



The Corporation of the Township of Emo

P.O. Box 520, Emo, Ontario, P0W 1E0

Website: www.emo.ca
E-mail: township@emo.ca

Phone: 807-482-2378
Fax: 807-482-2741

REQUEST FOR BIDS

ELCC REQUEST FOR BID #ELCC-01-2026

The Township of Emo intends to renovate the Upstairs Washrooms of the Emo-Lavallee Community Centre (Arena).

General Contractors are invited to submit bids for the renovation work. The RFB schedule is as follows:

1. RFB Issue: May 11, 2026 9:00 a.m.
2. Deadline for inquiries: May 22, 2026, 3:30 p.m.
3. Deadline for Intent to Bid Notification: May 22, 2026, 3:30 p.m.
4. Deadline for Issuing Addenda: May 25, 2026, 3:30 p.m.
5. RFB Submission Deadline: May 29, 2026, 3:30 p.m.
6. Formal Award: June 8, 2026

The proposed construction schedule is:

1. Contractor may commence work as early as June 22, 2026, but must start by August 31, 2026 at the latest.
2. Construction must be completed by November 13, 2026 at the latest.

RFB Documents may be picked up from the Township of Emo Municipal Office starting at 9:00 a.m., May 11, 2026, or may be requested by email from Crystal Gray, CAO/Clerk-Treasurer, cao@emo.ca.

THE TOWNSHIP OF EMO RESERVES THE RIGHT TO REJECT ANY OR ALL REQUEST FOR BID'S AND THE LOWEST OR ANY BID WILL NOT NECESSARILY BE ACCEPTED.

REQUEST FOR BID'S RECEIVED LATE WILL NOT BE ACCEPTED.

THE TOWNSHIP OF EMO IS GOVERNED BY THE MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT, THEREFORE THOSE SUBMITTING AN REQUEST FOR BID MUST ACCEPT THAT THE REQUEST FOR BID CONTENTS CAN BE MADE PUBLIC AS A CONDITION OF THE REQUEST FOR BID PROCESS.



Emo-Lavallee Community Centre – Upstairs Washroom Renovation

Table of Contents

| | |
|---|----|
| SECTION 1.0: PREFACE | 2 |
| 1.1 INTRODUCTION | 2 |
| 1.2 FACILITY BACKGROUND | 2 |
| 1.3 BUILDING DESCRIPTION | 2 |
| 1.4 SCOPE | 2 |
| 1.5 DEFINITIONS | 3 |
| 1.6 INTERPRETATION | 4 |
| 1.7 NOTICE OF PUBLIC ACCESS | 4 |
| SECTION 2.0: INSTRUCTIONS TO BIDDERS | 4 |
| 2.1 OFFICIAL SUBMISSION DEADLINE | 4 |
| 2.2 INTENT TO BID | 5 |
| 2.3 BID DELIVERY | 5 |
| 2.4 BID SUBMISSION | 6 |
| 2.5 BID ACCEPTANCE | 7 |
| 2.6 BID PRICING | 7 |
| 2.7 TERMS OF PAYMENT | 7 |
| 2.8 INQUIRY | 8 |
| 2.9 SITE VISIT | 9 |
| 2.10 ADDENDUM/ADDENDA | 9 |
| 2.11 WITHDRAWAL OR AMENDING OF BIDS | 10 |
| 2.12 REJECTION | 10 |
| 2.13 PROPOSED RFB TIMELINE | 11 |
| SECTION 3.0: SUMMARY OF GOODS AND SERVICES | 11 |
| SECTION 4.0: SUBMISSION REQUIREMENTS AND BID EVALUATION | 12 |
| 4.1 BID SUBMISSION REQUIREMENTS | 12 |
| 4.2 BID EVALUATION | 12 |
| SECTION 5.0: APPENDICES | 13 |
| 5.1 APPENDIX A – RIVER RANGE DESIGN DRAWINGS | 13 |



Emo-Lavallee Community Centre – Upstairs Washroom Renovation

SECTION 1.0: PREFACE

1.1 INTRODUCTION

The Emo-Lavallee Community Centre Board invites tenders for renovation of its upstairs Hall Bathroom and Utility Facilities.

1.2 FACILITY BACKGROUND

The Emo-Lavallee Community Centre is a multi-use facility striving to provide exceptional opportunities for those within the community. Its primary mission and objectives are to provide safe, high-quality youth, adult, and family activities to best address the needs of its users.

The Community Centre is located at 78 Colonization Rd, Emo, Ontario. It was originally constructed in the early 1970's and has been renovated and updated periodically since then. The upstairs Hall was most recently renovated in the early 2000's.

1.3 BUILDING DESCRIPTION

The building is comprised of three primary areas: The rink surface, the main floor change rooms and canteen, and the upstairs hall.

The upstairs hall is comprised of the main hall and arena viewing area, the kitchen, and the washrooms.

The primary building structure is pre-engineered steel moment frames. The upstairs hall floor structure is a combination of steel posts and beams and wood joists. The ceiling structure consists of wood joists supported by the primary steel beams.

1.4 SCOPE

The proposed scope of construction is detailed in River Range Design drawings ELCC – Arena Renovations 1, 3, 5, and 10, Issued for Permit 2025-07-27, along with the attached revision notes, and is detailed as follows:

1. Existing washrooms to be gutted. Remove all existing interior walls and ceiling and expose existing structure on exterior walls and ceiling. Expose existing plumbing sufficiently to allow for review of DWV piping.
2. Construct new male and female washrooms as per drawings.
3. Construct new mechanical room and janitor's closet as per drawings.



Emo-Lavallee Community Centre – Upstairs Washroom Renovation

4. Install new plumbing supply and DWV rough-ins to suit new fixture locations, with tie-ins to existing plumbing infrastructure, as per OBC.
5. Source and install new commercial grade fixtures, stalls, and accessibility hardware and equipment. Provide cut-sheets to ELCC committee for approval prior to ordering or fabricating. (Sink fixtures to be manually operated conforming to barrier-free standards. Toilets and urinals to include automatic operation.)
6. Source and install new tankless hot-water heater and Janitor's floor-sink in new mechanical room/janitor's closet.
7. Install new electrical equipment as per drawings. All new branch circuits to be routed to existing electrical panel in Kitchen, retaining enough slack in the wiring to allow for the relocation of the panel in the future (16'-0").
8. Install new exhaust fans and electric base boards.

Refer to River Range Design Drawings [Appendix A] for full Plans and Details of the Washroom Renovation.

Construction may commence as early as June 22, 2026, but must start by August 31, 2026, and must be completed by November 13, 2026.

1.5 DEFINITIONS

The following definitions apply to the interpretation of this Procurement Specification.

- a. "Addenda" or "Addendum" – Such further additions, deletions, modifications, and or other changes to the Procurement Specification and or procurement process.
- b. "Bidder" – The legal entity submitting a Bid to the Township of Emo in response to the Request for Bids.
- c. "Contract" – The agreement, in writing, governing the provision of construction Services which is formed between the Township of Emo and the Seller, following the Township of Emo's acceptance of that Seller's (the successful Bidder) Bid and subsequent award of order.
- d. "Services" – The services to be provided by the Seller pursuant to all the provisions of the Procurement Specification and RFB.
- e. "Contractor" – The legal entity whom shall ultimately supply, install, and commission the Goods and is synonymous with "Seller"
- f. "Official Submission Deadline" – The date and time specified in the Procurement Specification for the submission of Bids.
- g. "Owner" – Shall mean The Township of Emo, and its assigns.
- h. "Procurement Specification" – Specifically, this document titled [*Emo-Lavallee Community Centre – Upstairs Washroom Renovation*], and any supplemental documentation which may be appended to it.



Emo-Lavallee Community Centre – Upstairs Washroom Renovation

- i. “Request for Bids” – The request for Bid (RFBs) for the supply of Services pursuant to all provisions of the Procurement Specification.
- j. “Seller” – The successful Bidder, and its successors, to whom the Township of Emo has awarded a Contract for the provision of Renovation and Construction Services.
- k. “Bid” – A Bid submitted by a Bidder in response to the Request for Bids, in the form prescribed by and in compliance with the Procurement Specification, for the purpose of entering into a Contract for the supply/installation of Renovation and Construction Services as defined by the Procurement Specification.

1.6 INTERPRETATION

The following rules of interpretation apply:

- .1 Words in the singular may be interpreted in the plural, and vice versa, as the context allows.
- .2 The words “shall”, “will”, and “must” used in this RFB denotes imperative and mean “a requirement having a significant degree of importance to the objective of this RFB”.
- .3 The words “should” or “may” used in this RFB denotes permissive.

1.7 NOTICE OF PUBLIC ACCESS

The Township of Emo is governed by the Municipal Freedom of Information and Protection of Privacy Act, therefore those tendering must accept that tender contents can be made public as a condition of the tendering process.

SECTION 2.0: INSTRUCTIONS TO BIDDERS

2.1 OFFICIAL SUBMISSION DEADLINE

Bid submissions shall be received by the Owner at the address noted in Clause 2.2 “Bid Delivery” no later than May 29, 2026, 3:30pm, Local Time (CST), herein referred to as the Official Submission Deadline.



Emo-Lavallee Community Centre – Upstairs Washroom Renovation

2.2 INTENT TO BID

- .1 Bidders shall notify the owner by email or phone call their intent to Bid no later than **May 22, 2026, 3:30pm**.
- .2 Notice of intent to Bid shall contain the name, business telephone number, and email address of the prospective Bidder's representative who is responsible for the Bid.
- .3 Notice of intent to Bid is mandatory. Bids submitted by Bidders that have not submitted an intent to Bid may be rejected at the Owner's discretion.

This requirement is to ensure that all bidders are able to receive any Addenda prior to placing their bid. Contact information for each bidder is required in order to ensure Addenda distribution, and to ensure each bidder is equally informed.

