



THE TOWN OF THE PAS

REQUEST FOR PROPOSAL RFP 2025-04

The Town of The Pas Winton Pool Cover System Supply, Installation, and Commissioning

Date Issued: December 29, 2025

Issued by: Purchasing Agent

RFP **2025-04** The Town of The Pas Winton Pool Cover System Supply, Installation, and Commissioning

1. PROJECT BACKGROUND AND RFP INTENT

Winton Pool is a key community facility in The Pas, MB, providing aquatic programming, swimming lessons, and recreational use. The Town is undertaking energy-efficiency upgrades to improve humidity control, reduce heat loss, and lower operating costs. The Aquamatic Hydra Lux (Sol-Lux) system is preferred because of its low-profile design, safety features, and high thermal retention efficiency.

The existing pool is an indoor short-course (25 m) pool with approximate dimensions:

- Length: 25 m
- Width: 12.5 m

The Town of The Pas invites qualified vendors to submit proposals for the supply, delivery, and installation of an Aquamatic Hydra Lux (Sol-Lux) automatic pool cover system, or approved equivalent, for the indoor short-course swimming pool at the Winton Pool.

This project includes complete system supply, installation, commissioning, staff training, and provision of warranty and maintenance documentation.

The layout of Winton Pool is illustrated in Figures 1 through 5.

