
- 5.3. The Purchasing Agent will issue addendum at least two (2) business days prior to the submission deadline.
- 5.4. The proponents shall acknowledge receipt of each addendum and failure to acknowledge the receipt of an addendum may render a proposal non-responsive.

6. RULES GOVERNING THIS RFP

- 6.1. The Town shall treat the rules of this RFP as essential to the success of the RFP process.
- 6.2. Each proponent is deemed to have accepted the application of these rules upon the earlier of (i) the proponent's expressions of its affirmative intent to respond the RFP (ii) upon its submission of a proposal.
- 6.3. No terms or condition applicable to bidder's response shall be binding on Town, unless specifically agreed to in writing by the Contract Administrator. If a proponent submits a proposal with a term or condition that purports to change the rules of this RFP, such proposal shall be deemed to be rejected by the Town.
- 6.4. The Town reserves the right to reject a proposal on the basis of a refusal or failure to comply with the rules of this RFP.
- 6.5. The Town reserves the right to NOT proceed with issuance of a contract, negotiate a contract or proceed with work with any or no proponent(s) and bidding contractor of this RFP and is not obligated to accept any bids, at its sole discretion.

7. GENERAL

- 7.1. This is a Request for Proposal only; it is neither a contract nor an offer to enter into contract

- 7.2. Bidder acknowledges and agrees that this RFP does not commit the Town to any specific course of action. Moreover, the Town is NOT obligated to accept the lowest priced proposal.
- 7.3. The Town reserves the right to cancel this RFP at any time for any reason. However, the Town will provide notice to bidders that have submitted the affected proposals.
- 7.4. The Town does not assume responsibility for the accuracy of information supplied in this RFP, or any written or verbal information supplied by any supplier, agent, employee, or office of the Town during this process
- 7.5. The drawing(s) included with this RFP are provided for context only. Any procurement decision shall not be based solely on reference drawings. Bidders are responsible for confirming all measurements and constraints on site before ordering any materials.
- 7.6. Bidders to this RFP are solely responsible for assuming all costs associated with preparing and submitting responses as well as for the cost associated with subsequent contract negotiations.
- 7.7. Bidders are prohibited from contacting Town's personnel, other than the Purchasing Agent who shall be the sole Town's contact with whom the bidder shall interact, (unless authorized by the Purchasing Agent) for any RFP discussion. Failure to comply with this rule may result in removal of the bidder from the RFP.
- 7.8. Formal notices and all other written communication from the Town relating to this RFP shall be distributed electronically.

8. SUGGESTED PROPOSAL FORMAT

Proposals should include the following information:

8.1. Company Profile

- Legal name, address, and primary contact.
- Overview of experience with similar projects.

8.2. Technical Submission

- Product data.
- Proposed configuration and installation plan.

8.3. Schedule

- Installation schedule and project timeline.

Please note that the scope of work under this RFP should be completed by December 31, 2026, and an extension may be accepted by the Town of The Pas upon the receipt of an extension request with proper justification.

8.4. Pricing

- Proponents are requested to complete Form B of this RFP in its entirety.
- Prices shall be quoted in Canadian Funds (CAD) and shall remain firm for the duration of the Agreement.
- Applicable taxes must be identified separately.

8.5. Warranty & Support

- Warranty terms (component and installation).
- Availability of local or regional service technicians.

8.6. Bidders are required to complete FORM A through FORM F in their entirety. Proposals submitted without properly filled out forms will be deemed non-responsive and may be disqualified from consideration.

8.7. A copy of your response to this RFP shall be submitted electronically via email (zip file documents are not accepted for IT security reasons) to the Purchasing Agent

Bodisere Joan – Purchasing Agent
204-627-1137

purchasing@townofthepas.ca

- 8.8. Note that the Town is not responsible for any expenses or losses incurred by any company while preparing and submitting a proposal to this RFP.
- 8.9. Please provide clear and direct responses to all RFP questions; failure to provide requested information may result in the disqualification of proposal.

