



The Corporation of the Village of Burk's Falls

**Request for Bid: Disassemble and dispose of
existing dog park and install
430ft x 7ft of new dog park
fencing with two-gate
entrance/exit**

**Official bid closing date/Time:
Wednesday October 1, 2025 at 1:00 PM (LOCAL TIME)**

Sealed proposals, clearly marked as to contents are to be delivered to:

**Denis Duguay, CAO-Clerk
Village of Burk's Falls
172 Ontario Street
Box 160
Burk's Falls ON P0A 1C0**

1.0 BACKGROUND

The Village of Burk's Falls is a single tier Municipality, located 165 miles north of Toronto on the Hwy. 11 corridor between Huntsville and North Bay at the junction of Highways 11 and 520 in the District of Parry Sound.

The Village of Burk's Falls has received a generous community donation of fencing materials, provided in kit form by the manufacturer Deer Fence Canada, for the purpose of replacing the existing dog park enclosure. The Village will supply and install a gate to ensure the enclosure is secure upon completion.

2.0 SCOPE OF WORK

The Village is inviting qualified contractors to submit bids for the installation of a new dog park enclosure using a fencing kit manufactured by Deer Fence Canada. The installation will include both the fencing system and a security gate.

Project Location:

140 Dimsdale Street, Burk's Falls, Ontario (existing location)

Scope:

1. Disassemble and dispose of existing dog park materials.
2. Install approximately 430 linear feet of 7-foot-high Deer Fencing, as provided in the kit, including a two-gate entrance/exit system.
3. Four 6x6 corner posts must be set in concrete to prevent frost heave and ensure long-term stability.

The fencing kit, including assembly and installation instructions, is attached as Schedule "A".

The Village is seeking complete pricing for installation to be completed in 2025.

3.0 Proposal Timelines

The schedule for the project is as follows:

Bid Released	September 17, 2025
Submission Deadline	October 1, 2025 1:00pm
Project Award	October 7, 2025
Project Construction Period (to be discussed with Village)	October-November 2025

Questions can be directed to Derek Smith, Public Works Foreman at (705)-382-3138 x229.

4. Information to Bidders

4.1 Proposal Documents

The individual or firm submitting a proposal shall verify that these documents are complete and assume the responsibility to notify the Village of any discrepancies. The Village will issue any changes/additions/deletions to specifications and/or terms and conditions. Any and all addenda

issued by the Village shall form an integral part of the document. The cost of complying with the addenda requirement (if any) shall be included in the price submitted by bidders. Where a Bidder finds discrepancies or omissions in the documents or instructions, or otherwise requires any clarification, the Bidder should contact the Village in writing by fax or e-mail as listed below. The Village is not an expert in these matters and discussion and or clarification may be required.

4.2 Incurred Costs

The Village shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any proponent(s) prior to or subsequent to or by reason of the acceptance or non-acceptance or delay related to this proposal.

4.3 Errors and Omissions

The Village shall not be held liable for any errors or omission in any part of this Bid. The information is not guaranteed or warranted to be accurate by the Village nor is it necessarily comprehensive or exhaustive.

4.4 Agreement with Terms

By submitting a Bid, the Proponent agrees to all the terms and conditions of this RFP. Any electronic documents received cannot be altered with the exception of adding the information requested. To do otherwise would invalidate the proposal.

4.5 Ownership of Proposals and Freedom of Information

All documents, including proposals, submitted to the Village will become the property of the Village. If you wish any or all of the documents that you submit to the Village as part of this Proposal to be protected from disclosure under the above legislation, please provide a signed letter enclosed with the Tender outlining the parts of the Proposal to be protected. This letter will not guarantee that there will never be disclosure, but it does lay the groundwork for handling an application for disclosure by a third party under this legislation.

4.6 Workers Safety Insurance Board (WSIB)

The successful proponent shall be in good standing with the WSIB. A certificate of clearance from the WSIB is to be supplied to the Village of Burk's Falls upon notification of award and is required to be renewed upon expiry if during the contract period.