Figure 1: Layout of Winton Pool

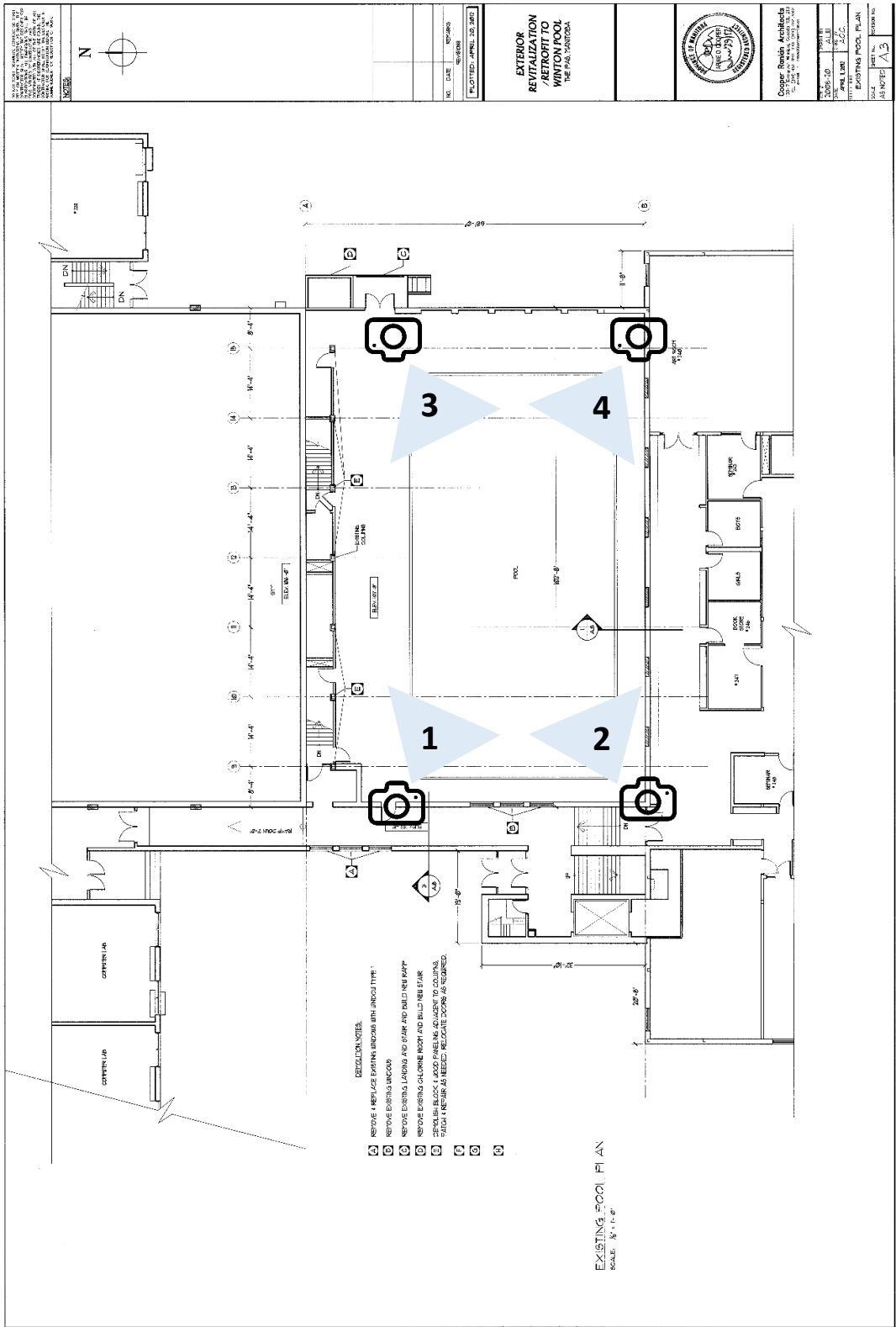


Figure 2: Winton Pool Deck (point of view 1 – north west corner)



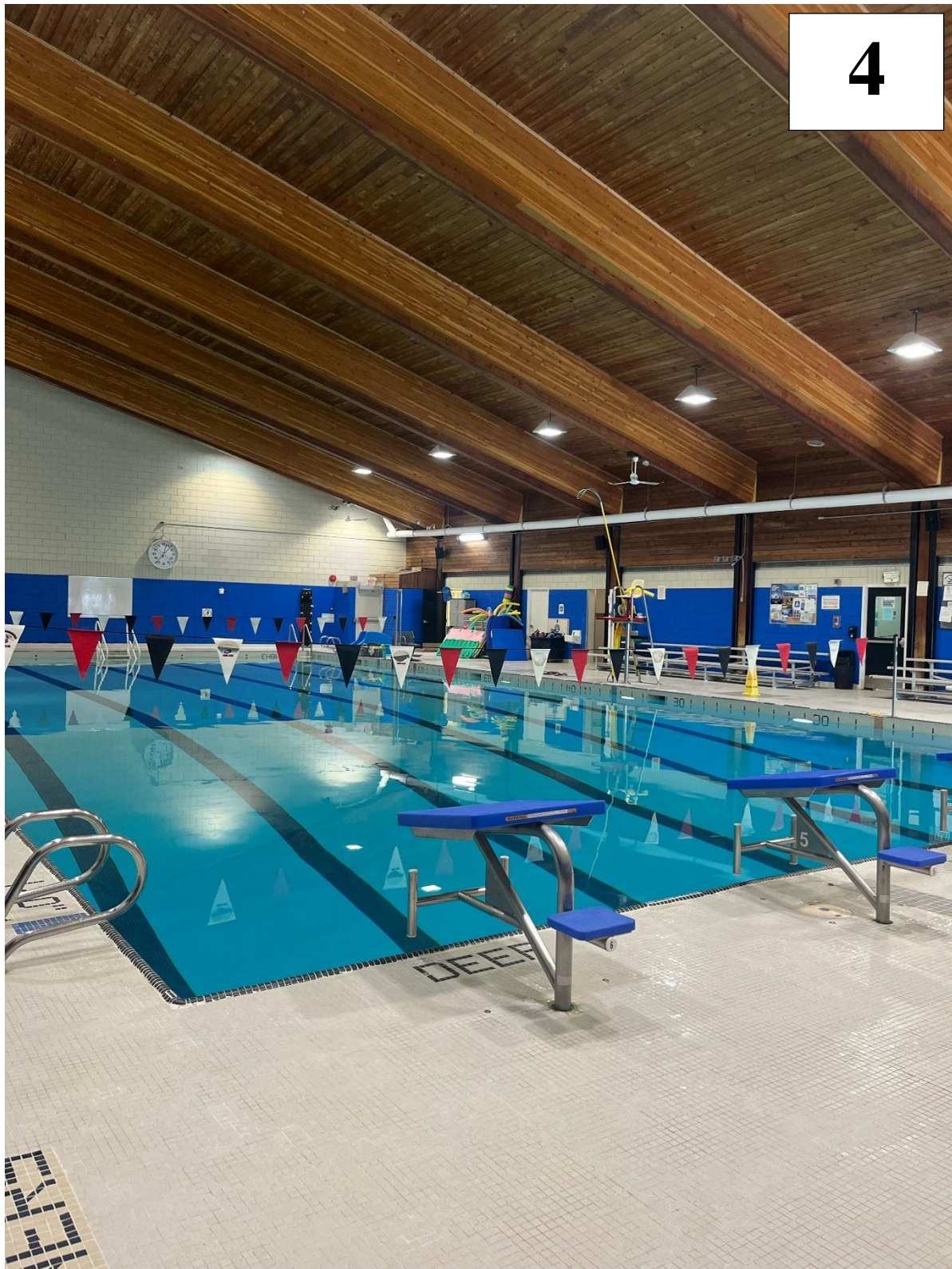
Figure 3: Winton Pool Deck (point of view 2 – south west corner)