9. EVALUATION CRITERIA

Table no. 1 Point-Rated Technical Criteria (RC)				
Bids which fail to obtain the required minimum number of points specified will be declared non-responsive. Each point-rated technical criterion should be addressed separately.				
	Minimum Points Required	Maximum Total Points	Results	Evaluator's Remarks
				<ul style="list-style-type: none"> • Reference relevant section, page number of bid; • Summarize conclusion briefly
RC1. Recent Experience in Similar Projects with Northern Logistics	9.0	40		
RC2. Proposed Approach and Management Plan	8.0	30		
RC3. Pricing	8.0	30		
<i>Subtotal of Technical OR Standard criteria</i>	25	100		
<i>Maximum Score</i>		100		
<i>Minimum Required</i>	25			
<i>Total Obtained</i>			/100	

Each point-rated criterion will be evaluated using a set of 5 benchmark statements (0,1,2,3 and 4). Each of these statements has a corresponding relative value:

- 0 = 0% of maximum point rating
- 1 = 25% of maximum point rating
- 2 = 50% of maximum point rating
- 3 = 75% of maximum point rating
- 4 = 100% of maximum point rating

As an example, the maximum point rating for the “Recent Experience in Similar Projects with Northern Logistics” criterion is 40 points.

If a Bid received a “3” score for this criterion in the evaluation process, the score attributed will be 75% of 40 points = 30 points (score).

RC1 Recent Experience in Similar Projects

This criterion assesses the bidder's potential to be able to work with The Town of The Pas organizing and implementing similar projects.

- 0) The bidder does not have experience in similar projects.
- 1) The bidder has some experience in similar projects.
- 2) The bidder has significant demonstrated experience in similar projects.
- 3) The bidder has significant demonstrated experience in similar projects AND some experience with Northern Logistics.
- 4) The bidder has significant demonstrated experience in similar projects AND significant demonstrated experience with Northern Logistics.

RC2 Proposed Approach and Management Plan

This criterion assesses the proposed approach and the degree to which the approach is capable of achieving the objectives through the management plan.

- 0) The approach to carry out the work and produce the deliverables is not addressed.
- 1) The approach is briefly described AND a basic management plan is included that contains a list of deliverables and a timeline.
- 2) The approach is well described AND refers to issues and potential risks AND a detailed management plan is included that contains a list of deliverables and a timeline AND contains an allocation of the work effort among the different tasks.
- 3) The approach is well described AND refers to issues and potential risks AND a detailed management plan is included that contains a list of deliverables and a timeline AND contains an allocation of the work effort among the different tasks AND team members AND a schedule of work that is linked to the deliverables.
- 4) The approach is extensively described AND refers to issues and potential risks AND a detailed management plan is included that contains a list of deliverables and a timeline AND contains an allocation of the work effort among the different tasks AND team members AND a schedule of work that is linked to the deliverables AND provides alternative courses of action to deal with the issues and potential risks.

RC3 Pricing

This criterion assesses the bidder's potential to provide competitive and transparent pricing for the products and services being proposed.

- 0) Demonstrates a lack of understanding of the pricing requirements or offers unreasonable pricing that does not align with the value proposition of the products or services.
- 1) While some effort is evident, the pricing proposal may not offer a competitive edge or demonstrate a clear understanding of the value proposition.
- 2) Demonstrates an understanding of the pricing requirements and provides a competitive pricing structure that reflects the value of the products or services being offered.
- 3) Provides transparent and well-justified pricing details, including competitive rates and favorable terms.
- 4) Offers highly competitive pricing with clear advantages over competing proposals.

10. SITE VISIT

- 10.1. A non-mandatory site visit may be arranged upon request before the bid closing date. To schedule such a visit, the bidder may request the Purchasing Agent through e-mail.

11. ACCEPTANCE/REJECTION OF BIDDERS and PROPOSALS

- 11.1. The Town reserves the right to add or remove any bidder from the RFP process for any reason, for any time.
- 11.2. The Town reserves the right to reject any proposal if the evidence submitted by or investigation or reference or credit check of such bidder fails to satisfy Town that such bidder is properly qualified to carry out the obligations of the contract and complete the work as contemplated therein.
- 11.3. The Town reserves the right to accept or reject, in whole or in part any proposal and ultimately accept only that which, in the sole opinion of the Town, is deemed the most advantageous to the Town.
- 11.4. The Town is under no obligation to disclose reasons for the rejection of any or all proposals to this RFP.
- 11.5. The Town reserves the right to waive any irregularities in any proposal, to negotiate for the modification of any single proposal, to request clarification and additional information on any proposal, and to re-advertise for proposals, if desired.

