

# TOWNSHIP OF NORTH HURON

## REQUEST FOR TENDER

### LED REPLACEMENT OF BASEBALL DIAMOND LIGHTS

**Tender No.:** Rec-03-2026

**Issue Date:** May 7<sup>th</sup> 2026

**Closing Date:** May 22<sup>nd</sup> 2026

**Closing Time:** 2:00 PM

**Submission Method:** Hard Copy Only

**Submission Location:** 274 Josephine Street PO Box 90, Wingham ON N0G2W0

**Township Contact:** Jayson Horseman, Interim Director of Recreation

**Email:** Jhorseman@northhuron.ca

**Telephone:** 519-357-1208 x323

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# 1. INVITATION TO BID

The Township of North Huron invites bids from qualified contractors for the **supply, delivery, installation, aiming, testing, and commissioning** of replacement **LED sports-lighting fixtures** at the Libro and Optimist baseball diamonds.

The work generally includes replacement of approximately **approx. 45 existing luminaires mounted on the existing poles**, together with removal or decommissioning of obsolete ballast-related components and all associated electrical modifications necessary to provide a complete, operational, and code-compliant installation.

Bids shall be submitted in accordance with the requirements set out in this document.

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## 2. PROJECT OBJECTIVE

The objective of this project is to replace existing baseball diamond lighting with new LED fixtures while retaining the existing poles and maintaining lighting suitable for **municipal recreational baseball use**. This project should be completed by no later than **Aug 14<sup>th</sup>, 2026**.

The Township intends this project to:

- Restore lighting performance that has deteriorated over time;
  - Improve reliability and maintainability through LED conversion;
  - Minimize glare and spill light to adjacent areas; and
  - Complete the work with minimal disruption to facility operations.
  - Complete the work with minimal disruption to the 2026 baseball season
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## 3. SCOPE OF WORK

The successful bidder shall provide all labour, materials, equipment, supervision, testing, and incidentals necessary to complete the Work, including but not limited to:

- Site review and verification of existing conditions;
- Removal and proper disposal of existing luminaires and obsolete ballast-related equipment;
- Supply and installation of approximately **45 new LED sports-lighting fixtures on existing poles**;
- Supply and installation of all required brackets, adaptors, hardware, drivers, surge protection, connectors, and related components;

- Minor electrical and control modifications required for compatibility with the LED system;
- Testing, nighttime aiming, commissioning, and close-out documentation.

The Township reserves the right to adjust quantities if required.

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## 4. SITE INFORMATION

**Project Location(s):** Libro and Optimist baseball diamonds 145 Park Drive, Wingham ON N0G 2W0

Bidders are responsible for verifying all existing conditions relevant to the Work, including:

- Fixture count and arrangement;
- Pole and mounting configurations;
- Visible condition of supports and hardware;
- Electrical supply characteristics;
- Controls and timers;
- Access for lifts and other installation equipment.

No claim for extra payment arising from failure to verify visible existing conditions will be considered.

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## 5. SITE VISIT

### 5.1 Recommended Site Visit

A Recommended site visit shall be held as follows:

**Date:** May 14<sup>th</sup> 2026

**Time:** 11:00 am

**Location:** 145 Park Drive, Wingham ON N0G 2W0

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## 6. COMPLIANCE REQUIREMENTS

All work shall comply with:

- the **Ontario Electrical Safety Code**;
- all applicable **Electrical Safety Authority (ESA)** requirements;
- applicable occupational health and safety requirements;
- applicable municipal by-laws, policies, and procedures;
- manufacturer installation requirements; and
- all other applicable laws and regulations.

The successful bidder shall obtain and coordinate all required ESA notifications, inspections, and approvals and shall provide final ESA documentation to the Township prior to final payment.

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## **7. LIGHTING PERFORMANCE SPECIFICATIONS**

### **7.1 Design Intent**

The replacement lighting shall be designed for **municipal recreational baseball use**, generally consistent with **Class III recreational lighting intent**.

The Township is not seeking a major competitive or tournament-level lighting upgrade. The intent is to:

- restore deteriorated lighting performance;
- maintain the current service level of the diamonds;
- improve reliability through LED conversion; and
- minimize off-site glare and spill light.

### **7.2 Minimum Design Criteria**

Unless otherwise approved by the Township, bids shall be based on lighting performance suitable for recreational baseball with the following target criteria:

- **Infield maintained average illuminance:** minimum **30 footcandles**
- **Outfield maintained average illuminance:** minimum **20 footcandles**
- **Uniformity:** maximum **3:1 average-to-minimum**, or equivalent recreational-play uniformity
- **Glare and spill-light control:** design shall minimize light trespass to adjacent properties and glare to players, spectators, and nearby roads

### **7.3 Required Lighting Submission**

Bidders shall submit:

- fixture make and model;
- product cutsheets;
- photometric layout;
- maintained illumination information;
- uniformity information;
- aiming details;
- colour temperature;
- description of glare and spill-light control measures.

