

REQUEST FOR PROPOSAL 01-2026

PICKLEBALL TENNIS COURT RESURFACING

Issued: January 13, 2026

Deadline for Submissions: February 02, 2026



The Corporation of the Town of Shelburne

203 Main Street East | Shelburne, ON L9V 3K7

Phone: 519-925-2600 | Fax: 519-925-6134 | Email: treasurer@shelburne.ca



TABLE OF CONTENTS

1.Project Overview	pg.2.
2.Project Scope	pg.2.
3.Technical Requirements	pg.4.
4.Proposal Format	pg.5.
5.Proposal Evaluation Criteria	pg.6.
6.Timeline	pg.7.
7.Terms and Conditions	pg.7.
Request For Proposal Form	pg.11.
Fee Proposal – Schedule A.....	pg.12.
Appendix A – Pickleball Tennis Court Mapping	pg.13.



1. PROJECT OVERVIEW

The Town of Shelburne seeks proposals from qualified contractors to clean, repair, and apply a two-part acrylic sports surface system to two existing tennis courts and to add a hybrid overlay with line painting for four pickleball courts within the same footprint(s). Work includes surface preparation, crack repair, acrylic color coating, line striping, and final protection/cleanup.

2. PROJECT SCOPE

2.1. Pre Construction

- Conduct site walkthrough with Town Staff.
- Validate measurements, slopes, drainage, and substrate condition.
- Submit schedule, product data, SDS, layout/shop drawings, color samples, and QA plan for Town Staff approval.

2.2. Surface Preparation

- Mechanically clean and decontaminate surfaces: pressure wash ($\leq 3,000$ psi), detergent scrub, and rinse; remove dust, dirt, oils, mildew, biological growth, efflorescence, and loose coatings.
- Vegetation control: Trim/remove encroaching vegetation; treat moss/algae with approved biocide.
- Drying: Ensure substrate is dry (moisture $< 5\%$ by mass or as per manufacturer).

2.3. Repairs & Leveling

- Crack Repair:
 - Rout and clean; fill with acrylic crack filler/patching compound compatible with the coating system.
 - For structural cracks: use fabric-reinforced acrylic systems or court patch binder per manufacturer.
- Depressions:
 - Mark and patch any area holding $> 1/16"$ (1.6 mm) water after 1 hour of drying; use acrylic patch/leveler.
- Joint/Control Joints (if concrete): Treat per manufacturer; install compatible primers/bonders; respect movement joints.



2.4. Priming (as required)

- Apply acrylic resurfacer/primer recommended by the two-part acrylic system manufacturer, especially over aged asphalt, polished concrete, or after patch repairs.

2.5. Two Part Acrylic Color Coating System

- System Type: Waterborne, two component acrylic sports surface coating designed for tennis/pickleball play, UV stable, low VOC, slip resistant.
- Coat Build:
 - 1–2 coats acrylic resurfacer (if specified)
 - 2 color coats (minimum) of the two-part acrylic system
- Spread Rate: Apply per manufacturer's published coverage rates to achieve uniform film build and texture (typically 0.10–0.18 gal/yd² per color coat, confirm exact spec).
- Texture: Fine silica/sand fillers proportioned to achieve consistent play speed and traction; no sharp aggregate.
- Colors:
 - Tennis play area: [Specify color, e.g., Dark Blue]
 - Tennis border/run offs: [Specify color, e.g., Green]
 - Pickleball courts: [Specify contrasting color scheme]
 - Provide 2 color options for Town Staff selection prior to ordering.
- Mixing: Follow manufacturer instructions for two-part activation (component A+B ratios by volume), induction time (if any), and pot life; use low speed mixers to avoid entrained air.
- Application Method: Textured squeegee and/or non spray roller per manufacturer (no broom marks, no visible lap lines); maintain wet edge; cross hatch technique for uniformity.

2.6. Court Layout & Line Striping

- Standards:
 - Tennis dimensions per ITF guidelines (court 78' x 36', line width 2" [50 mm]).
 - Pickleball dimensions per USA Pickleball (court 20' x 44', line width 2" [50 mm]).
- Hybrid Overlay Plan (4 Pickleball Courts):



- Provide scaled layout drawings locating four pickleball courts within or across the two tennis courts, respecting safety buffers ($\geq 5'$ behind baselines and $\geq 3'$ at sidelines where feasible).
- Ensure clear color contrast between tennis and pickleball lines to minimize visual confusion.
- Line Paint: Two part acrylic line paint compatible with the color system; bright white or Town Staff approved contrasting color; mask with professional-grade tape; crisp edges; no bleed.
- Cure & Protection: Allow specified dry times between coats; protect from traffic, dust, and precipitation until fully cured per manufacturer.

