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**THE MUNICIPALITY OF CASSELMAN**

**REQUEST FOR QUOTES**

**Supply & Installation of Office Furniture – Casselman Town Hall  
ADM-003-2025**

**RFQ CLOSING DATE AND TIME: 3:00 P.M. FRIDAY MARCH 28th, 2025**

**ONLINE SUBMISSIONS ONLY**

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Supply & Installation of Office Furniture – Casselman Town Hall**

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# THE MUNICIPALITY OF CASSELMAN REQUEST FOR QUOTES - Supply & Installation of Office Furniture – Casselman Town Hall

## OVERVIEW

### 1. BACKGROUND

The Municipality of Casselman is in the process of constructing a new Town Hall at 1 Industriel Street. This project is a key component of the Municipality's long-term vision to enhance delivery service, improve accessibility, and provide a modern and efficient workspace for municipal staff and residents.

The new Town Hall has been designed with flexibility, sustainability, and functionality in mind, incorporating universal accessibility principles and contemporary office design standards. The architectural plans and interior design concept have been developed to ensure a cohesive and professional work environment that supports collaboration, efficiency, and a welcoming atmosphere for the public.

To complement this vision, the Municipality is seeking quotations from qualified furniture suppliers to provide a comprehensive furniture package that aligns with the approved architectural and design plans. The selected bidder will be responsible for presenting furniture options that meet the Municipality's operational and aesthetic requirements while ensuring durability, ergonomic standards, and cost-effectiveness.

For general information on the Municipality's mandate, programs, and services, please visit: <https://en.casselman.ca/>.

#### **Accessibility and Compliance**

The Municipality of Casselman is committed to inclusive communication and accessibility.

To align with this commitment, consulting service providers must adhere to the Web Content Accessibility Guidelines (WCAG) by the World Wide Web Consortium (W3C), ensuring that all digital assets are accessible to individuals with disabilities.

The delivery of goods and services by the bidder on behalf of the Municipality must comply with Ontario Regulation 429/07 under the Accessibility for Ontarians with Disabilities Act (AODA). The bidder agrees to meet all AODA requirements, ensuring full compliance with these accessibility standards throughout the project.

### 2. PROJECT SCHEDULE

The Municipality of Casselman intends to review and evaluate Bids prior to Tuesday April 1, 2025. The Municipality will make every effort to complete this process in a timely manner. Notice of acceptance of the Bid will be issued via the Bids & Tender portal.

Bidders are advised there will not be any public discussion regarding this RFQ. The following schedule outlines the proposed timeline for selecting the successful bidder and the project activities. The Municipality reserves the right to modify any or all dates at its sole discretion:

Activity	Date
Request for Bid Issued	Monday March 3, 2025

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Deadline for inquiries from bidders	March 20, 2025, at 10:00 a.m.
Response to inquiries	March 24, 2025
Request for Bid Closed	March 28, 2025, at 3:00 p.m.
Presentation of RFQ recommendations to Council for approval	April 8, 2025
Selection of Successful Bidder and Award of Consulting Assignment by contract	April 9, 2025
Final deliverables	December 2025

**Note:** Bidders should submit all inquiries regarding this RFQ exclusively through the Bids & Tender portal. Municipal staff and other representatives of the Municipality shall not be contacted directly or indirectly.

All responses or clarifications will be provided in written addenda/addendum, published on the Portal. It is the bidder's responsibility to ensure that they have received and understood all published addenda/addendum before submitting their Bid.

The contract for this project is expected to be concluded By December 31<sup>st</sup>, 2025. The Municipality does not intend to extend this agreement.

### **3. REQUIREMENTS**

#### **3.1 CONTRACT TEMPLATE**

A contract template is provided in Appendix 1 of this RFQ. The successful Bid shall be advised that the attached contract template forms part of this Request for Quotations and will be used in the contract award. The successful Bid will be expected to provide all required documentation included in the template. Failure to provide required documentation may result in the cancellation of the award and/or the Bid. The Municipality may conduct modifications to the template at its sole and absolute discretion.

A Bid containing conditions or variation or contingent statements that are contrary to or inconsistent with the terms set out in the RFQ may be disqualified.

#### **3.2 CONFLICT OF INTEREST**

Each bidder must declare and warrant in Appendix 5 that there is no conflict of interest. The Municipality reserves the right to disqualify a Bid where the Municipality believes a conflict of interest, or perceived or potential conflict of interest exists in regard to the bidder and the intended project. If at the sole and absolute discretion of the Municipality the bidder is found to be in Conflict of Interest, the Municipality may, in addition to any other remedies available at law or in equity, disqualify the Bid submitted by the bidder and/or terminate any agreement it has entered with the bidder without penalty.

The Municipality also defines any entity who has outstanding litigation with the Municipality is in a conflict of interest. The bidder is completely responsible for ensuring that any individual representing the bidder who may have contact with Municipality staff or premises does not have a conflict of interest with the Municipality.

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#### **.4 TECHNICAL BID CONTENT REQUIREMENTS**

The bidder's submission shall include, at a minimum, the following items:

##### Section A – Schedule of Prices (Appendix 6)

The submission must include a detailed cost estimate for the supply and installation of the Furniture and all related components, including:

- Total project cost
- Breakdown of costs for the furniture and the related components, installation, and any other relevant expenses.
- Estimated timeline for delivery and installation.

##### Section B – Required Forms (Appendix 2, 4 and 5)

###### Appendix 2 – Bid Form

Please complete the Bid Form and upload it as an attachment in the corresponding section in Bids & Tenders portal.

###### Appendix 4 – Reference Form

Provide at least three (3) references of similar work experience completed by the bidder's organization. Complete the Reference Form and include it in your Technical Bid.

THE MUNICIPALITY RESERVES THE RIGHT TO CONTACT THESE MUNICIPALITIES AND ORGANIZATIONS TO CONDUCT REFERENCE CHECKS.

###### Appendix 5 – Declaration of No Conflict of Interest

Please complete the Declaration of No Conflict-of-Interest form and include it in your Technical Bid.

##### Section C: Specifications & Relevant information

- Bidders must provide detailed specifications for the proposed furniture type and all related components, including manufacturer details, model numbers, performance characteristics, and warranty information.
- If Bidder wishes to propose alternative furniture type, they may submit additional specifications and relevant documentation as attachments. Any alternative furniture must meet or exceed the technical requirements outlined in the RFQ.

#### **3.5 FINANCIAL BID CONTENT REQUIREMENTS**

##### A-Schedule of Costs (Appendix 6)

Bidders must submit their **Financial Bid separately**, using the **Schedule of Costs** (Appendix 6) and the **Pricing Breakdown within the Bids and Tender Portal**.

- Prices must be quoted in Canadian dollars, with applicable taxes (e.g., HST) and duties disclosed separately.
- Proposed pricing must be all-inclusive, covering professional fees, labour, materials,

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- apparatus, travel, insurance, and any other costs necessary to complete the project.
- A proposed payment schedule based on defined milestones or deliverables must be provided.

The Municipality reserves the right to modify the final needs and specifications of the project. The breakdown list provided in the Schedule of Costs is intended solely as a tool to assist the Municipality in ensuring an easy comparison between the quotations received. It also ensures that the bidder can offer a wide range of furniture and accessories. However, once the final budget is approved by the Council, the Municipality retains the right to modify the final list of required items and adjust the project scope as needed.

#### **4. SCOPE OF WORK**

##### **4.1 DESIGN INTEGRATION & CONSULTATION**

- Review and analyze the architectural plans and interior design concept provided by the Municipality.
- Conduct consultations with municipal representatives to understand functional requirements, workspace needs, and branding considerations.
- Provide recommendations on furniture layout, finishes, and configurations to optimize the use of space while maintaining the integrity of the design concept.

##### **4.2 FURNITURE SELECTION**

- Propose a range of furniture options, including but not limited to:
  - Office desks and workstations
  - Ergonomic office chairs
  - Meeting rooms tables and chairs
  - Reception and waiting area seating (Reception desk is excluded)
  - Council Chamber furniture (Circle Council table is excluded).
  - Storage Solutions (Filing cabinets, shelving, lockers, etc).
  - Breakroom and common area furniture
  - Specialty furniture as required for specific municipal functions
- Ensure all proposed furniture meets industry standards for ergonomics, durability, and accessibility.
- Provide multiple pricing tiers (if applicable) to allow for cost-effective decision-making.

##### **4.3 PROCUREMENT AND INSTALLATION**

- Supply, deliver, and install selected furniture items in accordance with the project schedule.
- Coordinate with the Municipality and the general contractor to ensure a seamless installation process.
- Ensure proper assembly, placement, and adjustment of all furniture.
- Remove and dispose of any packaging materials in an environmentally responsible manner.

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**4.4 WARRANTY AND POST-INSTALLATION SUPPORT**

- Provide details on warranties, maintenance requirements, and after-sales support.
- Offer a service plan for repairs or adjustments, if required, following the initial installation.

**4.5 DOCUMENTS AND ASSOCIATED DOCUMENTS**

The Municipality is providing, as part of this RFQ Package the following documents:

- The Architect Design Concept with color scheme
- The Architectural drawings, including the furniture layout proposal.

**5. EVALUATION OF BIDS**

The Municipality of Casselman will evaluate all quotations received by the submission deadline to determine compliance with the requirements outlined in this RFQ. The Municipality reserves the right to reject any submission that does not meet the requirements or is incomplete.

The evaluation will be based on the following key factors:

1. Compliance with Specifications: The Bid must meet all technical requirements as outlined in the engineering drawings and project documents.
2. Total cost: The price submitted, including all applicable costs and fees.
3. Experience & Qualifications: The bidder's demonstrated ability to successfully complete similar projects.
4. References: The Municipality may contact references to assess past performance and reliability.

**EVALUATION CRITERIA**

Each compliant quotation will be evaluated based on the following weighted criteria:

<b>Criteria</b>	<b>Weight (%)</b>
Compliance with Specifications	40%
Total Cost	40%
Experience & Qualifications	15%
References	5%

**BID SUBMISSION**

**SUBMISSION DEADLINE**

To be considered for this project, Bids must be received **on or before 3:00 p.m. on Friday, March 28th, 2025.**

Notwithstanding any other provisions in this Request for Services:

Bids shall remain open to acceptance and irrevocable for a period of ninety (90) days after the Bid closing date.



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There is no obligation on the part of the Municipality to proceed with this RFQ process and the Municipality may at any time for any reason terminate the RFQ process.

Lowest or any Bid will not necessarily be accepted, including sole Bids.

The Bidder acknowledges that the Municipality reserves the right to reject any, or all Bids for any reason, or to accept any Bid which the Municipality in its sole unfettered discretion deems most advantageous to itself. The lowest, or any, Bid will not necessarily be accepted, and the Municipality shall have the unfettered right to:

- a) Accept a non-compliant Bid.
- b) Accept a Bid which is not the lowest Bid; and
- c) Reject a Bid that is the lowest Bid even if it is the only Bid received.

All expenses incurred in the preparation and submission of Bids shall be borne by the bidders. The Municipality will not reimburse any costs associated with the preparation of the Bid. Under no circumstances shall the Municipality be responsible for any costs incurred by the bidder during the submission process.

Without limiting the generality of the foregoing, the Municipality reserves the right, in its sole and absolute discretion, to accept or reject any Bid which in the view of the Municipality is incomplete, obscure, or irregular, which has erasures or corrections in the documents, which contains exceptions, variations or qualifications, which omits one or more prices, which contains prices the Municipality considers unbalanced or which is accompanied by a Bid deposit not acceptable to the Municipality, or which otherwise fails to comply with the requirements of the RFQ documents.

Criteria used by the Municipality in evaluating the Bids and awarding the contract are in the Municipality's sole and absolute discretion. The Municipality reserves the right to consider, during the evaluation of submitted Bids, all or some of the following criteria in assessing a Bid, none of which shall be binding on the Municipality:

- Information provided in the RFQ document itself.
- information received in response to inquiries made by the Municipality of third parties apart from those disclosed in the submitted Bids in relation to the reputation, reliability, experience, and capabilities of the Bid.
- The manner in which the Bid provides services to others.
- The compliance of the Bid with the Municipality's requirements and specifications.
- The Municipality's policies relating to the RFQ and issuing contracts to third parties.

The Municipality reserves the right, in its sole and absolute discretion, at any time to re-submit or cancel the RFQ, or negotiate a contract for the whole or any part of the work with anyone or more persons whatsoever, including one of more of the Bids.

The Municipality reserves the right to communicate with one or more Bids following the RFQ

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close to clarify elements of the Bids submitted.

**WITHDRAWAL OF BID**

A bidder may withdraw a submitted Bid at any time up to the official closing time through the Bids & Tenders portal. Withdrawal requests received after the closing time will not be permitted.

**ERRORS AND OMISSIONS**

It is understood, acknowledged, and agreed that while this RFQ includes specific requirements and specifications for the work, the Municipality shall not be held liable for any errors or omissions in any part of the Bid Documents. While the Municipality has used considerable effort to ensure an accurate representation of information in the Bid Documents, the information contained in the Bid Documents is supplied solely as a guideline for Bidders. This information is not guaranteed or warranted to be accurate by the Municipality, nor is it necessarily comprehensive or exhaustive. Nothing in the Bid Documents is intended to relieve the bidders from forming their own opinions and conclusions with respect to the matters addressed in the Bid Documents.