2.3 BID DELIVERY

- .1 Bid submissions may be by mail, courier, or hand delivery.
- .2 Bid submissions shall be clearly marked and addressed to the Owner's Representative as follows:

Attention: Emo-Lavallee Community Centre – Upstairs Washroom Renovation
c/o: Crystal Gray, CAO, Township of Emo
Telephone: 807-482-2378

Address: 39 Roy St
PO Box 520
Emo, Ontario
P0W1E0

- .3 The use of mail or courier services for delivery of Bids shall be at the risk of the Bidder. The Bids must come into the possession of the Owner no later than the Official Submission Deadline.
- .4 Misdirected Bids received after the Official Submission Deadline shall be considered late and non-compliant, resulting in rejection of Bid.



Emo-Lavallee Community Centre – Upstairs Washroom Renovation

2.4 BID SUBMISSION

- .1 Detailed Bid submission requirements are outlined in “Section 5.0 – Bid Submission Requirements and Evaluation”; Bidders shall ensure that all outlined requirements are submitted in full and in accordance with the instructions provided.
- .2 Bidders shall submit as a minimum a single base Bid in accordance with all aspects of “Section 4.0 – Design Criteria” and “Section 5.0 – Bid Submission Requirements and Evaluation”. Failure to submit a base Bid shall result in disqualification and rejection of entire Bid submission. Any technical exceptions to “Section 4.0 – Design Criteria” in the Bidder’s base Bid shall be clearly stated for review and consideration.
- .3 Bidders are encouraged to submit alternate Bids in addition to their base Bid provided they submit complete technical, operational, and pricing information on the alternate Bid, and clearly identify the differences from the base Bid.
- .4 Bids which are incomplete, conditional, illegible or obscure, or which contain reservations, erasures, alterations or irregularities, shall be declared improper, resulting in rejection of Bid.
- .5 Any manual correction to a Bid shall be initialed or noted by the Bidder or the Bid shall be declared improper and may result in rejection of Bid.
- .6 Bids containing an error in extending any unit price(s) shall have the unit price determine the Bid price. Mathematical errors made by the Bidder extending unit prices shall be corrected by the Owner.
- .7 The Owner shall not be liable for any cost of preparation or presentation of Bids. All Bids and accompanying documents submitted by the Bidder become the property of the Owner and shall not be returned to the Bidder. There shall be no payment to Bidders for work related to and materials supplied in the preparation, presentation, and evaluation of a Bid.
- .8 The Owner shall not be responsible for any liabilities, costs, expenses, loss, or damage incurred, sustained or suffered by any Bidder, prior or subsequent to, or by reason of the acceptance or non-acceptance by the Owner of any Bid, or by reason of any delay, in the Owner’s acceptance of any Bid.
- .9 If, after reading this Procurement Specification and the Bidder does not wish to submit a Bid, the Bidder shall not forward the Procurement Specification to another Bidder; the Bidder shall discard the Procurement Specification.



Emo-Lavallee Community Centre – Upstairs Washroom Renovation

2.5 BID ACCEPTANCE

- .1 The Owner reserves the following rights at their sole and unfettered discretion:
 - .1 To award orders on the basis of individual items or groups of items or the entire list of items;
 - .2 To reject any or all Bids, or any part thereof;
 - .3 To waive any informality in the Bids; and
 - .4 To accept a Bid, or any part thereof, that is in the best interest of the Owner. The lowest bid will not necessarily be accepted.
- .2 An acceptance mailed to and or a purchase order issued to the successful Bidder within the time for acceptance specified in the Procurement Specification shall result in a binding Contract without further action required by either party.
- .3 Bids shall remain open for acceptance for a period of sixty (60) days from the official submission deadline.

2.6 BID PRICING

- .1 Bidders shall provide pricing as itemized in “Section 3.0 – Summary of Goods and Services”, including:
 - .1 Itemized price;
 - .2 Lump sum; and
 - .3 Unit price
- .2 Pricing shall be in Canadian funds, and shall include any Canadian Customs duties and assessments, and or any brokerage fees, where applicable.
- .3 Pricing shall include delivery of materials, installation and commissioning of material and construction pertaining to the address below:

PROJECT ADDRESS

78 Colonization Rd, Emo, Ontario

2.7 TERMS OF PAYMENT

Payment Terms are Net 30. Should alternative terms be suggested please outline for consideration. Bidders shall provide their preferred terms of payment and a payment schedule which shall be tied to purchase order execution milestones. Bidders shall provide early payment discount if available.



Emo-Lavallee Community Centre – Upstairs Washroom Renovation

2.8 INQUIRY

- .1 It is the sole responsibility of the Bidder to seek clarification from the Owner on any manner of the Procurement Specification they may consider to be unclear, ambiguous, or inconsistent. The Owner shall not be responsible for any misunderstanding on the part of the Bidder concerning the Procurement Specification.
- .2 All inquiries shall be submitted in writing, via text message or email, and directed to the attention of the Owner's representative as follows:

| | |
|------------|--|
| Attention: | Crystal Gray |
| Email: | cao@emo.ca |
| Telephone: | 807-482-2378 |

Inquiries shall be accepted until **May 22, 2026, 3:30PM** Local Time (CST), herein referred to as the "inquiry deadline".

- .3 Inquiries shall not be directed to other than Owner's representative as specified. Directing inquiries to other than the point of contact shall constitute non-compliance, resulting in rejection of Bid.
- .4 Bidders shall take care to explain each inquiry in sufficient detail in order to enable an accurate response, and where applicable shall reference the relevant section and clause, as well as the page number, where the provision in question may be found.
- .5 The response to inquiries shall be communicated through an Addendum issued to all Bidders. The response, or Addendum, shall be issued no later than **May 25, 2026, 3:30PM** Local Time (CST).
- .6 Inquiries shall contain the name, business telephone number, and email address of the prospective Bidder's representative who is responsible for the inquiry.
- .7 No verbal agreement, conversation, or any other oral representation shall add to, detract from, or modify the terms of the Request for Bid and associated Procurement Specification, or be relied upon or considered binding by Bidders in any manner unless specifically incorporated in a written addendum.



Emo-Lavallee Community Centre – Upstairs Washroom Renovation

2.9 SITE VISIT

- .1 Site visits to review the site condition and the scope of the project in person are mandatory.
- .2 Visits can be coordinated by contacting the Owner's representative as follows (provide minimum 3 days notice, visits to be during business hours, between May 11, 2026 and May 22, 2026):

| | |
|------------|--------------|
| Attention: | Jamie Booth |
| Telephone: | 807-271-5669 |

2.10 ADDENDUM/ADDENDA

- .1 Addendum/Addenda, if required, shall be issued no later than two (3) calendar days before the bid deadline. All issued Addendum/Addenda to this document shall hereby form part of the Contract.
- .2 If, during the period prior to submission of Bids, the Owner determines, in their sole and unfettered discretion, that part of the Procurement Specification requires formal amendment or clarification, written Addenda shall be produced and distributed to all Bidders.



Emo-Lavallee Community Centre – Upstairs Washroom Renovation

2.11 WITHDRAWAL OR AMENDING OF BIDS

- .1 Bids may be amended and or withdrawn prior the Official Submission Deadline, after which time all Bid submissions shall become irrevocable.
- .2 If, after submission of a Bid, a Bidder receives an Addendum of which the content **does not** alter the original submission of a Bid, the Bidder, shall acknowledge receipt and understanding of the Addendum by emailing within twenty-four (24) hours of receipt.
- .3 If, after submission of a Bid, a Bidder receives an Addendum of which the content **does** alter the original submission of a Bid, the Bidder may amend their Bid in accordance with Clause 2.10.4, submit a new Bid in accordance with Clause 2.10.5, or withdraw its Bid in accordance with Clause 2.10.4.
- .4 A Bidder who has already submitted a Bid may amend or withdraw their Bid provided that such a request is submitted in writing, authorized by a designated signing officer of the Bidder by means of witnessed signature and/or corporate seal applied on corporate letterhead indicating as such, and which request is received before the Official Submission Deadline. Under no circumstance shall the Owner make adjustments or corrections to a Bid submission on behalf of a Bidder. Requests to amend or withdraw Bids shall be sent to the attention of the noted individual outlined below:

| | |
|------------|--------------|
| Attention: | Crystal Gray |
| Email: | cao@emo.ca |
| Telephone: | 807-482-2378 |

- .5 A Bidder who has already submitted a Bid may submit another Bid at any time before the Official Submission Deadline. The last Bid received shall supersede and invalidate any Bid previously submitted by that Bidder.

2.12 REJECTION

The Owner reserves the right to reject Bids not submitted in strict accordance with the requirements of this Procurement Specification. While the Owner is not obligated to consider responses which do not strictly comply with its requirements, the Owner nevertheless reserves the right to do so and specifically reserves the right to waive minor discrepancies as its interests may require.

THE TOWNSHIP OF EMO RESERVES THE RIGHT TO REJECT ANY OR ALL TENDERS AND THE LOWEST OR ANY TENDER WILL NOT NECESSARILY BE ACCEPTED



Emo-Lavallee Community Centre – Upstairs Washroom Renovation

2.13 PROPOSED RFB TIMELINE

| Action | Date | Time |
|---|--|-----------------------------|
| RFB Issue | May 11, 2026 | |
| Deadline for Inquiries/Clarifications | May 22, 2026 | No later than 3:30:00pm CST |
| Deadline for Intent to Bid Notification | May 22, 2026 | No later than 3:30:00pm CST |
| Deadline for Issuing Addenda | May 25, 2026 | No later than 3:30:00pm CST |
| Deadline for RFB Submission | May 29, 2026 | No later than 3:30:00pm CST |
| Formal Award of Purchase Order | June 8, 2026 | |
| Construction Schedule | Construction may commence as early as June 22, 2026, must commence by August 31, 2026, and must be completed by November 13, 2026. | |

SECTION 3.0: SUMMARY OF GOODS AND SERVICES

| Item | Description | Itemized Price |
|------|---|----------------|
| 1 | Bathroom Renovation [RRD Drawings 1, 5, 10] | |
| | Total Price: | |
| | (in words): | |

Refer to Appendix A for full construction details and specifications.

Construction may commence as early as June 22, 2026, must commence by August 31, 2026, and must be completed by November 13, 2026.



