



# Invitation to Tender

For

## Runway Lighting

Invitation to Tender No.: ITT 11-2025

Issued: Wednesday May 28, 2025

Deadline to Submit Questions: Friday June 13, 2025

Submission Deadline: Friday July 4, 2025 at 2:00pm CST (local time)

**Issued by:** The Corporation of the Municipality of Red Lake  
2 Fifth St, Balmertown, ON

**Invitation to Tender Contact:** Heather Weese  
**Email:** [procurement@redlake.ca](mailto:procurement@redlake.ca)

## **PART 1 – INVITATION AND SUBMISSION INSTRUCTIONS**

### **1.1 Introduction**

The Municipality of Red Lake is a vibrant and resource-rich community located in Northwestern Ontario, approximately 535 kilometres (332 mi) northwest of Thunder Bay and 455 kilometres northeast of Winnipeg, MB. Known as the 'Gateway to the Woodland Caribou Provincial Park', Red Lake is a remote but thriving municipality that serves as the commercial and service hub for the region.

Red Lake is home to 4,095 people (Canada 2021 Census), a diverse population and a strong economic base, primarily driven by the mining, forestry and tourism industries. The municipality includes the communities of Balmertown, Cochenour, Madsen, McKenzie Island, Red Lake, and Starratt-Olsen. Its strategic location in the Canadian Shield provides unique opportunities and challenges in infrastructure development, transportation, and service delivery.

### **1.2 Invitation to Bidders**

This Invitation to Tender (the "ITT") is an invitation by the Corporation of the Municipality of Red Lake (the "Municipality") to prospective bidders to submit tenders for Runway Lighting, as further described in Part 4 – ITT Particulars.

By submitting a compliant Tender, a Bidder irrevocably offers to enter into a contract for the provision of the Deliverables in accordance with the terms of this ITT. Each compliant Tender will give rise to a binding "Contract A" between the Bidder and the Municipality.

The Municipality's intention is to award a formal contract (referred to as "Contract B") to the successful Bidder. However, the Municipality reserves the right to cancel this process at any time, or to elect not to award a contract, without liability.

This procurement process is subject to the Municipality's Procurement By-law and applicable trade agreements, including the Canadian Free Trade Agreement (CFTA) and the Canada-European Union Comprehensive Economic and Trade Agreement (CETA).

### **1.3 ITT Contact**

For the purposes of this procurement process, the "ITT Contact" will be:

Heather Weese, Procurement & Resource Planning Specialist  
[procurement@redlake.ca](mailto:procurement@redlake.ca)

Bidders and their representatives are not permitted to contact any employees, officers, agents, elected or appointed officials or other representatives of the Municipality, other than the ITT contact, concerning matters regarding this ITT. Failure to adhere to this rule may result in the disqualification of the Bidder and the rejection of the Bidder's tender.

### **1.4 Type of Contract for Deliverables**

The Municipality intends to enter into a formal agreement (referred to as "Contract B") with one (1) legal entity.

The formation of Contract B will be subject to the Municipality's acceptance of a compliant Tender and successful execution of the Agreement by both parties.

## 1.5 ITT Timetable

Issue Date of ITT:	Wednesday May 28, 2025
Site Visit / Pre-Bid Meeting:	N/A
Deadline for Questions:	Friday June 13, 2025
Deadline for Issuing Addenda:	Friday June 20, 2025
Submission Deadline:	Friday July 4, 2025
Anticipated Execution of Agreement:	July 2025
Irrevocability Period:	60 days

## 1.6 Site Meeting (if deemed applicable by the Municipality)

N/A – pre-bid site meeting not required for this ITT.

## 1.7 Submission of Tenders

All tenders must be submitted in the following method:

- **Electronically:** Via the Municipality's official procurement portal at [www.redlake.com/document-submission-portal/](http://www.redlake.com/document-submission-portal/)
  - Electronic submissions must be received prior to 2:00pm Central Standard Time (local time in Red Lake) on the closing date.
  - Proposals shall be submitted in PDF format where feasible to ensure compatibility and document integrity.

Late Tenders will not be accepted or considered under any circumstances. The Municipal office clock determines the official closing time of the Tender Call.

## 1.8 Tender Submission Requirements

All submitted Tenders must include the items on the tender submission checklist as described in Appendix H.

### 1.1.1 Eligibility

To be eligible for this tender, bidders must be registered as a business in Ontario or Canada and must comply with all applicable Canadian laws and municipal regulations.

Participation in any pre-qualification, request for information, or similar process prior to this ITT does not guarantee prequalification for this ITT.

No Bidder shall be eligible to submit a Tender if they have an overdue account or unpaid balances with the Municipality as of the Submission Deadline, in accordance with By-law 02-2015.