There will be no consideration of any claim, after submission of offers, that there is a misunderstanding with respect to the conditions imposed by the contract.

If a bidder finds discrepancies in, or omissions from the contract documents, or is in doubt as to their meaning, the bidder shall immediately notify the Municipality, who reserves the right for any reason to issue a written addenda/addendum to all bidders at any time prior to the RFQ closing. Addenda/addendum issued during the RFQ period must be considered by the bidder when submitting their offer.

The Municipality will assume no responsibility for oral instructions or changes.

**6. LEGAL AND CONTRACTUAL TERMS**

**GOVERNING LAWS**

This Request for Bid and any of its subsequent arrangements will be interpreted and governed by the laws and statutes of the Province of Ontario.

**INSURANCE**

The successful bidder shall provide the Municipality of Casselman, upon request, with proof of insurability for the following types of coverages:

**Commercial General Liability**

The bidder shall, at its expense obtain and keep in force during the term of the Agreement, Commercial General Liability Insurance satisfactory to the Municipality of Casselman and underwritten by an insurer licensed to conduct business in the Province of Ontario. The policy shall provide coverage for Bodily Injury, Property Damage and Personal Injury and shall include but not be limited to:

- A limit of liability of not less than \$2,000,000 /occurrence with an aggregate of not less than \$2,000,000.
- Add the Municipality of Casselman as an additional insured with respect to the

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operations of the Named Insured.

- The policy shall contain a provision for cross liability and severability of interest in respect of the Named Insured.
- Non-owned automobile coverage with a limit of not less than \$2,000,000 and shall include contractual non-owned coverage (SEF 96).
- Products and completed operations coverage.
- Broad Form Property Damage.
- Contractual Liability.
- Owners and Bidders Protective.
- The policy shall provide 30 days prior notice of cancellation.

**Automobile Insurance**

Standard Form Automobile Liability Insurance that complies with all requirements of the current legislation of the Province of Ontario, having an inclusive limit of not less than \$2,000,000 per occurrence for Third Party Liability, in respect of the use or operation of vehicles owned, operated or leased by the bidder.

**Primary Coverage**

The bidder's insurance shall be primary coverage and not additional to and shall not seek contribution from any other insurance policies available to the municipality.

**Certificate of Insurance**

The bidder shall provide upon request a Certificate of Insurance evidencing coverage in force at least 10 days prior to contract commencement.

**INDEMNITY**

The successful bidder shall defend, indemnify and save harmless The Municipality of Casselman its elected officials, officers, employees and agents from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury, sickness, disease or death or to damage to or destruction of tangible property including loss of revenue or incurred expense resulting from disruption of service, arising out of or allegedly attributable to the negligence, acts, errors, omissions, misfeasance, nonfeasance, fraud or willful misconduct of the Supplier, its directors, officers, employees, agents, contractors and subcontractors, or any of them, in connection with or in any way related to the delivery or performance of this Contract. This indemnity shall be in addition to and not in lieu of any insurance to be provided by the Supplier in accordance with this Contract and shall survive this Contract.

The Supplier agrees to defend, indemnify, and save harmless The Corporation of the Municipality of Casselman from and against all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever arising out of or related to the Supplier's status with WSIB. This indemnity shall be in addition to and not in lieu of any proof of WSIB status and compliance to be provided by the Supplier in accordance with this Contract and shall survive this Contract.

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**7. MUNICIPAL AND ADMINISTRATIVE TERMS**

**HEALTH & SAFETY**

The Supplier assumes full responsibility for conforming with all legislation regarding the safety of his/her employees and the public in this contract and all notices required to comply with the legislation.

Accordingly, the Supplier shall, upon the request of the Municipality, provide a copy of the applicable WSIB Certificate of Clearance, before starting the project and upon completion.

**MUNICIPAL FREEDOM OF INFORMATION**

Any personal information collected by or on behalf of the Municipality under this Request for Bids is subject to the Municipal Freedom of Information and Protection of Privacy Act, 1989, RSO, 1990. The information provided to the Municipality may be used to confirm certain information provided in the submissions for this project. The person submitting this Bid consents to such collection and use of the information. The person submitting this Bid acknowledges the Bid is a public document and that the information contained in the Bid may become public and consents to the release of that information. By responding to this Request for Bid, respondents waive any challenge to the Municipality decision in this regard. Any questions regarding the collection, use, or disclosure of the information should be directed to the Clerk of the Municipality.

**ACCEPTANCE AND TERMS**

This RFQ is not a tender and does not constitute a contract. By submitting a bid, the bidder and any entities involved acknowledge that they have read, understood, and agree to be bound by the terms and conditions set forth in this RFQ. The Submission of a bid does not create a binding agreement between the Municipality and the bidder.

**AWARD OF WORK**

If a contract is to be awarded as a result of this RFQ, it will be awarded to the bidder whose Bid, in the Municipality's opinion, provided the best potential value to the Municipality and is capable in all respects to fully perform the contract requirements and the integrity to assure performance of the contract obligations.

The successful bidder will be notified of the intent to award in writing or by phone, and the subsequent execution of a written agreement shall constitute the making of a contract. Bidders will not acquire any legal or equitable rights or privileges whatsoever until the contract is executed by both parties.

**COMMUNICATION AND LANGUAGE PROFICIENCY**

**Communication**

All inquiries regarding this RFQ must be submitted through the Bids & Tenders portal. Inquiries submitted by any other means (e.g., email, phone) will not be considered. Inquiries must be received no later than **March 20th, 2025, at 10:00 a.m.** Responses to all inquiries will be provided through the Bids & Tenders portal and shared with all bidders who have not withdrawn their bids, via written addenda/addendum, no later than **March 24th, 2025**. The source of the inquiry will not be disclosed.

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No oral explanation or interpretation will modify the requirements or provisions of the RFQ documents. Should the Municipality deem it necessary to clarify or interpret any aspect of the RFQ, an addenda/addendum will be issued in writing. It is the bidder's responsibility to regularly check the Bids & Tender portal for any addenda/addendum and ensure they have downloaded all relevant documents.

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## APPENDIX 1 – CONTRACT TEMPLATE

**THIS AGREEMENT MADE IN DUPLICATE THIS \_\_\_<sup>TH</sup> OF DAY OF \_\_\_\_\_ 20\_\_.**

**BETWEEN** THE CORPORATION OF THE MUNICIPALITY OF CASSELMAN  
(Hereinafter called "municipality")

OF THE FIRST PART

**AND** \_\_\_\_\_  
(Hereinafter called "Bidder")

OF THE SECOND PART

**WHEREAS** the Municipality has accepted the Bid submitted by the Bidder dated (insert date), to provide **Supply & Installation of Office Furniture – Casselman Town Hall** for the Municipality in the Request for Bid No. **ADM-003-2025 RFQ**, which is attached hereto as Schedule 1. (Hereinafter referred to as the "RFQ");

**AND WHEREAS** the Bidder agrees to provide the said Services in accordance with the terms, conditions of the RFQ and their bid submitted in response to the RFQ.

**NOW THEREFORE THIS CONTRACT WITNESSETH** that in consideration of the terms and conditions hereinafter set forth, the parties hereto agree as follows:

## DEFINITIONS

Contract Documents - shall consist of and shall have priority in the following order:

- this Agreement,
- any addenda issued in respect of the Request for Bid (RFQ) by most recent date of issue.
- the Request for Quotes (RFQ), and
- the Bidder's Bid.

## TERMS AND CONDITIONS

1. The Bidder shall provide services as outlined and specified in the RFQ and its bid submitted to the Municipality.
2. The RFQ, all addenda issued, the Bidder's Bid, and this Contract and all the terms and conditions contained therein constitute the Contract Documents.
3. *DURATION*

The Contract shall continue in force until **December 31, 2025**, commencing on or about \_\_\_\_\_.

## PAYMENT

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The total contract price shall not exceed the total amount of \$\_\_\_\_\_. The Municipality shall pay compensation to the Bidder for the performance of the work specified in the Contract Documents. All financial transactions involving the parties of this agreement will take place in Canadian Dollars (CAD). The payment schedule for services involving this agreement will be as follows:

\_\_\_\_\_

Payment shall occur within 30 days of receipt of the Bidder's invoice. Invoicing shall be prepared by the Bidder and delivered to the Accounting Department of the Municipality (monthly or quarterly), not in advance of providing the services described in this agreement.

**4. TERMINATION**

The Municipality shall have the right to terminate the Contract forthwith and without penalty, upon written notice to the Bidder, in the event that:

- a) The Bidder fails to provide the services contained in the Agreement;
- b) The Bidder makes an assignment for the benefit of creditors or becomes bankrupt or insolvent, or an order is made for the winding-up of the Bidder, or if a receiver is appointed on account of the Bidder 's insolvency;
- c) The Bidder or its employees providing service to the Municipality are convicted of an offence which results in negative publicity or, in the sole opinion of the Municipality, may adversely impact the reputation of the Municipality in the community;
- d) The Bidder refuses or fails to supply sufficient properly skilled employees at all times to perform the work in the manner and to the standards required under this Contract, or they fail to observe and comply with any provisions of law, including, without limiting the generality of the foregoing, all requirements of all governmental authorities, including federal, provincial and municipal legislative enactments, by-laws and other regulations now or hereafter in force which pertain to or affect the Contract or the conduct of the Bidder 's business;
- e) The Bidder fails to institute appropriate corrective action forthwith after verbal notification by the Municipality (which shall be confirmed subsequently in writing) of any failure on the part of the Bidder to comply with the terms and specifications of the Contract;
- f) If the work performed is not satisfactory;
- g) If delivery requirements are not met; or
- h) If the invoiced amounts do not match the quoted prices.

In assessing the performance of the Bidder in relation to the matters referred to above the Bidder agrees that the decision of the Municipality's Council shall be final and unequivocal.

Forthwith, upon the termination of this Contract, for any reason, the parties shall take the following steps:

- a) All collections or unfulfilled service shall be appropriately adjusted, and all steps shall be taken to perform all uncompleted work and collect all outstanding accounts; and
- b) The Bidder shall provide to the Municipality all their financial records specific to this Contract, concerning the conduct of the operations and a statement of all outstanding accounts.



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5. **LEGAL REQUIREMENTS**

The Contactor warrants that it possesses and will maintain in good standing all permits and licenses necessary to provide the service to the Municipality describe herein. The Bidder agrees that all services will be conducted in a manner which complies with all statutes, ordinances, and laws.

The Bidder will, for the duration of this agreement, be responsible for providing Workplace Safety & Insurance Board coverage for their employees, and no extras will be allowed for such items. The Bidder clearly understands and agrees that they are not, nor is anyone hired by them, covered by the Municipality under the *Workplace Safety Insurance Act*, *Employment Insurance Act*, or any other act, whether provincial or federal, in respect of themselves, their employees and operations. The Municipality is not to be deemed the employer of the Bidder or any of their personnel under any circumstance whatsoever.

6. **SERVICES TO BE PROVIDED**

The services to be provided are outlined in Schedule 1 and 2 of this agreement. From time to time the needs of the Municipality may change and such changes shall be accounted for in the manner described in Paragraph 10.

7. **CANCELLATION OF CONTRACT**

The Municipality reserves the right to cancel any resulting Contract, due to non-performance or abandonment of any kind, with thirty (30) days written notice. Should non-performance involve any issues regarding the health and safety of staff on site, the Contract may be cancelled immediately, without notice, in its entirety, and at the sole discretion of the Municipality. The Municipality may also cancel the Contract without cause, by means of a thirty (30) day advance written notice.

Under this provision, the Municipality may seek to mitigate its exposure by engaging in the services of another supplier and the Municipality is entitled to recover any loss or damage from the Bidder arising from its efforts to mitigate.

If this Contract is terminated pursuant to this provision, the amount of any loss or damage suffered by the Municipality by reason of the non-completion of the Work shall be payable by the Bidder to the Municipality.

8. **CHANGES TO WORK WHEN CONTRACT UNDERWAY**

No deviation from the specifications shall be made by the Bidder in the execution of the Bidder, without the written approval of the Municipality. The Municipality will not pay the Bidder any amounts over and above the tendered amount unless the Municipality and the Bidder agree to a price change as the result of changes in the Work required, and before the additional Work is undertaken. The Bidder shall provide a complete breakdown of any costs beyond the Tender submission amount to support the additional amount.

No deviation from the specifications as set out in this Contract shall be made by the Bidder in the performance of this Contract, except that the parties hereto may at any time, and from time to time, alter or vary the specifications and the price to be paid by the Municipality for the services to be performed hereunder, but no such change shall be binding on either party hereto unless in writing and executed by the parties.

**OBLIGATIONS OF THE BIDDER**

9. **GENERAL**

The Bidder shall:

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- a) Provide services as outlined in Schedules 1 and 2;
- b) Invoice the Municipality (monthly or quarterly) as per the payment arrangements.

