



**THE MUNICIPALITY OF CENTRAL MANITOULIN**  
**Request for Quote: RFQ 10-2025**

**FOR: Lighting Upgrades – Municipal Complex**

**Sealed quotes clearly marked as to contents will be received until:**

**Friday October 3, 2025 AT 12:00 PM EDT**

**QUOTES ARE TO BE SUBMITTED BY EMAIL TO:**

**Denise Deforge CAO/Clerk**

**[ddeforge@centralmanitoulin.ca](mailto:ddeforge@centralmanitoulin.ca)**

**LATE QUOTES WILL NOT BE ACCEPTED**

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## 1. SUMMARY FORM

THIS PAGE MUST BE INCLUDED WITH THE QUOTE SUBMISSION

### 1. RFQ -2025 Municipal Complex Lighting Upgrades

PRICE: \$ \_\_\_\_\_

MUNICIPAL DISCOUNT (-) \$ \_\_\_\_\_ (subtract value)

HST \$ \_\_\_\_\_

TOTAL PRICE \$ \_\_\_\_\_

DATE: \_\_\_\_\_

FIRM NAME: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

PRINTED NAME OF SIGNING OFFICER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CELL: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

#### ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

This will acknowledge receipt of the following addenda and, that the pricing quoted includes the provision set out in such addenda:

ADDENDUM #          DATE RECEIVED

# \_\_\_\_\_

# \_\_\_\_\_

☐ Check here if NO Addendum received.

## 2. RFQ -2025 Municipal Complex - AODA Emergency Exit Lighting Upgrades

PRICE: \$ \_\_\_\_\_

MUNICIPAL DISCOUNT (-) \$ \_\_\_\_\_ (subtract value)

HST \$ \_\_\_\_\_

TOTAL PRICE \$ \_\_\_\_\_

DATE: \_\_\_\_\_

FIRM NAME: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

PRINTED NAME OF SIGNING OFFICER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CELL: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

### ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

This will acknowledge receipt of the following addenda and, that the pricing quoted includes the provision set out in such addenda:

ADDENDUM #          DATE RECEIVED

# \_\_\_\_\_

# \_\_\_\_\_

☐ Check here if NO Addendum received.

## 2. SCOPE OF QUOTE

The Municipality of Central Manitoulin is requesting quotes for electrical upgrading services to remove and install new LED fixtures and disposal of existing fixtures located at the municipal complex 6020 Hwy 542 Mindemoya in accordance with all governing regulations. The proponent will provide 2 separate quotes for All light fixtures and AODA complaint emergency exit lighting which will be purchased and supplied by the installer and the installation completion date and timeline. The light fixtures purchased will be a combination of RAB Lighting or Acuity Brand Lighting. The building is made up of three main units with common areas first location is the municipal office, the second location is the library and the third location is the front foyer, public bathrooms and council chambers. Phase I Project initiation and preliminary costing –The proponent shall provide quotes for everything required to produce a quote ready technical package as well as an estimate on costs for installation for budgetary purposes. Phase II removal and installation of new led fixtures.

The quotes shall include at minimum, the following items:

### Phase I – Project Initiation & Preliminary Costing

- a) Mandatory Sight Visit – Walk through Wednesday September 10, 2025 9:00 AM or 1:00 PM.
- b) Identifying requirements for environmental assessment disposal of fixtures, old ballast and light bulbs/ESSA permit/

The timeline for completion of all interior lighting upgrades before December 31, 2025 working with the electrical contractor we will be required to schedule blocks of time and work around regular business hours and library and council chamber bookings and user groups of the spaces.

- a) Preliminary layouts during walk through of lights installed in three main units with common areas first location is the municipal office, the second location is the library, and the third location is the front foyer, public bathrooms and council chambers.
- b) It is the responsibility of the electrical contractor to provide all equipment and tools necessary to complete the job.

### Phase II – Detailed Specifications - Removal and Installation of new LED Fixtures.

The Municipal Complex – 6020 Hwy 542 Mindemoya, Ontario

- a) Remove existing fixtures and reinstall new Led fixtures using existing location on the lighting grid.
- b) Remove existing emergency exit fixtures and reinstall with new AODA emergency exit lighting

Quotes for Phases I and II shall be provided in response to this RFQ for each specific quote.

