

# **WAHNAPITAE FIRST NATION REQUEST FOR PROPOSAL**

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## **Construction of Community Food Bank / Garage Storage Facility**

### **Project Location**

178 Loon Way Rd., Wahnapiatae First Nation, Capreol, Ontario, P0M 1H0

### **Submission Deadline**

**June 1, 2026 at 2:00 PM (EST)**

### **Submit To**

Leo de Ruiters, Director of Facilities & Infrastructure  
leo.deruiters@wahnapiataefn.com | (705) 858-0610

## SECTION 1 – INSTRUCTIONS TO BIDDERS

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### 1.0 General

Wahnapiatae First Nation (WFN) is an Ojibway community approximately 50 km north of Sudbury, accessible through Capreol by all-season road. The Nation has approximately 166 year-round residents and 770 registered band members residing within a 500-acre reserve on the north shore of Lake Wanapitei.

As part of WFN's commitment to improving community services and programming, the Nation is moving forward with construction of a **Community Food Bank / Garage Storage Facility**. WFN welcomes proposals from qualified contractors and thanks you for your interest in this important community project.

### 2.0 Proposal Submission

**Submissions must be emailed to:** [leo.deruiter@wahnapiataefn.com](mailto:leo.deruiter@wahnapiataefn.com)

**Attention:** Leo de Ruiter, Director of Facilities & Infrastructure

**Closing Date and Time:** June 1, 2026 at 2:00 PM (EST). Proposals received after this time will be disqualified.

All prices must be in Canadian currency, all-inclusive of overhead, duties, levies, and profit. **HST is excluded** from the bid price.

### 3.0 Opening of Proposals

WFN reserves the right to open Proposals privately; all bids will remain confidential. WFN is not obligated to accept the lowest or any Proposal. Awards will be made based on quality, service, and price. WFN reserves the right to reject any or all Proposals and to award the Contract to whomever it deems appropriate in its sole discretion, notwithstanding any custom of the trade or anything contained in the Contract Documents.

### 4.0 Insurance and Bonding

#### Insurance Requirements

The successful contractor must carry:

- **WFN Wrap-Up General Liability Insurance** – \$5,000,000
- **All-Risk Builders Insurance** – Project value
- **Contractor General Liability Insurance** (own policy)
- **Additional Insured:** Wahnapiatae First Nation and Project Owner (to be identified at award)
- **WSIB Clearance Certificate** – must be current and provided prior to mobilization

### 5.0 Queries and Addenda

- All queries must be directed in writing to Leo de Ruiter at [leo.deruiter@wahnapiataefn.com](mailto:leo.deruiter@wahnapiataefn.com)
- **All questions must be submitted no later than 48 hours before closing.** Questions received within the 48-hour period will not be considered.
- Where required, written clarification will be issued to all Bidders by way of Addenda.
- Information contained in Addenda supersedes and amends the drawings, specifications, and other documents.

### 6.0 Product / System Options

- Where a Bid Document stipulates a product, alternatives may be considered by the Owner.
- Substitution requests must be submitted in writing; if approved, instructions will be issued by addendum.
- Alternatives shall be entered on the Proposal Form and do not form part of the base bid.
- Later claims for additions to the Contract Price resulting from alternatives will not be considered.

### 7.0 Site Examination

If a mandatory or optional site visit is required, WFN will notify all Bidders via addendum.

## 8.0 Form of Contract

- The successful bidder will be issued a letter of intent to proceed with the Work.
- The selected contractor will enter into a formal agreement with Wahnapiatae First Nation.
- The contract will be in the form of a **CCDC 2 – Stipulated Price Contract**.

## 9.0 Project Schedule & Completion

- Bidders must include all necessary labour, materials, equipment, accommodations, and overtime to meet the project deadline.
- A detailed construction schedule must be submitted with the proposal and updated upon award.
- The contractor is responsible for ensuring adequate staffing, materials, and sequencing to meet the required timeline.

### 9.1 Building Code Compliance

The project must comply with all applicable codes and standards, including:

- National Building Code of Canada
- Ontario Building Code
- Electrical Safety Code
- Plumbing and fire codes
- Accessibility standards
- WFN design requirements

## 10.0 Garbage Disposal & Clean-Up

- All waste removal from the work area is the responsibility of the Successful Bidder. Should the Successful Bidder fail to clean up debris, WFN will, 24 hours after written notice, proceed with clean-up and back-charge accordingly, including a 15% mark-up.
- General garbage (food, papers, dirt, dust, and similar swept material) must be removed regularly.
- The Successful Bidder is responsible for organizing the removal of garbage containers and completing general site clean-up throughout the project.

