



THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY

REQUEST FOR QUOTATION: 2026-06
GREEN VALLEY COMMUNITY CENTRE
ROOFING REPLACEMENT

**Submissions will be received until 11:00 AM local time on:
June 10, 2026**

Quotations will be received electronically to the Township of South Glengarry:
ATTN: RECREATION DEPARTMENT – GV ROOF
clerk@southglengarry.com

Township of South Glengarry
Box 220, 6 Oak Street,
Lancaster Ontario,
K0C 1N0

Persons interested in procuring may obtain the necessary documents and specifications from our website at www.southglengarry.com. Late submissions will not be accepted.

LOWEST OR ANY PROCUREMENT NOT NECESSARILY ACCEPTED

SECTION 1 - INVITATION INSTRUCTION AND SUBMISSION

1.1 DEFINITION

“**Bidder**” means the qualified professional contractor that is submitting the Quotation in response to this Request for Quotation.

“**Successful Bidder**” means the Bidder that has provided the Town with the “Best Value” (achieved highest ranked Quotation”) and upon Council approval will be awarded the contract.

“**Quotation**” or “**Bid**” means the offer of services by the Bidder to the Township in response to this RFQ.

“**RFQ**” means Request for Quotation.

“**Submission Deadline**” means the deadline (date and time) to submit Quotations.

“**Township**” means the Municipality of South Glengarry.

1.2 SCOPE OF WORK

This request is issued by the Township of South Glengarry (Township) for the purpose of soliciting quotations for completing the roofing replacement of the Green Valley Community Centre as detailed in attached drawing prepared by EVB Engineering.

The scope of work for this RFQ is further described below:

The following is a general but not necessarily complete description of the works to be constructed under this contract:

1. Remove existing asphalt shingles
2. Add three (3) new Maximum Roof Vents (#301)
3. Install new ice and water shield and underlayment as indicated
4. Install new roofing complete with flashings, trims and ice guards (metal roof only) as indicated.
5. Repair small area of damaged soffit and fascia

Refer to attached Drawing S1 – General Notes, Plan, and Sections

Construction Schedule

The successful Contractor acknowledges the work outlined in the construction documents is to be substantially completed by September 30, 2026.

1.3 WARRANTY REQUIREMENTS

The Supplier shall provide a written warranty covering both materials and workmanship for the completed roofing system. The warranty shall be for a minimum period of 2 years for workmanship and minimum 15 years for materials/manufacturer, commencing upon Substantial Completion.

The Supplier is responsible for correcting, at no additional cost to the Township, any defects in materials or workmanship identified within the warranty period, including leaks, failures, or deficiencies in installation.

All manufacturer warranties shall be fully transferable to the Township, and the Supplier shall submit all warranty documentation, certificates, and maintenance requirements upon completion of the work.

1.4 SITE SAFETY, CLEANLINESS AND PUBLIC PROTECTION

The supplier shall provide all required equipment, materials, and qualified personnel necessary to complete the removal and installation of the roof in an efficient, safe, and professional manner.

The work site shall be maintained in a safe, secure and orderly condition at all times, recognizing that the facility is located adjacent to an active public park. The supplier is responsible for implementing appropriate safety measures to protect the public, including but not limited to temporary fencing, barricades, signage, and controlled access areas as required.

All debris, waste materials, and packaging, resulting from the work shall be removed from the site daily and disposed of off-site at facilities authorized to receive such materials. Under no circumstances shall construction debris or waste be deposited in garbage receptacles located at the facility or within the park.

The supplier shall be fully responsible for the repair and reinstatement of any damage resulting from the work, including but not limited to damage caused by equipment leakage, material spills, or impacts to landscaping, turf, pathways, or other Township property. All reinstatement work shall be completed to the satisfaction of the Township at no additional cost.

The supplier shall coordinate with the Township regarding the work schedule, site access, and any temporary closure or restriction of building or park areas that may be required to ensure public safety. No area closures shall occur without prior approval from the Township.

1.5 RFQ CONTACT

For the purposes of this procurement process, the RFQ Contact will be:

Sherry-Lynn Harbers

General Manager of Parks, Recreation and Culture:

slharbers@southglengarry.com

Respondents and their representatives are not permitted to contact any employees, officers, agents, elected or appointed officials, or other representatives of the Township, other than the RFQ Contact, concerning matters regarding this RFQ. Failure to adhere to this rule may result in the disqualification of the respondent and the rejection of the respondent's quotation.

1.6 CLARIFICATION

It shall be the supplier/contractor's responsibility to clarify any points in question with the Township in writing prior to submitting the quotation as described under the RFQ process above.

Bidders finding discrepancies or omissions or having doubts as to the meaning or intent thereof, shall at once notify the Township who shall, if necessary, send written instruction or explanations to all bidders.

1.7 TYPE OF CONTRACT

The selected Bidder will be required to enter into a contract with the Township of South Glengarry for the provision of the scope of work in this RFQ based on the Contract Terms and Conditions set out in the RFQ (the "Contract"). It is the Township's intention to issue an Agreement with only one (1) legal entity.

1.8 STATUTORY HOLDBACK

A Statutory Holdback of 10% shall apply to all progress payments made to the contractor, payable to the contractor once all the liens that may be claimed against the holdback have expired or been satisfied, discharged, or otherwise provided for. The period shall be 60 days after the Township has provided the Contractor with a Certificate of Substantial Performance.

1.9 TERMS OF AGREEMENT

The Contract will commence immediately after award, however, not before the execution of the contract and will continue until the scope of work is complete as approved by the Township. The term of Contract is to be more particularly described in the agreement.