**The Municipal Complex Lighting Upgrades – 6020 Hwy 542 Mindemoya, Ontario**

**The Municipal Complex AODA Emergency Exit Lighting - 6020 Hwy 542 Mindemoya, Ontario**

### 3. PROJECT TIMELINE

Task	Date
Issue Request for Quote	August 29, 2025
Walkthrough	September 10, 2025
Receipt of Proponents Questions	September 17, 2025
Response to Proponents Questions	September 23, 2025
RFP Closing Date	October 3,2025
Evaluation of Proposals by Staff	October 6, 2025
Recommendation - Property Committee	October 14, 2025
Council Approval	October 16,2025
Project Award	October 17,2025

### 4. INQUIRIES

Any and all inquiries concerning this Quote must be submitted in writing to the following Municipal representative (the “**Contact Person**”):

Denise Deforge - CAO/CLERK

[ddeforge@centralmanitoulin.ca](mailto:ddeforge@centralmanitoulin.ca) | 1-705-377-5726

Information that is offered by or obtained from sources other than the Contact Person, including any other representative of the Municipality, is not official, may be inaccurate, and may not be relied on in any way by any Bidder.

### 5. DELIVERY OF QUOTES

Quotes will be received via Electronic Submission (email) to The Municipality of Central Manitoulin until **12:00pm, local time on Friday October 3, 2025**. The submission deadline is the time that the submission is received and not sent by the sender. Confirmation of receipt can be requested by calling the Municipal Office at 705-377-5726.

Quotes shall be emailed to [ddeforge@centralmanitoulin.ca](mailto:ddeforge@centralmanitoulin.ca) with subject line: “**RFQ 10-2025 LIGHTING UPGRADES MUNICIPAL COMPLEX**”.

### 6. WITHDRAWAL OR ALTERATION OF QUOTES

A bidder who has submitted a quote may submit a further quote at any time up to the specified time and date for the RFQ closing. The last quote received shall supersede and invalidate all quotes previously submitted by that Bidder as it applies to this RFQ. Unsolicited alternative quotes will be accepted as long as the specifications are provided, and the alternative is submitted in addition to the solicited quote.

All bids will be irrevocable for a period of thirty (30) days.

## 7. SIGNED QUOTE TO BE CONSIDERED AN OFFER

Each proposal will be received with the understanding that the acceptance in writing by the Municipality of the offer to furnish all or any part of the commodities or services described therein shall constitute a contract between the Bidder and the Municipality.

The proponent acknowledges that it has read this RFQ, and all addenda, in their entirety, and understand and agrees to be bound by its requirements and comply with all sections of the RFQ contemplated herein as well as all other terms, conditions and Specifications stated within the RFQ, without qualification.

Upon acceptance of the bid, both parties hereto agree to do everything necessary to ensure that the terms of this agreement take effect.

No alterations or variations of the terms of the contract shall be valid or binding upon the Municipality unless authorized in writing.

## 8. PRICES AND TAX

Unless otherwise stipulated, all prices bid must be stated in Canadian funds and are to be quoted F.O.B. Prices will be inclusive of labour, parts, materials, fees, disbursements, and all other costs. Harmonized Sales Tax (HST), and all other applicable taxes shall be listed separately from the price(s) quoted on this quote at the rate in effect at time of bidding. No variation in Bid Price(s) shall be permitted after the closing date.

## 9. RIGHT TO ACCEPT OR REJECT QUOTE

The Municipality reserves the right to reject any or all quotations or to accept any quotation should it be deemed in the best interest of the Corporation to do so. The Municipality reserves the right to reject all quotes, whether whole or in part.

Quotes must be legible, submitted on the forms provided, signed by an authorized official of the bidding organization and the products on which the price is submitted must meet all the requirements of the specification and/or legislation.

## 10. EXAMINATION OF SITE

Each bidder must satisfy themselves by personal examination as to the local conditions to be met with during the scope of work outlined. The Bidder shall make their own estimate of the facilities and difficulties to be encountered including the nature of the subsurface materials and conditions. Bidders shall not claim after submission of their quote that there was any misunderstanding of the terms and conditions of the Contract relating to site conditions.

## 11. REGULATION COMPLIANCE AND LEGISLATION

The Successful Proponent shall ensure all services and products provided in respect to this project are in accordance with and under authorization of all applicable authorities, Municipal, Provincial and Federal legislation, including but not limited to:

- The Occupational Health and Safety Act and its regulations;
- The Workplace Safety & Insurance Act and its regulations;
- The Canadian Environmental Protection Act and its regulations;
- The Municipal Act and its regulations.

Any Contract resulting from this Request for Quote will be governed by and will be construed and interpreted in accordance with the laws of the Province of Ontario.

## 12. WORKPLACE SAFETY AND INSURANCE BOARD

The successful bidder shall at the time of entering into any Contract or Agreement with the Owner, furnish a satisfactory clearance certificate from the Workplace Safety & Insurance Board stating that all assessments or compensation payable to the WSIB have been paid and the Owner may at any time during the performance or upon completion of the contract require further proof that such assessments have been paid.