2.7. Weather & Environmental Conditions

- Apply only when:
 - Surface and ambient temperature: $\geq 10^{\circ}\text{C}$ (50°F) and rising.
 - RH $\leq 80\%$, wind ≤ 25 km/h (15 mph) to avoid dry spray and debris.
 - No rain forecast within 24 hours of application.
 - Substrate temperature $\leq 40^{\circ}\text{C}$ (104°F) to avoid flash drying.
- Do not apply in direct pooling water or when dew point is within 3°C of ambient temperature.

2.8. Protection & Cleanup

- Protect adjacent fences, nets, posts, sidewalks, landscaping, and buildings from overspray/spatter.
- Remove masking and waste; dispose per local regulations.
- Restore site to clean condition; reopen areas only after Town Staff approval.

3. TECHNICAL REQUIREMENTS

3.1. Technical Performance Requirements

- Slip Resistance: Dry static COF ≥ 0.80 and wet ≥ 0.60 (ASTM D2047 or manufacturer test method).
- Surface Texture: Even, no ridges or bald spots; texture uniformity within $\pm 10\%$ (visual and tactile inspection).
- Color/Gloss: Uniform color without shading or lap marks; low-sheen, glare-reducing finish.



- Drainage: No standing water >1/16" (1.6 mm) after 1 hour drying post-wash.
- Product Data & SDS: For all materials (resurfacer, acrylic system, line paints, crack fillers, patch compounds).
- Manufacturer Certifications: Confirm materials are intended for tennis/pickleball courts and compatible as a system.
- Shop Drawings: Court layout plan(s), dimensions, line schemes, color palette.
- Work Plan & Schedule: Sequencing, estimated durations, weather contingencies.
- Quality Plan: Crew qualifications, daily QC checks, test patches, and acceptance criteria.
- Warranty Letter: Manufacturer and installer warranties.

3.2. Quality Assurance

- Installer Qualifications: Minimum 5 years experience with acrylic court surfacing; 3 similar Canadian projects in past 36 months; references required.
- Mock up/Test Patch: Minimum 100 sq ft on court edge to confirm color/texture/coverage before full application.
- Inspections: Town Staff reserves right to inspect at prep, after repairs, after first color coat, and at completion.
- Corrective Work: Contractor shall correct defects at no cost to the Town.

3.3. Safety & Compliance

- Comply with Ontario OHS laws and local bylaws.
- Use PPE and safe handling per SDS.
- Traffic and site control to prevent public access during work and curing.
- Noise and working hours per municipal requirements.

4. PROPOSAL FORMAT

Request for Proposal to be addressed by email only to Carey Holmes, Treasurer at treasurer@shelburne.ca with the subject line clearly stating **RFP 01-2026**.

Emails must be sent no later than **3:00 p.m. (15:00 hours) local time**, on the specified closing date; **Monday February 02, 2026**. Late bids will not be accepted.



Request for Proposal submissions must include:

- Completed in full Request for Proposal Form by date and time specified – **February 02, 2026 – 3:00 pm EST.**
- Completed in full Fee Proposal signed by Proponent and provide a formal detailed quote (Schedule A).
- Company Profile including Certifications and Accreditations along with relevant experience.
- References of similar projects from previous/existing Vendors.
- Copy of Contractor's current Insurance Certificates and WSIB Clearance Certificate.
- Scaled layout drawing locating four (4) pickleball courts within two (2) tennis courts.

5. PROPOSAL EVALUATION CRITERIA

Proposals will be assessed on the information provided in the proposal. Evaluation will be based upon the following items:

- Price - 30%
- Conformity to Specification - 30%
- Experience of Personnel - 25%
- References - 15%

Note: Lowest or Any Proposal not necessarily accepted.

Please Be Advised

Proposals that are incomplete, conditional, illegible, or obscure or that contain additions not called for, reservations, erasures, alterations or irregularities of any kind, may be rejected as informal. Bidders are required to fill in all the blanks.

A Proponent may, without prejudice to himself, withdraw his tender at any time up to twenty-four (24) hours before the time set for the closing of the tender. Such withdrawal shall be made in writing and be received by the Town within the specified time. The Proponent who has withdrawn their proposal may submit a new Proposal but must be received by the Town on or before the closing date and time. After closing, the Proposals are final and binding on the Proponent.