## **7.4 Photometric Plan Requirements**

The photometric submission shall include:

- a calculation grid for each diamond;
- maintained average illuminance values for infield and outfield;
- minimum illuminance values;
- uniformity ratios;
- fixture locations and mounting heights;
- aiming points or angles;
- spill-light values at property lines or other designated points.

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# **8. POLE AND MOUNTING COMPATIBILITY**

The existing poles are to remain in service unless otherwise directed by the Township.

Bidders shall verify compatibility of the proposed fixtures and mounting hardware with the existing poles, brackets, and supports.

The submission shall include confirmation of:

- fixture weight;
- mounting suitability;
- compatibility with existing support hardware; and
- any assumptions or limitations related to pole suitability.

Where requested by the Township, the bidder shall provide confirmation from a qualified professional that the existing supports are suitable for the proposed replacement fixtures.

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## **9. PRODUCTS AND MATERIALS**

All equipment supplied under this Tender shall be:

- new and unused;
- suitable for outdoor sports-lighting applications;
- certified or listed for use in Canada; and
- appropriate for the local operating environment.

Submissions shall include product information for all major components, including:

- fixture and driver details;
  - warranty information; and
  - any required accessories or control components.
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## **10. CONTROLS AND ELECTRICAL COMPATIBILITY**

Bidders shall review the existing electrical system and controls and include all minor modifications necessary for proper operation of the proposed LED system.

This includes compatibility with:

- contactors;
- timers;
- switching devices;
- photocells, where applicable; and
- related control equipment.

Any required changes shall be clearly identified in the submission.

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## **11. INSTALLATION AND COMMISSIONING**

The successful bidder shall:

- provide all access equipment, lifts, and tools required for the Work;

- safely remove and dispose of old equipment;
  - install and connect all new fixtures and related components;
  - complete testing and commissioning of the lighting system;
  - perform final **nighttime aiming**;
  - correct deficiencies identified during commissioning; and
  - provide all required close-out documentation.
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## 12. INSURANCE, WSIB, AND CONTRACTOR REQUIREMENTS

### 12.1 Insurance

The successful bidder shall, prior to commencement of the Work and upon request of the Township, provide proof of insurance satisfactory to the Township, including at minimum:

- **Commercial General Liability Insurance** in an amount not less than **Two Million Dollars (\$2,000,000) per occurrence** for bodily injury, personal injury, and property damage;
- coverage for contractual liability, non-owned automobile liability, and products/completed operations, where applicable;
- **Automobile Liability Insurance** covering licensed vehicles used in connection with the Work, in an amount not less than **Two Million Dollars (\$2,000,000)**;
- any other insurance reasonably required for the nature of the Work.

All insurance policies shall be placed with insurers licensed to operate in Ontario and acceptable to the Township.

The Township of North Huron shall be named as an **additional insured** on the Commercial General Liability policy with respect to the Work.

The successful bidder shall maintain all required insurance for the duration of the Work and shall provide certificates evidencing renewal if requested by the Township.

### 12.2 WSIB

The successful bidder shall provide proof of current **Workplace Safety and Insurance Board (WSIB)** coverage and shall maintain such coverage for the duration of the Work.

The bidder shall provide a valid **WSIB Clearance Certificate** prior to award and again upon request of the Township before final payment.

## 12.3 Electrical and Regulatory Compliance

The successful bidder shall be properly qualified and authorized to perform the Work and shall comply with all applicable legislative and regulatory requirements, including:

- the **Ontario Electrical Safety Code**;
- all applicable requirements of the **Electrical Safety Authority (ESA)**;
- applicable occupational health and safety legislation;
- manufacturer installation requirements; and
- all other applicable federal, provincial, and municipal requirements.

The successful bidder shall be responsible for all required ESA notifications, inspections, and approvals associated with the Work and shall provide final ESA documentation to the Township prior to final payment.

## 12.4 Contractor Qualifications

Bidders shall have demonstrated experience in outdoor sports-lighting installations or comparable municipal exterior lighting projects.

The Township may require bidders to provide:

- a description of relevant project experience;
- references for similar completed projects;
- names and qualifications of key personnel;
- confirmation of access to appropriate lifting and installation equipment; and
- confirmation of ability to perform nighttime aiming and commissioning.

The Township may, at its sole discretion, verify references and inspect evidence of comparable completed work.

The Township reserves the right to reject a submission where, in its opinion, the bidder does not demonstrate sufficient qualifications, relevant experience, or capacity to complete the Work.