SECTION 4.0: SUBMISSION REQUIREMENTS AND BID EVALUATION

4.1 BID SUBMISSION REQUIREMENTS

- .1 Bidders shall submit with their Bid the following information for review. The Owner reserves the right, at their sole and unfettered discretion, to waive strict compliance with the following requirements.
- .2 Complete Bid pricing and detailed terms of payment information; refer to Clauses 2.5 and 2.6 respectively for further details.
- .3 A detailed project schedule, indicating major milestones and dependencies.
- .4 Acknowledgement of all addenda received throughout execution of the procurement process.

4.2 BID EVALUATION

- .1 The following minimum criteria, in no particular order, shall be considered when reviewing and evaluating all compliant Bids for award of order.
 - a. Overall quality, completeness, and professionalism of Bid submission.
 - b. Lowest price of Bid submissions that are submitted in compliance with respect to “Section 2.0 – Instructions to Bidders”.
 - c. Acceptable schedule as determined by the Owner.
- .2 During review and evaluation, the Owner may request, at their sole and unfettered discretion, specific information related to a Bidder’s legal and or financial status.
- .3 **THE TOWNSHIP OF EMO RESERVES THE RIGHT TO REJECT ANY OR ALL TENDERS AND THE LOWEST OR ANY TENDER WILL NOT NECESSARILY BE ACCEPTED**



The Corporation of the Township of Emo
P.O. Box 520, Emo, Ontario, P0W 1E0

Website: www.emo.ca
E-mail: township@emo.ca

Phone: 807-482-2378
Fax: 807-482-2741

PROCUREMENT SPECIFICATION AND REQUEST FOR BID (RFB)

Emo-Lavallee Community Centre – Upstairs Washroom Renovation

SECTION 5.0: APPENDICES

5.1 APPENDIX A – RIVER RANGE DESIGN DRAWINGS

ELCC – Arena Renovations

Issued for Permit Revisions 2025-07-27, Men's Washroom Layout Revision 2026-04-20

PROJECT SCOPE:

THE RENOVATIONS OF THE HALL ARE TO INCLUDE THREE DISTINCT AREAS: THE HALL MAIN AREA, THE KITCHEN, AND THE WASHROOMS.

DEPENDING ON FUNDING AVAILABILITY IT MAY BE NECESSARY TO ONLY RENOVATE ONE AREA AT A TIME IN SEPARATE PHASES.

THE CONTRACTOR IS TO PROVIDE A SEPARATE QUOTE FOR EACH AREA, AS WELL AS A QUOTE ASSUMING THE WORK CAN BE COMPLETED IN ONE PHASE.

NOTE: OWNER TO HAVE COORDINATED REMOVAL OF ALL MOVABLE EQUIPMENT AND MATERIALS THAT ARE TO BE PRESERVED PRIOR TO CONTRACTOR BEGINNING WORK.

HALL SCOPE:

1. REMOVE EXISTING CEILING TILES AND TRACK.
2. REMOVE BEADBOARD FINISH IN COAT ROOM.
3. REMOVE EXISTING LIGHTING FIXTURES AND FANS.
4. PRESERVE EXISTING LIFE-SAFETY SIGNS AND DEVICES AND REINSTALL AS REQUIRED AFTER WALLS ARE RE-FINISHED.
5. BUILD NEW STORAGE ROOM AS PER DRAWINGS.
6. BUILD HANGING ENCLOSURE AROUND EXPOSED MECHANICAL UNIT. ENCLOSURE TO BE ABLE TO BE TAKEN DOWN AS REQUIRED FOR MAINTENANCE. MAINTAIN ALL REQUIRED CLEARANCES TO EQUIPMENT. REVIEW w/ BUILDING OFFICIAL AND ENGINEER-OF-RECORD PRIOR TO FABRICATION.
7. INSTALL NEW ELECTRICAL EQUIPMENT AS PER DRAWINGS.
8. RE-FINISH CEILINGS AND WALLS AS PER DRAWINGS.

KITCHEN SCOPE:

1. EXISTING KITCHEN TO BE GUTTED. REMOVE ALL EXISTING INTERIOR WALLS AND CEILING AND EXPOSE EXISTING STRUCTURE ON EXTERIOR WALLS AND CEILING.
2. CONSTRUCT NEW KITCHEN AND BAR AREA AS PER DRAWINGS.
3. CABINETS BY CONTRACTOR. PROVIDE CUT-SHEETS OR MOCK-UPS TO TO ELCC COMMITTEE FOR APPROVAL PRIOR TO ORDERING OR FABRICATING. KITCHEN EQUIPMENT BY OWNER/ELCC.
4. CONSTRUCT AND INSTALL NEW CUSTOM WALK-IN COOLER.
5. COMMISSION NEW EQUIPMENT (INCLUDING FIRE SUPPRESSION RANGE HOOD).
6. INSTALL NEW ELECTRICAL EQUIPMENT AS PER DRAWINGS.
7. INSTALL PLUMBING AS PER OBC TO SUIT NEW FIXTURES.
8. INSTALL NEW DUCTLESS MINI-SPLIT AC UNIT TO SERVICE KITCHEN.

BATHROOM SCOPE:

1. EXISTING WASHROOMS TO BE GUTTED. REMOVE ALL EXISTING INTERIOR WALLS AND CEILING AND EXPOSE EXISTING STRUCTURE ON EXTERIOR WALLS AND CEILING. EXPOSE EXISTING PLUMBING SUFFICIENTLY TO ALLOW FOR REVIEW.
2. CONSTRUCT NEW MALE AND FEMALE WASHROOMS AS PER DRAWINGS.
3. CONSTRUCT NEW MECHANICAL ROOM/JANITOR'S CLOSET AS PER DRAWINGS.
4. SOURCE AND INSTALL NEW COMMERCIAL GRADE FIXTURES, STALLS, AND ACCESSIBILITY HARDWARE AND EQUIPMENT. PROVIDE CUT-SHEETS TO ELCC COMMITTEE FOR APPROVAL PRIOR TO ORDERING OR FABRICATING. (SINK FIXTURES TO BE MANUALLY OPERATED CONFORMING TO BARRIER-FREE STANDARDS. TOILETS AND URINALS TO BE AUTOMATIC)
5. SOURCE AND INSTALL NEW TANKLESS HOT-WATER HEATER AND JANITOR'S FLOOR-SINK IN THE NEW MECHANICAL ROOM/JANITOR'S CLOSET
6. INSTALL NEW ELECTRICAL EQUIPMENT AS PER DRAWINGS.
7. INSTALL PLUMBING AS PER OBC TO SUIT NEW FIXTURES.
8. INSTALL NEW EXHAUST FANS.

MATERIAL SPECIFICATIONS:

1. **WOOD CONSTRUCTION:**
FRAMING AND FASTENING TO CONFORM TO OBC PART 9.
ALL FRAMING LUMBER TO BE S-P-F No.1/No.2 OR BETTER.
TRIM MATERIALS TO BE APPEARANCE GRADE.
2. **DOORS:**
STORAGE ROOM DOORS TO BE METAL DOORS IN METAL FRAMES,
ALL OTHER DOORS TO BE SOLID PAINT-GRADE DOORS IN METAL FRAME, COMPLETE WITH COMMERCIAL GRADE HARDWARE.
BATHROOM DOORS TO BE EQUIPPED WITH POWER OPERATORS.
3. **ELECTRICAL:**
ALL MATERIAL AND DEVICES TO CONFORM TO CSA/ESA REQUIREMENTS.
PROVIDE CUT-SHEETS OR SAMPLES OF DEVICE STYLES AND COLOURS



| ISSUED FOR: | DATE |
|------------------|------------|
| COMMENTS | 2024-03-03 |
| COMMENTS | 2024-04-16 |
| REVIEW | 2024-09-26 |
| REVIEW | 2025-01-31 |
| REVIEW | 2025-03-10 |
| PERMIT | 2025-03-17 |
| PERMIT REVISIONS | 2025-07-27 |



aaron.heerema@riverrangedesign.com
807-271-4672

ELCC - Arena Renovations

Scope and Specifications

DRAWN BY: AJH
JOB #: 23-035
© 2025 River Range Design

| Ontario Building Code Data Matrix Part 3 | | | | Building Code Reference ¹ | | |
|---|--|---|--|--------------------------------------|--------------------------------|-------------------------|
| 3.00 | Building Code Version: | O. Reg. 332/12 | Last Amendment | O. Reg. 158/24 | | |
| 3.01 | Project Type: | <input type="checkbox"/> New <input type="checkbox"/> Addition <input checked="" type="checkbox"/> Renovation <input type="checkbox"/> Change of use <input type="checkbox"/> Addition and renovation Description: <u>Washroom and Kitchen Renovation</u> | | | [A] 1.1.2. | |
| 3.02 | Major Occupancy Classification: | Occupancy | Use | | 3.1.2.1.(1) | |
| | | <u>A2</u> | <u>Interior Arena viewing area, Community Hall</u> | | | |
| 3.03 | Superimposed Major Occupancies: | <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Description: _____ | | | 3.2.2.7. | |
| 3.04 | Building Area (m ²) | Description: | Existing | New | Total | [A] 1.4.1.2. |
| | | <u>Upstairs Arena Hall</u> | <u>456</u> | <u>0</u> | <u>456</u> | |
| | | Total | <u>456</u> | <u>0</u> | <u>456</u> | |
| 3.05 | Gross Area (m ²) | Description: | Existing | New | Total | [A] 1.4.1.2. |
| | | <u>Upstairs Arena Hall</u> | <u>456</u> | <u>0</u> | <u>456</u> | |
| | | Total | <u>456</u> | <u>0</u> | <u>456</u> | |
| 3.06 | Mezzanine Area | NA | | | 3.2.1.1. | |
| 3.07 | Building Height | <u>2</u> Storeys above grade | <u>~8.5</u> (m) Above grade | | | [A] 1.4.1.2. & 3.2.1.1. |
| | | <u>0</u> Storeys below grade | | | | |
| 3.08 | High Building | <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes | | | 3.2.6. | |
| 3.09 | Number of Streets/Firefighter access | <u>4</u> street(s) | | | 3.2.2.10. & 3.2.5. | |
| 3.10 | Building Classification: (Size and Construction Relative to Occupancy) | <u>3.2.2.25</u> | Group/Div | <u>Group A – Division 2</u> | | 3.2.2.20. - 83. |
| 3.11 | Sprinkler System | Add Fire Suppression Range Hood to Kitchen. No other substantial modifications to existing structure or systems. | | | 3.2.1.5., 3.2.2.17., 9.10.22.2 | |
| 3.12 | Standpipe System | No substantial modifications to existing structure or systems. | | | 3.2.9. | |
| 3.13 | Fire Alarm System | All existing detectors or alarms to be replaced and re-commissioned. No other substantial modifications to existing structure or systems. | | | 3.2.4. | |
| 3.14 | Water Service / Supply is Adequate | No substantial modifications to existing structure or systems. | | | | |
| 3.15 | Construction Type: | Restriction: | <input checked="" type="checkbox"/> Combustible permitted <input type="checkbox"/> Non-combustible required Actual: <input type="checkbox"/> Combustible <input type="checkbox"/> Non-combustible <input checked="" type="checkbox"/> Combination Heavy Timber Construction: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes | | 3.2.2.20. - 83. & 3.2.1.4. | |
| 3.16 | Importance Category: | No substantial modifications to existing structure or systems. | | | 4.1.2.1.(3) & T4.1.2.1.B | |