12. MODIFICATION AND WITHDRAWAL BY BIDDER

- 12.1. A bidder to this RFP may, without prejudice to itself, modify or withdraw its proposal by written request, provided that the request is received by the Town prior to the submission due date, either by e-mail, or hard copy to the address to which proposals are to be submitted.

13. CONFLICT OF INTEREST

- 13.1. You must fully disclose in your proposal that you do not and will not have any conflict of interest or perceived conflict of interest (actual or potential) in submitting your proposal or, if selected, with your contractual obligations to the Town as one of its potential supplier.
- 13.2. If, at the sole and absolute discretion of the Town, you are found to be in a conflict of interest either during the RFP or after the execution of the contract, or if there is an appearance thereof, The Town may, in addition to any other remedies available at law or in equity, disqualify your proposal or terminate your contract.

14. COLLUSION/CO-OPERATION

- 14.1. As a condition of this RFP you represent and warrant that there is no collusion or arrangement between your entity and any other actual or prospective bidders in connection with submissions submitted for this RFP and you have no knowledge of the contents of other submissions and have made no comparison of figures or arrangements, express or implied, with any other party in connection with the making of this submission.

15. CONFIDENTIALITY

- 15.1. This RFP, including without limitation all drawings, designs, specifications and other data appended or related to it, is the property of The Town and is supplied only for the purpose of enabling each bidder to prepare and submit a proposal in response thereto.
- 15.2. Bidders to this RFP shall not disclose, or duplicate this RFP for any purpose other than that stated above without obtaining Town's prior written consent. Bidders shall maintain the confidentiality of all information concerning the Town or its business or other activities acquired as a result of participation in this RFP, including in the course of discussions or negotiations, and shall prevent its disclosure to any other party. Further, bidders shall restrict the disclosure of this RFP and Town's information to only those of the bidder's employees, suppliers, and sub-contractors who have a need to know and that have been informed of and are bound by these terms of confidentiality and non-disclosure. Unless a bidder has Town's prior written permission, it shall not 1) associate its products or

services with Town or Town's operations, or 2) represent to anyone that the Town has employed or endorsed its products or services.

- 15.3. Upon submission, all proposals become the property of the Town. The Town reserves the right to disclose or share a bidder's response to this RFP.

16. AWARD OF CONTRACT

- 16.1. The Town will give notice of the award of the contract or will give notice that no award will be made.

- 16.2. The Town will have no obligation to award the contract, even though one or all of the proponents are qualified and the proposals are determined to be responsive. The Town will have no obligation to award a contract where

16.2.1. The prices exceed the available Town funds for the project

16.2.2. In the judgment of the Contract Administrator and or of Town of The Pas Council, the interests of the Town would best be served by not awarding a contract.

- 16.3. Where an award of contract is made by the Town, the award shall be made to a proposal representing the best value to the town.

17. SAFE WORK PLAN

Upon awarding, the contractor shall provide the Contract Administrator with a Safe work plan at least five (5) business days prior to the commencement of any work on the site.

18. INSURANCE

- 18.1. The contractor shall provide and maintain the following insurance coverage:

18.1.1. Commercial general liability insurance, in the amount of at least two million dollars (\$2,000,000) inclusive, with the Town of The Pas added as an additional insured with a cross-liability clause, such liability policy to also contain contractual liability, broad form property damage cover and products and completed operations to remain in place at all times during the performance of the work and throughout the warranty period.

- 18.2. Deductibles shall be borne by the contractor

- 18.3. The contractor shall provide the Contract Administrator with certificate(s) of insurance and a certificate that the firm that the contractor is in good standing with WCB at least two (2) business days prior to the commencement of any work

18.4. The contractor shall not cancel, materially alter, or cause each policy to lapse without providing at least thirty (30) calendar day's prior written notice to the Contract Administrator.