### **1.1.2 No Amendment to Forms**

Other than inserting the information requested on the mandatory submission forms set out in the ITT, a bidder may not make any changes to any of the forms. Any bid containing any such changes, whether on the face of the form or elsewhere in the bid, may be disqualified.

## **1.9 Amendment of Bids**

Updated bids may only be submitted prior to the submission deadline as specified in Section 1.5. Amendments after this deadline will not be accepted.

If a bidder wishes to amend a previously submitted bid, they must submit a complete, updated bid via the designated submission portal on the Municipality website. The latest submission will be considered the official bid, and all prior versions will be disregarded.

## **1.10 Withdrawal of Bids**

At any time throughout the ITT process, until the submission deadline, a bidder may withdraw a submitted Tender. To withdraw a bid, a notice of withdrawal must be sent to the ITT Contact and must be signed by an authorized representative of the bidder. Hard copy withdrawn bids are returned to the submitting bidder after the award.

No Bidder may withdraw a Tender after the Submission Deadline, and doing so may result in the forfeiture of the bid bond or exclusion from future procurement opportunities.

## **1.11 Bid Validity Period**

Submitted Tenders remain valid for 60 days after the closing time and cannot be withdrawn during this period.

## **1.12 Opening of Bids**

An informational public opening of Bids will take place at 2:00pm local time (Central Standard Time) on the submission deadline where bidders' names and tender amounts will be read aloud.

[End of Part 1]

## **PART 2 – EVALUATION, ACCEPTANCE AND EXECUTION.**

### **2 Stages of Evaluation**

The Municipality will evaluate bids in the following stages:

#### **2.1 Stage I - Mandatory Submission Requirements**

Bids will be reviewed to ensure they meet all mandatory submission requirements, including all required forms, documentation, and deadlines. Bids failing to comply with these requirements by the Submission Deadline will be disqualified and not evaluated further.

#### **2.2 Stage II – Mandatory Technical Requirements**

Bids submitted for items that fail to meet the specifications set out in the ITT Particulars (Part 4) will be deemed non-compliant and will not proceed to further evaluation.

#### **2.3 Stage III - Pricing**

Stage III will involve scoring the pricing of each compliant bid. Pricing will be evaluated based on the total stipulated sum or the cumulative total derived from unit pricing and estimated quantities, as set out in Appendix E – Pricing.

Incomplete or altered pricing forms may result in disqualification.

#### **2.4 Selection of Lowest Compliant Bidder**

Subject to the Municipality's reserved rights, the compliant bidder with the lowest evaluated pricing will be selected for the award of the Agreement (Contract B).

The Municipality may, in its sole discretion and in accordance with its Procurement By-law, resolve a tie through re-evaluation, application of defined preference criteria (eg. Sustainability impact), provided such methods are fair, transparent, and consistent with Contract A obligations.

#### **2.5 Materially Unbalanced or Abnormally Low Bids**

If a bid is deemed materially unbalanced or abnormally low, the Municipality reserves the right to request further clarification or justification from the bidder regarding the pricing structure.

The Municipality may reject a bid that is deemed abnormally low or unbalanced if it is determined that the pricing could result in an unreasonable risk to the Municipality or may adversely affect contract performance. An unbalanced or abnormally low bid may be rejected even if it is the lowest-priced submission.

The Municipality's decision regarding whether a bid is unbalanced or abnormally low shall be final.

#### **2.6 Notification and Execution of Agreement**

Following bid evaluation, the Municipality must submit the evaluation report and recommended award documentation to ACAP for review and approval prior to awarding the contract. No award of Contract B shall occur until receipt of ACAP's positive notification.

The Municipality will notify the selected Bidder in writing of its intention to award the Agreement (Contract B). The selected Bidder must confirm acceptance with ten (10) business days of notification.

Failure to do so will be considered a breach of Contract A and may result in the forfeiture of the Bid Bond and/or exclusion from future procurement opportunities.

**2.7 Failure to Enter into Agreement**

If a selected Bidder fails or refuses to execute the Agreement (Contract B), or fails to satisfy any conditions precedent within ten (10) business days of receiving notice of selection, the Municipality may consider the Bidder to be in default under Contract A. In such a case, the Municipality may, without incurring any liability, proceed with the selection of another Bidder and may enforce any remedies available at law or in equity, including but not limited to the forfeiture of the Bid Bond and recovery of any damages arising from the Bidder's default.

**2.8 Reserved Rights of the Municipality**

The Municipality reserves the right to reject any or all Bids, cancel the Tender at any time, or proceed in a different manner, subject to its Reserved Rights and the terms of Contract A.

