



**Municipality of Highlands East**

**Request for Tender (RFT)  
RFT-01-2026**

**Two, 7.5 Ton Mechanical Dehumidifiers**

**Closing Date:** Tuesday, May 5<sup>th</sup> 2026, at 1:00 P.M. (Local Time)

**Tender Opening:** Tuesday, May 5<sup>th</sup> 2026, at 1:05 PM (Local Time)

For further information and to view installation site, please contact:

Jim Alden, Property Supervisor at 705-455-7515 or [jalden@highlandseast.ca](mailto:jalden@highlandseast.ca)  
Keith Tallman Memorial Arena  
2256 Loop Road, Wilberforce, ON K0L 3C0

Tenders on the prescribed Tender Form and sealed in an envelope clearly marked “**RFT-01-2026 – Two, 7.5 Ton Mechanical Dehumidifiers**” are to be received no later than 1:00 p.m. on Tuesday May 5<sup>th</sup>, 2026, at the main office located at:

Municipality of Highlands East  
2249 Loop Road, Box 295  
Wilberforce, ON K0L 3C0  
Attn: Brittany McCaw, CAO/Treasurer



**Tender Form RFT-01-2026**

**To:** Municipality of Highlands East

**For:** Tender RFT-01-2026 – Two, 7.5-Ton Mechanical Dehumidifiers

**By:** \_\_\_\_\_  
Name of Firm or Individual Tendering

\_\_\_\_\_  
Address of Firm or Individual Tendering

\_\_\_\_\_  
Phone Number of Firm or Individual Tendering

\_\_\_\_\_  
Name and Position of Person authorized to sign

I/We, the undersigned, having carefully examined the Tender Specifications, and having read, understood, and accepted the General Conditions and Specifications supplied, each and all of which form part of this Tender, hereby offer and agree to supply all goods and services required to complete the work in strict accordance with the General Conditions and Specifications and this Tender Form for the sum of:

\_\_\_\_\_ Dollars

\$ \_\_\_\_\_  
(in words) (in figures)



7.5-Ton Mechanical Dehumidifiers x 2 \$ \_\_\_\_\_

Estimated costs of labour and all other related charges: \$ \_\_\_\_\_  
(removal of existing units and installation of new units)

HST: \$ \_\_\_\_\_

Total: \$ \_\_\_\_\_

The dehumidifiers are to be installed, wired, and fully operational by June 19, 2026, unless otherwise mutually agreed upon by the Municipality and Contractor. The existing dehumidifiers are to be removed and decommissioned, including freon, and taken off site.

Attached to this Tender are:

- Proof of general liability insurance
- Clearance Certificate from WSIB

I/We hereby agree that notification of acceptance of this Tender shall be in writing and may be sent by prepaid post or personal delivery. Notification of acceptance shall be deemed to be completed on the day such notice is mailed or delivered in person by the individual signing this Tender Form or his/her designate.

Signed at \_\_\_\_\_ of \_\_\_\_\_ in the

County/Region \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Authorized Signature

Affix Corporate Seal



## **Specification and Confirmation**

### **Two, 7.5-Ton Mechanical Dehumidifiers**

#### **General:**

The two, 7.5-ton mechanical dehumidifiers are to be used in the Keith Tallman Memorial Arena. The units must be 240 volts. The dehumidifiers are to be installed, wired, and fully operational by June 19, 2026. The existing dehumidifiers are to be removed and decommissioned, including freon, and taken off site.

#### **1. Descriptive Literature:**

Suppliers' bid to include all costs associated with the two humidifiers, including labour and costs associated with removal of existing units and installation of new ones.

#### **2. Payment:**

Units will be paid for in 30 days from the date of installation by the CAO/Treasurer.

#### **3. Special Provisions:**

All bids are to remain open for acceptance for a period of 30 days from the time of opening.

#### **4. Contract Cancellation:**

The Municipality shall have the right, which may be exercised from time to time, to cancel any uncompleted or unperformed portion of the work or part thereof. In the event of such cancellation, the Municipality and the company shall negotiate a settlement.

The Municipality shall not be liable to the company for loss of anticipated profit on the cancelled portion or portions of the work.

Notwithstanding the provisions of the tender, the Municipality shall not be liable for damages or liquidated damages arising from the termination or postponement of any tender released or contract entered into with a bidder, if and to the extent that its delay in performance or other failure to perform the obligations under the contract, is the result of an event of force majeure.

Force majeure means an event beyond the control of the Municipality and not involving the Municipality's fault or negligence and not foreseeable. Such events may include, but not restricted to fire, flood, natural disaster, pandemics, epidemics, plague and quarantine restrictions.

If a force majeure situation arises, the Municipality shall promptly notify any bidders of such conditions and cause thereof. The Municipality shall at its sole discretion determine whether to terminate or postpone any tender or contract either released or entered into with a bidder.

## **5. Insurance**

The Contractor covenants and agrees to indemnify and save harmless the Municipality of Highlands East against any and all claims for loss, costs, damages and/or compensation and legal expenses the Municipality may incur as the direct or indirect result of the work operation described herein being carried out by the Contractor. The Contractor shall ensure and maintain at his/her expense during the duration of this Tender, general comprehensive liability insurance in an amount not less than five million dollars (\$5,000,000), naming the Municipality of the Highlands East as an additional named insured and containing a cross-liability endorsement. The Contractor shall submit proof of such insurance in the form of a certificate from his/her insurance company prior to commencing work on the contract.

## **6. Workplace Safety and Insurance Board**

The successful bidder is required to provide a Clearance Certificate.