**10. INSURANCE**

Without restricting the generality of the section on Indemnification, the Bidder shall obtain, maintain, pay for and provide evidence of insurance coverage, taken out with insurance companies licensed to transact business in the Province of Ontario.

**Commercial General Liability**

The Bidder shall, at its expense obtain and keep in force during the term of the Agreement, Commercial General Liability Insurance satisfactory to the Municipality of Casselman and underwritten by an insurer licensed to conduct business in the Province of Ontario. The policy shall provide coverage for Bodily Injury, Property Damage and Personal Injury and shall include but not be limited to:

- A limit of liability of not less than \$2,000,000 /occurrence with an aggregate of not less than \$2,000,000.
- Add the Municipality of Casselman as an additional insured with respect to the operations of the Named Insured.
- The policy shall contain a provision for cross liability and severability of interest in respect of the Named Insured.
- Non-owned automobile coverage with a limit not less than \$2,000,000 and shall include contractual non-owned coverage (SEF 96).
- Products and completed operations coverage.
- Broad Form Property Damage.
- Contractual Liability.
- Owners and Bidders Protective.
- The policy shall provide 30 days prior notice of cancellation.

**Automobile Insurance**

Standard Form Automobile Liability Insurance that complies with all requirements of the current legislation of the Province of Ontario, having an inclusive limit of not less than \$2,000,000 per occurrence for Third Party Liability, in respect of the use or operation of vehicles owned, operated or leased by the bidder.

**Primary Coverage**

The Bidder's insurance shall be primary coverage and not additional to and shall not seek contribution from any other insurance policies available to the municipality.

**Certificate of Insurance**

The Bidder shall provide a Certificate of Insurance evidencing coverage in force at least 10 days prior to contract commencement.

**11. INDEMNIFICATION**

The successful Bidder shall defend, indemnify and save harmless The Corporation of the Municipality of Casselman its elected officials, officers, employees and agents from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury, sickness, disease or death or to damage to or destruction of tangible property including loss of revenue or incurred expense resulting from disruption of service, arising out of or

**THE MUNICIPALITY OF CASSELMAN REQUEST FOR QUOTES -  
Supply & Installation of Office Furniture – Casselman Town Hall**

allegedly attributable to the negligence, acts, errors, omissions, misfeasance, nonfeasance, fraud or willful misconduct of the Supplier, its directors, officers, employees, agents, Bidders and subcontractors, or any of them, in connection with or in any way related to the delivery or performance of this Contract. This indemnity shall be in addition to and not in lieu of any insurance to be provided by the Supplier in accordance with this Contract and shall survive this Contract.

The Supplier agrees to defend, indemnify, and save harmless The Corporation of the Municipality of Casselman from and against all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever arising out of or related to the Supplier's status with WSIB. This indemnity shall be in addition to and not in lieu of any proof of WSIB status and compliance to be provided by the Supplier in accordance with this Contract and shall survive this Contract.

12. ***NO ASSIGNMENT***

This Contract shall not be assignable by the Bidder but may be assigned by the Municipality upon written notice to the Bidder.

13. ***CONFIDENTIALITY***

While providing services to the Municipality, the Bidder and those providing services to the Municipality may become aware of information concerning Municipality operations or information regarding clients of the Municipality. All such information, which is not in the public domain, shall be considered confidential both during and after the term of this agreement.

14. ***CONFLICT OF INTEREST***

The Bidder warrants there is no conflict of interest between the Municipality and the Bidder or any of its representatives.

15. ***PROVIDING DOCUMENTATION***

The Bidder will provide the Municipality with all documentation the Bidder is obliged to obtain or maintain under the terms of the contract within 3 business days of receiving a written request from the Municipality. The Municipality is funded by the Government of Ontario (the "Funder").

**IN WITNESS WHEREOF** the Parties have caused to be affixed their corporate seals attested to by their proper officers.

SIGNED, SEALED AND DELIVERED      THE MUNICIPALITY OF CASSELMAN

In the Presence of      )

)

) Per: \_\_\_\_\_

) Name:

) Title: Director of Operations and Human Resources

)

)

)

) Per: \_\_\_\_\_

) Name:

) Title: Clerk-Administrator

**THE MUNICIPALITY OF CASSELMAN REQUEST FOR QUOTES -  
Supply & Installation of Office Furniture – Casselman Town Hall**

SIGNED, SEALED AND DELIVERED      INSERT BIDDER NAME

In the Presence of      )

)

) Per: \_\_\_\_\_

) Name:

) Title:

) I have the authority to bind the Corporation.

**SCHEDULE 1 – RFQ Request for Quotes – ADM-002-2025 and Addendums**

**SCHEDULE 2 – Successful Bidder's Bid**

**Both Schedule 1 and Schedule 2 form a part of this Agreement.**

**THE MUNICIPALITY OF CASSELMAN REQUEST FOR QUOTES -  
Supply & Installation of Office Furniture – Casselman Town Hall**

**APPENDIX 2 – BID FORM**

This bid is hereby submitted by:

\_\_\_\_\_  
(Name of firm or individual submitting bid)

\_\_\_\_\_  
(address)

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Name of person(s) signing for firm: \_\_\_\_\_

Position of person(s) signing for firm: \_\_\_\_\_

I/we the undersigned, having carefully read, understood and accepted the provisions, specifications and conditions set out in the document entitled "Instructions to bidders", each and all of which form part of this Bid, hereby offer to furnish all machinery, tools, labour, apparatus; all materials; and to complete the work satisfactorily in a continuous manner and in accordance with the provisions, specifications and conditions hereto attached for the prices shown on the breakdown table provided as part of the bidder's submission.

The prices shown on the breakdown table includes all of the bidder's overhead, markup and profits and is complete in every respect, it being hereby understood and acknowledged that such price provided is based on the provisions, specifications and conditions set out in the "Instructions to bidders". Should unforeseen conditions prevent the satisfactory completion of the required work, then the bidder shall be entitled and required to submit options to The Municipality for successful completion of the Contract. Such options shall include the price of additional work proposed to be undertaken and shall be subject to the approval of The Municipality. Payment shall be made based upon a negotiated and mutually agreeable price before the commencement of any such work in this respect.

I/We hereby agree that notification of the acceptance of this RFQ shall be in writing, and may be sent by prepaid post, and if sent by prepaid post, acceptance shall be deemed to have been made on the date of the mailing of such notice.

Signed at \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
\_\_\_\_\_

**THE MUNICIPALITY OF CASSELMAN REQUEST FOR QUOTES -  
Supply & Installation of Office Furniture – Casselman Town Hall**

**APPENDIX 3 – TECHNICAL BID FORMAT**

Name of Bidder: \_\_\_\_\_

Section A – Submission and Financial Offer (Schedule of Costs) – Appendix 6

Section B – Required Forms (Appendix 2, 4 and 5)

Section C - Furniture Specifications & Relevant information

**THE MUNICIPALITY OF CASSELMAN REQUEST FOR QUOTES -  
Supply & Installation of Office Furniture – Casselman Town Hall**

**APPENDIX 4 – REFERENCE FORM**

Each bidder is requested to provide at least two references from clients who have obtained services from the bidder similar to those requested in this RFQ.

Reference #1

<b>Client Name:</b>	
<b>Client Address:</b>	
<b>Contact Name:</b>	
<b>Contact Telephone #:</b>	
<b>Date Work Undertaken:</b>	
<b>Nature of Assignment:</b>	

Reference #2

<b>Client Name:</b>	
<b>Client Address:</b>	
<b>Contact Name:</b>	
<b>Contact Telephone #:</b>	
<b>Date Work Undertaken:</b>	
<b>Nature of Assignment:</b>	

Reference #3

<b>Client Name:</b>	
<b>Client Address:</b>	
<b>Contact Name:</b>	
<b>Contact Telephone #:</b>	
<b>Date Work Undertaken:</b>	
<b>Nature of Assignment:</b>	

**THE MUNICIPALITY OF CASSELMAN REQUEST FOR QUOTES -  
Supply & Installation of Office Furniture – Casselman Town Hall**

**APPENDIX 5 - DECLARATION OF NO CONFLICT OF INTEREST**

I/WE, the undersigned authorized signing officer of the Bidder, HEREBY DECLARE that no person, firm or corporation other than the one represented by the signature (or signatures) of proper officers as provided below, has any interest in this bid.

I/WE further declare that all statements, schedules, and other information provided in this bid submission are true, complete, and accurate in all respects to the best knowledge and belief of the Bidder.

I/WE further declare that this Bid is made without collusion, connection, knowledge, comparison of figures or arrangement with any other company, firm or persons making a bid and is in all respects fair and without collusion for fraud. I/we understand that this may result in the rejection of the Bid.

I/WE further declare that no Town employee/representative is or will become interested, directly, or indirectly as a contracting party or otherwise in the supplies, work or business to which it relates or in any portion of the profits thereof, or in any such supplies to be used therein or in any of the monies to be derived there from.

I/WE further declare that the undersigned is hereby authorized by the Bidder to submit this bid and is authorized to negotiate all matters with the Corporation of the Town of Casselman, on behalf of the Bidder, relative to this RFQ.

Bid Submitted by: \_\_\_\_

Address: \_\_\_\_

City: \_\_\_\_ Postal Code: \_

Signature: \_\_\_\_ Title: \_

Name (Please Print or Type): \_\_\_\_\_

Telephone #: \_ Email Address: \_\_\_\_\_

\_\_\_\_\_



**THE MUNICIPALITY OF CASSELMAN REQUEST FOR QUOTES -  
Supply & Installation of Office Furniture – Casselman Town Hall**

**APPENDIX 6 – SCHEDULE OF COSTS**

The Municipality reserves the right to modify the final needs and specifications of the project. The breakdown list provided in the Schedule of Costs is intended solely as a tool to assist the Municipality in ensuring an easy comparison between the quotations received. It also ensures that the bidder can offer a wide range of furniture and accessories. However, once the final budget is approved by the Council, the Municipality retains the right to modify the final list of required items and adjust the project scope as needed.

**Provide Breakdown:**

Category	Item Description	Quantity	Unit Cost (\$)	Total Cost (\$)	Warranty Period	Additional Notes
Council Chambers	Council Table (Circle)	0	0	0	-	Custom design – not included in this tender
	Chairs for Council members	6				Comfortable, durable
	Chairs for residents	34				Comfortable, durable
	Podium for public questions	1				Portable, modern
	table for 5 person (directors)	1				Mobile, with built-in connectivity
	Table for 5 person (directors) – Bar height	1				Mobile, with built-in connectivity
	Chairs for Directors	10				Comfortable, durable
Large Meeting Room	Mobile Tables	6				Includes outlets, USB Ports
	Chairs (for meeting participants)	12				Comfortable, stackable
	Coat hanger or wall hooks	1 set				Wall-mounted or freestanding
	Special IT/AV Cabinet	1				For media/tech equipment
Small Meeting Room	Mobile tables	4				Includes outlets, USB ports
	Chairs (for meeting participants)	8				Comfortable, stackable
	Coat hanger or wall hooks	1 set				Wall-mounted or freestanding
Staff Room	Seating Area with coffee table	1				Comfortable for breaks
	Bar with stools along the wall	1				Space efficient (seating 3 individual if space allows),

**THE MUNICIPALITY OF CASSELMAN REQUEST FOR QUOTES -  
Supply & Installation of Office Furniture – Casselman Town Hall**

						bar-height
	Microwave Stand	1				Sturdy, easy access, storage space
	Coffee Station with storage	1				Includes cabinet/counter space
	Coat hanger or wall hooks	2 set				Wall-mounted or freestanding
Vault	Filing Cabinets for documents					Locking mechanism, fire resistance (maximize space without creating additional loading on current structure)
Offices (various)	Desk (with under-desk storage)	9				Ergonomic, modern design, lockable storage
	Ergonomic Office Chairs	9				Comfortable, durable
	Filing Cabinets (1 per office)	9				Lockable, secure
	Guest chair	12				Each office will have 1 guest chair, and the offices with a round one-on-one table will have 2 guest chairs, comfortable, stackable
	Dual Monitor Arms (2 per desk)	9				Adjustable
	One on one meeting tables	3				
Mayor's Office	Executive Desk	1				High-end finish, ample storage
	Executive Office Chair	1				Premium ergonomic features
	Mobile Table	1				Include outlet & USB Ports
	Chairs (for meeting participants)	4				Comfortable, stackable
	One On One meeting table	1				
	Guest Chairs	3				Comfortable, stackable
Student/Shared	Workstations (plug-and-	4				Includes built-in outlets &