The selected Bidder shall submit clearance a certificate to the Owner in duplicate together with the Contract or Agreement executed by the said Bidder. One copy of the clearance certificate shall be bound into each of the two executed sets of the Contract.

## 13. OCCUPATIONAL HEALTH AND SAFETY

For the purposes of the Occupational Health and Safety Act, the successful bidder is considered to be the "Constructor" as defined in the Act.

It is specifically drawn to the attention of the Bidder that the Occupational Health and Safety Act provides in addition to other things that:

"A Constructor shall ensure, on a project undertaken by the constructor that:

- a) the measures and procedures prescribed by this Act and the regulations are carried out on the project.
- b) every employer and every worker performing work on the project complies with this Act and the regulations; and
- c) the health and safety of workers on the project is protected."

## 14. 1INSURANCE

The successful Bidder shall provide, maintain, and pay for the insurance coverage as detailed below. Proof of insurance shall be submitted to the Owner within ten (10) days of notice of award of the Contract and prior to the start of work.

Commercial General Liability Insurance:

Commercial General Liability, underwritten by an insurer licensed to conduct business in the Province of Ontario, for a limit of not less than \$5 Million per occurrence, an aggregate limit of not less than \$5 million, within any policy year with respect to completed operations and a deductible of not more than \$5000.00. The insurance coverage shall not be less than the insurance provided by IBC Form 2100 and IBC Form 2320. The policy shall include an extension



for a standard provincial and territorial form of non-owned automobile liability policy. This policy shall include but not be limited to:

- a) Name the Owner as an additional insured
- b) Cross-liability and severability of interest
- c) Blanket Contractual
- d) Products and Completed Operations
- e) Premises and Operations Liability
- f) Personal Injury Liability
- g) Contingent Employers Liability
- h) Work performed on Behalf of the Named Insured by Subcontractors
- i) Firefighting Expenses
- j) Elevator and Hoist Liability
- k) Attached Machinery – while loading and unloading

The CCDC under GC 11.1 Insurance includes the following verbiage:

“General liability insurance shall be maintained from the date of commencement of the Work until one year from the date of Substantial Performance of the Work. Liability coverage shall be provided for completed operations hazards from the date of Substantial Performance of the Work, as set out in the certificate of Substantial Performance of the Work, on an ongoing basis for a period of 6 years following Substantial Performance of the Work.”

Automobile Insurance:

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

All required insurance would be endorsed to provide the Municipality within 30 days advance written notice of cancellation or material change. The Service provider will provide the Municipality with evidence of the required insurance, in the form of a completed Certificate of Insurance, immediately following execution and delivery of the Contract, with the Municipality listed as additional insured. The Policies described above will not be cancelled or permitted to lapse unless the insured notifies the Municipality in writing at least thirty days prior to the effective date of cancellations or expiry. The submitted Certificate of Insurance is subject to review by the Owner. The Owner reserves the right to request additional forms of coverage and coverage limits, which if not supplied may be deemed grounds to terminate the contract.

Indemnity:

Notwithstanding the providing of insurance coverage the Contractor shall hereby agree to indemnify and save harmless the Municipality, its successor(s), assign(s) and authorized representative(s) and each of them from and against losses, claims, damages, actions and causes of action (collectively referred to as “Claims”) that the Municipality may sustain, incur, suffer or

be put to at any time either before or after the expiration or termination of this Agreement, that arises out of errors, omissions or negligent acts of the Contractor or their subcontractors, servants, agents, or employees under this Agreement, excepting always that this indemnity does not apply to the extent, if any, to which the Claims are caused by errors, omissions or the negligent acts of the Municipality, its other contractors, assigns and authorized representations or any other person.

## 15. FORM OF AGREEMENT

The successful proponent shall provide their standard simplified contract for design/ engineering services for review and signature by the Municipality.

## 16. SCHEDULE A – SPECIFICATIONS & PRICE FORM

THIS INFORMATION MUST BE INCLUDED WITH THE QUOTE SUBMISSION BUT MAY BE SUPPLIED EITHER ON THE FORM PROVIDED OR IN THE PROPONENT'S STANDARD QUOTE FORMAT

Provide the company's website address: \_\_\_\_\_

Provide three references for relevant projects:

Project Details	Date	Contact Information

Provide details on the Scope of work, deliverables, and proposed schedule:

	Schedule	Quote
Phase I – Project Initiation & Preliminary Design		
Phase II – Detailed Specifications - Removal and Installation of new LED Fixtures.		
Total:		

Company name: \_\_\_\_\_

Authorized Individual/ Contact Person: \_\_\_\_\_

Title of Authorized Individual: \_\_\_\_\_

SIGNATURE OF BIDDER: \_\_\_\_\_

DATE SIGNED: \_\_\_\_\_, 20\_\_\_\_