Figure 4: Winton Pool Deck (point of view 3 – north east corner)



Figure 5: Winton Pool Deck (point of view 4 – south east corner)



2. TIMELINE FOR THIS RFP

December 29, 2025	RFP will be posted on MERX and Town of The Pas Website
Q&A "Ask Period"	Last question must be received by January 26, 2026
Q&A "Answer Period"	Last question must be answered by January 30, 2026
Submission Date	RFP submissions must be received by February 6, 2026
Expected Decision	Town expects to make a decision on or before: February 27, 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 in this Section above will be respected as they may depend 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. In this RFP, if any period ends on a day other than a business day, that period will be extended to the next following business day at the same time.
- 2.3. 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.
- 2.4. 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. ADDENDA

- 4.1. 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.
- 4.2. The Purchasing Agent will issue addendum at least two (2) business days prior to the submission deadline.
- 4.3. The proponents shall acknowledge receipt of each addendum and failure to acknowledge receipt of an addendum may render a proposal non-responsive.

5. RULES GOVERNING THIS RFP

- 5.1. The Town shall treat the rules of this RFP as essential to the success of the RFP process.
- 5.2. 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 to the RFP (ii) upon its submission of a proposal.
- 5.3. 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.

- 5.4. 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. GENERAL

- 6.1. This is a Request for Proposal only; it is neither a contract nor an offer to enter into contract
- 6.2. 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.
- 6.3. 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.
- 6.4. 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
- 6.5. 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.
- 6.6. 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.
- 6.7. Bidders are prohibited from contacting Town's personnel, other than the Purchasing Agent whom 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.
- 6.8. Formal notices and all other written communication from the Town relating to this RFP shall be distributed electronically.

7. SUGGESTED PROPOSAL FORMAT

Proposals should include the following information:

7.1. Company Profile

- Legal name, address, and primary contact.
- Overview of experience with commercial pool cover installations.

7.2. Technical Submission

- Product data for Hydra Lux/Sol-Lux system or equivalent
- Proposed configuration and installation plan.

7.3. Schedule

- Installation schedule and project timeline, based upon the following proposed milestone dates.

Milestone	Date
Project Award	February 2026
On-site measurement and constraints verification	March 2026
Supply of pool cover components	March 2026 – June 2026
Installation and Commissioning of the pool cover system*	July 2026 – August 2026

* installation and commissioning is preferred to take place during our annual pool shutdown in the first week of July 2026.

7.4. 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.

7.5. Warranty & Support

- Warranty terms (equipment + installation).
- Availability of local or regional service technicians.
- Recommended maintenance schedule.

- 7.6. 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.
- 7.7. 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

Edward Cuenca – Purchasing Agent
204-627-1137
purchasing@townofthepas.ca

- 7.8. 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
- 7.9. Please provide clear and direct responses to all RFP questions; failure to provide requested information may result in the disqualification of proposal.

8. 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	7.0	40		
RC2. Proposed Approach and Management Plan	9.0	30		
RC3. Pricing	9.0	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” 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 to supply, install, and commission pool cover system based on the bidder's experience organizing and implementing similar projects.

- 0) The bidder does not have experience in supplying, installing, and commissioning pool cover systems.
- 1) The bidder has some experience in supplying, installing, and commissioning pool cover systems.
- 2) The bidder has significant demonstrated experience in the supply of pool cover system components AND has been involved in the installation and commissioning of pool cover systems.
- 3) The bidder has significant demonstrated experience in the supply of pool cover system components AND some experience in the installation and commissioning of pool cover systems.
- 4) The bidder has significant demonstrated experience in the supply of pool cover system components AND significant demonstrated experience in the installation and commissioning of pool cover systems.

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.