[End of Part 2]

## **PART 3 – GENERAL ITT TERMS AND CONDITIONS**

### **GENERAL INFORMATION AND INSTRUCTIONS**

#### **3.1 Bidders to Accept Provisions & Follow Instructions**

By submitting a bid, the bidder acknowledges that they have read, understood, and agree to comply with all terms, conditions and instructions outlined in this ITT, without modification, and understand that these provisions form part of Contract A upon submission of a compliant Tender.

#### **3.2 Bids in English**

All submitted tenders are to be in English only.

#### **3.3 No Incorporation by Reference**

The entire content of the submitted bid shall be in a fixed form, and the content of websites or other external documents referred to in the bid but not attached will not be considered to form part of its submission.

#### **3.4 Information in ITT only an Estimate**

The Municipality and its advisors make no representation, warranty, or guarantee as to the accuracy of the information contained in this ITT or through any addenda. Any quantities, specifications, or other data in the ITT or addenda that are estimates will be clearly marked as such. These estimates are provided solely to give bidders a general understanding of the scope and scale of the Deliverables.

#### **3.5 Bidders to Bear Their Own Costs**

Bidders are solely responsible for all costs incurred in the preparation, submission, and presentation of their Tender, including any subsequent negotiations, interviews, or demonstrations with the Municipality. If the Municipality elects to reject all submitted bids, it shall bear no liability for any costs, damages, or anticipated profits lost by any Bidder, nor for any other expenses related to this ITT process.

#### **3.6 Bid to be Retained by the Municipality**

The Municipality will not return any bid or accompanying documentation submitted through the online submission portal.

#### **3.7 No Guarantee of Volume of Work or Exclusivity of Contract**

Unless expressly stated in the ITT, the Municipality makes no guarantee of the value or volume of work to be assigned to the successful bidder. The awarded contract is not exclusive, and the Municipality may procure similar goods and services from other sources or obtain them internally.

#### **3.8 Ownership of Deliverables**

The Municipality will retain ownership of all materials, goods, and services procured under the resulting contract. Title to such materials or goods shall pass to the Municipality upon delivery. The successful bidder must agree that, in the event of termination or non-utilization of such materials, they will remain the property of the Municipality.

## **COMMUNICATIONS AFTER ISSUANCE OF ITT**

### **3.9 Bidders to Review ITT**

Bidders should promptly examine all of the documents comprising this ITT, and may direct questions or seek additional information in writing, by email, to the ITT Contact on or before the Deadline for Questions.

No verbal statement or communication shall alter, amend, or modify any provision of this Invitation to Tender (ITT). Any modifications or clarifications shall be issued in writing by the Procurement department.

No such communications are to be directed to anyone other than the ITT Contact. The Municipality is under no obligation to provide additional information, and the Municipality is not responsible for any information provided by or obtained from any source other than the ITT Contact.

It is the responsibility of the bidder to seek clarification from the ITT Contact on any matter it considers to be unclear. The Municipality is not responsible for any misunderstanding on the part of the bidder concerning this ITT or its process.

### **3.10 All New Information to Bidders by Way of Addenda**

This ITT may be amended only by addendum in accordance with this section. If the Municipality, for any reason, determines that it is necessary to provide additional information relating to this ITT, such information will be communicated to all bidders by addendum. Each addendum forms an integral part of this ITT and may contain important information, including significant changes to this ITT. Bidders are responsible for obtaining all addenda issued by the Municipality.

### **3.11 Post-Deadline Addenda and Extension of Submission Deadline**

If the Municipality determines that it is necessary to issue an addendum after the Deadline for Issuing Addenda, the Municipality may extend the Submission Deadline for a reasonable period of time.

### **3.12 Verify, Clarify, and Supplement**

When evaluating bids, the Municipality may request further information from the bidder or third parties in order to verify, clarify, or supplement the information provided in the bidder's submission, including but not limited to clarification with respect to whether a bid meets the mandatory technical requirements set out in the ITT Particulars (Part 4). The Municipality may revisit, re-evaluate and rescore the bidder's response or ranking on the basis of any such information.

## **NOTIFICATION AND DEBRIEFING**

### **3.13 Notification to Other Bidders**

Once an Agreement is executed by the Municipality and a bidder, all other bidders will be notified of the outcome of the procurement process through public posting on the Municipality's website. The Municipality will also make reasonable efforts to notify unsuccessful bidders directly via email, ensuring they are informed of the decision promptly.



### **3.14 Debriefing**

Bidders may request a debriefing after receipt of a notification of the outcome of the procurement process. All requests must be in writing to the ITT Contact and must be made within sixty (60) days of such notification.

During the debriefing, feedback will be provided on the evaluation process and ranking. The Municipality will not disclose competitor pricing or proprietary information. Bidders will be informed of their score and how their bid compared to others, as applicable, within the evaluation framework.