# THE MUNICIPALITY OF CASSELMAN REQUEST FOR QUOTES -

## Supply & Installation of Office Furniture – Casselman Town Hall

Workstations	play ready)					USB Ports
	Dual Monitor Arms (1 per desk)	4				Adjustable
	Ergonomic Chairs	4				Comfortable, durable
	Personal Storage Unit (small locker or cubby	4				For jackets, shoes, lunch bag, etc.
Reception Area * Common area	Coat rack for visitors	1				Free-standing or wall-mounted
	Document Display stand (for residents' brochures, forms, etc.	1				Multi-tiered, accessible
	Filing cabinets along hallway wall	7				Locking Mechanism, material
	Receptionist Ergonomic Chairs	2				Adjustable for accessibility
	Waiting Area Chairs	4				Comfortable, easy-to-clean
Lobby Area	Lockers for council members mail retrieval	1				Secure, customizable mail slots
	Magnetic board for announcements and updates	1				Easily changeable notices
Installation & Services	Delivery & Installation					Lead time, coordination requirements
	Post-installation support					Warranty, service plan details
	Discounts (if applicable)					

### Provide Hourly Rates:

Role/Position	Hourly Rate (\$)	Descriptions/Notes
Project Manager		For project coordination, additional management tasks
Consultant		For general consultation, meeting attendance, and other unforeseen tasks
Site visit		For on-site consultations or inspections outside of initial scope

### Optional Pricing (Not included in Total price):

Category	Item Description	Quantity	Unit Cost (\$)	Total Cost (\$)	Warranty Period	Additional Notes
Office Spaces	Cable	10				Includes under-

**THE MUNICIPALITY OF CASSELMAN REQUEST FOR QUOTES -  
Supply & Installation of Office Furniture – Casselman Town Hall**

	management solutions					desk cable trays, wire organizers, and grommets
	Desk Lamps with adjustable lighting	10				Dimmable, energy-efficient LED
	Magnetic Glass Boards	10				Modern, durable, easy to clean
	Small magnetic glass boards (for students working stations)	4				Modern, durable, easy to clean.
	Optional Sit-stand desks	1				Provide pricing for informations purpose.
	Privacy Screens for student/shared workspaces	4				To make employees feel more comfortable.
Meeting Rooms	Mobile Whiteboards	2				Magnetic and double-sided if possible
Reception Area	Digital Display for public information	1				Should allow remote updates (e.g. event notices, municipal info)
	Billboard for announcements & Notices	1				Lockable or open-access
Wayfinding & Signage	Common area wayfinding signs					Includes directional signs for key spaces (AODA compliant)
	Office Door signs with changeable name inserts					Easily updatable sliding or insert system (AODA compliant)
Waste &	Garbage bin	10				Compact, easy to

**THE MUNICIPALITY OF CASSELMAN REQUEST FOR QUOTES -**

**Supply & Installation of Office Furniture – Casselman Town Hall**

Recycling Bins	(small) - offices					empty)
	Recycling bin (small) offices)	10				For paper, plastics, etc.
	Garbage bin (Larger) – Staff room & Large Meeting Room	2				Larger for high traffic areas
	Recycling bin (Larger) Staff Room & Large Meeting Room	2				For common space recycling
	Garbage Bin (Mobile or wall-mounted) – Council chambers & Hallways and lobby area	3				Space-saving design
	Recycling bin (Mobile or wall-mounted) – Council Chambers & Hallway and lobby areas	3				Space-saving design
Miscellaneous	Indoor Plants	5				
	Wall-mounted plant racks or freestanding planters (Lobby area)	1				Easy care
	Charging Stations	1				For common areas, meeting rooms, versatile with multiple charging ports (final placement to be determined)



## Addendum #1

Bid Opportunity: ADM-003-2025 – Supply and Installation of Office Furniture –  
Casselman Townhall

Addendum Date: March 10, 2025

Closing Date: March 28<sup>th</sup>, 2025, 3pm

<b>Question 1:</b>	<b>Are Canadian-Made products preferred?</b>
The Municipality of Casselman prefers Canadian-made products; however, this is not a mandatory requirement. If a product is not readily available in Canada or if there is a significant price variance, the Municipality remains open to considering alternatives manufactured outside of Canada.	
<b>Question 2:</b>	<b>High pressure laminate (HPL) is more durable and recommended for longevity and high traffic environments, Is HPL preferred?</b>
The Municipality of Casselman prefers higher-quality materials such as High-Pressure Laminate (HPL) due to its durability and suitability for high-traffic environments. However, the Municipality remains open to considering alternative materials that meet the project's functional and longevity requirements.	
<b>Question 3:</b>	<b>Will you be sending a drawing with measurements of the offices and spaces? Also, the measurements of the building.</b>
Architectural drawings, including room dimensions, can be found in addendum no.1 within Drawing No. A-1. Building Measurements can be found in plan A3.1 provided with addendum no.1.	
<b>Question 4:</b>	<b>Is it possible to send a drawing that identifies offices and spaces?</b>
Plan F-1, already provided, identifies the office spaces.	
<b>Question 5:</b>	<b>Please send a drawing with dimensions of various offices and spaces.</b>
Architectural drawings, including room dimensions, can be found in addendum no.1 within Drawing No. A-1. Building Measurements can be found in plan A3.1 provided with addendum no.1.	
<b>Question 6:</b>	<b>Are AutoCAD *.dwg files available?</b>
AutoCAD files (*.dwg) will not be provided during the bidding process. However, upon the award of the contract, the selected proponent will have access to these files to assist with detailed planning and implementation.	
<b>Question 7:</b>	<b>Will you accept partial bids or is the respondent required to respond to all products being requested? Thank you.</b>
Partial bids will be accepted. Proponents submitting a partial bid must clearly indicate which items or categories they are proposing within the Schedule of Costs (Appendix 6) by only completing the relevant items. The parameters of the Schedule of Costs have been modified to allow lines to be left empty. If a proponent chooses to leave a line empty, the Municipality will assume that they cannot provide this item or any replacement item. The Municipality reserves the right to award contracts based on partial bids if it is in the best interest of the project.	

End of Addendum





## CONSTRUCTION NOTES

- CHALK ALL NEW PARTITION LOCATIONS AND OBTAIN APPROVAL OF PARTITION LAYOUT BY DESIGNER PRIOR TO INSTALLING METAL TRACKS AND STUDS.
- ALL MILLWORK AND ASSOCIATED HARDWARE AND SUPPORT ELEMENT WITHIN WALL CAVITY THAT ARE LOCATED WITHIN THE PARTITION ARE TO BE SUPPLIED AND INSTALLED BY CONTRACTOR.
- WHERE FLOOR SLAB IS UNEVEN, SHIM DOOR FRAMES TO SUIT AND PAINT SHIM TO MATCH THE FRAME FINISH.
- CONTRACTOR TO CUT OPENING IN EXISTING WALL FOR A&M&E AS REQUIRED. NOTE: CONTRACTOR TO VERIFY WALL CONSTRUCTION AND PATCH & REPAIR WALL UPON COMPLETION OF WORK. FINISH TO MATCH EXISTING WALL CONSTRUCTION.
- CONTRACTOR IS TO COORDINATE WITH MECHANICAL AND ELECTRICAL DRAWINGS AND REVIEW SITE CONDITIONS TO IDENTIFY JUNCTION BOXES, DUCTWORK, ETC., THAT RUN IN LINE WITH NEW PARTITIONS THAT EXTEND TO CEILING SLAB. CONTRACTOR TO OFFSET PARTITIONS WITHIN THE CEILING PLENUM AS REQUIRED TO SUIT THESE INTERFERENCES.
- CONTRACTOR TO SUPPLY AND INSTALL AN ACCESS HATCH IN PARTITIONS WHERE APPLICABLE FOR ACCESS TO PLUMBING OR OTHER ELEMENTS WITHIN THE WALL.

01	ISSUED FOR 66% REVIEW	12/MAY/2023
REV.	DESCRIPTION	DATE

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CONTRACTOR TO VERIFY ALL DIMENSIONS AND NOTIFY THE ARCHITECT OF ANY DIMENSIONAL ERRORS AND/OR POSSIBLE TRADE INTERFERENCE/CONFLICT FOR CLARIFICATION PRIOR TO COMMENCEMENT OF THE WORK. DO NOT SCALE DRAWINGS.

SEAL PROJECT NORTH

Not for construction unless  
SEALED AND SIGNED

**P R** PYE & RICHARDS -  
**T Y** TEMPRANO & YOUNG  
ARCHITECTS INC.

824 Meath St. Suite 200 613. 724. 7700  
Ottawa, ON K1Z 6E8 info@prty.ca

PROJECT

MUNICIPALITY OF CASSELMAN  
OFFICE FIT-UP

1 INDUSTRIEL STREET CASSELMAN, ON  
DRAWING

LEVEL 2  
CONSTRUCTION PLAN

PROJECT NO. 22045 DRAWING NO.

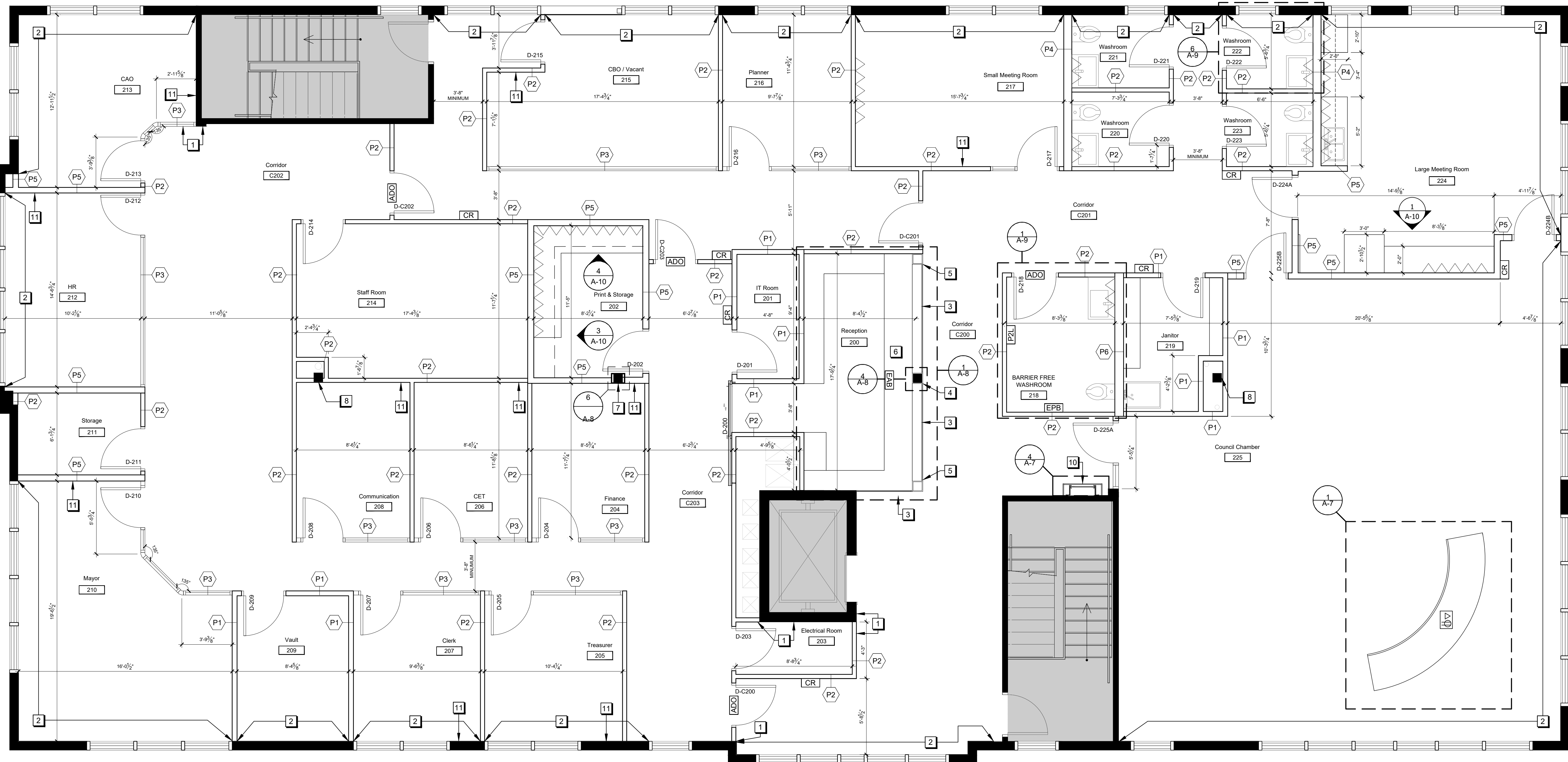
SCALE - 1/8" = 1'-0"

DRAWN - MH

CHECKED - KB

PLOT DATE - 24/02/2025 PLOTTED BY:

A-1



1 SECOND FLOOR PLAN  
3.1 3.1 SCALE: 1/8" = 1'-0"

2 ROOF PLAN  
SCALE: 1/8" = 1'-0"

REVISIONS-REVISIONS		
No.	DÉTAIL-DETAIL	DATE
1	ISSUED FOR INFO	2012.01.11
2	ISSUED FOR PERMIT	2012.03.09
3	ISSUED FOR TENDER	2012.03.29
4	ISSUED FOR FINAL COORDINATION	2012.04.16
5	ISSUED FOR CONSTRUCTION	2012.05.14

## NOTES

L'ENTREPRENEUR ET LES SOUS-TRAITANTS DEVONT EFFECTUER TOUS LES TRAVAUX DÉCRIT OU NON, SELON LES EXIGENCES DU CODE NATIONAL, DU BÂTIMENT ET LES RÈGLEMENTS MUNICIPAUX.

