



# **Formal Tender**

## **Municipal Public Works Shop**

### **March 27<sup>th</sup>, 2026**

### **Project #02-2026**

The Municipality of Oakland-Wawanesa (Municipality) invites qualified vendors to submit formal tenders for the design and construction of a new municipal shop located in Nesbitt, Manitoba.

#### **1.0 PROJECT OBJECTIVES**

This Formal Tender invites qualified vendors to submit tenders for a design/build construction of a new municipal shop designed to house Public Works equipment, office, lunchroom, and bathroom facilities. The successful vendor(s) will be expected to provide high standards of service, with an emphasis on warranty offerings and exceptional customer support throughout the project.

#### **2.0 SCOPE OF WORK**

The scope of work is divided into the following categories, allowing vendors the flexibility to submit bid submissions for one (1), multiple or all aspects of the requested work below.

- 2.1 Site Preparation
- 2.2 Municipal Shop
- 2.3 Interior Structures
- 2.4 Cement Work
- 2.5 Electrical
- 2.6 Plumbing
- 2.7 Aggregate Materials
- 2.8 Permits
- 2.9 Drawings

#### **2.1 Site Preparation**

Supply all materials and prepare site for new municipal shop including, but not limited to the following criteria:

- Supply and install four (4") inches weeping tile around the perimeter of the shop with positive drainage to the northwest rock bed.
- 20'x100' cement apron (south side). To be installed the following summer.
- Prepare site for 100' x 60' municipal shop cement pad.
- Excavate approximately three (3) feet of organics.
- Install screw pile foundation as per engineered specifications.
- Install 80" foam block for grade beam with 48" above grade
- Place C base and A base below concrete
- Compact gravel as per engineered specifications

## 2.2 Municipal Shop

Supply all materials and construct a 100' x 60' municipal shop including, but not limited to the following criteria:

- Dimensions are 100' x 60' with a 20' wall height.
  - Three (3) Overhead Insulated Doors 18' high by 20' wide, with horizontal windows.
  - Electric overhead door openers for all above doors, including a manual opening option.
- 2 - 36" exterior commercial grade man doors with punch code door locks.
- Soffit, fascia, and eavestrough with downspouts.
- Minimum insulation rating of R35 in the walls or sufficient combination of spray foam.
- Minimum R50 in the ceiling with R20- Bat insulation plus blow in
- Exterior coloured metal
- Interior white metal.
- 3' overhang on the north and south sides of the building.
- 1' overhang on the east and west sides of the building.

## 2.3 Interior

Supply all materials and construct all interior walls including, but not limited to the following criteria:

- 2' x 4' walls.
- Rooms/Areas:
  - Office/Lunchroom
    - 20' x 20'
    - Walls finished with drywall
    - Soundproof office/lunchroom interior walls
    - Interior door
    - Supply and installation of 20' of lunchroom countertop with sink
    - Vinyl plank flooring
  - Mechanical Room/Bathroom
    - 20' x 20' with the bathroom being 10' x 10' within the space on the southeast corner of the mechanical room
    - Mechanical room walls finished with 3/4" plywood
    - Interior doors (1 for mechanical room and 1 for bathroom)
    - Bathroom walls finished with drywall, baseboards, and vinyl plank flooring
  - Storage Room
    - 20' x 20'
    - Walls finished with 3/4" plywood.
    - Interior door
  - Storage - Above Office, Mechanical Room and Storage Areas 20' x 60'
    - 220' of 1" airline installed

## 2.4 Cement Flooring Work

Supply all materials and install a poured 100' x 60' Cement Pad including, but not limited to the following criteria:

- Minimum 9" inch cement pad thickness with 4" of Styrofoam, and rebar.
- 40' floor drain centered between the 3 overhead doors about 20' setback from south wall.
- Drain gates with catch basin for floor drain.

- Preparation of site for plumber to install in-floor heating.
- Pouring of cement once plumber has installed floor heating piping and providing for the necessary slopes.
- Boot grate at all man door entrances.
- Cement pad outside man doors 4'x 4'
- Cement posts outside overhead doors (6)

## **2.5 Electrical**

Supply all materials and install all required electrical as per the Canadian Electrical Code for the new municipal shop including, but not limited to the following criteria:

- New underground power from the existing hydro pole in municipal shop yard to the new municipal shop site.
- Appropriate service size
- Electrical outlets (interior and exterior)
- Outlets for overhead electric doors
- Welder outlet (240V)
- Pressure washer outlet (240V)
- Sufficient exterior LED lighting
- Sufficient interior LED ceiling lighting in workbench area and shop bay area including over doorways, lunchroom, bathroom.
- Safety exit lighting as per building code
- Sufficient ceiling fans in shop area
- Shop air exchange system
- Bathroom exhaust fan
- 1500-watt heater in bathroom with thermostat
- 1500-watt heater in office/lunchroom with thermostat