## ***CONFLICT OF INTEREST AND PROHIBITED CONDUCT***

### **3.15 Conflict of Interest**

A conflict of interest occurs when a bidder has an unfair advantage or engages in conduct that may compromise the integrity of the ITT process. This includes accessing confidential Municipal information not available to other bidders, attempting to influence the process through lobbying, or having financial or personal relationships that impair impartial judgment.

### **3.16 Disclosure Requirements**

Bidders must disclose any actual or perceived conflict of interest, such as personal or financial ties to a Municipal employee or official or any situation that may create the appearance of a conflict. If a conflict is identified after submission, the bidder must immediately notify the Municipality. Failure to disclose may result in disqualification or contract termination.

### **3.17 Disqualification for Conflict of Interest**

The Municipality may disqualify a bidder for any conduct, situation or circumstances, determined by the Municipality, in its sole and absolute discretion, to constitute a Conflict of Interest as defined above.

### **3.18 Disqualification for Prohibited Conduct**

The Municipality may disqualify a bidder, rescind notice of selection or terminate a contract subsequently entered into if the Municipality determines that the bidder has engaged in any conduct prohibited by this ITT.

### **3.19 Bidder Not to Communicate with Media**

Bidders must not, at any time, directly or indirectly, communicate with the media in relation to this ITT or any Agreement entered into pursuant to this ITT without first obtaining the written permission of the ITT Contact.

### **3.20 Illegal or Unethical Conduct**

Bidders must not engage in any illegal business practices, including activities such as bid-rigging, price-fixing, bribery, fraud, coercion or collusion. Bidders must not engage in any unethical conduct, including lobbying, as described above, or other inappropriate communications; offering gifts to any employees, officers, agents, elected or appointed officials or other representatives of the Municipality; deceitfulness; submitting bids containing misrepresentations or other misleading or inaccurate information; or any other conduct that compromises or may be seen to compromise the competitive process provided for in this ITT.

### **3.21 Past Performance or Past Conduct**

The Municipality may prohibit a supplier from participating in a procurement process based on past performance or base don inappropriate conduct in a prior procurement process, including but not limited to the following:

- a) Illegal or unethical conduct as described above,
- b) The refusal of the supplier to honour its submitted pricing or other commitments; or,
- c) Any conduct, situation, or circumstance determined by the Municipality, in its sole and absolute discretion, to have constituted an undisclosed Conflict of Interest.

## **CONFIDENTIAL INFORMATION**

### **3.22 Confidential Information of the Municipality**

All information provided by or obtained from the Municipality in any form in connection with this ITT either before or after the issuance of this ITT

- a) Is the sole property of the Municipality and must be treated as confidential;
- b) Is not to be used for any purpose other than replying to this ITT and the performance of any subsequent contract for the Deliverables
- c) Must not be disclosed without prior written authorization for the Municipality; and,
- d) Must be returned by the bidder to the Municipality immediately upon the request of the Municipality.

### **3.23 Confidential Information of Bidder**

A bidder should identify any information in its bid or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by the Municipality. The confidentiality of such information will be maintained by the Municipality, except as otherwise required by law or by order of a court or tribunal. Bidders are advised that their bids will, as necessary, be disclosed, on a confidential basis, to advisors retained by the Municipality to assist with the ITT process, including the evaluation of bids. If a bidder has any questions about the collection and use of personal information pursuant to this ITT, questions are to be submitted to the ITT Contact.

## **PROCUREMENT PROCESS**

### **3.24 Formation of Contract A (Process Contract) and No Obligation to Award Contract B**

By submitting a compliant Tender in response to this ITT, the Bidder acknowledges and agrees that a binding process contract, referred to as Contract A, is formed between the Municipality and the Bidder, governed by the terms and conditions of this ITT.

However, the formation of Contract A does not obligate the Municipality to award Contract B, which is the formal contract for the delivery of goods, services, or works. The Municipality retains the absolute discretion to reject any or all bids, or to cancel the procurement process entirely, without incurring any liability.

In particular:

- a) The Bidder is bound by the commitments and representation in its Tender, including pricing, delivery, and proposed methodology;
- b) The Municipality is bound to conduct the evaluation process fairly, consistently, and in accordance with the evaluation methodology set out in this ITT;
- c) The Municipality retains the right to reject any or all Tenders or cancel the ITT process in accordance with the Reserved Rights clause (Section 3.37), provided it acts in good faith and without breaching its duty of fairness under Contract A.

### **3.25 No Contract Until Execution of Written Agreement**

No legal relationship or obligation regarding the procurement of the Deliverables will be created between the Bidder and the Municipality other than as set out in Contract A, until the execution of a written agreement (Contract B) for the provision of such Deliverables.

