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**The Corporation of the Town of Iroquois Falls**  
**P.O. Box 230**  
**253 Main Street**  
**Iroquois Falls ON, Ontario**  
**P0K 1G0**  
**Telephone: (705) 232-5700**  
**[www.iroquoisfalls.com](http://www.iroquoisfalls.com)**

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# Request for Proposal (RFP)

## **Project:**

Jus Jordan Arena,  
Zamboni Advertising Rights  
Iroquois Falls, Ontario

### **Proposal Closing**

**Date:** Wednesday July 8<sup>th</sup> 2026

**Time:** 2:00 P.M. Local Time (Eastern Standard Time)

**Location:**

Municipal Office

Town of Iroquois Falls, P.O. Box 230,

253 Main Street

Ontario, P0K 1G0

**Municipal Office Hours:** Monday – Friday 8:00 a.m. – 4:00 p.m.

Proponents' Questions Deadline for written questions from Proponents is June 26<sup>th</sup>, 2026.

Proponents' questions will be responded to on or before July 1<sup>st</sup>, 2026

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## **INSTRUCTIONS TO PROPONENTS**

### **1. DEFINITIONS**

In this Request for Proposal, except where otherwise qualified, these terms will be defined as follows:

2. “**Agreement**” means the agreement between the successful Proponent and the Town of Iroquois Falls for the service pursuant to this RFP.
3. “**Business Day**” means a day other than a Saturday, Sunday, or statutory holiday in Ontario.
4. “**Closing Date**” means 3:00 p.m. Wednesday July 8<sup>th</sup> 2026 Local (Iroquois Falls, ON, Canada) Time.
5. “**Town of Iroquois Falls**” means The Town of Iroquois Falls.
6. “**Proponent**” means the person or company or entity submitting a proposal under this RFP
7. “**Proposal**” means the Proponent’s response to this RFP.
8. “**RFP**” means this Request for Proposal, including all schedules attached hereto and any addendum or clarifications issued hereafter by the Town of Iroquois Falls.
9. “**Successful Proponent**” means the successful Proponent of this RFP.

### **2. INTERPRETATION**

Throughout this RFP document, the following shall apply unless inconsistent with the context:

Words importing the singular number shall include the plural and vice versa; and

- 1.1. Words importing persons shall include individuals, partnerships, associations, trusts, municipal corporations, Town of Iroquois Falls, unincorporated organizations and corporations.

### **3. INTRODUCTION**

The Town of Iroquois Falls is a single tier municipality in Cochrane District located in northeastern Ontario, approximately 8 Kilometers off Hwy 11 and is nestled on the shores of the Abitibi River. Located 75 km northeast of Timmins and 50km south of Cochrane, the Municipality consists of 4 small communities; Iroquois, Porquis, Monteith and Nellie Lake and has a combined population of 4,418 residents. (Canada 2021 Census). The town has a medium population density of 7.4 persons/sq km. The Town has experienced population growth since the Covid-19 pandemic and is planning on a low population growth scenario.

The Jus Jordan Arena and Iroquois Falls Sports Complex is the recreation hub for

recreational activities in Iroquois Falls. Opened in 1957, the Jus Jordan Arena held the title of Canada's largest volunteer project, and the end result of the tremendous accomplishment is widely considered the premier ice arena in Northeastern Ontario.

The arena is home Iroquois Falls Storm Jr A franchise of the Northern Ontario Jr "A" Hockey League, the Iroquois Falls Minor Hockey Association and the Iroquois Falls Ringette Association as well as recreational leagues municipal programs. The arena hosts up to up to 6 regional tournaments annually.

In January 2026, the Town of Iroquois Falls received a new fully electric lithium ION Zamboni. Of course, the Zamboni is the focal point of the building during regular ice maintenance, intermissions or conclusion of a rental/game. The Zamboni operates on the single-pad arena during the ice season from mid-August to late April.