## 11.0 Safety

- The Successful Bidder shall adhere to the Provincial Occupational Health and Safety Act and Regulations (the “Act”). Within the requirements of the Act, WFN shall have full authority over the Successful Bidder with respect to safety matters.
- Subcontractors shall provide their own first-aid facilities in accordance with the Act and W.S.I.B. regulations. For emergency situations, the WFN on-site first aid station is located at the main site office.
- Any work required to be performed by WFN due to failure by the Subcontractor shall be charged to the account of the Successful Bidder.
- All project-specific safe work practices and procedures must be submitted for review to the WFN safety director and/or Superintendent prior to starting on site.

## 12.0 Material Access & Storage

Should the Successful Bidder require storage space for tools and/or materials, they must first check with WFN. If storage is unavailable, the Successful Bidder is responsible for arranging and paying for their own storage. All thefts and security breaches must be reported verbally and then in writing to WFN immediately upon becoming aware.

Storage containers may be relocated as required to maintain site access. Moving containers is the Successful Bidder’s responsibility. All employees must be informed of storage locations.

All transporting equipment must have soft rubber wheels to prevent floor damage. When transporting heavy materials, the floor must be covered with plywood. All temporary pedestrian access must be maintained adequately lit, clean, clear, and unobstructed in accordance with Provincial and Municipal requirements.

## SECTION 2 – SCOPE OF WORK & REQUIREMENTS

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### 1.0 Project Description

Wahnapiatae First Nation is seeking proposals from qualified contractors to undertake the construction of a new building to be utilized as a community Food Bank.

The building must be suitable for year-round operation, with full heating for winter months and cooling in summer. The facility will accommodate approximately 10–12 refrigeration and freezer appliances, to be supplied by WFN.

Two construction options are being considered:

- **Option 1:** Single-storey garage / food bank – approx. 24' x 36' (refer to attached drawings)
- **Option 2:** Two-storey garage / food bank with upper storage – approx. 24' x 36' per floor (refer to attached drawings)

### 2.0 Detailed Scope of Work

#### Option 1 – Single-Storey Garage / Food Bank

The building at **178 Loon Way Rd** will be a **24' x 36' garage package** with an **insulated floating concrete slab 8" above natural grade**, **metal roof**, and **premium siding**.

#### Interior Requirements

- Three (3) finished interior rooms: client intake/distribution area, dry goods storage room, and operations/office room
- Two (2) double door access points to storage rooms
- One (1) exterior entry door
- Two (2) windows
- One (1) 12' x 8' garage door with small side lights in each panel
- Floor finish to be epoxy coated

#### Exterior Concrete

- Entry door to have canopy covering and concrete slab
- Garage door to have 4' concrete apron slab outside entry

#### Electrical

- WFN will provide hydro service to the building. The Contractor is responsible for all interior electrical rough-in. The ESA permit is the responsibility of the Contractor.
- Twelve (12) – 20 amp dedicated circuits for freezers and refrigerators

#### Heating and Cooling

- Propane heating: high efficiency, minimum 94%
- Two (2) independent systems for separation of ventilation zones
- Cold climate heat pump
- Heat loss / heat gain calculation required for proper sizing of all equipment

#### Plumbing

- One (1) floor drain on garage side

#### Construction and Building Envelope

- Roof: metal
- Concrete slab: floating, 2" insulation under slab and 24" insulation around buried perimeter
- Wall construction: 2 x 6 framing

#### Insulation

- Walls: R28 – R32
- Attic: minimum R60

**Interior Finish**

- Drywall throughout
- Paint: eggshell white

**Option 2 – Two-Storey Garage / Food Bank with Upper Storage**

Includes **all items outlined under Option 1**, plus the following additional scope for the second floor:

- Addition of second floor – 24' x 36' enclosed dry storage area
- Insulated walls and ceiling to match ground floor specifications
- Interior stairs accessing second floor storage
- Drywall and paint: eggshell white
- Adequate lighting circuits for storage use

## SECTION 3 – SUBMISSION REQUIREMENTS & EVALUATION

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### 3.1 Submission Requirements

Bidders must submit the following, in PDF format, by the closing date and time:

- Completed Proponent Submission Form (Appendix A)
- Completed Pricing Form (Appendix B) – Option 1, Option 2, or both
- Proposed Construction Schedule (Appendix C)
- Three (3) reference letters from previous clients or consultants, each for a different project
- Letter of understanding outlining the company's methodology, budget awareness, and capacity to deliver the project