| | | | | | | | | |
|------|----------------------------------|--|--|--------------------------------|---|--|------------------------|--------|
| 3.17 | Seismic Hazard Index: | No substantial modifications to existing structure or systems. | | | | 4.1.2.1.(3) 4.1.8.18.(2) | | |
| 3.18 | Occupant Load | Floor Level/Area | Occupancy Type | Based On | Occupant Load (Persons) | 3.1.17. | | |
| | | <u>Upstairs Hall</u> | <u>Assembly</u> | <u>Design</u> | <u>300</u> | | | |
| 3.19 | Barrier-free Design: | <input checked="" type="checkbox"/> Yes <u>Barrier Free paths of travel provided. Full Barrier-free (Universal) washroom provided on Main Floor with barrier-free path of travel within 45m.</u> <input type="checkbox"/> No | | | | 3.8. | | |
| 3.20 | Hazardous Substances: | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | | | 3.3.1.2. & 3.3.1.19. | | |
| 3.21 | Required Fire Resistance Ratings | Horizontal Assembly | Rating | Supporting Assembly (H) | Noncombustible in lieu of rating? | 3.2.2.20. - 83. & 3.2.1.4. | | |
| | | Floors over basement | <u>0</u> | <u>0</u> | <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> N/A | | | |
| | | Floors | <u>0</u> | <u>0</u> | <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> N/A | | | |
| | | Mezzanine | <u>0</u> | <u>0</u> | <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> N/A | | | |
| | | Roof | <u>0</u> | <u>0</u> | <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> N/A | | | |
| 3.22 | Spatial Separation | Wall | EBF Area (m ²) | L.D. (m) or H/L | Required FRR (H) | Construction Type Required | Cladding Type Required | 3.2.3. |
| | | No substantial modifications to existing structure or systems. If significant modifications are made to arena viewing wall, this is to be upgraded to a 1hr FRR. | | | | | | |
| 3.23 | Plumbing Fixture Requirements | Ratio: | <u>Male:Female = 50:50 Except as noted otherwise</u> | | | | 3.7.4. | |
| | | Floor Level/Area | Occupant Load | OBC Reference | Fixtures Required | Fixtures Provided | | |
| | | <u>Arena Hall (Upstairs)</u> | <u>300</u> | <u>3.7.4.3.(12) Dance Hall</u> | <u>2+2</u> | <u>4</u> | | |
| 3.24 | Energy Efficiency: | Compliance Path: | No substantial modifications to existing structure or systems. | | | | | |
| | | Climatic Zone: | <u>Zone 2</u> | | | | | |
| 3.25 | Notes: | <u>Both washrooms will require 1 barrier free stall.</u> <u>1 Urinal and 1 toilet allowed for mens' washroom.</u> <u>Minimum of 1 sink (lavatories) required, 2 provided.</u> <u>Floor Drain required in men's washroom.</u> <u>Commercial cooking equipment to be provided with ventilation system designed, constructed, and installed to conform to NFPA 96</u> | | | | 3.8.2.3.B 3.7.4.2.(4) 3.7.4.2.(5) 3.7.4.13 6.2.2.6 | | |

1 All references are to Division B of the OBC unless preceded by [A] for Division A and [C] for Division C.



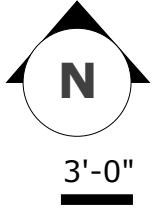
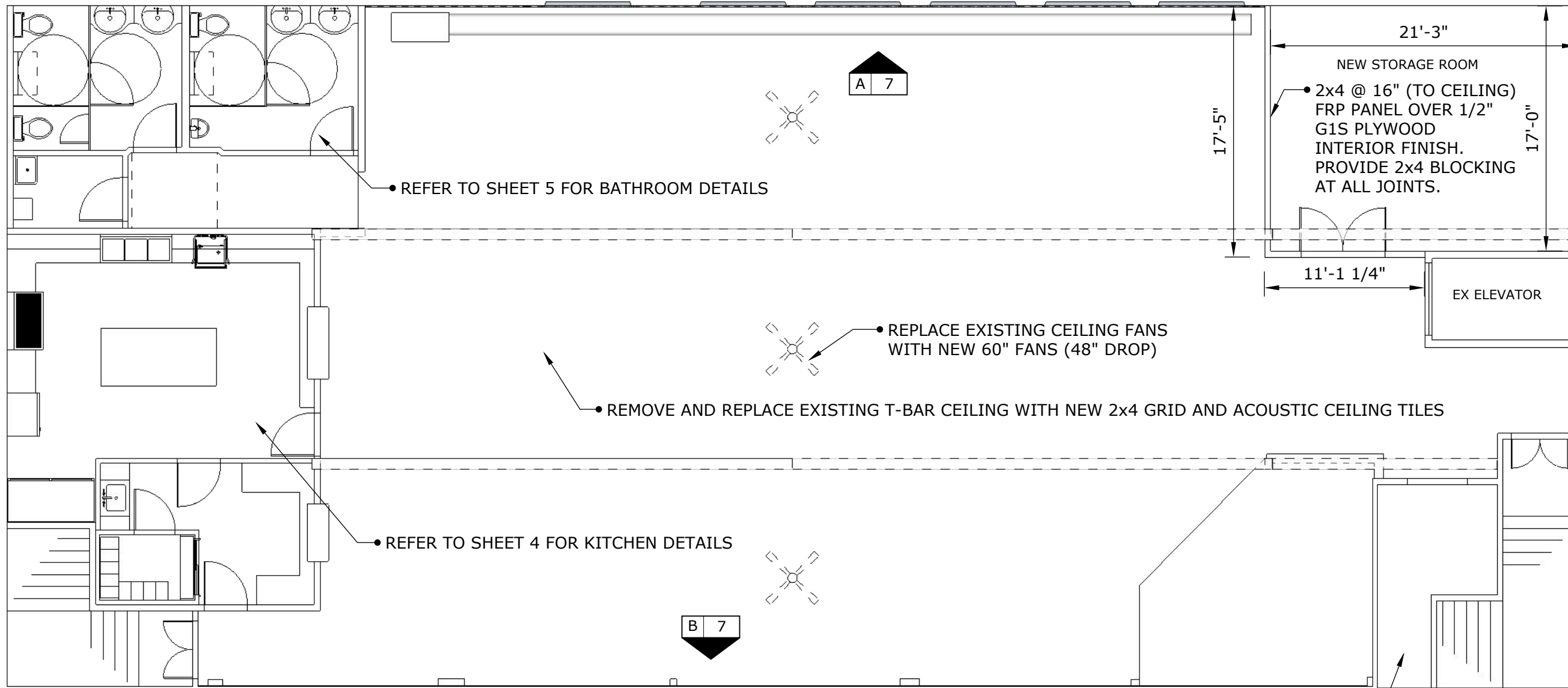
| ISSUED FOR: | DATE |
|------------------|------------|
| COMMENTS | 2024-03-03 |
| COMMENTS | 2024-04-16 |
| REVIEW | 2024-09-26 |
| REVIEW | 2025-01-31 |
| REVIEW | 2025-03-10 |
| PERMIT | 2025-03-17 |
| PERMIT REVISIONS | 2025-07-27 |



aaron.heerema@riverrangedesign.com
807-271-4672

ELCC - Arena Renovations

OBC Design Matrix



| ISSUED FOR: | DATE |
|------------------|------------|
| COMMENTS | 2024-03-03 |
| COMMENTS | 2024-04-16 |
| REVIEW | 2024-09-26 |
| REVIEW | 2025-01-31 |
| REVIEW | 2025-03-10 |
| PERMIT | 2025-03-17 |
| PERMIT REVISIONS | 2025-07-27 |

FLOORING (MAIN): SHEET INSTITUTIONAL GRADE FLOORING
 FLOORING (STAGE): PRESERVE EXISTING FLOOR

RE-FINISH EXISTING COAT CLOSET
 INTERIOR FINISH TO BE PAINTED PLYWOOD.
 PROVIDE 2x4 BLOCKING AT ALL JOINTS.