6. TIMELINE

January 12, 2026	Request for Proposal Issued.
January 26, 2026 by 4:30 pm <i>(questions & addendums (if any))</i>	Deadline for electronic questions to Municipality wthomson@shelburne.ca from Interested Suppliers; Replies will be circulated to all Suppliers: Addendums (if necessary) will be the responsibility of the bidder to download from the Town website at shelburne.ca or merx.com.
February 02, 2026 (3:00pm EST)	Closing date for Proposal Submissions.
February 06, 2026	The Municipality will award the Request for Proposal and notify the successful Proponent.

QUESTION PERIOD

All questions, technical, or otherwise, pertaining to this Request for Proposal should be directed by email only to:

Will Thomson, Manager of Operations, Parks, and Facilities

wthomson@shelburne.ca

Deadline for emailed questions will be **January 26, 2026 at 4:30pm**. Responses and clarifications requests will be provided to all Proponents in writing. No clarification requests will be accepted by telephone.

7. TERMS AND CONDITIONS

ADDENDUM

If an addendum is found to be necessary, it will be released to all companies that have requested a copy of the RFP, or already submitted a Proposal for the RFP. If the Town revises this RFP, any revisions will be included in this Addendum. The Addendum shall advise any changes to the Proposal submission date if more time is allowed for all Proponents to revise their Proposals. It will be the responsibility of all Proponents to download from the Town website or Merx.com.

COMPLETION DATE

The Proponent is responsible for completing the scope of work outlined on pages 2 to 5 by **June 30, 2026**.



CONFIDENTIALITY

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, as amended, Proponents are advised that all correspondence provided by a Proponent responding to this RFP as hereby collected under the authority of the Municipal Act, 2001 and will be used exclusively in the RFP process. The Town will treat all Proposals as confidential within the boundaries of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) but may be released pursuant to the Act.

All public reports approved by the Town of Shelburne will become public information. Notwithstanding the foregoing, Proponents recognize and agree that the Town will not be liable in any way for any losses that the Proponent may suffer from the disclosure of information to third parties.

CONFLICT OF INTEREST

The Proponent must disclose to the Town any potential conflict of interest that might compromise the project. In the case where there might be a conflict of interest, the Town may refuse to consider the Proponent. The Proponent must fully disclose any potential conflict of interest with a Town employer, board member or commission that may have a financial gain with the awarding of the contract and state the nature of that interest.

FAILURE OR DEFAULT OF PROPONENT

If the Proponent, for any reason, fails or defaults in respect of any matter or thing which is an obligation of the Proponent under the terms of the RFP, the Town may disqualify the Proponent from the RFP and/or from competing for future bid opportunities (RFTs/RFQs/RFPs/etc.) issued by the Town. In addition, the Town may at its option either: 1. Consider that the Proponent has withdrawn any offer made, or abandoned the Agreement if the offer has been accepted, whereupon the acceptance, if any, of the Town shall be null and void; or 2. Require the Proponent to pay the Town the difference between its Proposal and any other Proposal which the Town accepts, if the latter is for a greater amount and, in addition, pay the Town any cost which the Town may have incurred, by reason of the Proponent's failure or default, and further, the Proponent will indemnify and save harmless the Town its officers, employees and agents from all loss, damage, liability, cost, charge and expense whatever, which it, they or any of them may suffer, incur due to the failure of the Proponent.

INDEMNIFICATION

The Proponent shall indemnify and save harmless the Corporation of the Town of Shelburne, its elected officials, officers, employees, and agents from and against all losses and all claims, demands, payments, suits, actions, recoveries and judgements of every nature and description made, brought or recovered against the Town by reason of any act or omission of the Proponent, his agents or employees, in the execution of his work. This indemnity shall be in addition to and not in lieu of any insurance to be provided by the successful Proponent in accordance with the RFP.



INSURANCE

The party to whom this Contract is awarded shall supply the Town with proof of insurance and a copy of the policy, prior to signing of the Proponent by Town officials, and provide coverage throughout the term of the Proposal in the amounts outlined below.

Comprehensive General Liability Insurance with a minimum limit of liability of \$5,000,000.00 inclusive of any one occurrence. Comprehensive General Liability Insurance shall cover all operations and liability assumed under the Contract with the Town. The Comprehensive General Liability Insurance shall include premises and operations liability, Proponent's contingency liability with respect to the operations of Sub-contractors completed operations liability and automobile liability (owned, non- owned or hired units).

All premiums and expenses incurred with this insurance shall be paid for by the Contractor. Failure to maintain adequate insurance, the Proponent shall be totally responsible for all claims for damage.