9. PROCESS FOR ASKING QUESTIONS

- 9.1. 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

10. SITE VISIT

- 10.1. A non-mandatory site visit may be arranged upon request before the bid closing date. To schedule such 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 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 will not disclose or share a bidder's response to this RFP with any third party, provided that it shall be permitted to share the responses with Town's employees or with third parties working with the Town on this specific project, for the sole purpose of evaluating the response.

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 but in no event later than the return of the executed contract.

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. CONTRACT ADMINISTRATOR

Tanvir Shahrier Mahmud
Assistant Municipal Superintendent
tanvirm@townofthepas.ca (preferred)
204-627-1127

APPENDIX 1: SCOPE OF WORK

A. Scope of Work:

The successful Proponent will provide a turnkey solution, including but not limited to:

Supply

- Supply of Aquamatic Hydra Lux (Sol-Lux) pool cover system or approved equal, sized and engineered for the Winton Indoor Pool.
- All required components (including but not limited to): slats, rails, drive mechanism, control system, lid/bench assembly (if applicable), and electrical components.

Installation

- Preparation of deck and/or pool wall surfaces.
- Installation of all mechanical and electrical system components.
- Integration with existing infrastructure in compliance with Manitoba building, safety, and electrical codes.
- Coordination with Town facility staff for minimal disruption to programs.

Commissioning

- System testing and calibration.
- Demonstration of full operational functionality.

Training & Documentation

- On-site training session for staff on operation, safety, inspection, and maintenance.
- Digital and hard copy of operation manuals and safe work procedure
- Warranty documentation.

Warranty & Service

- Minimum 2-year manufacturer and installer warranty (or better).
- Availability of ongoing service and parts support.

B. Timeline:

The project shall be completed within the timeline as laid out in 7.3 Schedule, unless another completion date is agreed upon by both parties.



FORM A: THE BID

1. CONTRACT TITLE:

The Town of The Pas Winton Pool Cover System Supply,
Installation, and Commissioning

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.

9. PROJECT START AND COMPLETION

Start Date: _____

Completion Date: _____

10. 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

Items	Quantity	Total Price (excluding taxes)
<p>Supply</p> <p>Supply of Aquamatic HydraLux (Sol-Lux) pool cover system or approved equal, sized and engineered for the Winton Indoor Pool.</p> <p>All required components (including but not limited to): slats, rails, drive mechanism, control system, lid/bench assembly (if applicable), and electrical components.</p>	Lumpsum	
<p>Installation</p> <p>Preparation of deck and/or pool wall surfaces.</p> <p>Installation of all mechanical and electrical system components.</p> <p>Integration with existing infrastructure in compliance with Manitoba building, safety, and electrical codes.</p> <p>Coordination with Town facility staff for minimal disruption to programs.</p>	Lumpsum	
<p>Commissioning</p> <p>System testing and calibration.</p> <p>Demonstration of full operational functionality.</p>	Lumpsum	

FORM B: SCHEDULE OF PRICES

Training & Documentation On-site training session for staff on operation, safety, inspection, and maintenance. Digital and hard copy of operation manuals and Safe Work Procedure	Lumpsum	
Warranty Minimum 2-year manufacturer and installer warranty (or better).	Lumpsum	
Contingency Bidders shall include in their bid a reasonable contingency allowance (capped at \$20,000) to cover costs associated with on-site verification of measurements, constraints, components, and making the necessary on-site adjustments prior to ordering any components. No separate payment will be made for these activities. Use of contingency funds will require written justification and will only be released upon approval by the Town before any such work is undertaken.	Lumpsum	\$20,000
SUB TOTAL		
^[1] Miscellaneous	Lumpsum	
SUBTOTAL		
TOTAL		
GST		
PST		

[1] Vendors are required to provide an itemized breakdown of miscellaneous costs associated with the supply, installation, and commissioning of the pool cover system not explicitly covered in the individual component list. Bidders may include a separate table of their preference to break down any miscellaneous cost.

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 627-1127.

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

FORM E: SCHEDULE OF EQUIPMENT

LIST THE TYPE AND MINIMUM NUMBERS OF EQUIPMENT THAT IS INTENDED FOR USE IN THE PERFORMANCE OF THIS CONTRACT.

COMPANY NAME: _____

PRINTED SIGNATURE

TELEPHONE NUMBER

AUTHORIZED SIGNATURE

DATE



FORM F: WARRANTY INFORMATION

Bidders must provide detailed warranty information for the pool cover system and all associated components. If warranty terms differ between components, each component must be listed separately.

Items	Warranty (years)