The Jus Jordan Arena arena can see thousands of visitors on a typical weekend during the ice season, which makes it a great location to advertise your business and brand. Interested Advertisers shall complete the attached application form indicating their proposed term and financial bid for use of the advertising space.

The Advertiser must cover the new Zamboni with a custom vinyl wrap. Advertisers are welcome to use the entire exterior of the Zamboni. Attached to this RFP are the specifications on the sizing of the Zamboni 450.

There are many examples of Zamboni wraps from all over North America.

[Zamboni Wrap Advertising in Ontario Recreation Centres](#)

Only one (1) business will be awarded the Zamboni advertising space per term. With that, the advertising right for the Zamboni is exclusive to the successful respondent. There will no longer be multi advertisements on the machine with exception of the original Zamboni markings/name plates.

#### **4. GENERAL INSTRUCTIONS**

1. All bid documents must be submitted in accordance with the location, date, time and manner as specified in the Tender/RFP/Quotation Call.
2. Proposal submissions must be dated and signed by an authorized signing authority.
3. All **bid documents and corresponding addendums** must be submitted in a **sealed envelope**, clearly marked as to its contents in ink or typed form or email in PDF to **submissions@iroquoisfalls.com**
4. It is the responsibility of each Proponent to seek clarification about any information in relation to this RFP by contacting Steve Belanger, Director of Recreation Services, Town of Iroquois Falls. Clarifications requested by Proponents must be in writing via email, deadline date is specified in Section 5.0. The reply will be made in the form of an

addendum that will be posted on the Town of Iroquois Falls website and via Email. No other interpretation or explanation shall be valid.

5. As submissions are received, they are time and date stamped by the Municipal Office Staff at the Municipal Office to ensure compliance with the closing date and time.
6. Proposals may be submitted in person, by mail or courier or emailed in PDF to **submissions@iroquoisfalls.com**. The Town of Iroquois Falls will not accept **faxed documents**.

For Proposals that are mailed in, the form must be received in a sealed envelope bearing a label clearly specifying, **Jus Jordan Arena, Zamboni Advertising RFP-2026-REC-07** must be received by Iroquois Falls Town Hall Office. **253 Main Street, POK 1G0, Box 230, Iroquois Falls ON** no later than 2:00 p.m. local time (Eastern Standard Time), on the specified closing date. Late Proposals will not be accepted under any circumstances; however late proposals shall be date and time stamped and returned to the Proponent, unopened, shortly thereafter by regular mail.

7. Openings will be held at the time of closing or shortly thereafter, and on the date as specified in the Tender/RFP/Quotation Call documents. Minutes will be taken; proponent attendance is not required.
8. For tenders, the name of the bidder and the total amount will be read aloud and duly recorded. For RFPs and Quotations, the name of the proponent will be read aloud and recorded, but not the total amount.
9. All members of the public in attendance at the opening are required to sign the Attendance Form.
10. Following the opening, the completed Unofficial Results Form and accompanying bid documents will be given to the Requisitioning Department Head for evaluation.
11. Proposals must be in English only or in English and French
12. The lowest and/or any bid not necessarily accepted.
13. The Town of Iroquois Falls reserves the right to accept/reject, cancel/re-advertise an Tender/RFP/Quotation Call

**5. RFP Estimated Time Table**

The Town of Iroquois Falls cannot guarantee a fixed time schedule for this RFP process; however, this section provides the Town of Iroquois Falls’s estimate as to the time required.