## **2.6 Plumbing**

Supply all materials and install all required plumbing for the new municipal shop including, but not limited to the following criteria:

- In-floor heat electrical boiler system
- Connect to 1,000-gallon concrete water holding tank, to provide the following service to the municipal shop:
  - Exterior faucet
  - Interior hot and cold taps on the outside of the bathroom in the shop area
  - Lunchroom sink
  - Bathroom sink and toilet
- Connect the new shop's wastewater to a new concrete 1000-gallon tank. Supply tank and all necessary equipment.

## **2.7 Permits**

The successful bidder, for each Scope of Work awarded, shall be responsible for obtaining and executing all required permits, as well as covering any associated permit fees, to ensure the completion of all aspects of the awarded Scope of Work.

## **2.8 Drawings**

Attached is a sketch of the preliminary building and layout to be used as a guide in the bidding submission process. This sketch will be finalized once the work has been awarded and provided to all successful bidders.

## **3.0 BID SUBMISSION GUIDELINES**

- 3.1 Bids submissions **must** be delivered in a **sealed envelope**. Any bid submissions received in any other manner will not be accepted.
- 3.2 The bid submission must be clearly marked: **Confidential Municipal Shop Formal Tender No. 02-2026** and include the Bid Submission form, your proposal and any supporting documentation you wish to provide.
- 3.3 Bid submission must be delivered to:
- Municipality of Oakland-Wawanesa  
c/o Joni Swidnicki, CAO  
106 Fourth Street, Box 278  
Wawanesa, MB R0K 2G0
- 3.4 All inquiries related to this Municipal Shop Formal Tender, can be directed to Chelsea Long, Public Works Manager at 204-901-4603. Site meeting on April 9<sup>th</sup>, 2026 at 11:00 a.m. Inquires and responses may be recorded and distributed to all vendors at the discretion of the Municipality.
- 3.5 Only bidders who submit a bid submission will automatically be provided with a result summary.
- 3.6 The attach bid submission forms must be included with your quotation including:
- Warranty (if applicable)
  - Cost

## **3.7 Opening of Tenders:**

Tenders will be unsealed at the specified closing time and placed in a file to be considered in-camera at the meeting of Council on April 21, 2026. The awarding of tenders shall be done in open session, and bidders are welcome to attend the meeting. Formal tenders will be evaluated using the matrix below. Awarding of the tender will be subject to Municipal Board approval of financing. The lowest-priced bid submission(s) that satisfies all requirements may be selected for further negotiation or award. Bid submissions must be valid for minimum 90 days from the closing date.

**Matrix Criteria**

<b>Criteria</b>	<b>Weighted</b>	<b>Criteria Details</b>
<b>Experience &amp; Qualifications</b>	20%	Demonstration of the bidder’s experience and expertise in providing similar services and experience in the industry.
<b>Product Understanding &amp; Approach</b>	15%	Quality of proposed methodology, timeline, and work plan.
<b>Design &amp; Technical Specifications</b>	15%	Compliance with municipal requirements, energy efficiency, & safety.
<b>Proposed Schedule &amp; Timelines</b>	15%	Ability to meet deadlines and project management strategies.
<b>References &amp; Past Performance</b>	10%	Feedback from previous clients and project success rates.
<b>Cost &amp; Financial Proposal</b>	15%	Competitiveness and transparency of pricing.
<b>Responsiveness to the Formal Tender Bid Submission Forms</b>	10%	The Formal Tender Bid Submission Forms were completed in full and clear to understand.

**4.0 INVOICING**

- 4.1 Invoices must reference the corresponding Scope of Work number (e.g. 2.1 Municipal Shop.) Invoices may be submitted upon completion of awarded work. In the event that multiple Scopes of Work are awarded, vendors may submit invoices for each Scope of Work upon its completion.
- 4.2 Payment will follow upon completion of an approved Work Inspection Form. (A sample Work Inspection Form is attached for reference and one (1) will be completed for each Scope of Work.)
- 4.3 Invoices may be submitted via:

Municipality of Oakland-Wawanesa  
106 Fourth Street, Box 278  
Wawanesa, MB R0K 2G0  
[finance@oakland-wawanesa.ca](mailto:finance@oakland-wawanesa.ca)

**5.0 TERMS AND CONDITIONS**

- 5.1 Bidders are advised to pay careful attention to the wording used throughout the Formal Proposal. Failure to satisfy any term or condition may result in an unacceptable submission.
- 5.2 Bidders submitting a proposal are deemed to have accepted the General Terms and Conditions indicated throughout this Formal Proposal.
- 5.3 The formal proposal does not commit the Municipality to awarding a contract or to pay any costs incurred in the preparation of a bid submission.