### **3.26 Non-binding Price Estimates**

While the pricing information provided in bids will be non-binding prior to the execution of a written Agreement, such information will be assessed during the evaluation of the bids and the ranking of the bidders. Any inaccurate, misleading, or incomplete information, including withdrawn or altered pricing, could adversely impact any such evaluation or ranking or the decision of the Municipality to enter into an Agreement for the Deliverables.

### **3.27 Cancellation**

The Municipality may cancel or amend the ITT process at any time in accordance with its Reserved Rights, provided such action is taken in good faith and in accordance with its obligations under Contract A.

## ***SUBCONTRACTING & THIRD PARTY SUPPLIERS***

### **3.28 Disclosure of Subcontractors and Suppliers**

The Bidder must disclose the names of all subcontractors involved in contract fulfillment before contract commencement, including a description of the goods or services they will provide.

### **3.29 Bidder's Responsibility for Subcontractors**

The Bidder remains fully responsible for ensuring that all goods and services—whether supplied directly or through subcontractors—meet contract specifications, regulatory standards, and all applicable Municipal, Provincial, and Federal laws.

Non-compliance by a subcontractor will be treated as non-compliance by the Bidder. Lack of oversight or knowledge of subcontractor actions will not be accepted as a defense for failing to meet contractual obligations.

### **3.30 Changes to Subcontractors**

Any changes to subcontractors or suppliers after contract commencement must be reported to the Municipality before engagement. The Municipality reserves the right to reject any subcontractor or supplier deemed unsuitable, unqualified, or non-compliant.

### **3.31 Municipality's Right to Request Additional Information**

Upon request, the Municipality may require additional details, including qualifications, experience, and compliance history, before approving subcontractors or suppliers.

## **GOVERNING LAW AND INTERPRETATION**

### **3.32 Interpretation of Terms and Conditions**

The Terms and Conditions of this ITT are intended to be interpreted independently, ensuring clarity and compliance with relevant laws. They do not restrict the pre-existing rights of parties to engage in pre-contractual discussions under common law governing commercial negotiations.

### **3.33 Governing Law**

The Agreement resulting from this ITT will be governed by and interpreted in accordance with the laws of the Province of Ontario and the federal laws of Canada applicable therein.

### **3.34 Compliance with Laws and Regulations**

The successful bidder must ensure that all operations, services, and products provided under this contract comply with all applicable laws and regulations, including but not limited to:

- Workplace Safety and Insurance Act, 1997
- Occupational Health and Safety Act
- Accessibility for Ontarians with Disabilities Act, 2005

### **3.35 Permits and Authorizations**

The bidder is responsible for obtaining any necessary authorizations, permits, or licenses required for the work and certifies ongoing compliance with all applicable municipal, provincial, and federal laws, including relevant bylaws or policies.

### **3.36 Municipality's Right to Verify Compliance**

To verify compliance, the Municipality reserves the right to review the bidder's records, including personnel training documentation, where reasonably necessary.

### **3.37 Reserved Rights of the Municipality**

The Municipality reserves the right, to be exercised in a manner consistent with its obligations under Contract A, including the principles of fairness, transparency, and equal treatment of all Bidders:

- 3.38.1** To reject any or all Tenders, including the lowest Tender, or to cancel the ITT process at any time, provided such actions are taken in good faith and in accordance with applicable law;
- 3.38.2** To cancel this ITT prior to entering into Contract B and re-issue the opportunity or pursue an alternative method of procurement;
- 3.38.3** To verify with any Bidder or with a third party any information contained in its submission, including references and pricing details;
- 3.38.4** To waive non-material defects or irregularities in a Tender, provided such waiver does not confer an unfair advantage or compromise the integrity of the process;

- 3.38.5** To seek clarification from any Bidder with respect to its submission, provided such clarification does not constitute a material change or provide an opportunity to revise pricing or key terms;
- 3.38.6** To disqualify any Bidder for misrepresentation, prohibited conduct, or conflict of interest, in accordance with the terms of this ITT;
- 3.38.7** To make public the names and total Tender amounts of Bidders at the time of opening, unless prohibited by law.

[End of Part 3]

## PART 4 – ITT PARTICULARS

### 4.1 The Deliverables

The Corporation of the Municipality of Red Lake is seeking tenders to supply fifty (50) LED Medium Intensity Runway Edge Light Fixtures. These fixtures will replace existing incandescent light fixtures with new LED fixtures using existing mounting and electrical connections.

The successful bidder will be required to supply the following items, fully compliant with the specifications below and delivered to the Municipality of Red Lake.