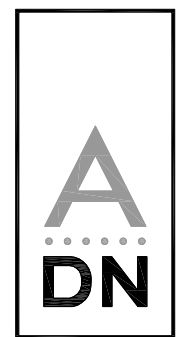
ALL CONTRACTORS SHALL PERFORM THEIR WORK WHETHER DESCRIBED OR NOT, ACCORDING TO THE REQUIREMENTS OF THE NATIONAL CODE, REQUIREMENTS AND MUNICIPAL REGULATIONS.

L'ENTREPRENEUR GÉNÉRAL DOIT VÉRIFIER TOUTES LES DIMENSIONS ET LES CONDITIONS SUR LE SITE ET AVISER L'ARCHITECTE DE TOUTES ERREURS OU OMISSIONS AVANT LE COMMENCEMENT DES TRAVAUX.

THE GENERAL CONTRACTOR SHALL CHECK AND VERIFY ALL DIMENSIONS AND REPORT ERRORS AND OMISSIONS TO THE ARCHITECT.

AUCUNE DIMENSION NE DOIT ÊTRE MESURÉE À L'ÉCHELLE SUR LE PLAN.

NO DIMENSION SHOULD BE SCALED ON DRAWINGS.



**A-DN ARCHITECTURE DESIGN INC.**  
362 rue Bertha, Hawkesbury ON K6A 2A8  
1427 Ogilvie Road, Suite B6 Ottawa ON K1J 8M7  
Tel: 1 866 966-1940  
Fax: (613) 632-0502  
[www.a-dn.ca](http://www.a-dn.ca)

CLIENT

M. LAPLANTE

PROJET-PROJECT

2 STOREY OFFICE BUILDING  
1 INDUSTRIEL STREET, CASSELMAN

DESSIN—DRAWING

## SECOND FLOOR AND ROOF PLAN

ECHELLE – SCALE:

1/8"=1'-0"

VERIFIÉ PAR—VERIFIED BY:

S.RACINE

DESSINÉ PAR—DRAWN BY:  
V.ST-AMANT, J.GAUTHIER

No. PROJ-PROJECT No.:  
11058

FEUILLE  
SHEET: **A3-1**

## A3.1







**Addendum # 2**

**Bid Opportunity: ADM-003-2025 - Supply and  
Installation of Office Furniture - Casselman  
Townhall**

**Closing Date: Friday, March 28, 2025 3:00 PM**

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**Question 1:**

Question 1, Addendum 1: Due to the limited information in the specification, the client will be provided with the least expensive options for bidders in order that they may win the bid. This may mean that low quality offshore products, low grade vinyls and finishes, and low pressure laminate will be offered. Is the first priority the lowest price for this tender?

**Answer 1:**

The Municipality of Casselman does not award the contract solely based on the lowest price. As outlined in Section 5 of the tender package, pricing represents 40% of the evaluation criteria. Other key factors include compliance with specifications (40%), experience and qualifications (15%), and references (5%). While we recognize the importance of budget considerations, we also prioritize quality and durability to ensure long-term value. Proponents should submit proposals that strike a fair balance between competitive pricing and quality products that meet the Municipality's needs.



**Addendum #3**

**Bid Opportunity: ADM-003-2025 - Supply and  
Installation of Office Furniture - Casselman  
Townhall**

**Closing Date: Friday, March 28, 2025 3:00 PM**

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**Question 9:**

Council of Chambers- Appendix 6 notes that two tables of 5 persons are required, however, the floor plan shows two tables of 4 persons. Please clarify the size of the two tables, the quantity of persons each table is required to seat, and the quantity of chairs for Directors that are required.

**Answer 9:**

Although the floor plan provided by the architect for reference shows two tables of 4 persons, the Municipality's requirement is for two tables, each seating 5 persons. Therefore, the Municipality requires 5 chairs for each table, totaling 10 chairs for the two tables

**Question 10:**

Council of Chambers- One table for 5 persons is to be bar height, please confirm if the other table for 5 persons is to be task height.

**Answer 10:**

The table at the back is to be bar height, while the table at the front is to be task height. This configuration allows staff seated at the back to be seen clearly and enables them to have a clear view of the activities taking place in the front. The schedule of prices has been modified accordingly to allow pricing for both types of tables.

**Question 11:**

Council of Chambers- Appendix 6 asks for 10x Chairs for Directors, are 5x of the chairs to be task height and the other 5x chairs to be bar height?

**Answer 11:**

Yes, 5 of the chairs for the Directors are to be task height, and the other 5 chairs are to be bar height. This aligns with the configuration of the tables, with task height chairs for the front table and bar height chairs for the back table. The Schedule of prices has been modified accordingly to allow pricing for both types of chairs.

**Question 12:**

Council of Chambers-Please provide additional features that are required for the Chairs for Council Members (upholstered, with casters, with or without arms, etc.).

**Answer 12:**

Yes, 5 of the chairs for the Directors are to be task height, and the other 5 chairs are to be bar height. This aligns with the configuration of the tables, with task height chairs for the front table and bar height chairs for the back table. The Schedule of prices has been modified accordingly to allow pricing for both types of chairs.

**Question 13:**

Council of Chambers- 5. When you mention to built-in connectivity for the rectangular tables, are you referring to a power module with outlets and USB ports in the table?

**Answer 13:**

Yes, when we refer to "built-in connectivity" for the rectangular tables, we are specifically asking for a power module with outlets and USB ports integrated directly into the table. This will allow staff to easily charge devices or connect to power sources during meetings. The power module should be discreet and designed for easy access, ensuring a clean, functional, and modern workspace. If additional features such as HDMI ports or other connectivity options are available, please feel free to include those as well in your proposal.

**Question 14:**

Council of Chambers- 6. Is built-in connectivity required individually for all 5x people, or can it be shared?

**Answer 14:**

Built-in connectivity does not need to be provided individually for all 5 people. It can be shared among the group. A centralized power module with outlets and USB ports accessible to all seated at the table would be sufficient.

**Question 15:**

Council of Chambers- 7. On the floor plan beside one of the rectangular tables, it notes 'BF', what is BF referring to?

**Answer 15:**

The notation 'BF' on the floor plan refers to 'Barrier-free', indicating that the area is designed to be accessible to individuals with disabilities, ensuring compliance with accessibility standards.

**Question 16:**

Council of Chambers- 8. On the bottom right corner of the Council of Chambers room on the floor plan, it shows a chair with a square in front of it, what are these items and what are they noted as in Appendix 6?

**Answer 16:**

The item shown in the bottom right corner of the Council of Chambers room on the floor plan, where a chair is shown with a square in front of it, represents the 'small table for Clerk' as noted in Schedule of Prices. The Chair for Clerk and small table for clerk are task height. Additionally, the Schedule of Costs has been modified to include a cost for the additional Clerk Chair for this space.

**Question 17:**

Large Meeting room- 1. In Appendix 6 it notes that the Mobile Tables are required to include outlets and USB ports, are all six mobile tables required to have outlets and USB ports?

**Answer 17:**

Not all six mobile tables are required to have outlets and USB Ports. However, we like the idea of having the connectivity features being modular, which would allow us to make the overall table smaller if needed, while still maintaining access to outlets and USB ports for flexibility.

**Question 18:**

Large Meeting Room- Are the Chairs for Meeting Participants required to have upholstery and casters?

**Answer 18:**

As indicated in the Schedule of Price, the chairs for meeting participants are required to be comfortable and stackable. Upholstery is not required, but casters are preferred, provided they do not interfere with the stackable functionality of the chairs.

**Question 19:**

Large Meeting Rm-Please provide the height required for the IT/AV Cabinet.

**Answer 19:**

After verification with our Architect, we are removing the IT/AV Cabinet from this tender. This item will be provided through a separate tender for the Council Chambers Audio and Visual Virtual and Streaming Solutions (ADM-005-2025RFP).

**Question 20:**

Small Meeting Room- 1. In Appendix 6 it notes that the Mobile Tables are required to include outlets and USB ports, are all four mobile tables required to have outlets and USB ports?

**Answer 20:**

Not all four mobile tables are required to have outlets and USB Ports.

**Question 21:**

Staff Room- 1. The seating area with coffee table is noted as one item in Appendix 6, I believe this is referring to the area with the I-shape seating, coffee table, laptop tables, and lounge chair, are these items to be priced all together?

**Answer 21:**

Yes, the seating area with the L-shaped seating, coffee table, laptop table, and lounge chair can be priced together as one item. Please note that the proposed furniture plan provided by the Architect is for illustration purposes only, and the Municipality is open to any type of furniture that is conducive to an employee lounge or break room environment.

**Question 22:**

Staff Room- Please provide the size (width, depth, and height) required for the Microwave Stand and the Coffee Stations with Storage.

**Answer 22:**

The approximate sizing for the items is provided within the Schedule of Price as follows: - Microwave Stand: 28" (width) x 24" (depth) x 37" (height). - Coffee station with storage: 22.5" (width) x 16" (depth) x 50" (height). If these items include cabinet or counter spaces, it would be ideal for additional storage functionality.

**Question 23:**

Staff Room- There is an item shown in the bottom left corner of the Staff Room on the floor plan, what is this item and what is it noted as in Appendix 6?

**Answer 23:**

The item shown in the bottom left corner of the Staff Room on the floor plan is a printer. Please note that this printer will be provided by the client and is not part of this tender.

**Question 24:**

Vault- Please provide the size (width, depth, and height) required for the Filing Cabinets for documents. How many drawers are required in the filing cabinets?

**Answer 24:**

According to the floor plan (Plan A-103, image 1), the Vault measures 8'-4 3/4" x 10'-11 3/4". Our objective is to maximize this space with the most amount of filing cabinets possible without compromising the floor structure in terms of weight. We encourage proponents to propose the best solutions to optimize our document storage within the allocated space. Please consider different configurations, including the number of drawers per cabinet, to make efficient use of the available area.

**Question 25:**

Vault- Please provide the quantity of filing cabinets required in the Vault room.

**Answer 25:**

The Vault measures 8'-4 3/4" x 10'-11 3/4". Our objective is to maximize the space with the most amount of filing cabinets possible without compromising the floor structure in terms of weight. Rather than specifying a fixed quantity, we encourage proponents to propose solutions that make the most efficient use of the available space while meeting our document storage needs. Please consider various configurations and the number of drawers per cabinet to optimize the layout.

**Question 26:**

Various Offices-The furniture legend on the floor plan notes that the worksurfaces in Workstation Typical 1 and 2 are to be height adjustable, please clarify if 'height adjustable' means electrical sit stand to BIFMA standards.

**Answer 26:**

Yes, by "height adjustable," we are referring to electrical sit-stand desks that meet BIFMA standards. The intention is to provide ergonomic workspaces that accommodate various user preferences and promote a healthy working environment.

**Question 27:**

Various Offices- Are both worksurfaces to be height adjustable and tangent with each other like an L-shape height adjustable desk? Or would you like the 2-6 x 5 main desk to be height adjustable and the 2-6 x 6 return surface to be freestanding?

**Answer 27:**

Thank you for your inquiry. The intent is for the main desk (2'-6" x 5') to be height adjustable while the return surface (2'-6" x 6') can be freestanding and fixed in height. We believe this configuration will provide flexibility for users while maintaining a functional workspace.



**Question 28:**

Various Offices- For added comfort, is upholstery required on the guest chairs?

**Answer 28:**

Upholstery on the guest chairs is not necessary. The focus is on providing durable, comfortable, and easy-to-maintain seating for guests, without the requirement for upholstered surfaces.

**Question 29:**

Various Offices-Please advise if casters are required on the guest chairs.

**Answer 29:**

Yes, casters on the guest chairs are preferred to allow for ease of movement and flexibility within the workspace. However, the chairs should still maintain stability and functionality suitable for guest seating.

**Question 30:**

Reception Area/Common Area-Please provide the size (width, depth, and height) required for the Filing Cabinets for documents. How many drawers are required in the filing cabinets?

**Answer 30:**

According to Plan A-103, the wall designated for the filing cabinets measures 10'-11 3/4". We would like the filing cabinets to maximize the available wall space while maintaining functionality. The dimensions (width, depth, and height) should be optimized to fit within this wall length. Additionally, we suggest maximizing the number of drawers for efficient document storage.

**Question 31:**

Reception Area/Common Area- Are the Waiting Area Chairs required to be upholstered?

**Answer 31:**

The Waiting Area Chairs are not required to be upholstered but should be comfortable and easy to clean. We are looking for durable seating solutions that are both practical and aesthetically suitable for a high-traffic area, with a focus on easy maintenance and comfort for guests.

**Question 32:**

Lobby Area- In Appendix 6 there is a room noted as Lobby Area, however, Lobby Area is not noted on the floor plan. Please provide us with the location of where the lockers will be going on the floor plan.