- 5.4 The monitoring of the services, which will include the inspection of the services, will be performed by the Municipality, or its designate representative, at a frequency determined by the Municipality in its sole discretion.
- 5.5 Proposals received after the deadline will not be accepted or considered.
- 5.6 The Municipality reserves the right to cancel, postpone, or suspend the Formal Proposal process at any time and is under no obligation to issue any amendments or award any works.
- 5.7 Amendments – If an amendment(s) is issued by the Municipality, it shall become an integral part of the original Formal Proposal document and shall have the same force and effect as if they were originally included in the Formal Proposal. Furthermore, the Municipality may issue amendments if deemed necessary and any vendor(s) who received the Formal Proposal directly, will be issued the amendment(s) directly, and all others must check [www.oakland-wawanesa.ca](http://www.oakland-wawanesa.ca) under Menu – Local Notices – Tenders, Requests for Quotes and Proposals for amendments.
- 5.8 The successful bidder must respect all **Municipal policies and By-laws**.
- 5.9 The successful bidder is responsible for all required line locates.
- 5.10 Penalty for late completion is \$250.00 per day not completed. Allowance will be considered for weather-related delays or agreed upon unforeseen circumstances.
- 5.11 Work must be completed by October 15, 2026, but extensions may be granted if weather conditions permit.
- 5.12 The Municipality reserves the right to terminate the contract if, at the sole discretion of the Municipality, the quality of work is unsatisfactory.
- 5.13 The successful bidder must follow the COR Workplace Health and Safety principles.
- 5.14 The successful bidder must provide their Workers Compensation Board Number and be in good standing.
- 5.16 The successful bidder must provide a certificate of insurance including builders risk insurance and commercial general or wrap up liability insurance in respect of the Project, with minimum coverage of two million dollars (\$2,000,000.) per occurrence, satisfactory to the Municipality as written evidence of the required insurance covering the Work to be provided under the Contract, with the minimum coverage identified. The Bidder may submit a certificate of insurance with its Proposal at the time of the Submission Deadline. Bidders who do not submit a certificate of insurance at the time of the Submission Deadline will be required to provide a certificate of insurance to the Owner before commencing the Work under the Contract.
- 5.17 Persons or firms submitting a Formal Proposal shall be actively engaged in the lines of work required by the specifications and shall be able to refer to work of a similar character performed by them.

- 5.18 If 2 or more identical bids are received, the Municipality may, in its sole discretion, accept 1 of the identical bids.
- 5.19 The Municipality reserves the right to re-issue the Formal Proposal to such persons and/or companies as it may decide after the close deadline if deemed necessary.

**6.0 SCHEDULES**

6.1 Schedule of Events

<b>ACTION</b>	<b>DATES</b>
Request for Proposal Issuance	March 27, 2026
Site Visit	April 9, 2026 at 11:00 a.m.
Deadline for Questions	April 13 <sup>th</sup> , 2026
Proposal Submission Deadline	April 17 <sup>th</sup> , 2026 at 4:00pm
Proposal Opening	April 20 <sup>th</sup> , 2026 Admin April 21 <sup>st</sup> , 2026 Council

**7.0 SUBMISSION**

7.1 Submission Forms

I/We, hereby, submit the Formal Proposal and will comply with all terms, conditions, specifications, and drawings as set out within this Formal Proposal.

Bid amendments issued:  Yes  No (If no, skip the next statement.)

I/We, hereby, have received, allowed for, and included as part of our submission all issued addendums numbered \_\_\_\_\_.

This form must be complete, properly signed and received on or before the date and time specified or your Formal Proposal submission will not be considered. Formal Proposal pricing shall remain in effect for a period of ninety (90) days from the Formal Proposal due date.

I/we understand that the complete Contract Provisions attached hereto form part of this agreement.

COMPANY INFORMATION	
<b>Business Name:</b>	
<b>Name of authorized Signing Officer:</b>	<b>Title:</b>
<b>Signature of authorized Signing Officer:</b>	<b>Date:</b>
<b>Contact Name:</b>	<b>Title:</b>
<b>Address:</b>	
<b>Telephone #:</b>	<b>Email:</b>
<b>Workers Compensation Number</b>	
<b>Insurance Policy Number (attach Certificate)</b>	

7.2 Formal Proposal Summary Pricing

Proposals must be attached with detailed information of works, materials, warranty (if applicable) and cost (identifying cost and taxes separately).