MEN'S WASHROOM LAYOUT REVISED FOR TENDER TO SUIT EX. PLUMBING - 2026-04-20 - AJH

ELCC - Arena Renovations

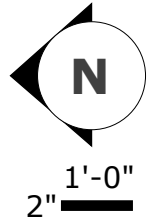
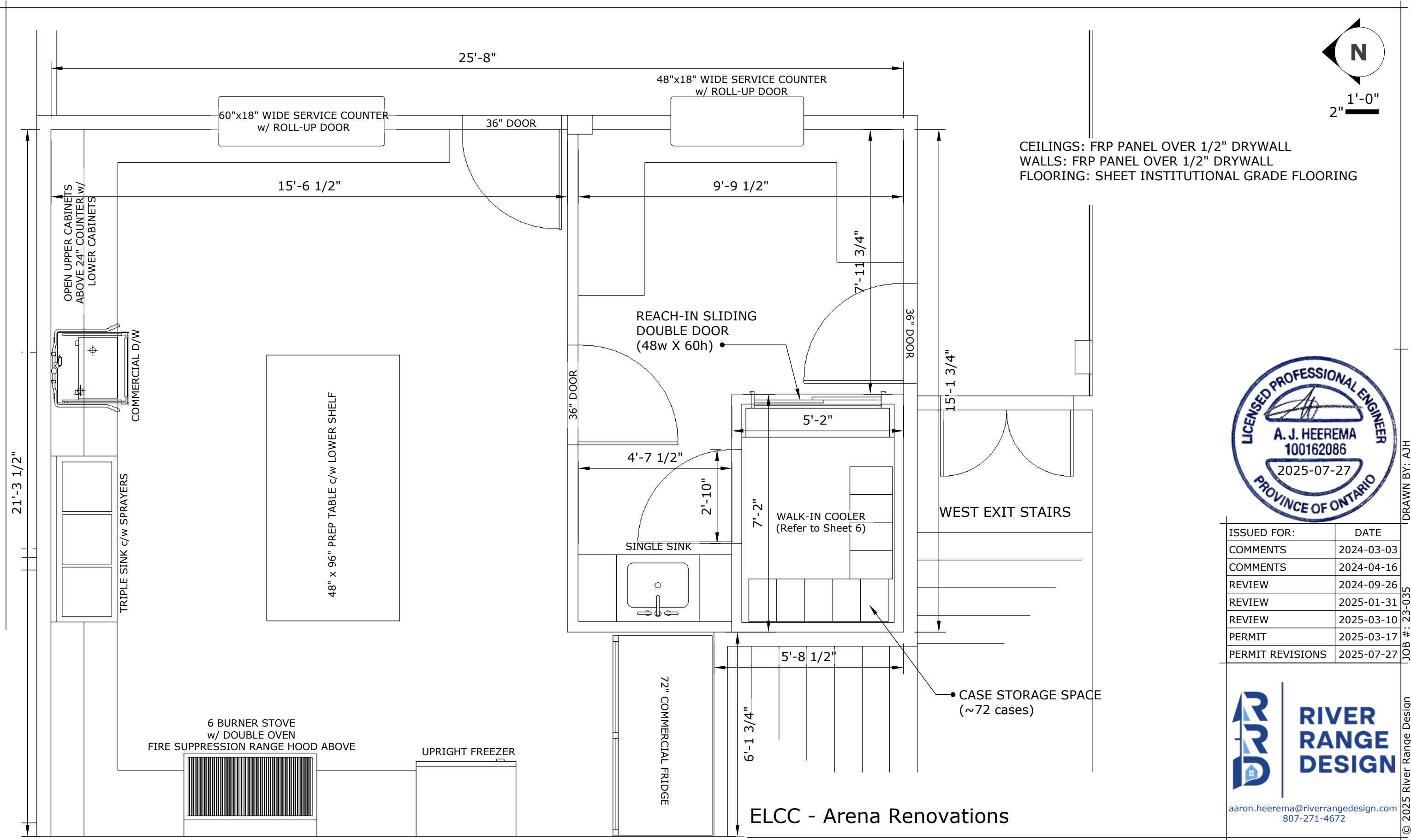
Arena Hall Floor Plan 1/8" = 1'-0"



aaron.heerema@riverrangedesign.com
 807-271-4672

DRAWN BY: AJH
 JOB #: 23-035
 © 2025 River Range Design

CONTRACTOR TO SITE VERIFY ALL DIMENSIONS RELATIVE TO EXISTING CONSTRUCTION



CEILING: FRP PANEL OVER 1/2" DRYWALL
 WALLS: FRP PANEL OVER 1/2" DRYWALL
 FLOORING: SHEET INSTITUTIONAL GRADE FLOORING



| ISSUED FOR: | DATE |
|------------------|------------|
| COMMENTS | 2024-03-03 |
| COMMENTS | 2024-04-16 |
| REVIEW | 2024-09-26 |
| REVIEW | 2025-01-31 |
| REVIEW | 2025-03-10 |
| PERMIT | 2025-03-17 |
| PERMIT REVISIONS | 2025-07-27 |



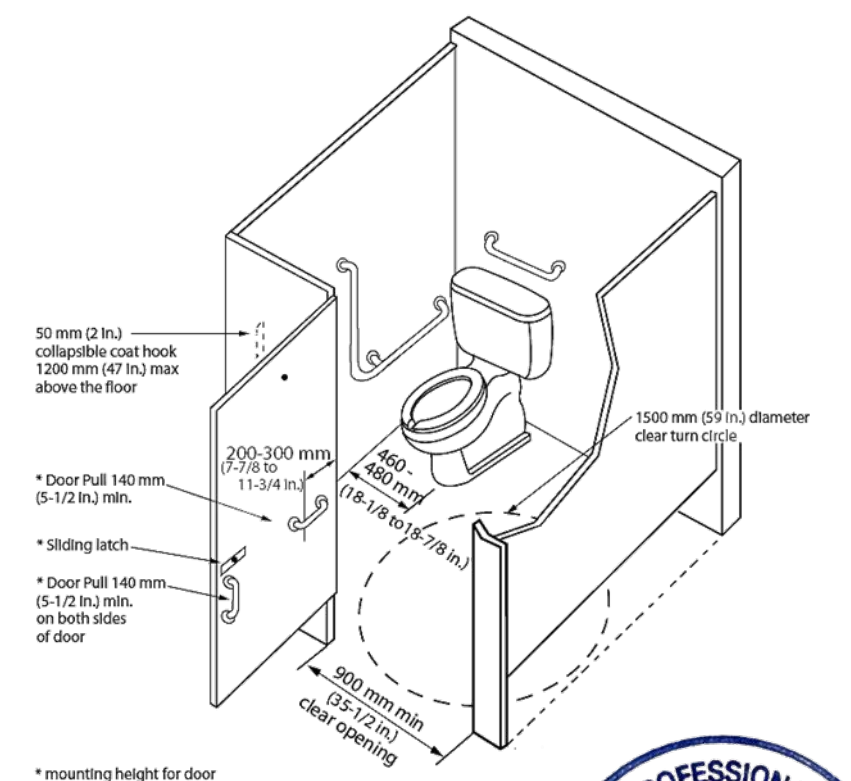
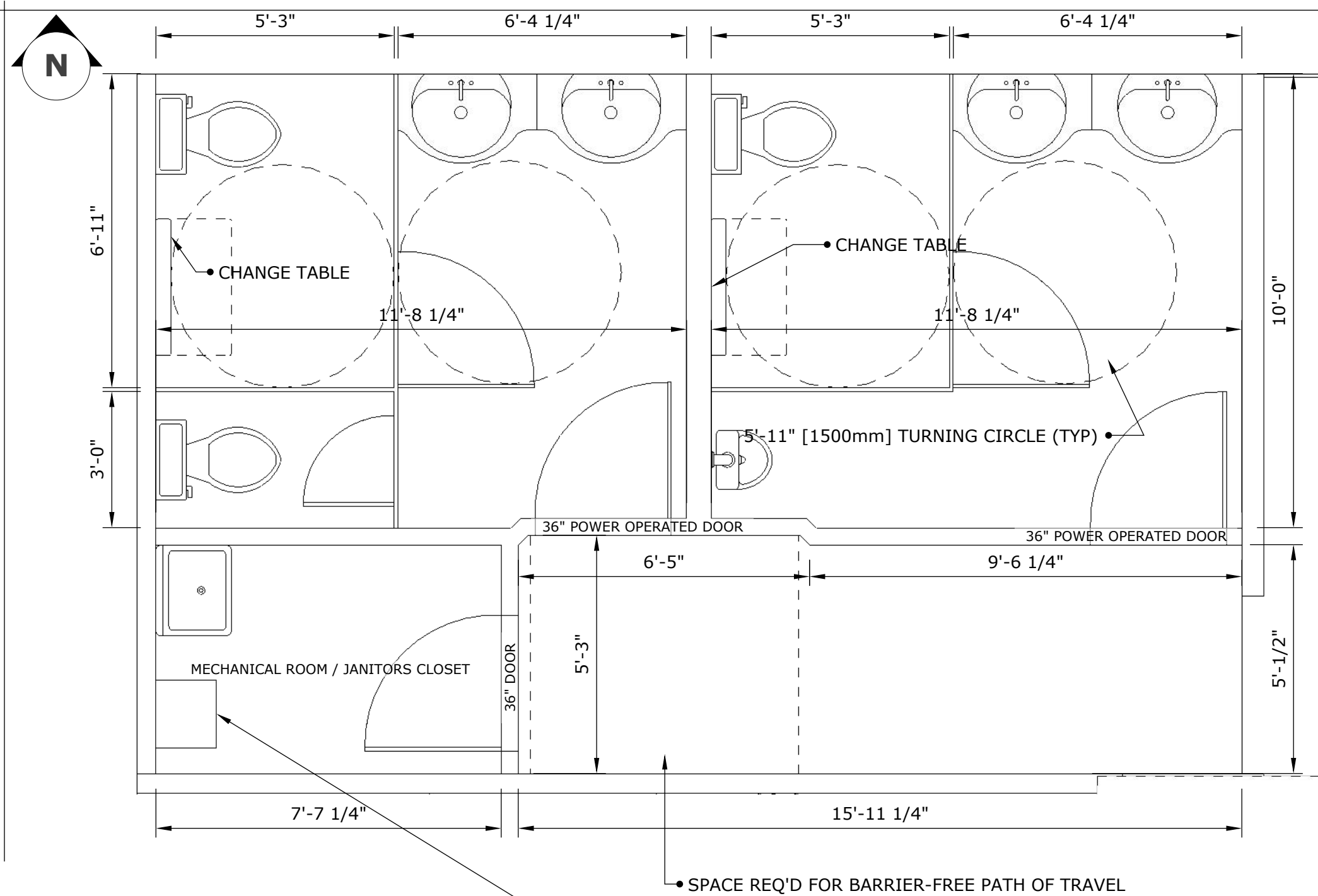
aaron.heerema@riverrangedesign.com
 807-271-4672