**The Clerk’s Office clock determines the Closing Time of the Proposal Call.**

<b>Task</b>	<b>Date</b>
<b>Issue Request for Proposal</b>	<b>June 17<sup>th</sup> , 2026</b>
<b>Deadline for Receipt of Proponents Questions</b>	<b>June 26<sup>th</sup> , 2026</b>
<b>Deadline for response to Proponents Questions</b>	<b>July 1<sup>st</sup> , 2026</b>
<b>Request for Proposal Closing</b>	<b>July 8<sup>th</sup> , 2026</b>
<b>Evaluation of Proposals completed</b>	<b>10 days prior to the Regular Meeting of Council at which the awarding By-Law is passed.</b>
<b>Selection of Preferred Proposal</b>	<b>The Council Meeting at which the awarding By-Law is passed, July 20<sup>th</sup> , 2026</b>
<b>Notification to successful Proponent</b>	<b>The business day following the Council meeting noted immediately above, July 21<sup>st</sup> , 2026</b>

**6. RFP Registration**

**REGISTRATION FORM**

Proponents may register by email request to Steve Belanger, Director of Recreation Services at [sbelanger@iroquoisfalls.com](mailto:sbelanger@iroquoisfalls.com)

Addendums to bid documents will be forwarded to all registered proponents/bidders upon completion of this form in order to guarantee notification and receipt of addendums (if any). Those who do not complete a Registration Form are responsible for obtaining all addendums associated with this project. The Town of Iroquois Falls shall not be responsible for misinformed proponents/bidders who neglect to complete this form.

**Please return the completed registration form in person to 729 Synagogue Ave, or by email to [sbelanger@iroquoisfalls.com](mailto:sbelanger@iroquoisfalls.com) with the subject line listed as: Registration, RFP for Jus Jordan Arena Zamboni Advertising Rights**

<b>PROJECT NAME</b>	
<b>CLOSING DATE</b>	
<b>COMPANY NAME</b>	
<b>PRINCIPLE CONTACT</b>	
<b>ADDRESS</b>	
<b>ADDRESS (LINE 2)</b>	
<b>CITY AND PROVINCE</b>	
<b>POSTAL CODE</b>	
<b>TELEPHONE</b>	
<b>FACSIMILE</b>	
<b>EMAIL ADDRESS</b>	
<b>DATE</b>	

The Town of Iroquois Falls has local Canada Post and courier service outlets. It is the responsibility of the proponent to check with your local Canada Post outlet and/or courier to determine an appropriate timeline to submit your proposal. The Town of Iroquois Falls assumes no responsibility for proposals received after the closing date and time.

## **7. Response to the Request for Proposal**

### **Advertisement Terms and Conditions**

1. The Advertiser is responsible for the production and installation of all artwork, supply of vinyl wrap, to complete the advertisement.
2. The Advertiser agrees to pay the annual bid amount on an annual basis as invoiced by the Municipality.
3. The Municipality may refuse or alter any advertising material submitted by the Advertiser for display if the Municipality deems such material objectionable, or for any reason undesirable, without limiting the generality of foregoing, the Advertiser agrees that all advertising will comply with Canadian Code of Advertising Standards of the Canadian Advertising Advisory Board.
4. The Municipality will provide general maintenance for the advertisement including regular cleaning. The maintenance and service of the advertising material due to general wear and tear is the responsibility of the Advertiser and the Municipality shall not be responsible for any damage or destruction to the advertising material whatsoever unless caused by the negligence of the Municipality.
5. The successful Proponent guarantees to the Town of Iroquois Falls that the advertisement, including wrap materials and installers are professional and experience in vehicle wraps and/or advertising.
6. At the end of the advertisement term the opportunity for advertisement will be made available via RFP. However, the current Advertiser will have the right of first refusal to any new bids made for the advertisement space.
7. Should an Advertiser wish to cancel their agreement they shall provide the Municipality with 90 days' notice. A cancellation fee of 10% of outstanding total annual bid per annum remaining.

## **8. Inquiries/Questions**

All inquiries with respect to the RFP shall be directed to Steve Belanger, Director of Recreation Services at [sbelanger@iroquoisfalls.com](mailto:sbelanger@iroquoisfalls.com). Please list **Jus Jordan Arena Zamboni Advertising Rights** in the subject line prior the identified deadline for questions. Information obtained from any other source other than the Director of Recreation Services is not official and may be inaccurate.

In the event the Director of Recreation Services determines that additional information

is required to respond to such inquiries, the Director of Recreation Services will consult with other personnel and provide the appropriate response to Proponents.