4.7 Accessibility for Ontarians with Disabilities Act, 2005 (AODA)

New requirements of the AODA passed by the Ontario Legislature with the goal of creating standards to improve accessibility across the Province are now in effect. All private sector organizations in Ontario were required to comply with the Customer Service Standards by January 12, 2012.

Businesses and individuals that the Village has contracted to provide goods or services to customers must ensure that their employees, agents and subcontractors are trained on providing accessible customer service.

4.8 Corporate Health and Safety Policy

The successful Bidder will be required to provide a copy of their Health and Safety Policy including their program of implementation of this policy.

Under the Duties of Employer and Other Persons, (Section 25(2) (j) of the *Occupational Health and Safety Act*) the Act states:

(2) Idem - Without limiting the strict duty imposed by subsection 1, an employer shall;

(j) Prepare and review at least annually a written occupational health and safety policy and develop and maintain a program to implement the policy. This section of the Occupational Health and Safety Act is clear. An employer is required to have the above in place no matter how small or large a business. The Village requires that this information be part of the required documentation for contract award.

The contractor shall indemnify and hold harmless the owner, their agents and employees for any contraventions of the *Occupational Health and Safety Act*, (most current legislation) and for all legal costs incurred in the event that charges are brought against the owner pursuant to the act.

4.9 Indemnity

The Contractor will indemnify and save harmless the Village, its employees and agents from and against all claims, demands, losses damages, costs and expenses made against or incurred, suffered by the Village at any time where the same or any of the them are based upon or arise out of or from anything done or omitted to be done by the Consultant or their firm, excepting always liability arising out of the independent acts of the Village.

4.10 Insurance

While the proponent will be responsible to maintain adequate insurance to cover all claims, including but not limited to professional errors and omissions, and automobiles, such policy shall also name the Village thereunder. Upon successful award of the proposal the proponent shall supply the Village with a certificate of insurance outlining a minimum of \$2,000,000.00. The successful proposal shall be responsible for all deductibles under their policy and must maintain coverage stated above throughout the contract period.

4.11 Employees / Subcontracting

Subcontracting is only permitted for section two of the scope of work. That awarded proposal must state all individuals to be employed as part of this project. Resumes and references of employees may be included in the proposal.

4.12 Conflict of Interest

The proponent shall identify and detail any potential conflict of interest in the proposal.

BID FORM

To The Corporation of the Village of Burk's Falls, Hereafter called the "Owner":

I/WE _____ the undersigned declare:

- THAT no Person(s), Firm or Corporation other than the one whose signature(s) of whose proper officers and the seal is or are attached below has any interest in this Bid or in the Contract proposed to be taken.
- THAT this Bid is made without any connections, knowledge, comparison of figures or arrangements with any other company, firm or person making a Bid for the same Work and is in all respects fair and without collusion or fraud.
- I/WE represent that no member of the Council, and no officer or employee of the Owner, is, or has become interested, directly or indirectly, as a contracting party, partner, stockholder, surety or otherwise howsoever in or on the performance of the said Contract, or in the supplies, Work or business in connection with the said Contract, or in any portion of the profits thereof, or of any supplies to be used therein, or in any monies to be derived there from.
- THAT I/WE hereby submit the following Proposal and agree to meet the goals of this proposal with all Proposal requirements met, and to accept in full payment therefore, in accordance with the prices and terms set forth in the Bid herein.
- THAT this Bid is irrevocable and open to acceptance until the Agreement is executed by the awarded Bidder for the said Work or Sixty (60) Working Days, and prices for as long as stated elsewhere in the document, whichever event first occurs and that the Owner may at any time within that period without notice, accept this Bid whether any other Bid has been previously accepted or not.
- THAT if the Bid is accepted, I/WE agree to complete the scope of work within the scheduled timeframe. If I/WE fail to do so, the Owner may accept the next lowest or any Bid or to advertise for new bids and I/WE also agree to pay to the Owner the difference between this Bid and any greater sum which the Owner may expend or incur by reason of such default or failure or by reason of such action as aforesaid on their part, including the cost of any advertisement for new bids, and shall indemnify and save harmless the Owner and their officers from all loss, damage, cost, charges and expense which they may suffer or be put to by reason of any such default or failure on my/our part.

