



**THE MUNICIPALITY OF CENTRAL MANITOULIN**  
**Request for Quote: RFQ 01-2026**  
**FOR: ACCESSIBLE DOOR UPGRADES - MCM WELCOME CENTRE**

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

**February 27, 2026 AT 2:00 PM EDT**

**QUOTES ARE TO BE SUBMITTED BY EMAIL TO: Denise Deforge CAO/Clerk**  
**deforge@centralmanitoulin.ca**

**LATE QUOTES WILL NOT BE ACCEPTED**

## 1.0 SUMMARY FORM

THIS PAGE MUST BE INCLUDED WITH THE QUOTE SUBMISSION

### 1. RFQ 01-2026 ACCESSIBLE DOOR UPGRADES - MCM WELCOME CENTRE – Demolition and Framing

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 01-2026 ACCESSIBLE DOOR UPGRADES - MCM WELCOME CENTRE - Installation**

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 five (5) fully accessible door systems at the Welcome Centre, 2207 Hwy 551 Mindemoya in accordance with all governing regulations (See pictures attached as Schedule B). The bidder will provide 2 separate quotes for Demolition and Framing and Installation of AODA complaint doors which will be purchased and supplied by the installer and the installation to be completed by June 15, 2026. Phase I Demolition and Framing – 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. Phase II installation of new fully accessible doors – the bidder shall provide a quote for the purchase and installation of new door systems including openers, as described in this RFQ.

The doors must include power door operators and meet or exceed barrier-free and accessibility requirements detailed in the Ontario Building Code.

The quotes shall include at minimum, the following items:

### **Phase I – Demolition and Rough Framing**

- a) Mandatory Site Visit – Walk through **Wednesday, January 28, 2026 at 9:00 AM or 1:00 PM or Thursday, January 29, 2026 at 9:00 AM or 1:00 PM**. Site visits must be pre-registered with the Maintenance Supervisor.
- b) Site review and verification of existing conditions.
- c) Demolition and removal of existing doors, frames, and related components as required
- d) Modification of wall openings to accommodate new accessible door assemblies
- e) Rough framing and structural adjustments as required
- f) Coordination to ensure openings meet requirements for accessibility, door hardware, and automation (if applicable)
- g) Disposal of demolition materials in accordance with applicable regulations It is the responsibility of the contractor to provide all equipment and tools necessary to complete the job.
- h) Return surrounding area to pre-demolition state, including drywall, mudding and paint and primer, as required.
- i) Repairs to flooring damaged or altered during demolition and framing.

### **Phase II – Door Supply and Installation**

- a) Supply all doors, hinges, sweeps, power operators and required materials.
- b) Acquire Electrical Safety Authority permit.
- c) Installation of accessible doors and power operators.
- d) Ensure doorways meet or exceed provincial accessibility requirements.
- e) Ensure doorways meet ESA Requirements

All work must comply with:

- Applicable accessibility legislation and standards (e.g., AODA, CSA B651, local accessibility bylaws)
- Current building codes and fire codes
- Manufacturer installation requirements

Contractors are responsible for verifying all requirements prior to pricing.

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

### 3.0 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.

**Deadline for inquiries is February 6, 2026 .**

### 4.0 DELIVERY OF QUOTES

Quotes will be received via Electronic Submission (email) to The Municipality of Central Manitoulin until **2:00pm, local time on Friday, February 27, 2026**. 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 01- 2026 – ACCESSIBLE DOOR UPGRADES - MCM WELCOME CENTRE**”.

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

### 5.0 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.

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## 6.0 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.

## 7.0 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.

## 8.0 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.

## 9.0 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.

## 10.0 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:

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- 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.

## 11.0 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.

## 12.0 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."

## 13.0 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

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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.

## **14.0 FORM OF AGREEMENT**

Attached in Schedule C.

## **15.0 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 – Door Installation.</u>		
<u>Total:</u>		

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

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

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

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

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

## Schedule B - RFQ 01-2026

### Front of Building – Entrance Doors



### Bathrooms



### Interior Doors



### Exterior Door – Future Ramp Location



# SCHEDULE C – FORM OF CONTRACT **AGREEMENT**

**THIS AGREEMENT** made this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

## BETWEEN

# THE MUNICIPALITY OF CENTRAL MANITOULIN

Hereinafter called the "Owner",

AND

Hereinafter called the “Proponent”

**WHEREAS** the Owner has awarded to the Proponent the Tender for;

***‘Contract Agreement: RFQ 01-2026’***

For the agreed upon price submitted in response to "RFQ 01-2026" submitted by {authorized representative} for {name of company} for the amount of {bid- price}.

According to the terms and conditions herein referred to, the Proponent having put in a Quotation therefore, a copy of which is hereto annexed, which Quote was accepted by the "Owner" on the;

\_\_\_\_ day of \_\_\_\_\_, 2026.

**THE** Proponent covenants and agrees with the Owner to provide such materials, goods, services, and labour of all kinds whatsoever as may be necessary for Supplying the said equipment, materials and services, in accordance with the conditions and requirements prepared therefore and attached hereto and which are expressly acknowledged and made part of this Tender.

**IN** witness where of the parties hereto have hereunto set their hand and seals on the above date.

## PROPOSAL