LIMITS AND LAWS/CONFORMITY TO LEGISLATION

The Proponent shall obtain, and pay for all required permits from Federal, Provincial and Municipal Authorities having jurisdiction over the work. The Proponent shall comply with all applicable laws, ordinances, rules, and regulations including but not limited to, the Occupational Health and Safety Act, the Labour Act, Environmental Protection Act and Highway Traffic Act.

NON-COLLUSION

A Proponent is prohibited from any communication, directly or indirectly, with any other Proponent/Agent or representative of the Proposal. If a breach is discovered, the Town reserves the right to disqualify the Proposal.

PAYMENT

Once the project has started, payment shall be monthly, based on work completed to date and provided the work has been satisfactorily completed. The Proponent shall show its HST Registration number on each invoice. The amount of HST being charged shall be shown separately on all invoices. Prices contained in submission are to be in Canadian Funds, and to include all necessary labour, travel, and equipment required for execution of the work.

PROCUREMENT POLICY

Contract Award and Execution shall be in accordance with the Town's Municipal Procurement Policy 2019-05. A copy of the Procurement Policy is available on the Town website: <https://www.shelburne.ca/media/vg5ntimp/amended-municipal-procurement-policy-2019-05.pdf>

TOWN'S RIGHT TO ACCEPT OR REJECT

The Town of Shelburne reserves the right to accept any Proposal or Proposals or any portion of any Proposal that the Town determines is in the Town's best interests, even if that Proposal is not the lowest in dollar amounts. Such decisions of the Town are final and binding.



The Town of Shelburne reserves the right to reject any Proposal, even if that Proposal is the lowest in dollar amounts and may award the contract to the Proponent that the evaluation team finds the most appropriate. The Town will not be liable for any incurred costs that may arise from submitting the Proposal.

It is not the intention of the Town to award this RFP to any Supplier who does not furnish satisfactory evidence that they have the ability and experience in this class of work, and that they have sufficient capital and plant to enable him to prosecute and complete the same successfully, and to complete it in the time stated in this Proposal. It will be the Supplier's responsibility to clarify any details in questions before submitting a Proposal.

The Town of Shelburne will not bear any fault for any oral communications. The Town reserves the right to re-tender the Project or potentially negotiate a contract with a suitable Proponent.

Proponents are required to disclose their legal status as to whether they are a Federal, Provincial or Foreign Corporation, a partnership or an individual and to state the names and addresses of the responsible officers or partners as the case may be.

TOWN'S AUTHORITY

The Director of Development & Operations shall be the Contract Administrator as identified in Ontario Provincial Standards (O.P.S.) Section GC 3.01 of the General Conditions. It is mutually agreed between the parties of this Contract that the Town's Director of Development & Operations or designated representative, shall supervise, direct, and approve all work included herein, and in all cases shall decide every question which may arise relative to the execution of the work to be performed under this Contract as per Section GC 7.0 – Contractor's Responsibilities and Control of the work.

WORKPLACE SAFETY AND INSURANCE BOARD

A Certificate of Clearance from the Workplace Safety and Insurance Board (WSIB) must be provided prior to the commencement of the project, providing adequate proof that all payments by the Proponent have been made.

The Proponent clearly understands and agrees that they are not, nor is anyone hired by the Proponent, covered by the Corporation of the Town of Shelburne under the Workplace Safety & Insurance Board Act, The Unemployment Act, or any other Act, whether Provincial or Dominion, in respect of the Proponent, their employees and operations, and shall upon request furnish the Town with such satisfactory evidence that the Proponent has complied with the provisions of any such Acts.

The Town of Shelburne is not to be deemed the employer of the supplier or their personnel under any circumstances whatsoever.



REQUEST FOR PROPOSAL FORM

Company Name:
Contact Representative:
City, Province, Postal Code:
Address:
Phone:
Email:
HST Registration Number:
Insurance Company:
Insurance Policy Number:
Insurance Coverage:
WSIB Clearance Certificate Number:

Having carefully examined all Proposal Documents related thereto, including the General Terms, Scope of Work, Proposal Requirements, Form of Proposal and Addendum, do hereby provide this Proposal in accordance with the Proposal Documents and all specifications. I/We understand and agree to provide the resurfacing service as per the instructions, conditions and costing as proposed in Schedule A (unit prices).

Signature of Authorized Person

Print Name

Title

Signature of Witness

Please note: Person signing must be authorized to conduct business on behalf of the company represented and to bind the company/individual to statements on this RFP/Contract. Failure to sign submission will result in a rejection of the proposal.