- a) Fifty (50) quantity medium intensity runway edge lights, compliant with TP312 Canada photometric standards.
  - a. Forty (40) with internal power cord (2-pin plug internally connected)
  - b. Ten (10) with external power cord (2-pin plug externally connected)
- b) One (1) quantity Leveling/Aiming tool for installation and alignment of lights
- c) Fifty (50) quantity edge light safety markers with bent bracket for mounting

### 4.2 Mandatory Technical Requirements

#### 4.2.1 Specifications for Runway Lights

Application: Medium Intensity Runway Edge Lighting

Lense Type: Glass, omnidirectional

Power Supply: Current-driven 50/60 Hz, compatible with existing runway electrical system (7.5 KW CCR and 30/45 W transformers)

Fixture Height: 14 inches (35.6 cm)

Coupling: 2-inch frangible

Colour: Clear/white

Photometrics: TP312 Canada Compliant

Arctic Option: Not Required

#### Documentation to be provided (digital format acceptable):

- Certification compliance documentation
- Operations, maintenance, and parts manuals

#### 4.2.2 Specifications for Edge Light Safety Markers

Application: Provides visual marking of runway edge lights in accordance with Transport Canada TP312E

Material: Low temperature nylon tubing, maintains flexibility to -40°C

Colour: Fluorescent orange for extreme daytime visibility (ICAO Standard)

Optional Visibility: Retro-reflective bands meeting ASTM D4956-01a Type V sheeting requirements

Mounting: Bent bracket with integral 3/8"-16 male mounting thread for attachment to light fixture (mounting bracket ordered separately if needed)

Tube Diameter: 3/4 inch (19 mm)

Marker Height: 28 inches (711 mm) standard

Weather Resistance: Resistant to snow, ice, UV exposure, and extreme temperatures

Wind Load: Rated for wind velocities up to 250 kph

Installation: No spring required for flexibility; does not obstruct photometric performance

Compliance: Transport Canada TP312E, ICAO Annex 14 Vol 1

**Documentation to be provided (digital format acceptable):**

- Certification compliance documentation
- Operations, maintenance, and parts manuals

#### **4.3 Material Disclosures**

Delivery location: Red Lake Airport, 2508 ON-125, Cochenour, ON, P0V 1L0

- Equipment must be compatible with the Municipality's existing current-driven runway lighting infrastructure
- All equipment must be new and unused, shall be the manufacturer's latest model standard commercial product and shall have demonstrated industry acceptance by having been manufactured and sold in significant number to the commercial trade and shall have been proven in service for the application specified, for at least 3 years prior to the tender
- The Municipality will not accept substitutions unless pre-approved in writing
- Bid, labour & material, or performance bonds are not required for this ITT

#### 4.4 Mandatory Submission Requirements

All quotations shall include the following documentation. Failure to provide any of the required items may result in disqualification.

	<b>Name</b>	<b>Location</b>	<b>Description</b>
4.4.1	Submission Form	Appendix B	A completed and signed Submission Form, including bidder contact details.
4.4.2	Statement of Understanding Form	Appendix C	A completed and signed Statement of Understanding and Declaration Form, signed by an authorized representative of the bidder.
4.4.3	Acknowledgement of Addenda Form	Appendix D	A completed and signed Acknowledgement of Addenda Form, signed by an authorized representative of the bidder.
4.4.4	Pricing Form	Appendix E	Each submission must include pricing information that complies with the instructions contained in Pricing (Appendix E).
4.4.5	Conflict of Interest Form	Appendix F	<b>Required only if applicable.</b> Proponents must declare any actual or perceived conflicts of interest and provide a plan to manage or mitigate such conflicts.



4.4.6	Subcontractor Disclosure Form	Appendix G	<b>Required only if applicable.</b> Proponents must disclose all subcontractors intended to be used for the project, including the scope of work they will perform, and confirm that each holds the necessary licenses and qualifications.
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[End of Part 4]

APPENDIX A – REGISTRATION PAGE

PRE-SUBMISSION ONLY – DO NOT INCLUDE WITH TENDER



To ensure notification and receipt of any addenda issued for this project, proponents/bidders must complete and submit the Registration Form. Only those who have submitted the form will be added to the registry and will receive any addenda directly, if issued.

Proponents/bidders who **do not** complete and submit the Registration Form are solely responsible for monitoring and obtaining any addendums themselves. The Municipality of Red Lake is not responsible for informing unregistered proponents/bidders.

All issued addendums will form part of the official proposal document and must be submitted with the originally distributed proposal package.

Please return the completed form **by email to** [procurement@redlake.ca](mailto:procurement@redlake.ca).