### 3.2 Evaluation Criteria

Proposals will be scored by a minimum of three WFN representatives on the following weighted criteria:

Category	Weight
Firm Experience	10%
First Nation Experience	10%
Project Team	15%
Proposal Quality	15%
Schedule & Management	10%
Methodology	15%
Fee Submission	25%
<b>Total</b>	<b>100%</b>

### 3.3 Project Schedule

- **Anticipated project start:** Summer 2026
- **Substantial completion:** Within six (6) months of contract award
- A detailed construction schedule must be included with the submission.

### 3.4 Additional Terms and Conditions

- Wahnapiatae First Nation reserves the right to accept or reject any or all proposals.
- WFN may waive minor irregularities or request clarification from any proponent.
- No proposal shall be binding until a formal written contract is executed by all parties.
- This RFP does not constitute a commitment by WFN to award a contract.

## APPENDIX A – PROPONENT SUBMISSION FORM

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**RFP Title:** Community Food Bank / Garage Storage Facility

**Project Location:** 178 Loon Way Road, Wahnapiatae First Nation

### A1. Proponent Information

Item	Information
Legal Company Name	
Operating Name (if different)	
Business Address	
Primary Contact Name	
Title	
Phone Number	
Email Address	
WSIB Clearance Number	
HST Number	

### A2. Proposal Summary

Provide a brief summary (maximum 1 page) outlining your understanding of the project, proposed approach and methodology, any assumptions or exclusions, and confirmation that the scope can be delivered as described.

### A3. Experience and Qualifications

Provide details for at least **three (3) relevant projects** completed within the past five (5) years. References may be contacted.

Project Name	Client	Description	Value	Completion Date

## APPENDIX B – PRICING FORM

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Proponents may submit pricing for Option 1, Option 2, or both. All pricing shall be firm and inclusive of all labour, materials, equipment, overhead, and profit. HST excluded.

### B1. Option 1 – Single-Storey Garage / Food Bank

Cost Category	Amount (CAD)
Site Preparation & Mobilization	
Concrete Slab & Foundation	
Structural Framing	
Roofing & Exterior Siding	
Doors & Windows	
Interior Finishes	
Electrical	
Mechanical (Heating / Cooling)	
Plumbing	
General Conditions & Overhead	
<b>Total Option 1 Price</b>	<b>\$</b>

### B2. Option 2 – Two-Storey Garage / Food Bank with Upper Storage

Cost Category	Amount (CAD)
Site Preparation & Mobilization	
Concrete Slab & Foundation	
Structural Framing (Main & Second Floor)	
Roofing & Exterior Siding	
Doors & Windows	
Interior Finishes – Ground Floor	
Second Floor Storage – Framing, Insulation & Finishes	
Interior Stairs	
Electrical	
Mechanical (Heating / Cooling)	
Plumbing	
General Conditions & Overhead	
<b>Total Option 2 Price</b>	<b>\$</b>

**B3. Optional / Value-Added Pricing (If Applicable)**

Description	Cost (CAD)

## **APPENDIX C – CONSTRUCTION SCHEDULE**

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Proponents must submit a detailed construction schedule identifying major milestones. At a minimum, the schedule must include:

- Mobilization
- Site Preparation
- Foundation and Slab
- Structural Framing
- Building Enclosure
- Mechanical and Electrical Rough-Ins
- Interior Finishes
- Substantial Completion
- Final Completion

**Proposed Start Date:** \_\_\_\_\_

**Proposed Substantial Completion Date:** \_\_\_\_\_

A Gantt chart or equivalent schedule may be attached as a separate PDF if preferred.

## **APPENDIX D – PROPONENT DECLARATION & ACKNOWLEDGEMENT**

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I/We, the undersigned, confirm that:

1. We have reviewed and understand all requirements of this RFP.
2. The information provided in this submission is accurate and complete.
3. Pricing submitted is firm and valid for a minimum of ninety (90) days.
4. We have the authority to submit this proposal on behalf of the company.
5. We acknowledge Wahnapiatae First Nation's right to accept or reject any proposal.

**Authorized Signatory Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **APPENDIX E – DRAWINGS**

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Drawings are included with this RFP package. Bidders are responsible for reviewing all drawings prior to submitting a proposal. Any discrepancies or questions regarding the drawings must be submitted to WFN in writing no later than 48 hours before the closing date.