ELCC - Arena Renovations

Arena Hall Kitchen Sketch 3/8" = 1'-0"

CONTRACTOR TO SITE VERIFY ALL DIMENSIONS RELATIVE TO EXISTING CONSTRUCTION

DRAWN BY: AJH
 JOB #: 23-035
 © 2025 River Range Design



| ISSUED FOR: | DATE |
|------------------|------------|
| COMMENTS | 2024-03-03 |
| COMMENTS | 2024-04-16 |
| REVIEW | 2024-09-26 |
| REVIEW | 2025-01-31 |
| REVIEW | 2025-03-10 |
| PERMIT | 2025-03-17 |
| PERMIT REVISIONS | 2025-07-27 |

CEILINGS: PAINTED 1/2" DRYWALL
 WALLS: FRP PANEL OVER 1/2" DRYWALL
 FLOORING: SHEET INSTITUTIONAL GRADE FLOORING

ON-DEMAND WATER HEATER. MECHANICAL CONTRACTOR TO SIZE TO SUIT COMMERCIAL KITCHEN + UPSTAIRS WASHROOMS

MEN'S WASHROOM LAYOUT REVISED FOR TENDER TO SUIT EX. PLUMBING - 2026-04-20 - AJH

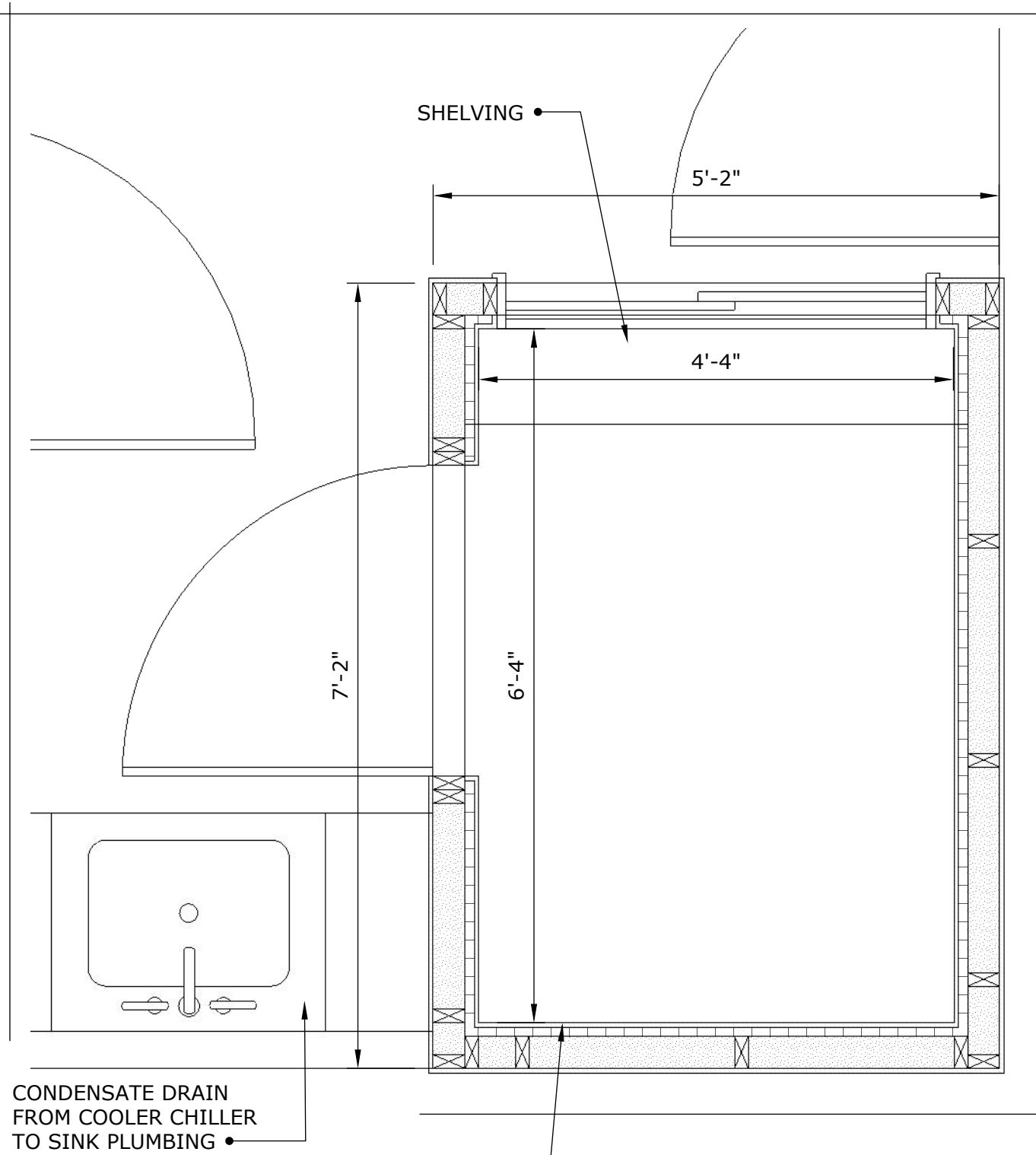


aaron.heerema@riverrangedesign.com
 807-271-4672

ELCC - Arena Renovations

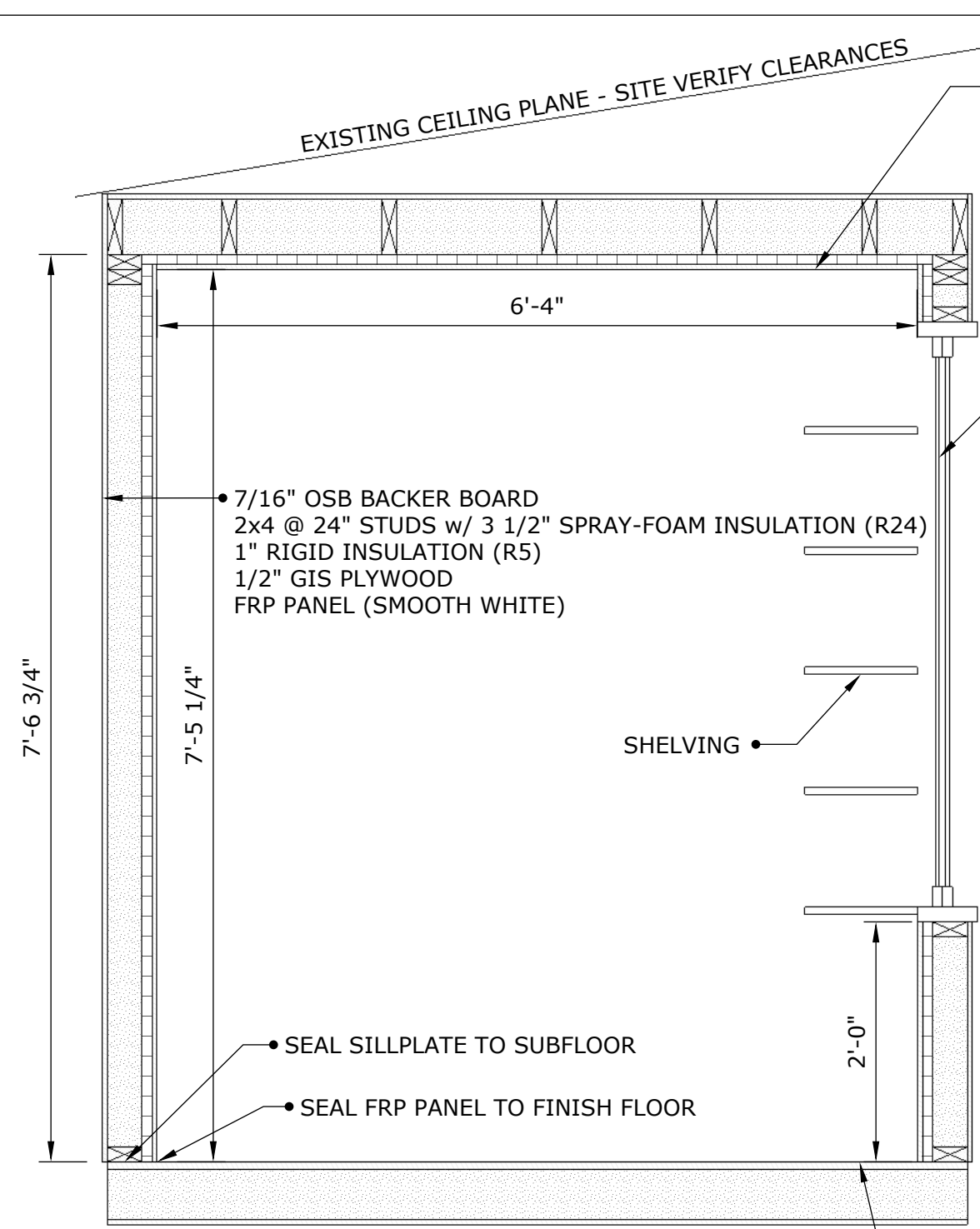
Arena Hall Washroom Sketch 3/8" = 1'-0"

DRAWN BY: AJH
 JOB #: 23-035
 © 2025 River Range Design



CONDENSATE DRAIN FROM COOLER CHILLER TO SINK PLUMBING

- FRP PANEL (SMOOTH WHITE)
- 1/2" G1S PLYWOOD
- 1" RIGID INSULATION (R5)
- 2x4 @ 24" STUDS w/ 3 1/2" SPRAY-FOAM INSULATION (R24)
- 7/16" OSB BACKER BOARD



REMOVE EXISTING SUBFLOOR TO EXPOSE STRUCTURE. PLACE BACKER BOARD C/W BLOCKING TO SUPPORT INSULATION. INFILL w/ BUILT-UP RIGID INSULATION OR SPRAYFOAM (MIN R30). REPLACE SUBFLOOR TO MATCH EXISTING THICKNESS. ENSURE SUBFLOOR AND FINISH VINYL FLOOR ARE COMPATIBLE.