19. PAYMENT TERMS AND HOLD BACK

19.1. Progress payments shall be made based on the percentage of work completed, as verified by the Contract Administrator or their designate, less 7.5% holdback.

19.2. The holdback shall be retained until substantial performance of the Work has been achieved, as verified by the Contract Administrator or their designate.

19.3. The Town reserves the right to withhold additional amounts where deficiencies, incomplete work, or non-compliance with contract requirements are identified.

20. CONTRACT ADMINISTRATOR

Jomar Cruz
Recreation and Wellness Director
jomarc@townofthepas.ca (preferred)
204-627-1114

APPENDIX 1: SCOPE OF WORK

A. Scope of Work:

The scope of this project will include the supply and installation of new rink glass at the Roy H. Johnston Arena.

The work shall include the following:

- **Site Review and Verification**
Field verification of all existing rink board and support conditions, dimensions, and interfaces prior to fabrication and installation.
- **Removal of Existing System**
Careful dismantling and removal of the existing rink glass, supports, protective netting and associated hardware. Disposal will be accepted at the Town landfill at no cost to the proponent unless otherwise directed. Salvage of reusable components shall be coordinated with the Town.
- **Supply of New Rink Glass System**
Provision of all materials required for a complete installation, including tempered glass, approved acrylic shielding, posts, frames, gates, sill plates, kick plates, and all necessary hardware.
- **Installation**
Installation of the new rink glass system in accordance with manufacturer specifications and industry best practices, ensuring proper alignment, secure anchorage, and safe integration with the existing rink boards.
- **Compliance and Standards**
All materials and installation practices shall conform to applicable safety standards and relevant hockey and arena facility guidelines.
- **Protection and Coordination**
Protection of existing infrastructure, including rink boards, slab, and adjacent finishes. Coordination with Town staff to minimize disruption to arena operations.
- **Commissioning**
Final inspection, adjustment, and commissioning of the system to ensure structural integrity, safety, and proper performance.

- **Closeout**

Provision of warranties, product data, maintenance recommendations, and any as-built information upon completion.



FORM A: THE BID

1. CONTRACT TITLE:

Roy H. Johnston Arena Rink Glass System Upgrade

2. BIDDER:

_____ Name of Bidder

_____ Street or P.O. Box

_____ City Province Postal Code

THE BIDDER IS:

- A Sole Proprietor
- A Partnership
- A Corporation

FORM A: THE BID

3. CONTACT PERSON:

The bidder hereby authorized the following contact person to represent the Bidder for the purposes of the bid.

Contact Person	Title
Telephone Number	Fax Number
Email address	

4. OFFER:

The Bidder hereby offers to perform the work in accordance with the Contract for the Total Bid Price, in Canadian Funds, set out on FORM B: Prices, attached hereto:

5. EXECUTION OF CONTRACT:

The Bidder agrees to execute and return the Contract no later than 7 calendar days after receipt of the Contract.

6. COMMENCEMENT OF THE WORK:

The bidder agrees that no work shall commence until he is in receipt of a notice of award authorizing the commencement of work.

7. CONTRACT:

The Bidder agrees that the bid opportunity in its entirety shall be deemed to be incorporated in and to form a part of this offer notwithstanding that not all parts thereof are necessarily attached to or accompany this bid.

8. ADDENDA:

The Bidder certifies that the following addenda have been received and agrees that they shall be deemed to form part of the contract.

Number _____ Dated _____

FORM A: THE BID

9. TIME:

This offer shall be open for acceptance, binding and irrevocable for a period of 60 calendar days following the submission deadline.

10. PROJECT START AND COMPLETION

Start Date: _____

Completion Date: _____

11. SIGNATURES:

In witness whereof the bidder has signed this ____ day of _____, 2026

SIGNATURE OF BIDDER OR BIDDER’S AUTHORIZED OFFICIAL OR OFFICIALS

PRINT NAME AND CAPACITY OF INDIVIDUAL WHO’S SIGNATURE APPEARS ABOVE.

SEAL OR WITNESS.