Project Name	
Closing Date	
Company Name	
Principle Contact	
Address	
Address (Line 2)	
City and Province	
Postal Code	
Telephone	(     )
Facsimile	(     )
Email address	
Date:	

APPENDIX B – SUBMISSION FORM



*Invitation to Tender (ITT) Title: Runway Lighting*  
*Closing Date and Time:*

Please fill out the following form, naming one (1) person to be the bidder's contact for the ITT process and for any clarifications that may be necessary.	
<b>Legal Name of Bidder</b>	
<b>Operating Name (if different)</b>	
<b>Mailing Address</b>	
<b>Phone Number</b>	
<b>Email Address</b>	
<b>HST Number (if applicable)</b>	
<b>Authorized Contact Name &amp; Title</b>	

**Signature**

By signing below, I confirm that I am an authorized signing officer of the Bidder and that this Tender is submitted in accordance with the terms of the Invitation to Tender (ITT). I understand that submission of this Tender gives rise to a binding Contract A between the Municipality and the Bidder, and that the Bidder is bound by all terms, conditions, and representations contained in the ITT and the submitted Tender.

<b>Legal Name of Bidder</b>	
<b>Name of Authorized Signatory</b>	
<b>Title/Position</b>	
<b>Signature</b>	
<b>Date</b>	
<b>Location (City/Town &amp; Province)</b>	

## APPENDIX C – STATEMENT OF UNDERSTANDING AND DECLARATION



I am the \_\_\_\_\_ (insert title) of the Bidder and hereby make the following declarations on behalf of the organization:

### 1. Acknowledgment of Binding Procurement Process

The Bidder acknowledges and agrees that the submission of a Tender in response to this Invitation to Tender (ITT) constitutes a legally binding offer and gives rise to Contract A between the Bidder and the Municipality., subject to the terms and conditions of the ITT.

The Bidder further acknowledges that Contract A incorporates all the terms and conditions of this ITT, including the Municipality's reserved rights, and that any failure to execute the Agreement (Contract B) upon award may result in the forfeiture of the Bid Bond and other remedies available to the Municipality.

### 2. Tender Pricing Commitment

The Bidder confirms that all pricing submitted with its Tender, including any pricing forms or schedules in Appendix E (Pricing), is accurate, complete, and irrevocably binding for the duration of the Bid Validity Period specified in the ITT.

The Bidder acknowledges that, under Contract A, pricing cannot be withdrawn, revised, or altered following submission. Any attempt to do so will be treated as a breach of Contract A and may result in disqualification, forfeiture of bid security, and other remedies available to the Municipality.

### 3. Ability to Provide Deliverables

The Bidder has carefully reviewed the ITT documents and has a clear and comprehensive understanding of the Deliverables.

The Bidder confirms that it has the necessary skills, experience, capacity, and resources to provide the Deliverables in accordance with the ITT requirements.

### 4. No Prohibited Conduct

The Bidder declares that it has not engaged in any conduct prohibited by this ITT, including collusion, bid-rigging, price-fixing, bribery, or other unethical or illegal activities.

### 5. Conflict of Interest Declaration

The Bidder has reviewed the Conflict of Interest requirements in Section 3.15 of the ITT and confirms:

☐ No actual or potential Conflict of Interest exists

☐ A Conflict of Interest does exist – please complete and submit Appendix F – Conflict of Interest Declaration Form

## 6. Disclosure of Information

The Bidder agrees that any information provided in this quotation, even if identified as confidential, may be disclosed where required by law or by order of a court or tribunal.

The Bidder consents to the confidential disclosure of this quotation to the Municipality's advisers retained to assist with the ITT process, including evaluation.

### Signature

By signing below, I confirm that I am an authorized to submit this Tender on behalf of the Bidder and to make the declarations set out in this Appendix. I understand that by submitting this Tender in accordance with the ITT, a binding Contract A is formed, and that I am legally bound by the terms, conditions, and obligations set out in the ITT. I also acknowledge that no Contract B (the agreement for the Deliverables) will be formed unless and until a written agreement is executed by the Municipality and the selected Bidder.

<b>Legal Name of Bidder</b>	
<b>Name of Authorized Signatory</b>	
<b>Title/Position</b>	
<b>Signature</b>	
<b>Date</b>	
<b>Location (City/Town &amp; Province)</b>	

**APPENDIX D – ACKNOWLEDGEMENT OF ADDENDA**



☐ I/We confirm that we submitted the Registration Form (Appendix A) prior to submitting a Tender, or otherwise ensured we were included on the addenda distribution list.

We acknowledge that we have reviewed all addenda issued as referenced in Section 3.10 of the Invitation to Tender. The contents of all addenda are incorporated into our Tender and will be considered part of any resulting contract, if awarded.