**Answer 32:**

Thank you for your inquiry. The Lobby Area referenced in Appendix 6 corresponds to the Entrance Lobby as noted on the updated Plan A102 (Level 1 Construction Plan A), Image 2, provided by the Architects. The mail lockers can be located either on the left side of the main entrance door or on the right side wall adjacent to Stair A. Both locations are considered suitable based on the layout.

**Question 33:**

Lobby Area- Please provide the dimensions (width, depth, and height) of the lockers.

**Answer 33:**

The space provides approximately 8 feet of wall space. For this area, we require mailboxes for 5 council members, rather than lockers. These mailboxes should be designed for easy access by staff to place mail in and for the council members to retrieve their mail. Given that the space is accessible by all visitors, it is essential that the mailboxes provide security to ensure that documents placed inside are kept safe. We are open to suggestions on the mailbox design, but the system should be secure while allowing ease of use for both staff and council members.

**Question 34:**

Lobby Area-Please confirm the quantity of lockers and the quantity of cubbies that are required within each locker

**Answer 34:**

For the Lobby Area, we are looking for a locking drop box system that can accommodate 9x12 envelopes. There are 5 council members, and each member will require their own drop box. This system will allow staff to securely place mail into the boxes, while council members will be able to retrieve their mail with ease.

**Question 35:**

Lobby Area- Please share the design intent and reference of the lockers so we can see the size and functionality of them.

**Answer 35:**

For the Lobby Area, we are looking for a locking drop box system that can accommodate 9x12 envelopes. There are 5 council members, and each member will require their own drop box. This system will allow staff to securely place mail into the boxes, while council members will be able to retrieve their mail with ease.

**Question 36:**

Lobby Area-Are the lockers to be laminate or metal?

**Answer 36:**

For the Lobby Area, we do not have a specific preference for the material of the lockers. They can be either laminate or metal, as long as they meet the functional and security requirements for the mail drop box system.

**Question 37:**

Lobby Area- Please provide the dimensions (width and height) of the Magnetic Board for Announcements and Updates.

**Answer 37:**

We do not have specific dimensions for the Magnetic Board for Announcements and Updates, but we are looking for something approximately 4x8 feet in size. However, any board that fits within the designated space will be acceptable.

**Question 38:**

Optional Pricing Office Spaces-Please provide the dimensions (width and height) of the Magnetic Glass Boards.

**Answer 38:**

The Magnetic Glass Boards for the office spaces should be approximately 4x3 feet in size. For the small magnetic glass boards (for the students working station), we are looking at a size of approximately 3x2 feet.

**Question 39:**

Optional Pricing Reception area- In Appendix 6 it mentions that the Billboard for Announcements and Notices are to be lockable or open-access, could you please clarify what this means?

**Answer 39:**

The lockable billboard referred to in Appendix 6 is an enclosed bulletin board with a locking door, approximately 4x3 feet in size. This will allow secure display of announcements and notices, while ensuring that the contents can only be accessed by authorized personnel.

**Question 40:**

- Can you clarify the quantity of monitor arms per workstation as it specifies dual monitor arms (2 per desk), is this for a total of 4 monitors?

**Answer 40:**

The dual monitor arms specified in the request are for 2 monitors per desk, meaning each workstation will have 2 monitors, and therefore, 2 monitor arms will be provided per desk.

**Question 41:**

- What is the required number of drawers for the lateral files in reception

**Answer 41:**

According to Plan A-103, the wall designated for the filing cabinets measures 10'-11 3/4". We would like the filing cabinets to maximize the available wall space while maintaining functionality. The dimensions (width, depth, and height) should be optimized to fit within this wall length. Additionally, we suggest maximizing the number of drawers for efficient document storage.

**Question 42:**

- Fire resistant lateral files for Vault
  - o What floor is the lateral files going on? Ground floor, second floor?
  - o If it is going on the second floor, is there an elevator?
  - o Each cabinet weighs around 1000 lbs, is the elevator able to carry this?

**Answer 42:**

The fire-resistant lateral files for the Vault will be placed on the second floor. According to the elevator specifications, the maximum capacity is 1,136 kg, which should be sufficient to accommodate the weight of each lateral file cabinet, which weighs approximately 1,000 lbs. Therefore, the elevator is able to carry these files to the second floor without issue.

**Question 43:**

- Mail Slots
  - o Please provide drawings and measurements of what you are looking for.

**Answer 43:**

For the Lobby Area, we are looking for a locking drop box system that can accommodate 9x12 envelopes. There are 5 council members, and each member will require their own drop box. This system will allow staff to securely place mail into the boxes, while council members will be able to retrieve their mail with ease. There is a need for 5 lock boxes (one for each council member). We do not have a specific preference for the material of the lockers. They can be either laminate

or metal, as long as they meet the functional and security requirements for the mail drop box system.

**Question 44:**

Council chambers - Director's tables: Image shows 4 people per table, request is for 5. Furniture standard is for 30 inches of desk frontage per person. Please confirm table measurements.

**Answer 44:**

Although the floor plan provided by the architect for reference shows two tables of 4 persons, the Municipality's requirement is for two tables, each seating 5 persons.

**Question 45:**

Council chambers - Director's tables: What is 'built in connectivity'? please provide more information

**Answer 45:**

The built-in connectivity refers to integrated power outlets and USB ports within the Director's tables, allowing staff to easily connect their laptops and charge their devices. This connectivity can be shared between staff members to ensure efficiency. The goal is to avoid external power strips or cables running across the table, maintaining a clean and organized setup with convenient access to power during meetings.

**Question 46:**

Council chambers - chairs for directors: you show 2 heights for tables and requested 10 chairs. is the requirement for 5 seated height chairs and 5 bar stools?

**Answer 46:**

Yes, the requirement is for 5 seated-height chairs for the Director's table at the front (task-height table) and 5 bar stools for the Director's table at the back (bar-height table). This seating arrangement is intended to ensure visibility and

comfort during meetings, with staff members at the back able to see and be seen while sitting at the bar-height table. Additionally, the Schedule of Price has been modified to allow the proponent to price the two types of chairs separately.

**Question 47:**

Council chambers - Special IT/AV cabinet - please provide more information.  
There is not enough detail to propose a solution

**Answer 47:**

After verification, the Special IT/AV Cabinet has been removed from this tender. The specifications for this item are included in the separate Audio Visual Tender (ADM-005-2025RFP).

**Question 48:**

Staff room: Seating area with coffee table. Are we to match the plan (modular sofa, chair, coffee table, laptop table)? Is this to be priced as a grouping?

**Answer 48:**

Yes, the seating area with the L-shaped seating, coffee table, laptop table, and lounge chair can be priced together as one item. Please note that the proposed furniture plan provided by the Architect is for illustration purposes only, and the Municipality is open to any type of furniture that is conducive to an employee lounge or break room environment.

**Question 49:**

Vault: Filing cabinet for documents -

- \_ - How many are required?
- How many drawers per cabinet?
- Are you looking for fire resistant lateral filing cabinets or a fire safe

**Answer 49:**

According to the floor plan (Plan A-103, image 1), the Vault measures 8'-4 3/4" x 10'-11 3/4". Our objective is to maximize this space with the most amount of filing cabinets possible without compromising the floor structure in terms of weight. We

encourage proponents to propose the best solutions to optimize our document storage within the allocated space. Please consider different configurations, including the number of drawers per cabinet, to make efficient use of the available area. Regarding the type of filing cabinets, we prefer fire-resistant lateral filing cabinets.

**Question 50:**

Offices - filing cabinets ; How many drawers?

**Answer 50:**

For the filing cabinets in the offices, 2 drawers per filing cabinet will be sufficient for each office.

**Question 51:**

Reception: Mail lockers - how many mail slots?

**Answer 51:**

For the mail lockers, 5 drop box mailboxes are required, one for each of the 5 council members.

**Question 52:**

Optional items: Glass boards large and small - please provide dimensions

**Answer 52:**

The Magnetic Glass Boards for the office spaces should be approximately 4x3 feet in size. For the small magnetic glass boards (for the students working station), we are looking at a size of approximately 3x2 feet.

**Question 53:**

Could you please provide an estimated timeline for a response to our recent submission of questions? Given that the evaluation criteria for compliance and specifications carries a 40% weight, it would be challenging to assess subjectively without further details.



**Answer 53:**

According to the RFP, the deadlines are as follows: Deadline for inquiries from bidders: March 20, 2025, at 10:00 a.m. Response to inquiries: March 24, 2025

**Question 54:**

Reception Common Area: what dimensions for the Document Display stand are they looking for?

**Answer 54:**

Answer: The lockable billboard referred to in Appendix 6 is an enclosed bulletin board with a locking door, approximately 4x3 feet in size. This will allow secure display of announcements and notices, while ensuring that the contents can only be accessed by authorized personnel.

**Question 55:**

Lobby Area: Lockers for council member to retrieve mail, is it a mail box system? If so, how many slots/ dimensions?

**Answer 55:**

For the Lobby Area, we are looking for a locking drop box system designed to accommodate 9x12 envelopes. There will be 5 drop boxes, one for each council member, allowing staff to securely place mail while council members can easily retrieve it. We do not have a specific material preference for the lockers; they can be either laminate or metal, as long as they meet the functional and security requirements.

**Question 56:**

On appendix 6 line #5 and #6 asks for a table for 5 directors but the drawing shows only 4 per table. Will there be 5 directors or 4? On the drawing the tables are either 4ft. or 5ft. X either 24 inch. or 30 inch. Either case 5 chairs will not fit. Tables for 5 people need to be at least 7 ft. and preferably 9 ft. or 10 ft. as each chair needs around 24 inches. Is it ok to quote the required size?

**Answer 56:**

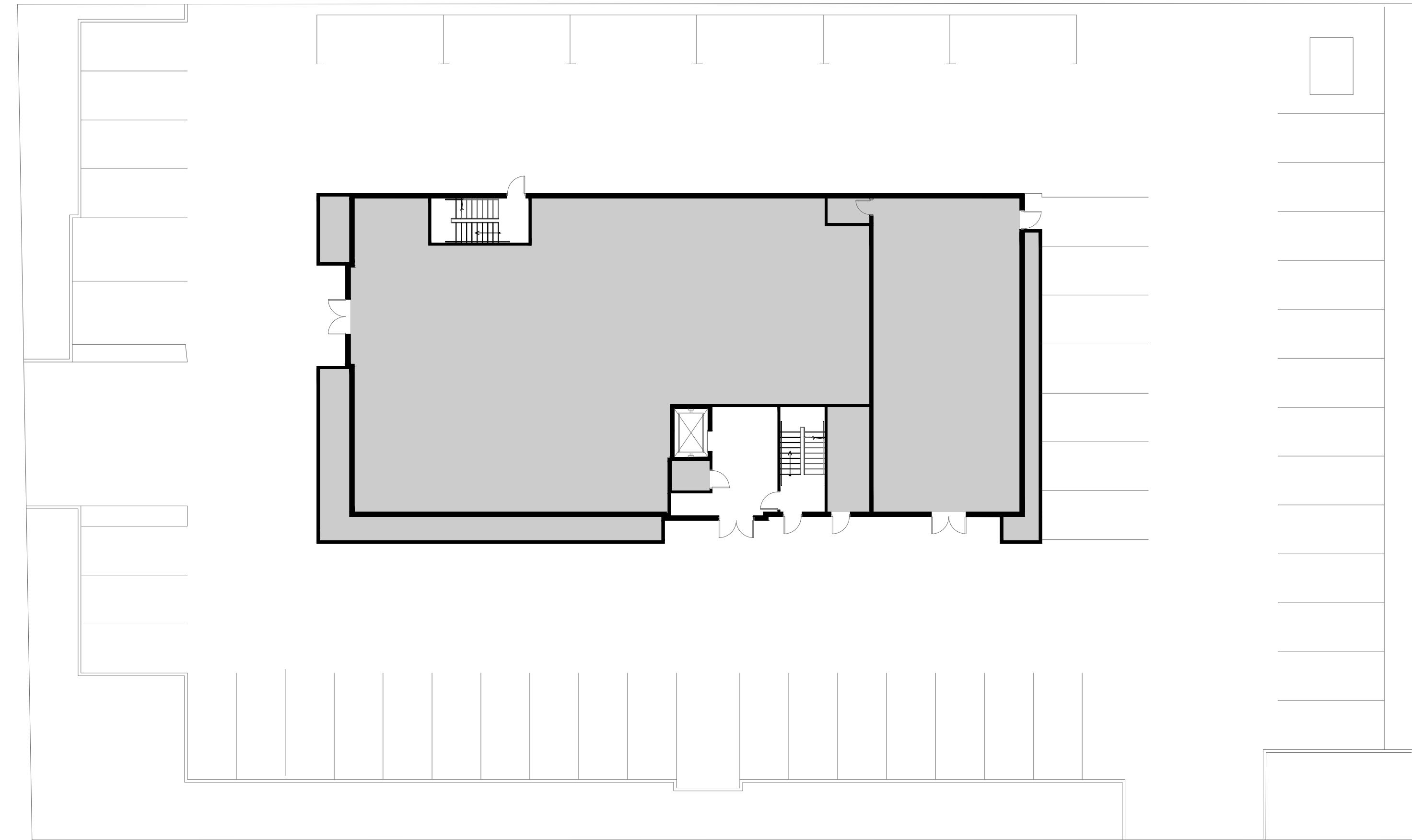
The furniture layout provided by the architect was for information purposes only. The Municipality has revised the requirement and now requires tables for 5 individuals at each director's table. The table in front should be at task height, while the table in the back should be at bar height. Please quote based on the new requirement of seating 5 individuals per table. We recommend tables that are at least 7 feet long, with 9 to 10 feet being preferable, to ensure each chair has sufficient space (approximately 24 inches per chair).