FORM B: SCHEDULE OF PRICES

Please complete the following based on Appendix 1. Scope of Work -

	Items	Quantity	Total Price (excluding taxes)
1	Site Review and Verification <i>Field verification of all existing rink board and support conditions, dimensions, and interfaces prior to fabrication and installation.</i>	Lumpsum	
2	Supply of 48" x 120" x ½" tempered glass	80 pcs	
3	Supply of 48" x 120" x ½" tempered glass each with a photographer spot	4 pcs	
4	Supply of custom tempered glass 120" x ½" of the following widths x quantity 57.5" x 2 57.5" x 2 45" x 2 22.25" x 2 55" x 2 49.5" x 2 33" x 2 57.25" x 2 41" x 2 34 7/8" x 2 34.5" x 2 15 5/8" x 2	24 pcs	
5	Supply of 48" x 120" x ½" Plexi	38 pcs	
6	Supply of custom Plexi 120" x ½" of the following widths 21.75" 13" 8.5" 22.25" 36" 55"	9 pcs	

	55" 21" 20.75"		
7	Supply sill plates of 7.5" wide for a 200' x 90' rink including 25 spare pieces	Lumpsum	
8	Supply kick plates of ½" wide for a 200' x 90' rink including 25 spare pieces	Lumpsum	
9	Supply supports for all glass and plexi including 10 spare pieces <i>The rink also has the following – 2 penalty box man gates 1 main entrance man gate from the lobby area. 2 Machine door double gates (for Zamboni)</i>	Lumpsum	
	Sub total		
	Freight (to Roy H. Johnston Arena)		
	GST		
	PST		
10	Removal of existing glass, supports, and protective netting	Lumpsum	
11	Removal of existing sill plates	Lumpsum	
12	Removal of existing kick plates	Lumpsum	
13	Installation of glass, supports, and protective netting – Includes all labour, equipment, travel, mobilization, demobilization, accommodations, meals, and all other costs necessary to complete the work.	Lumpsum	
14	Installation of sill plates – Includes all labour, equipment, travel, mobilization, demobilization, accommodations, meals, and all other costs necessary to complete the work.	Lumpsum	
15	Installation of kick plates – Includes all labour, equipment, travel, mobilization, demobilization, accommodations, meals, and all other costs necessary to complete the work.	Lumpsum	
	^[1] Miscellaneous		
	Sub total		
	GST		
	PST		

[1] Vendors are required to provide an itemized breakdown of miscellaneous costs associated with the project not explicitly covered in the individual component list.

FORM C: MANAGING CONTRACTED EMPLOYERS

Acknowledgement/Agreement to comply

Important-compliance with Safety Legislation is mandatory. This form must be returned with all signatures as part of a tender bid.

Failure to sign and return this acknowledgement nullifies the bid.

Failure to sign and return the form forfeits the contractor/self-employed person's right to be hired by the Town of The Pas.

Contractor/Self-Employed Person: _____

Address: _____

Office Phone: _____ Cell: _____

Fax: _____

Tender # and/or type of work: _____

On-Site Supervisor: _____

I have reviewed the "Managing Contracted Employers-Regulatory Summary" section of the Town of The Pas Safety program and acknowledge that I am aware of all Provincial and Federal Acts and Regulations and their requirements as they relate to the type of work that is being undertaken.

I have reviewed the "Managing Contracted Employers-Communicating Unsafe Conditions or Practices" document and acknowledge that I am aware of the Procedures that will be followed.

I acknowledge my responsibility and duties with regards to safety and agree to comply with provincial and Federal Acts and Regulations and Town of The Pas safety policies and procedures.

For information on the above, please contact the Contract Administrator at 627-1114.

Contractor

On-Site Supervisor

Date Signed

For Town use: Date Received/
Initials



FORM D: SCHEDULE OF SUBCONTRACTORS

SUBCONTRACTOR

NAME:

ADDRESS:

PHONE NUMBER:

DESCRIPTION OF WORK TO
BE SUBLET :

COMPANY NAME

TELEPHONE NUMBER

PRINTED SIGNATURE

AUTHORIZED SIGNATURE

DATE



Adventure Territory

FORM F: WARRANTY AND LEAD TIME INFORMATION

Bidders shall provide lead times for all the components and applicable manufacturers and installation warranties separately.

Items	Lead Time	Warranty (years)