Questions will be responded to in the form of an “Addendum” to the Request for Proposal, which will be distributed to all registered Proponents known to the Town of Iroquois Falls.

#### **9. Proposal Opening/Confidentiality Assurance**

Be advised that all Proposals that are received on time will be opened in a public setting however, the Proposals themselves will be maintained in confidence.

All Proposals submitted to the Town of Iroquois Falls become the property of the Town and as such, become subject to the “Municipal Freedom of Information and Protection of Privacy Act”. While the Town of Iroquois Falls considers all Proposals to be confidential and will involve the Proponent in any proceeding challenging that position, it must be understood that the Town of Iroquois Falls will not necessarily be the final decision-maker on that point.

#### **10. Proposal Submissions**

One (1) original hard copy of the Proposal are to be submitted on 8 ½ inch by 11 inch paper, including any Addendums that may have been issued under Section 2. The submission must be clearly identified as “Jus Jordan Arena Zamboni Advertising Rights.”

#### **11. Advertising details and timing.**

As part of the process of evaluating responses to this RFP, the evaluation team will be looking for proposals that include a description of:

- a) Approximate Installation Timeline;
- b) Description of Advertisement;
- c) The Design and Installation team\*\*\*\*\*

#### **12. Proposal Response Format**

Proponents should follow the format set out below and provide all of the information as requested:

10.1 Request Document Form: RFP Response Package (see attached ‘Request Document Form RFP Response Package’)

10.2 Request Document Form: Pricing Submission (see attached ‘Request Document Form: Pricing Submission’)

The total proposed bid shown on the Request Document Form: Pricing Submission will be

considered as the total disbursement payable to the Town of Iroquois Falls. All prices must be net and firm and will remain firm for the term of the Agreement.

Proponents should refer to the Agreement to be signed with the successful Proponent, for further conditions and to fully understand price considerations when preparing proposals.

Proponents shall be responsible for any and all statutory payments and/or deductions

### **13. Initial Proposal Screening**

The requisitioning Department Head and Senior Administration Team members (acting individually or together with a team of others) will review and evaluate all Proposals. They will be checked to make sure that they comply with the terms and conditions of this Request for Proposal document. Any Proposal that does not meet all the necessary criteria may be rejected without further consideration.

#### **Graphic design and installation team**

The advertiser will engage a professional team and installation firm who successfully performed similar services within the last three (3) years.

### **14. Proposal Scoring**

Proposals will be evaluated using the criteria and evaluation weights listed in the table below.

<b>Proponent Response Criteria</b>	<b>Weight</b>
Response to the Scope of Services	5
Installation Plan and Timing	10
Financial Proposal, including Term	85
<b>TOTAL SCORE</b>	<b>100</b>

### **15. Award**

No information pertaining to the proposal contents or the number of proposals received will be provided prior to award being made.

If Proponents have an inquiry after the results are made available, questions must be directed to the Procurement Manager via email within a period of fifteen (15) business days after the award is posted.

The Town of Iroquois Falls Senior Administration Team, including its requisitioning Department Head for the department leading this project reserves the right, privilege, entitlement and absolute discretion.

