



THE MUNICIPALITY OF CENTRAL MANITOULIN

Request for Quote: RFQ 05-2026

FOR: WINDOWS – DISCOVERY CENTRE

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

April 9, 2026 AT 2:00 PM EDT

QUOTES ARE TO BE SUBMITTED BY EMAIL TO: R. Slee – Project Coordinator
rslee@centralmanitoulin.ca

LATE QUOTES WILL NOT BE ACCEPTED

1.0 SUMMARY FORM

THIS PAGE MUST BE INCLUDED WITH THE QUOTE SUBMISSION

1. RFQ 05-2026 WINDOWS – DISCOVERY CENTRE

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.

2.0 SCOPE OF QUOTE

The Municipality of Central Manitoulin is requesting quotes for the installation of new windows at the Discover Centre, 24 Mutchmor St, Providence Bay, ON P0P 1T0 in accordance with all governing regulations (See pictures attached as Schedule B). The bidder will quote for Demolition Framing and Installation of new windows. Materials and any necessary hardware will be supplied by the installer and the installation needs to be completed by June 15, 2026. The bidder shall provide quotes for everything required to produce a tender ready technical package as well as an estimate on costs for installation for budgetary purposes.

All quotes must include a project plan.

The quotes shall include at minimum, the following items:

- a) Mandatory Site Visit – Walk through **Monday, March 23, 2026, at 9:00 AM or 1:00 PM.** Site visits must be pre-registered with the Maintenance Supervisor at 705-348-8100.
- b) Site review and verification of existing conditions.
- c) Securing the work area to maintain public safety.
- d) Supply of all window units
- e) Removal and disposal of existing windows
- f) Installation of new windows
- g) Interior and exterior finishing and sealing
- h) All labour, materials, and equipment required
- i) Any required trim, flashing, or insulation
- j) Site clean-up and debris removal

Contractors are responsible for verifying all requirements prior to pricing.

3.0 SCHEDULE & CLOSING TIME

Task	Date
Issue Request for Quotes	March 13, 2026
Mandatory Site Visit	March 23, 2026
Receipt of Proponents Questions	March 24, 2026
Response to Proponents Questions	March 27, 2026
RFP Closing Date	April 9, 2026
Evaluation of Proposals by Staff	April 10, 2026
Recommendation – Property Committee	April 14, 2026
Council Approval	April 23, 2026
Project Completion Deadline	June 15, 2026

4.0 INQUIRIES

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

Rose Slee – Project Coordinator
rslee@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.

Deadline for inquiries is April 10, 2026.

5.0 DELIVERY OF QUOTES

Quotes will be received via Electronic Submission (email) to The Municipality of Central Manitoulin until **2:00pm, local time on April 9, 2026.** Electronically submitted quotes should be secured with an access key, which the proponent shall provide after submissions have closed. 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 rslee@centralmanitoulin.ca with subject line: “**RFQ 05- 2026 – Windows – Discovery Centre**”.

All work must be completed on or before **Monday, June 15, 2026**

6.0 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.

7.0 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 bidder 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.

8.0 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 tender at the rate in effect at time of bidding. No variation in Bid Price(s) shall be permitted after the closing date.

9.0 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.

10.0 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 tender that there was any misunderstanding of the terms and conditions of the Contract relating to site conditions.

11.0 REGULATION COMPLIANCE AND LEGISLATION

The Successful Bidder 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.

12.0 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.

13.0 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."

14.0 INSURANCE

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 or work.

The Bidder shall maintain and pay for Comprehensive General Liability Insurance with an insurer acceptable to the Owner. This insurance coverage shall be subject to limits of not less than Five Million Dollars (\$5,000,000.00) inclusive per occurrence for bodily injury, death and damage to property including loss of use thereof for any one occurrence. In addition, Professional Liability Insurance is required, in an amount of not less than Five Million Dollars (\$5,000,000) inclusive per occurrence. 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.

15.0 FORM OF AGREEMENT

Attached in Schedule C.

16.0 CONFLICT OF INTEREST

We require verification that the Bidder is not working for any client or engaged in any activity that may result in a conflict-of-interest situation. Each Bidder and subcontractor must make full disclosure of any conflicts of interest. Disclosure, if any, must be made in writing and accompany the Bidder's quotation submission. Signature on the Quotation Form, without further explanation will be interpreted as certification that:

- That no person either natural or body corporate, other than the Bidder, has or will have any interest or share in this quotation or in the proposed contract.
- There is no collusion or arrangement between the Bidder and any other Bidder(s) in connection with this project.
- The Bidder has no knowledge of the contents of other quotations and has made no comparison of figures or agreement or arrangement, express or implied, with any other party in connection with the making of the quotation.

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 (above and beyond the Scope of Work described in Section 2.0), deliverables, and proposed schedule:

	Schedule	Quote
<u>Phase I – Demolition and Framing</u>		
<u>Phase II – Window Installation</u>		
<u>Total:</u>		

Company name: _____

Authorized Individual/ Contact Person: _____

Title of Authorized Individual: _____

SIGNATURE OF BIDDER: _____

DATE SIGNED: _____, 20____

Schedule B - RFQ 05-2026