- FRP PANEL (SMOOTH WHITE)
- 1/2" G1S PLYWOOD
- 1" RIGID INSULATION (R5)
- 2x6 @ 24" CEILING JOIST w/ 5 1/2" SPRAY-FOAM INSULATION (R38)
- 7/16" OSB "ROOF"



| ISSUED FOR: | DATE |
|------------------|------------|
| COMMENTS | 2024-03-03 |
| COMMENTS | 2024-04-16 |
| REVIEW | 2024-09-26 |
| REVIEW | 2025-01-31 |
| REVIEW | 2025-03-10 |
| PERMIT | 2025-03-17 |
| PERMIT REVISIONS | 2025-07-27 |



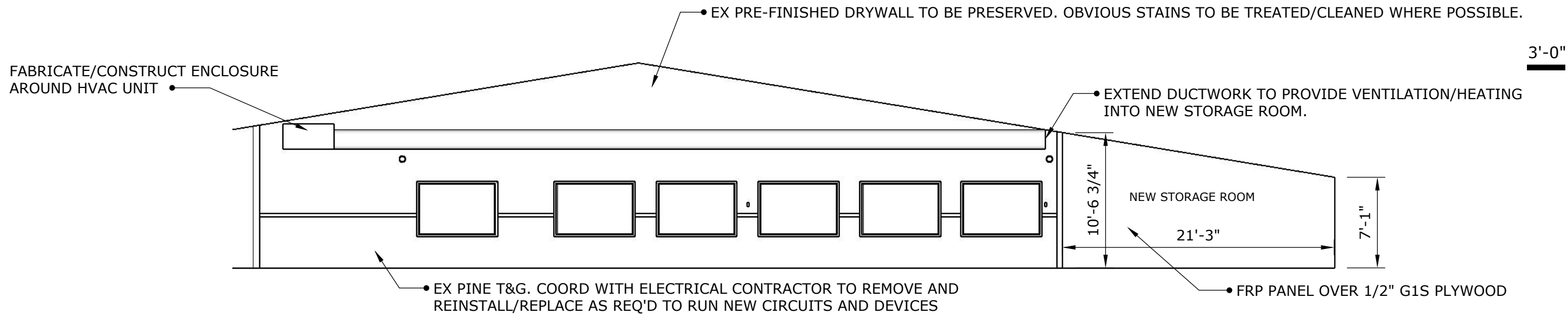
aaron.heerema@riverrangedesign.com
807-271-4672

ELCC - Arena Renovations

Arena Hall - Cooler Detail 3/4" = 1'-0"

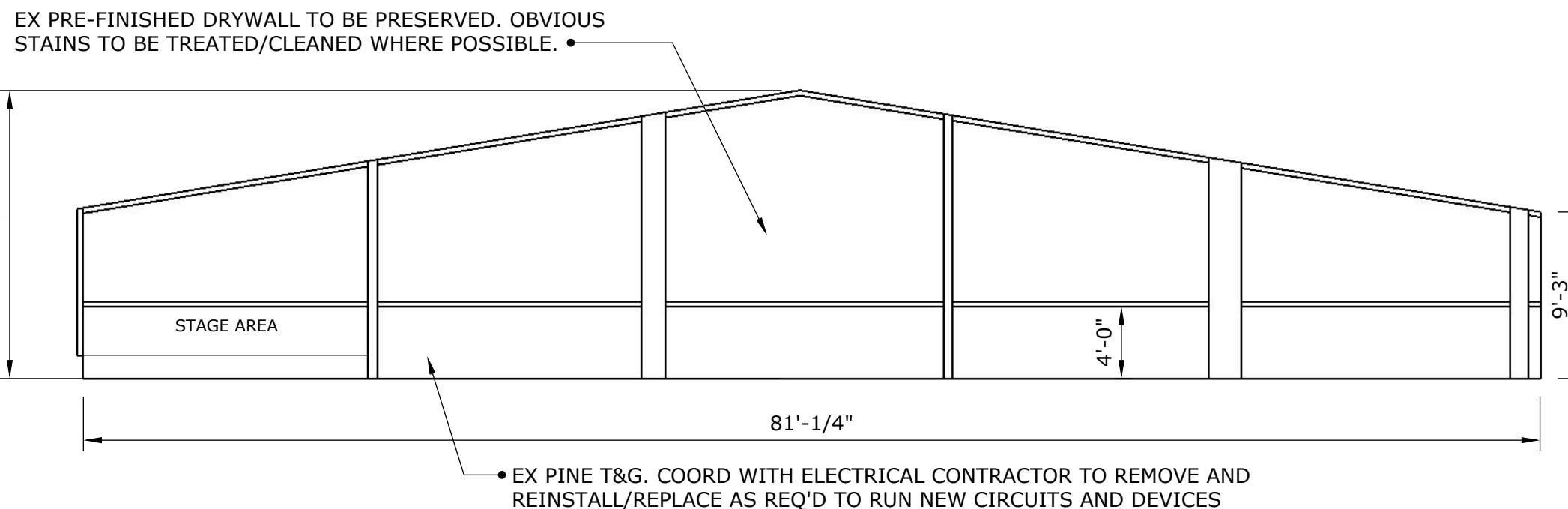
CONTRACTOR TO SITE VERIFY ALL DIMENSIONS RELATIVE TO EXISTING CONSTRUCTION

DRAWN BY: AJH
JOB #: 23-035
© 2025 River Range Design



NORTH WALL (FACING ICE SURFACE)

A 7 scale: 1/8"=1'



SOUTH WALL (EXTERIOR)

B 7 scale: 1/8"=1'



DRAWN BY: AJH

| ISSUED FOR: | DATE |
|------------------|------------|
| COMMENTS | 2024-03-03 |
| COMMENTS | 2024-04-16 |
| REVIEW | 2024-09-26 |
| REVIEW | 2025-01-31 |
| REVIEW | 2025-03-10 |
| PERMIT | 2025-03-17 |
| PERMIT REVISIONS | 2025-07-27 |

JOB #: 23-035

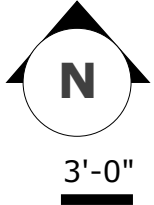
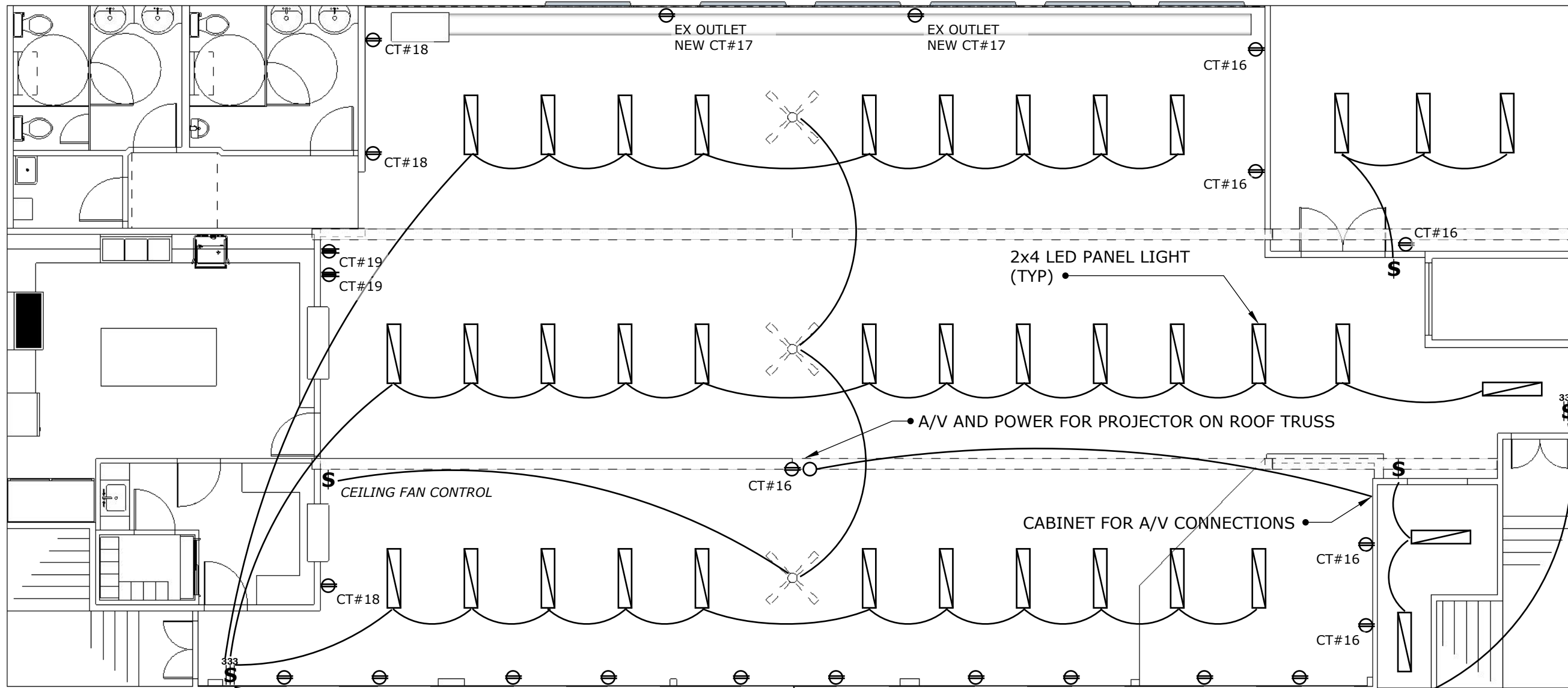


aaron.heerema@riverrangedesign.com
807-271-4672

© 2025 River Range Design

ELCC - Arena Renovations

Arena Hall Interior Elevations 1/8" = 1'-0"