**Other Rights and Privileges Reserved by the Town of Iroquois Falls**

- 15.1 The Town of Iroquois Falls does not bind itself in any way to accept any Proposal and reserves the right to negotiate alternatives and modifications to the Proposals received.
- 15.2 The Town of Iroquois Falls reserves the right, in the event that the successful Proponent fails to comply with the conditions as listed, to cancel any Agreement in place regarding this RFP and award it to another Proponent without penalty or action against the Town of Iroquois Falls.
- 15.3 The Town of Iroquois Falls reserves the right to not award due to insufficient financial return or other considerations.
- 15.4 The Town of Iroquois Falls reserves the right to award in its best interest. The Proposal with the highest bid price or highest score may not necessarily be accepted.
- 15.5 The Town of Iroquois Falls reserves the right to request any missing information during evaluation.
- 15.6 The Town of Iroquois Falls shall not be liable for any costs incurred by any Proponent in the preparation of its response to this RFP, or in respect of selection interviews, if any. Furthermore, the Town of Iroquois Falls shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any Proponent, prior or subsequent to, or by reason of cancellation of this RFP or of the acceptance or non- acceptance by the Town of Iroquois Falls of any proposal, or by reason of any delay in the award of the RFP.
- 15.7 The Town of Iroquois Falls, without liability, cost or penalty, and in its sole and absolute discretion, may disqualify and reject any Proposal at any stage of the RFP process if:
  - the Proposal contains incorrect information;
  - the Proposal is conditional, non-compliant or obscure;
  - the Proposal contains images, graphic, depictions or wording, which are deemed unacceptable by the Town of Iroquois Falls;
  - the Proposal contains false or misleading information or misrepresentation(s);

- the Proponent has engaged in unacceptable bidder practices such as bid-rigging, conflict of interest or bribery;
- the Proponent is involved in any judicial or arbitral proceeding(s) against or by the Town of Iroquois Falls;
- the Proponent is involved in litigation with the Town of Iroquois Falls;
- the Proponent reveals a conflict of interest in its Proposal or a conflict of interest is brought to the attention of the Town of Iroquois Falls;
- the Proponent contacts any other Town of Iroquois Falls employee or official other than the representative named in Section 7.0 above, either directly or indirectly in order to obtain information with respect to this RFP process; or
- the Proponent extends, either verbally, in writing, or in person to any staff or other representative of the Town of Iroquois Falls directly or indirectly, any type of inappropriate influence, or action, or activity that, in the view of the Town of Iroquois Falls, is intended to alter the outcome of this RFP.

15.8 The Town of Iroquois Falls, without liability, cost or penalty, and in its sole discretion, may:

- waive any informalities, or minor irregularities, errors, or other anomalies in a Proposal;
- award the Agreement in whole or in part;
- reject any or all Proposals, including, but not limited to, situations where all Proposals, or the majority of Proposals failed to meet the Town of Iroquois Falls's minimum advertisement fee.
- cancel this RFP at any time, either prior to or after the Closing Date;
- negotiate any of the terms contained in the RFP documents with the recommended proponent and if such negotiations do not proceed to the Town of Iroquois Falls's satisfaction, the Town of Iroquois Falls may terminate such negotiations and proceed to enter into negotiations with the second highest compliant and acceptable Proponent.
- The Town of Iroquois Falls shall not be obligated to provide reasons for cancelling the RFP or for taking any other course of action deemed appropriate or necessary to ensure the best overall solution for the Town of Iroquois Falls is obtained.

**16. Proponent's Statement of Understanding**

The submission of a Proposal is the Proponent's assurance to the Town of Iroquois Falls that it has carefully examined this Request for Proposal document. The Proponent acknowledges that it understands the documents and project and has had sufficient opportunity to get clarification on any or all portions of the document, or component that it did not understand.

**18. Errors and Omissions**

Nothing verbally said to anyone by anyone can modify any provisions of this Request for Proposal document. Any modification or clarification must be in writing, issued by the Requisitioning Department Head leading the project. All of these written materials, called "Addendums", will be issued in accordance with Section 6 and will become part of the Request for Proposal document.

**19. Proponents' Expenses**

Proponents are solely responsible for their own expenses in preparing a Proposal and for subsequent negotiations with the Town of Iroquois Falls, if any. If the Town of Iroquois Falls elects to reject all Proposals, the Town of Iroquois Falls will not be liable to any Proponent for any claims, whether for costs or damages incurred by any Proponent in preparing its Proposal, for loss of anticipated profit in connection with any final agreement, or for any other matter whatsoever.