**Question 57:**

On the same place for the directors the 2nd table is to be bar height. Is it ok to quote on stool height chairs for this table? Line 7 asks for 10 chairs for the directors. I am assuming that means the same chair for all 10?

**Answer 57:**

Yes, it is acceptable to quote on stool-height chairs for the bar-height table. The Schedule of Price has been modified to allow proponents to quote separately for 5 bar-height chairs and 5 task-height chairs for the directors' tables. Please ensure that the pricing reflects this distinction



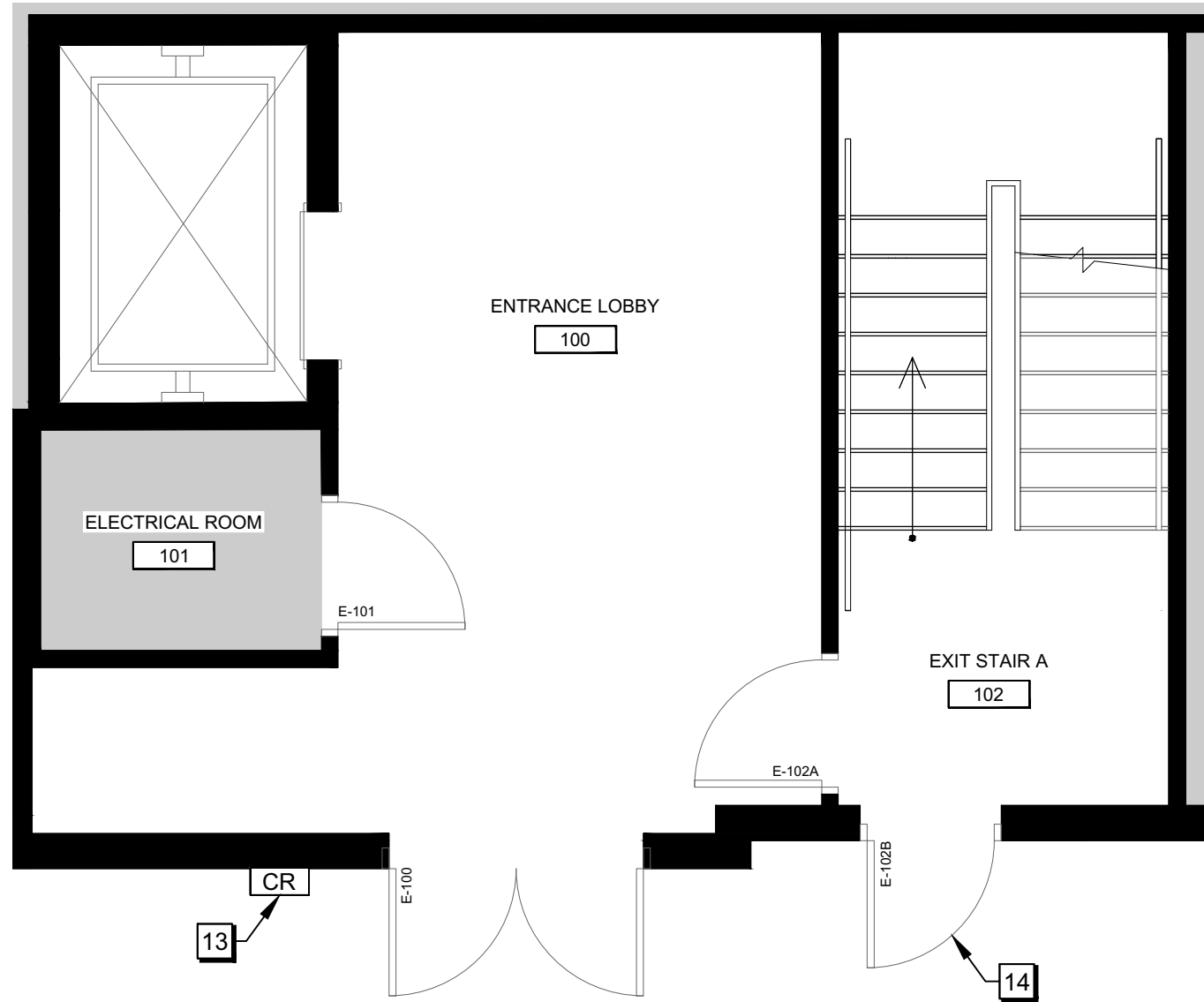
**1**  
LEVEL 1  
KEY PLAN  
SCALE = 1/16" = 1'-0"

**CONSTRUCTION PLAN LEGEND**

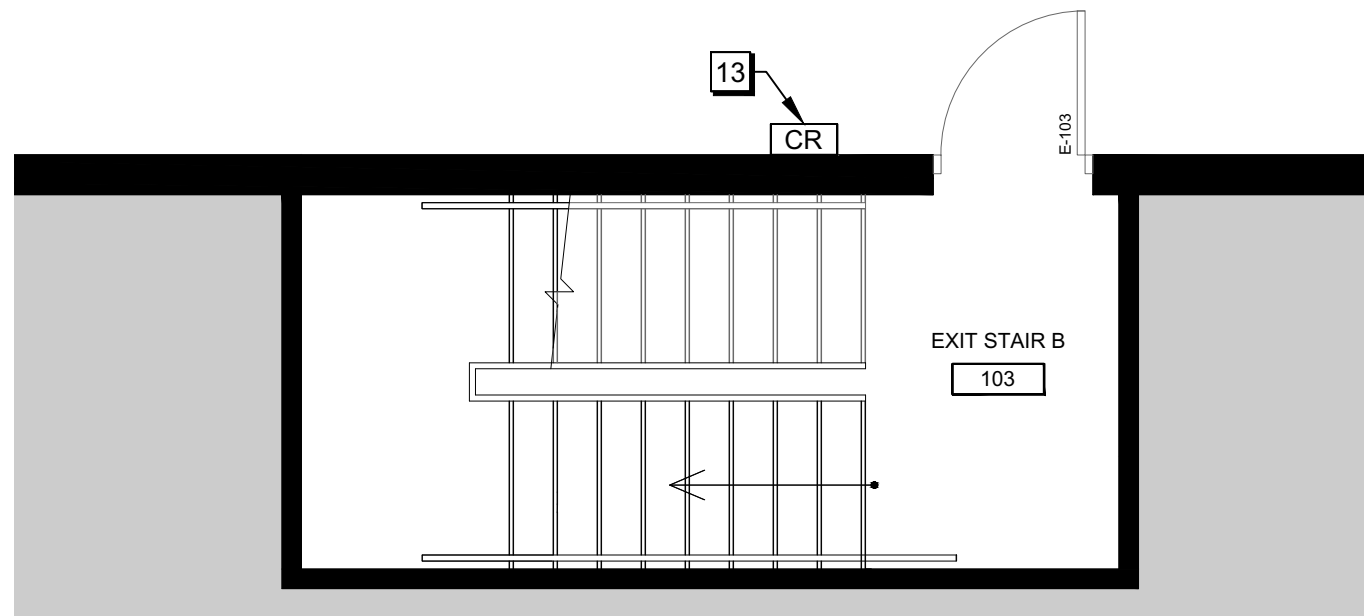
<div>XX XX</div>	ROOM NAME/ NUMBER FOR IDENTIFICATION PURPOSES ONLY
<div>CR</div>	EXISTING PARTITIONS TO REMAIN CARD READER AND RELATED SECURITY HARDWARE TO BE INSTALLED BY SECURITY CONTRACTOR (SEE ELECTRICAL). CARD ACCESS READERS TO BE INSTALLED AT 1000MM A.F.F. O.C.

**CONSTRUCTION PLAN KEYNOTES**

- NEW AND EXISTING PARTITIONS/ COLUMNS TO ALIGN.
- SUPPLY & INSTALL ONE LAYER OF 16MM G.W.B TO CLOSE IN EXISTING EXTERIOR PARTITIONS. TAPE, SAND AND PREPARE FOR FINAL FINISH AS PER FINISHES PLAN.
- SUPPLY & INSTALL 6MM CLEAR TEMPERED GLASS, MOUNTED IN U-CHANNEL. GLAZING PANES TO BE ADHERED TOGETHER USING CLEAR SILICONE ADHESIVE FOR ADDED STABILITY. SEE PAGE A-303 FOR DETAILS.
- 3/4" PLYWOOD WRAPPED AROUND EXISTING COLUMN. SANDED TO MAKE GOOD TO RECEIVE NEW FINISH. PLAM-2 FINISH IS TO BE APPLIED TO ALL EXPOSED FACES OF NEW PLYWOOD. REFER TO PAGE A-303 FOR FURTHER DETAILS.
- FAUX COLUMNS FROM SLAB TO U/S OF BULKHEAD MADE OF 3/4" PLYWOOD, SANDED TO MAKE GOOD TO RECEIVE NEW FINISH. PLAM-2 FINISH IS TO BE APPLIED TO ALL EXPOSED PLYWOOD FACES. REFER TO PAGE A-303 FOR FURTHER DETAILS.
- SUPPLY & INSTALL NEW CUSTOM RECEPTION DESK. REFER TO FINISHES SCHEDULE AND PAGE A-303 FOR FURTHER DETAILS.
- FRAME OUT THE EXISTING STEEL COLUMN AND APPLY 1 LAYER OF 1/2" GWB ON ALL SIDES. REFER TO DETAIL 8/A-104 FOR FURTHER DETAILS.
- SUPPLY & INSTALL BLOCKING AS REQUIRED TO SUPPORT A THREE-DIMENSIONAL LOGO. O.C OF PARTITION. LOGO TO BE SUPPLIED BY THE CLIENT AND INSTALLED BY THE CONTRACTOR. COORDINATE SIZE OF LOGO AND MOUNTING HEIGHT WITH THE CLIENT.
- SUPPLY & INSTALL NEW CUSTOM COUNCIL TABLE. PROVIDE SHOP DRAWINGS FOR A 6-PERSON TABLE AND AN 8-PERSON TABLE FOR THE CLIENTS REVIEW AND SELECTION. COORDINATE LOCATION OF TABLE WITH LOCATION OF NEW FLOOR MONUMENTS. REFER TO PAGE A-304 FOR FURTHER DETAILS.
- SUPPLY & INSTALL NEW CUSTOM MILLWORK DOORS TO ENCLOSE ROOF ACCESS STAIRS. REFER TO 5/A-304 & 6/A-304 FOR FURTHER DETAILS.
- SUPPLY & INSTALL NEW WALL HOOK, MOUNTED AT 3'-0" A.F.F. COORDINATE LOCATION WITH FURNITURE PLAN.
- EXISTING STEEL COLUMN TO BE ENCLOSED WITHIN NEW PARTITION.
- SUPPLY & INSTALL NEW CARD READER. REFER TO HARDWARE PACKAGE FOR DETAILS & SEE ELECTRICAL.
- SUPPLY & INSTALL NEW DOOR CONTACT. REFER TO HARDWARE PACKAGE FOR DETAILS & SEE ELECTRICAL.



**2**  
LEVEL 1  
CONSTRUCTION PLAN A  
SCALE = 1/4" = 1'-0"



**3**  
LEVEL 1  
CONSTRUCTION PLAN B  
SCALE = 1/4" = 1'-0"



03	ISSUED FOR PERMIT	18/MAR/2025
02	ISSUED FOR 99% REVIEW	24/FEB/2025
01	ISSUED FOR 66% REVIEW	12/MAY/2023
REV.	DESCRIPTION	DATE

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SEAL ONTARIO ASSOCIATION OF ARCHITECTS LISE TEMPRANO LICENSE 3599	PROJECT NORTH
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<b>P R</b> <b>T Y</b>	<b>PYE &amp; RICHARDS - TEMPRANO &amp; YOUNG ARCHITECTS INC.</b>
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Ottawa, ON K1Z 6E8

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info@prty.ca

PROJECT

MUNICIPALITY OF CASSELMAN  
OFFICE FIT-UP

1 INDUSTRIEL STREET  
CASSELMAN, ON

DRAWING

LEVEL 1  
CONSTRUCTION PLAN

PROJECT NO.	22045	DRAWING NO.
SCALE -	1/8" = 1'-0"	<b>A-102</b>
DRAWN -	MH	
CHECKED -	KB	
PLOT DATE -	19/03/2025	
		PLOTTED BY:

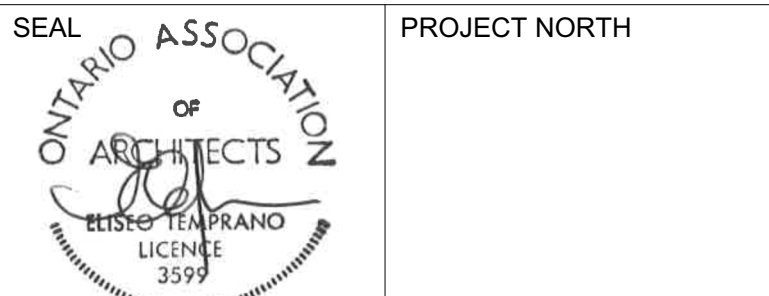




03	ISSUED FOR PERMIT	18/MAR/2025
02	ISSUED FOR 99% REVIEW	24/FEB/2025
01	ISSUED FOR 66% REVIEW	12/MAY/2023
REV.	DESCRIPTION	DATE

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**T Y** TEMPRANO & YOUNG  
ARCHITECTS INC.