## 12.5 Subcontractors

Where subcontractors are to be used, the bidder shall identify the major subcontractors proposed for the Work upon request of the Township.

The successful bidder shall remain fully responsible for the acts, omissions, performance, and compliance of its subcontractors.

## 12.6 Health and Safety

The successful bidder shall be solely responsible for health and safety on the site and for compliance with all applicable health and safety legislation and regulations.

The contractor shall take all necessary precautions to protect workers, Township staff, facility users, and the public during the performance of the Work.

## 12.7 Proof of Compliance Prior to Award or Commencement

Prior to award or prior to commencement of the Work, as determined by the Township, the successful bidder shall provide:

- certificate of insurance;
- WSIB Clearance Certificate;
- business and contact information for the contractor;
- any requested list of subcontractors;
- project schedule; and
- any other documentation reasonably required by the Township.

Failure to provide the required documentation within the time specified by the Township may be grounds for cancellation of the award.

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# 13. SUBMISSION REQUIREMENTS

Each submission shall include:

- completed **Schedule A – Form of Bid**;
- completed **Schedule B – Price Breakdown**;
- completed **Schedule C – Bidder Information and References**;
- completed **Schedule D – Bidder Declaration**;
- fixture manufacturer and model information;
- product cutsheets/specifications;
- photometric submission;
- pole compatibility statement;
- project schedule;
- warranty information; and
- list of exclusions and assumptions.

Incomplete submissions may be rejected.

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## **14. WARRANTY AND CLOSE-OUT**

The successful bidder shall provide:

- written product and workmanship warranties;
- ESA close-out documentation;
- final fixture schedule;
- aiming/commissioning information;
- product data sheets;
- warranty certificates; and
- as-built or marked-up record information.

Final payment will not be made until all required close-out documentation has been received and accepted by the Township.

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## **15. EVALUATION AND TOWNSHIP RIGHTS**

The Township reserves the right to:

- accept or reject any or all submissions;
- waive informalities or irregularities where permitted;
- request clarification from bidders;
- cancel and re-issue the procurement if required; and
- select the submission deemed to be in the best interest of the Township, having regard to price, compliance, qualifications, and overall suitability.

The lowest price submission will not necessarily be accepted.

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# SCHEDULE A – FORM OF BID

**Bidder Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

The undersigned hereby offers to complete the Work described in this Request for Tender / Request for Quotation for the following price:

## Lump Sum Price

**Base Bid Price (excluding HST):** \$ \_\_\_\_\_

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

**Total Bid Price (including HST):** \$ \_\_\_\_\_

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

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

Authorized Signing Officer:

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

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

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

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

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# SCHEDULE B – PRICE BREAKDOWN

For information purposes only, bidders shall provide the following breakdown:

<b>Item</b>	<b>Price Excluding HST</b>
<b>Fixture supply</b>	\$
<b>Removal / disposal</b>	\$
<b>Installation labour</b>	\$
<b>Lift / access equipment</b>	\$
<b>Electrical / control modifications</b>	\$
<b>Testing / aiming / commissioning</b>	\$
<b>Other</b>	\$

**Total Price Excluding HST: \$** \_\_\_\_\_

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# **SCHEDULE C – BIDDER INFORMATION AND REFERENCES**

## **1. Company Information**

**Legal Name of Company:** \_\_\_\_\_

**Operating Name (if different):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Website:** \_\_\_\_\_

## **2. Relevant Experience**

Describe the bidder's experience with similar sports-lighting or municipal exterior lighting projects:

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## **3. References**

Provide three references for similar completed projects:

### **Reference 1**

**Organization:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

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

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Project Description:** \_\_\_\_\_

**Reference 2**

**Organization:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

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

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Project Description:** \_\_\_\_\_

**Reference 3**

**Organization:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

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

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Project Description:** \_\_\_\_\_

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# **SCHEDULE D – BIDDER DECLARATION**

The undersigned bidder declares that:

1. the submission has been prepared without collusion or fraud;
2. the bidder has carefully examined the procurement documents and, where applicable, attended the site visit;
3. the bidder has satisfied itself as to the conditions affecting the Work;
4. the bidder has the necessary experience, personnel, equipment, and financial capacity to complete the Work; and
5. all information provided in the submission is true and complete.

Authorized Signing Officer:

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

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

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

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

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# QUESTIONS AND ADDENDA

All questions regarding this procurement shall be directed in writing to:

**Jayson Horseman**  
**Interim Director of Recreation**  
**Jhorseman@northhuron.ca**  
**519-357-1208 X323**

Questions must be received no later than **May 19<sup>th</sup> at 2:00PM.**

Where required, addenda will be issued by the Township in accordance with Township procurement procedures.