**20. Conflict of Interest**

In its Proposal, the Proponent must disclose to the Town of Iroquois Falls any possible conflict of interest that might compromise the project. This applies to actual conflicts of interest, and also to circumstances that might lead an ordinary person to believe that a conflict of interest exists, even if it does not. If a conflict of interest exists or appears to exist, the Town of Iroquois Falls may, at its discretion, refuse to consider the Proposal. If the Proponent becomes aware of a possible conflict of interest after it has submitted its Proposal but before the selection process has been completed, that Proponent must inform the Town of Iroquois Falls by contacting Steve Belanger, via email at [sbelanger@iroquoisfalls.com](mailto:sbelanger@iroquoisfalls.com)

**21. Local Government right to Negotiate**

Each Proponent must prepare its Proposal with the understanding that the Town of Iroquois Falls may select the successful Proponent on the basis of the Proposals received, without discussion. Each Proposal should contain the Proponent's best terms and information, including all required documents as listed. The Town of Iroquois Falls reserves the right to enter into negotiations with any Proponent. If the Town of Iroquois Falls and a Proponent

cannot negotiate a successful agreement, the Town of Iroquois Falls may terminate the negotiations and begin negotiations with another Proponent. This process may continue until an agreement has been executed or all Proponents have been rejected. No Proponent shall have any rights against the Town of Iroquois Falls arising from negotiations.

**22. Timing**

The proposed project start date is immediately upon execution of Agreement.

## **PROPONENT'S CHECKLIST**

**Original Request for Proposal Documents**

**Signed Statement of Understanding**

**Pricing Submission Form.**

**Signature Page**

## **STATEMENT OF UNDERSTANDING**

I am the \_\_\_\_\_ (insert title) of the Proponent. I declare that I have read and understand Part I to Part VI of this Request for Proposal document with respect to the Consultation Services, Devonshire Park Project on the corporation's behalf.

I also acknowledge that Part I to Part VI, inclusive, form the complete Request for Proposal document and shall be returned to The Corporation of the Town of Iroquois Falls as the corporation's RFP submission.

Formal, legal name of corporate Proponent:

\_\_\_\_\_

Dated at the \_\_\_\_\_  
(insert City/Town and Province where document was signed)

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_  
(insert date on which document was signed) Signatures:

Signatures:

	<b>Signature(s) on behalf of corporate Proponent</b>
	_____
	<b>(Print signatory's name and title legibly beneath signature)</b>
	c/s
	<b>(Print signatory's name and title legibly beneath signature)</b>
	By signing, I/we am/are representing that I/we have been duly authorized by the corporate Proponent to execute this Proposal, and that our signatures bind the corporation on whose behalf we have executed, whether or not the corporate seal is applied

**PRICING SUBMISSION FORM**

PROPOSAL Price	Prices
Annual Fee (Per Year) payable to the Town of Iroquois Falls for exclusive Advertising rights on the Jus Jordan Arena Zamboni	\$ _____
Length of years	_____
Proposed Installer and Timeline:	
<b>TOTAL BID AMOUNT (Annual Fee x length of term in years)</b>	\$ _____

**Reminder: All bids must be mailed to**

**Town of Iroquois Falls Municipal Office  
 253 Main Street  
 Iroquois Falls, ON, P.O. Box 230,  
 P0K 1G0**

Email Submissions:

Proponents should receive an reply confirming receipt of their Proposal. If the Proponent does not receive the automatic reply, the Director of Recreation Services should be contacted by telephone at 705-232-5203 and emailed at [sbelanger@iroquoisfalls.com](mailto:sbelanger@iroquoisfalls.com).

## **Signature**

The Proponent has carefully examined the proposal document in its entirety and submits the price according to these documents.

The Proponent by this bid offers to complete the proposal as per all documents.

Name of Company or Individual(s) forming the "Proponent"	
Street Address and/or P.O. Box #	
City and Province	
Postal Code	

**Dated at the** \_\_\_\_\_  
(insert City/Town and Province where document was signed)

**This** \_\_\_\_\_ **day of** \_\_\_\_\_ **20** \_\_\_\_\_  
(insert date on which document was signed)