☐ Addendum No. \_\_\_\_\_ ☐ Addendum No. \_\_\_\_\_ ☐ Addendum No. \_\_\_\_\_

☐ Addendum No. \_\_\_\_\_ ☐ Addendum No. \_\_\_\_\_ ☐ Addendum No. \_\_\_\_\_

☐ No Addenda Issued

**Signature**

By signing below, I/We acknowledge that I/we have reviewed all addenda issued as referenced in Section 3 of the ITT and confirm that all amendments, clarifications, and changes to scope have been incorporated into our Tender. I/We understand that these addenda form part of our binding obligations under Contract A.

<b>Legal Name of Bidder</b>	
<b>Name of Authorized Signatory</b>	
<b>Title/Position</b>	
<b>Signature</b>	
<b>Date</b>	
<b>Location (City/Town &amp; Province)</b>	

## **APPENDIX E – PRICING**

### **1 Instructions on How to Provide Pricing**

- 1.1 All pricing must be provided in Canadian funds and must include all applicable duties and taxes, except for HST, which should be itemized separately. Prices must be all-inclusive, covering labour, materials, travel, transportation, insurance, delivery, installation, pre-delivery inspection, and any other overhead costs.
- 1.2 Bidders must follow the pricing format specified in the ITT by either reproducing and completing the required pricing table or submitting the attached pricing form as directed. The Municipality requires that all pricing for tangible items be quoted as DDP Red Lake, ON (Delivered Duty Paid). Any deviations from this must be clearly identified in the submission and may affect evaluation.
- 1.3 The successful bidder must ensure that all goods are delivered within the timeline specified in the ITT. If no specific timeline is provided, bidders must include an estimate lead time with their submission. The Municipality reserves the right to reject a quotation if delivery exceeds an acceptable timeframe.

### **2 Evaluation of Pricing**

Pricing will be evaluated based on the total stipulated sum, calculated as the sum of all unit prices multiplied by the specified quantities. The Bidder with the lowest total compliant price may be selected, subject to compliance with all mandatory requirements and specifications outlined in the ITT.

See next page

### 3 Required Pricing Information

Description	Quantity	Unit Price (CAD)	HST	Extended Price (CAD)
Medium Intensity Runway Edge Lights – internal power cord	40			
Runway Edge Lights – external power cord	10			
Leveling/Aiming Tool	1			
Edge Light Safety Markers	50			
Subtotal (Excluding HST)	-			
HST (13%)	-			
Total Price (Including HST)	-			

Estimated Delivery Date to the Red Lake Airport: \_\_\_\_\_

[End of Appendix E]



**APPENDIX F – CONFLICT OF INTEREST DECLARATION FORM**



Only required if a conflict of interest has been identified in Appendix C.

**Details of Conflict**

Please provide a detailed explanation of the actual or potential conflict of interest, including:

- Names of individuals involved
- Relationship to The Corporation of the Municipality of Red Lake
- Nature of the conflict
- Mitigation measures proposed (if any)

If additional space is required, please attach a separate page clearly referencing this appendix.

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**Signature**

By signing below, I confirm that the information provided is true and complete to the best of my knowledge. I understand that any misrepresentation or failure to disclose may constitute a default under Contract A and may result in disqualification or termination.

<b>Legal Name of Bidder</b>	
<b>Name of Authorized Signatory</b>	
<b>Title/Position</b>	
<b>Signature</b>	
<b>Date</b>	
<b>Location (City/Town &amp; Province)</b>	

APPENDIX G – SUBCONTRACTOR DISCLOSURE FORM



<b>Project Name</b>	Runway Lighting
<b>Project Number (if applicable)</b>	11-2025
<b>Name of Bidding Contractor</b>	
<b>Contact Name</b>	
<b>Email Address</b>	
<b>Date</b>	

<b>FIRM NAME</b>	<b>DOLLAR AMOUNT</b>
<b>CATEGORY OF WORK</b>	

<b>FIRM NAME</b>	<b>DOLLAR AMOUNT</b>
<b>CATEGORY OF WORK</b>	

<b>FIRM NAME</b>	<b>DOLLAR AMOUNT</b>
<b>CATEGORY OF WORK</b>	

<b>FIRM NAME</b>	<b>DOLLAR AMOUNT</b>
<b>CATEGORY OF WORK</b>	

**APPENDIX H – SUBMISSION CHECKLIST**

- ☐ Submission Form (Appendix B)
- ☐ Statement of Understanding and Declaration Form (Appendix C)
- ☐ Acknowledgement of Addenda Form (Appendix D)
- ☐ Pricing (Appendix E)
- ☐ Conflict of Interest Form (Appendix F) – if applicable
- ☐ Subcontractor Disclosure Form (Appendix G) – if applicable