824 Meath St. Suite 200 613. 724. 7700  
Ottawa, ON K1Z 6E8 info@prty.ca

PROJECT

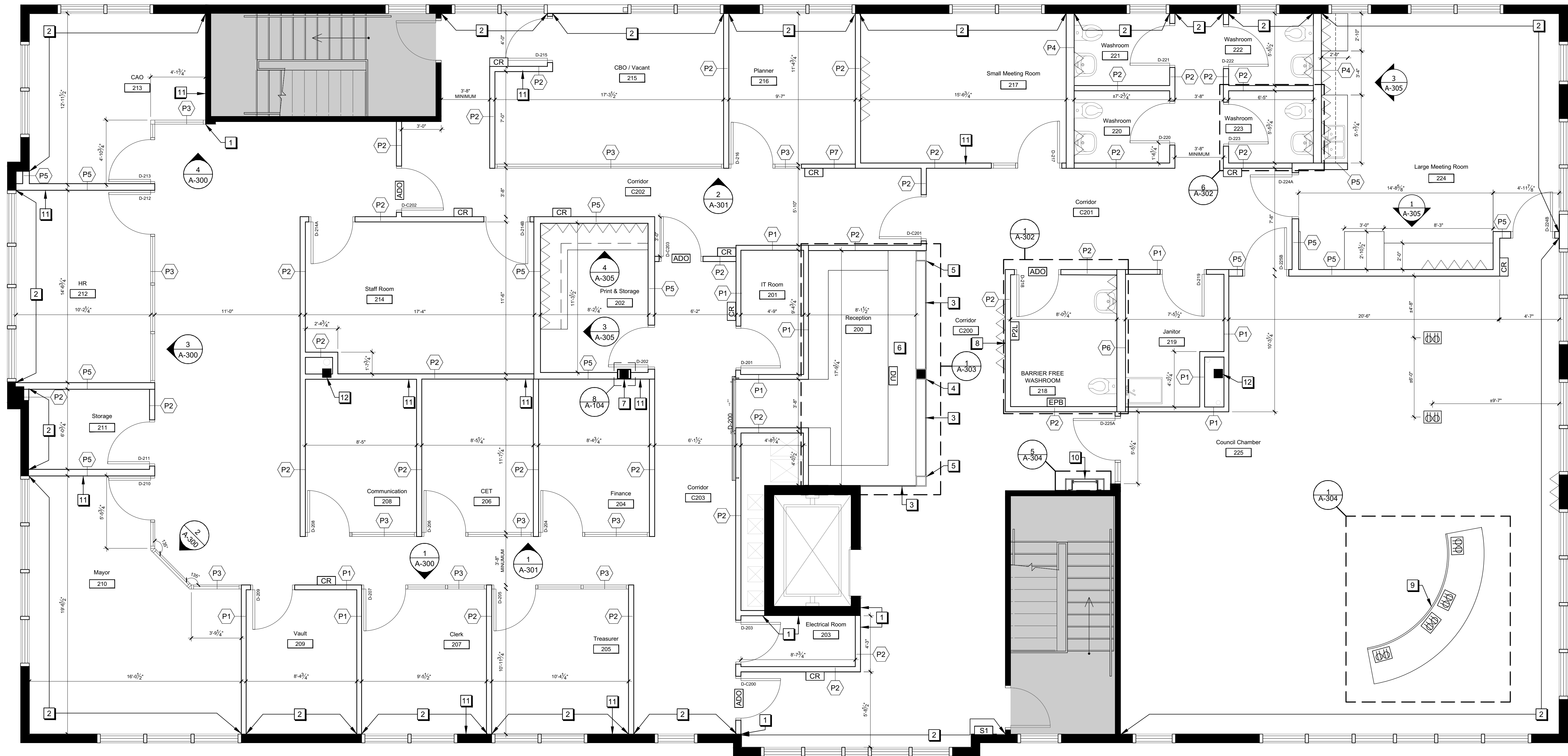
MUNICIPALITY OF CASSELMAN  
OFFICE FIT-UP

1 INDUSTRIEL STREET CASSELMAN, ON

DRAWING

LEVEL 2  
CONSTRUCTION PLAN

PROJECT NO.	22045	DRAWING NO.
SCALE -	1/8" = 1'-0"	A-103
DRAWN -	MH	
CHECKED -	KB	
PLOT DATE -	19/03/2025	PLOTTED BY:



## 1 LEVEL 2 CONSTRUCTION PLAN

A-103 SCALE = 1/4" = 1'-0"

### CONSTRUCTION PLAN LEGEND

XX XX	ROOM NAME/ NUMBER FOR IDENTIFICATION PURPOSES ONLY
EXISTING PARTITIONS TO REMAIN	
EXISTING EXTERIOR GLAZING TO REMAIN	
NEW PARTITIONS CONSTRUCTION. REFER TO PAGE A-104 FOR PARTITION ASSEMBLES.	
EXISTING SINGLE WIDTH DOOR, FRAME, HARDWARE C/W ALL RELATED COMPONENTS TO REMAIN	
NEW SINGLE WIDTH DOOR, FRAME, HARDWARE C/W ALL RELATED COMPONENTS. REFER TO DOOR & HARDWARE SCHEDULE FOR DETAILS.	
NEW SINGLE WIDTH DOOR, FRAME, HARDWARE, SIDELITE C/W ALL RELATED COMPONENTS. REFER TO DOOR & HARDWARE SCHEDULE FOR DETAILS.	
NEW WALL MOUNTED BARN DOOR, FRAME, HARDWARE C/W ALL RELATED COMPONENTS. REFER TO DOOR & HARDWARE SCHEDULE FOR DETAILS.	

### CONSTRUCTION PLAN LEGEND CONT'

NEW BLOCKING: FIRE TREATED NON-COMBUSTIBLE PLYWOOD INSTALLED WITHIN WALL CAVITY. CUT AS REQUIRED TO SUIT LENGTH OF COMPONENTS TO BE MOUNTED. REFER TO FURNITURE PLAN AND INTERIOR ELEVATIONS FOR.	
CARD READER AND RELATED SECURITY HARDWARE. TO BE INSTALLED BY SECURITY CONTRACTOR (SEE ELECTRICAL). CARD ACCESS READERS TO BE INSTALLED AT 1000MM A.F.F O.C.	CR
NEW AUTOMATIC DOOR OPERATOR C/W PADDLE (SEE ELECTRICAL). AUTOMATIC DOOR OPERATOR TO BE INSTALLED AT 1000MM A.F.F O.C.	ADO
NEW EMERGENCY PUSH BUTTON (SEE ELECTRICAL). EMERGENCY PUSH BUTTON TO BE INSTALLED AT 700MM A.F.F O.C.	EPB
NEW PUSH TO LOCK BUTTON (SEE ELECTRICAL). PUSH TO LOCK BUTTON TO BE INSTALLED AT 1100MM A.F.F O.C.	P2L
DURESS STATIONS (SEE ELECTRICAL). REFER TO ELEVATION 6/A-303 FOR INSTALLATION LOCATION.	DU
NEW FLOOR MONUMENT (SEE ELECTRICAL)	DB
SUPPLY & INSTALL NEW OCCUPANCY SIGNAGE	S1
CONTRACTOR TO PROVIDE SHOP DRAWING OF SIGNAGE FOR REVIEW AND APPROVAL	
SIGN TO BE MOUNTED 4'-0" - 4'-10" A.F.F O.C.	
LETTERS AND NUMERALS TO BE AT LEAST 25MM HIGH WITH A 25MM STROKE, IN BLACK.	
SIGN TO BE 6MM ACRYLIC NON-GLARE SIGNAGE	
SIGNAGE TO READ: MAXIMUM OCCUPANCY, 98 PERSONS	

### CONSTRUCTION PLAN KEYNOTES

- NEW AND EXISTING PARTITIONS/ COLUMNS TO ALIGN.
- SUPPLY & INSTALL ONE LAYER OF 16MM G.W.B TO CLOSE IN EXISTING EXTERIOR PARTITIONS. TAPE, SAND AND PREPARE FOR FINAL FINISH AS PER FINISHES PLAN.
- SUPPLY & INSTALL 6MM CLEAR TEMPERED GLASS, MOUNTED IN U-CHANNEL. GLAZING PANES TO BE ADHERED TOGETHER USING CLEAR SILICONE ADHESIVE FOR ADDED STABILITY. SEE PAGE A-303 FOR DETAILS.
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- FAUX COLUMNS FROM SLAB TO U/S OF BULKHEAD MADE OF 3/4" PLYWOOD, SANDED TO MAKE GOOD TO RECEIVE NEW FINISH. PLAM-2 FINISH IS TO BE APPLIED TO ALL EXPOSED PLYWOOD FACES. REFER TO PAGE A-303 FOR FURTHER DETAILS.
- SUPPLY & INSTALL NEW CUSTOM RECEPTION DESK. REFER TO FINISHES SCHEDULE AND PAGE A-303 FOR FURTHER DETAILS.
- FRAME OUT THE EXISTING STEEL COLUMN AND APPLY 1 LAYER OF 1/2" GWB ON ALL SIDES. REFER TO DETAIL 8/A-104 FOR FURTHER DETAILS.
- SUPPLY & INSTALL BLOCKING AS REQUIRED TO SUPPORT A THREE-DIMENSIONAL LOGO, O.C OF PARTITION. LOGO TO BE SUPPLIED BY THE CLIENT AND INSTALLED BY THE CONTRACTOR. COORDINATE SIZE OF LOGO AND MOUNTING HEIGHT WITH THE CLIENT.
- SUPPLY & INSTALL NEW CUSTOM COUNCIL TABLE. PROVIDE SHOP DRAWINGS FOR A 6-PERSON TABLE AND AN 8-PERSON TABLE FOR THE CLIENTS REVIEW AND SELECTION. COORDINATE LOCATION OF TABLE WITH LOCATION OF NEW FLOOR MONUMENTS. REFER TO PAGE A-304 FOR FURTHER DETAILS.
- SUPPLY & INSTALL NEW CUSTOM MILLWORK DOORS TO ENCLOSE ROOF ACCESS STAIRS. REFER TO 5/A-304 & 6/A-304 FOR FURTHER DETAILS.
- SUPPLY & INSTALL NEW WALL HOOK, MOUNTED AT 3'-0" A.F.F. COORDINATE LOCATION WITH FURNITURE PLAN.
- EXISTING STEEL COLUMN TO BE ENCLOSED WITHIN NEW PARTITION.

### CONSTRUCTION NOTES

- CHALK ALL NEW PARTITION LOCATIONS AND OBTAIN APPROVAL OF PARTITION LAYOUT BY DESIGNER PRIOR TO INSTALLING METAL TRACKS AND STUDS.
- ALL HARDWARE AND SUPPORT ELEMENTS LOCATED WITHIN THE WALL CAVITY ARE TO BE SUPPLIED AND INSTALLED BY CONTRACTOR.
- WHERE FLOOR SLAB IS UNEVEN, SHIM DOOR FRAMES TO SUIT AND PAINT SHIM TO MATCH THE FRAME FINISH.
- CONTRACTOR TO CUT OPENING IN EXISTING WALL FOR A.M.E AS REQUIRED. NOTE: CONTRACTOR TO VERIFY WALL CONSTRUCTION AND PATCH & REPAIR WALL UPON COMPLETION OF WORK. FINISH TO MATCH EXISTING WALL CONSTRUCTION.
- CONTRACTOR IS TO COORDINATE WITH MECHANICAL AND ELECTRICAL DRAWINGS AND REVIEW SITE CONDITIONS TO IDENTIFY JUNCTION BOXES, DUCTWORK, ETC., THAT RUN IN LINE WITH NEW PARTITIONS THAT EXTEND TO CEILING SLAB. CONTRACTOR TO OFFSET PARTITIONS WITHIN THE CEILING PLENUM AS REQUIRED TO SUIT THESE INTERFERENCES.
- CONTRACTOR TO SUPPLY AND INSTALL AN ACCESS HATCH IN PARTITIONS WHERE APPLICABLE FOR ACCESS TO PLUMBING OR OTHER ELEMENTS WITHIN THE WALL.

AREA NOT IN CONTRACT