- 20AMP PLUGS, 2 PER CIRCUIT
- 15AMP PLUGS, 12 PER CIRCUIT

| ISSUED FOR: | DATE |
|------------------|------------|
| COMMENTS | 2024-03-03 |
| COMMENTS | 2024-04-16 |
| REVIEW | 2024-09-26 |
| REVIEW | 2025-01-31 |
| REVIEW | 2025-03-10 |
| PERMIT | 2025-03-17 |
| PERMIT REVISIONS | 2025-07-27 |



aaron.heerema@riverrangedesign.com
807-271-4672

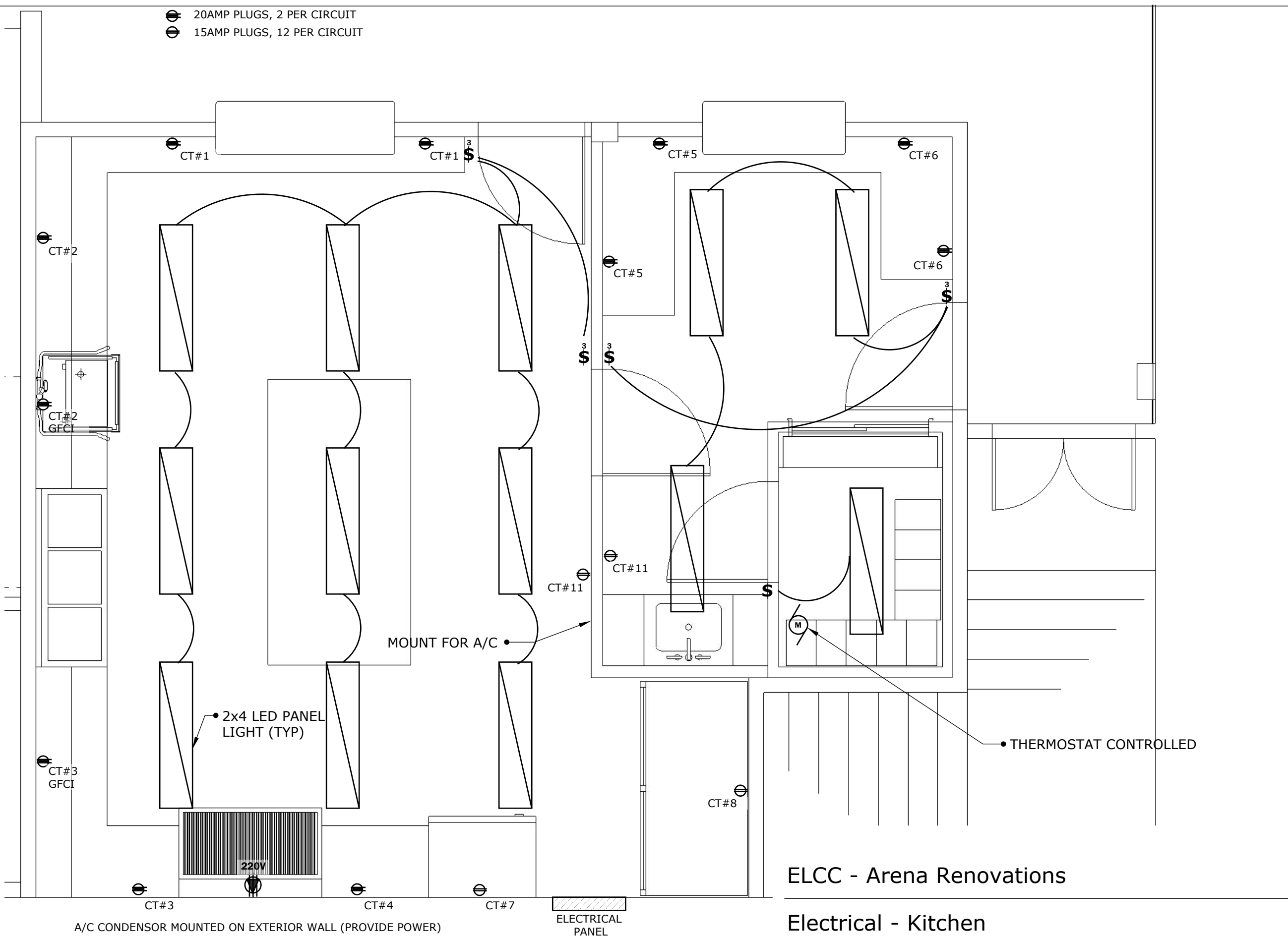
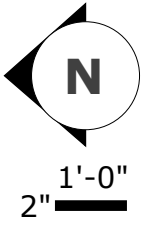
ELCC - Arena Renovations

Electrical - Hall

DRAWN BY: AJH
JOB #: 23-035

© 2025 River Range Design

- ⊖ 20AMP PLUGS, 2 PER CIRCUIT
- ⊖ 15AMP PLUGS, 12 PER CIRCUIT



| ISSUED FOR: | DATE |
|------------------|------------|
| COMMENTS | 2024-03-03 |
| COMMENTS | 2024-04-16 |
| REVIEW | 2024-09-26 |
| REVIEW | 2025-01-31 |
| REVIEW | 2025-03-10 |
| PERMIT | 2025-03-17 |
| PERMIT REVISIONS | 2025-07-27 |



aaron.heerema@riverrangedesign.com
807-271-4672

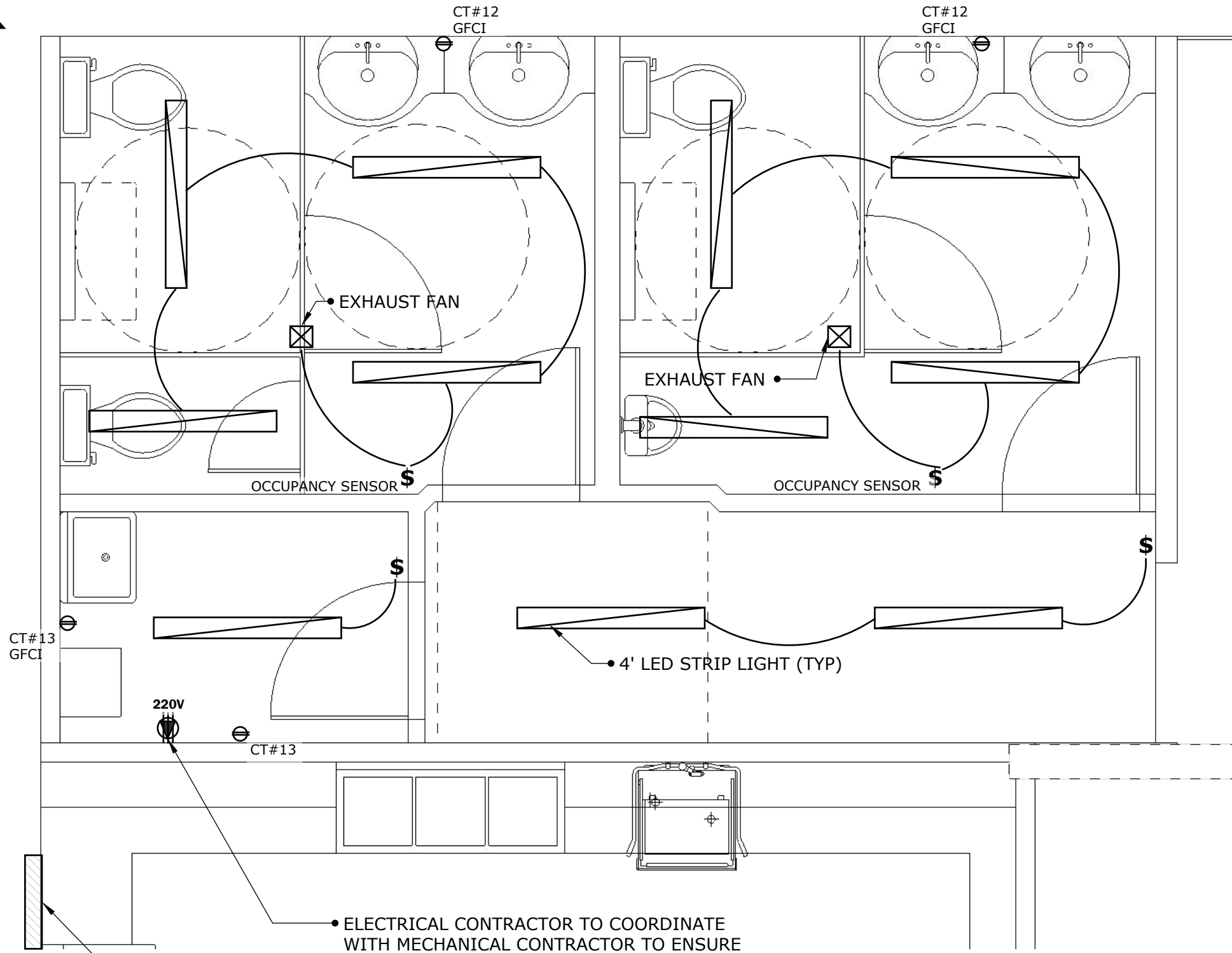
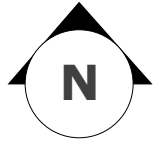
DRAWN BY: AJH
JOB #: 23-035

A/C CONDENSOR MOUNTED ON EXTERIOR WALL (PROVIDE POWER)

ELECTRICAL PANEL

ELCC - Arena Renovations

Electrical - Kitchen



| ISSUED FOR: | DATE |
|------------------|------------|
| COMMENTS | 2024-03-03 |
| COMMENTS | 2024-04-16 |
| REVIEW | 2024-09-26 |
| REVIEW | 2025-01-31 |
| REVIEW | 2025-03-10 |
| PERMIT | 2025-03-17 |
| PERMIT REVISIONS | 2025-07-27 |



aaron.heerema@riverrangedesign.com
807-271-4672

MEN'S WASHROOM LAYOUT REVISED FOR TENDER TO SUIT EX. PLUMBING - 2026-04-20 - AJH

ELCC - Arena Renovations

Electrical - Bathroom

DRAWN BY: AJH

JOB #: 23-035

© 2025 River Range Design