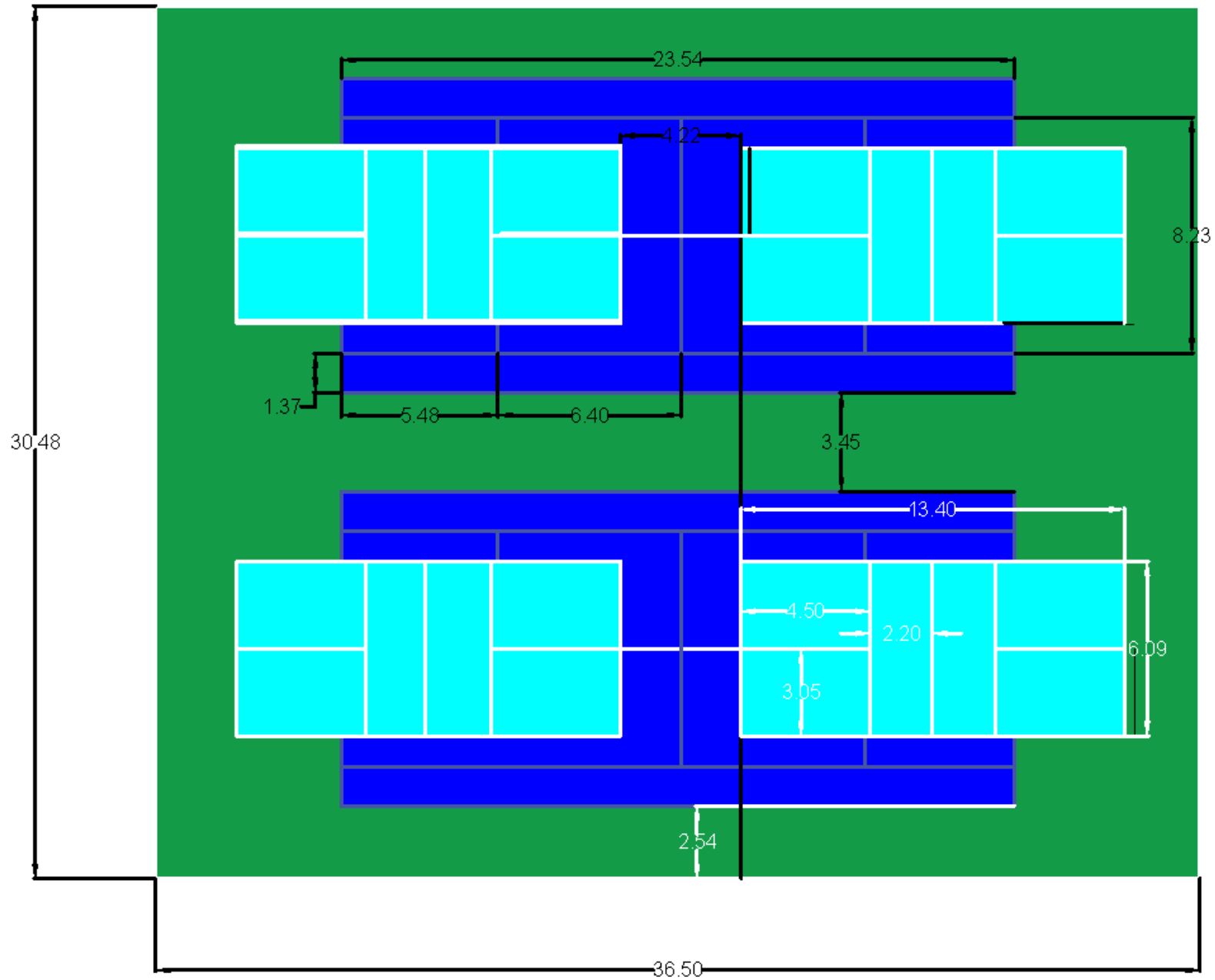


FEE PROPOSAL – SCHEDULE A

Two-Part Acrylic Brand & System:	
Line Paint Brand:	
Proposed Colors: *Attach swatches	Option 1. Tennis play area: Tennis border run: Pickleball courts: Option 2. Tennis play area: Tennis border run: Pickleball courts:
Schedule (calendar days):	
Warranty (years):	Materials: Workmanship:
References (3 projects): *Attach with photos and contacts	1. 2. 3.
Total Lump Sum (including HST):	\$

Signature of Authorized Person _____

Date _____



<p>DRAWING TITLE</p> <p>Appendix A</p>	 <p><i>A People Place, A Change of Pace</i> SHELburne ONTARIO, CANADA</p>	<p>DRAWN BY: WT</p> <p>ID: 2021-010-01</p> <p>DATE: 2026-01-09</p>
--	---	--