Bid:

Purposed Final Bid Completion Date: _____

1. The Village would like to compare bid options as outlined in the following table:

Work to be performed	Labour	Other	Subtotal**	Expected earliest date of completion
Disassemble and dispose of existing dog park	\$	\$	\$	
Install complete dog park fencing system complete with gates and posts.	\$	\$	\$	

*Pricing to include pricing for site preparation work along with details required for installation with responsibilities outlined (village or contractor).

*The pricing listed under subtotal shall include all costs for supply, materials, labour and equipment required to carry out the work to completion.

*Please exclude hst

2. Additional Disbursements (Itemized):

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

Total Bid Amount (Upset Limits)

\$ _____

(Schedule can be modified for ease of bid but Total Bid Amount is final)

- The undersigned affirms that he/she is duly authorized to execute this bid.

NAME: _____

BIDDER'S SIGNATURE AND SEAL: _____

POSITION: _____

WITNESS: _____

POSITION: _____

(If Corporate Seal is not available, documentation should be witnessed)

DATED AT THE _____

THIS _____ DAY OF _____ 2025

Note: Failure to provide the complete Form of Proposal, submitted as an original document, complete with original authorized signature(s), at time of Proposal closing, will result in the Proposal submission being disqualified and not considered for award.

Schedule "A"

Deer Fence Canada Inc. Best Friend Dog Fence Installation guide.

Tools Required

Heavy hammer to drive in sleeves.
All other special tools are included in the kits.

Installing the posts.

Layout the sleeves around the perimeter of the fence no more than 14 foot apart.
The best way is to position a sleeve at each corner then ensure that you have spaced the sleeves evenly between corners.



Make a pilot hole for the sleeve and then drive the sleeve half way into the ground with the driving cap.
Use one of the posts and drop it into the sleeve.
Check that you are driving the sleeve in vertically.
Use the leverage of the long post to adjust the sleeve.
Continue to drive the sleeve into the ground until

Installation of the mesh

Roll out the mesh and hang on the eye bolt at the top of the post, (fence material straight edge) fix with a fence tie.

The mesh goes on the inside of the fence.

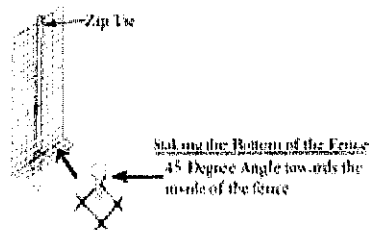
The simplest way to set the height is to put your foot on the bottom couple of squares and pull the fence material up to the top of the post.
Bend the wire fence tie and pass it around the post and the fence material. Take the twist tool and insert it through the two loops in the fence ties.

Attach eyebolt and clamp to top of each post about 2 inches down

Simply pull tight and twist until the fence tie secures the fence material to the post.
If you over twist you will snap the tie, therefore ease off on the next one you do if this happens.
One fence tie at the top, one at the bottom and one every 16-18 inches in between.

At the next post pull the fence material hand tight and secure with fence ties.

Between posts secure the fence material flat to the ground with the ground stakes. Drive these in at an angle with your hammer.



If you need to join rolls of mesh then it is best done at a post.

Always run the fence material past the point where you need to join it to make sure you have sufficient material to overlap and attach to the posts.

Final Adjustment

Now that the fence is secured to the ground and the posts, any wrinkles in the mesh can be taken out by adding another tie and pulling the mesh tight.

Changes in direction can usually be taken care of by folding the fence material at a post and securing the folded material to the post with