Project Scope #	Warranty (Applicable Yes or No)	Total Cost (excluding GST)
2.1 Site Prep		\$
2.2 Municipal Shop		\$
2.3 Interior Shop		\$
2.4 Cement		\$
2.5 Electrical		\$
2.6 Plumbing		\$
2.7 Aggregate Materials		\$
2.8 Permits		\$
2.9 Drawings		\$

\_\_\_\_\_  
Bidder Print Name and Title

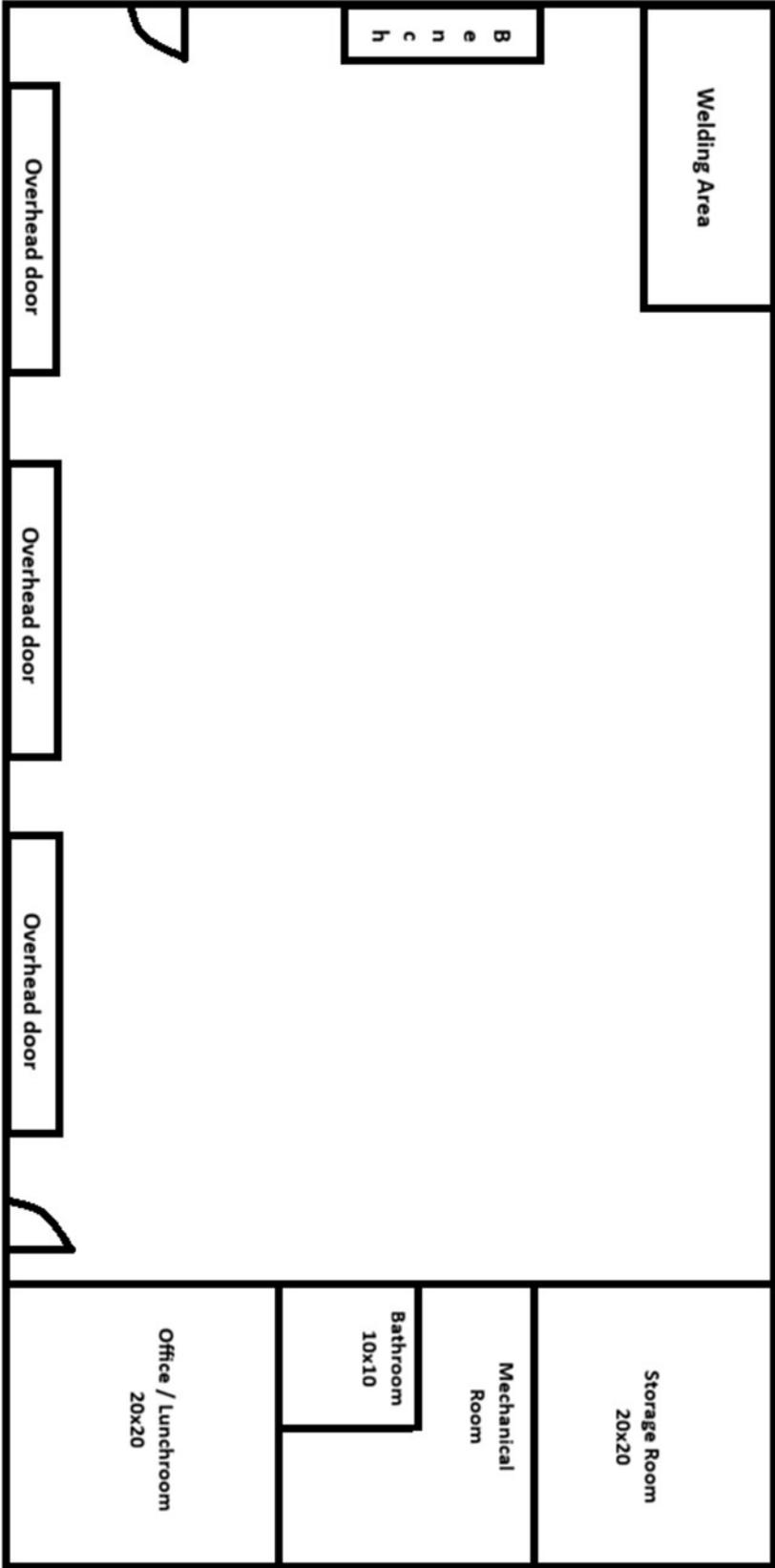
\_\_\_\_\_  
Bidder Signature

\_\_\_\_\_  
Date

Comments \_\_\_\_\_  
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**Proposed Shop Layout**  
**100' x 60'**  
**(Not to Scale)**

North



Storage  
Above  
20x60