1.10 RFQ SCHEDULE

Issue Date of RFQ	May 14, 2026
Deadline for Questions	June 3, 2026 at 4:00 p.m.
Submission Deadline	June 10, 2026 at 11:00 a.m.
Award	June 22, 2026

The RFQ schedule is tentative only and is subject to change by the Township at any time. In the event a change is made to the schedule, the Township will issue an addendum.

1.11 SUBMISSIONS

Quotations need to be submitted electronically to clerk@southglengarry.com
Attn: Recreation Department – GV Roof

Respondents should submit one (1) electronic copy of their quotation and in the subject line prominently mark with the RFQ title and number (see RFQ cover).

It is your responsibility to make sure the Township of South Glengarry can open and view your bids.

Bidders proposals shall include the following minimum documents:

- Appendix A – Bidder Information Form
- Appendix B – Schedule of Items and Prices
- Appendix C – Work Experience
- Evidence of General Liability Insurance
- WSIB Clearance Certificate
- Signed Addendums if applicable
- Warranty information

The name of each proponent and their submitted prices will be publicly disclosed at the time of tender opening. The tender opening will take place on June 10, 2026. The opening, including the results, will be posted on the Township’s YouTube channel on the same day.

1.12 INQUIRIES, AMENDMENTS, AND ACKNOWLEDGEMENT OF ADDENDA

The Township may issue addenda up to June 8, 2026 correcting errors, discrepancies, or omissions in the RFQ, to clarify the meaning or intent of any provision within.

Addenda will be issued on our Township of South Glengarry web page. The Bidder is required to acknowledge each addendum. Bidders must check the web page for any new addenda prior to the Submission Deadline.

The Township will not be responsible for a withdrawn bid due to the Bidders failure to acknowledge any addenda issued prior to the Submission Deadline. It is the Bidders sole responsibility:

- (a) Make any adjustment to their Bid;
- (b) Acknowledge the addendum by printing off a copy and initialing the document.
- (c) Ensure the Bid is submitted and received by the Township by the Submission Deadline.

1.13 QUOTATIONS RECEIVED ON TIME

Quotations must be submitted by the Submission Deadline. The time of receipt will be determined by a date and time stamp. Late submissions will not be accepted.

1.14 QUOTATION IREVOCABLE AFTER SUBMISSION DEADLINE

Quotations will be irrevocable for a period of sixty (60) days that will commence at the time of Submission Deadline.

SECTION 2- EVALUATION AND AWARD

2.1 EVALUATION

An evaluation team comprised of Township Staff will evaluate all Quotations received using a consensus approach. The following evaluation criteria outline the areas of importance that will be considered in the project award. Quotation submissions should satisfy all criteria points wherever possible.

- a) Compliance: Submission will be reviewed to confirm compliance with all the mandatory requirements of this RFQ. Submissions meeting all the Submission Requirements will proceed to the ability and experience evaluation.
- b) Ability and experience of bidder: It is the intention of the Corporation to award this contract to a bidder who does furnish satisfactory evidence that they have the ability and experience in this class of work (this includes work performed for the Corporation in the past), and that they have sufficient capital and plant to enable them to prosecute and complete the same successfully and to complete it in the time named in the contract. References may be requested by the Corporation and relied upon by the Corporation.

The Township of South Glengarry will take into consideration past performance on Township projects when evaluating submissions for award.

- c) Cost: Lowest submitted cost not necessarily chosen. The bidder is required to submit pricing for both Form A - Metal Roof Pricing Sheet and Form B - Shingle Roof Pricing Sheet, as shown in Appendix B.

Pricing for both roof systems is mandatory, however, the Township, at its sole discretion, reserves the right to select and award the contract for one (1) roofing material only, taking into consideration cost, product suitability, lifecycle value, operational requirements and any other evaluation criteria deemed relevant by the Township.

2.2 CONTRACT AWARD

Where an agreement has been reached on the terms of the Contract, the Township shall prepare a contract for execution, which, subject to any negotiated changes as permitted by the RFQ, shall be in substantially the same form as the Contract and shall all terms, conditions, requirements, and obligations have imposed by the RFQ.

2.3 FAILURE TO ENTER INTO AGREEMENT

Once approved, the Successful Bidder will be contacted by the Township to initiate negotiations regarding the Agreement. Should the Township and Successful Bidder fail to reach an agreement within reasonable time, Township Staff may recommend to Council that the contract be awarded to the next highest ranked Bidder.

SECTION 3 – RFQ GENERAL TERMS AND CONDITONS

3.1 RFQ NOT BINDING

This RFQ is intended to obtain Quotation from prospective Bidders. This RFQ does not create a formal legally binding bidding process. This RFQ does not commit the Township in any way to select Bidder, or to proceed to negotiations for a Contract, or to award any Contract, and the Township reserves the right to, at any time, reject all Quotations, and to cancel this RFQ process.

3.2 QUOTATION COSTS

The Bidder has the sole responsibility for any costs associated with preparing its Quotation in response to this Request for Quotation. In no event will the Township be responsible for the costs of preparation or submission of any Quotation.

3.3 COMPLETENESS

Bidders must complete all parts of the Quotation in accordance with the Quotation documents specified herein. Quotations which are submitted that are incomplete or not properly executed shall not be accepted.

3.4 VERBAL INFORMATION

No verbal instructions or verbal information to Bidders will be binding on the Township. All written instructions and specifications will be considered clear and complete unless written attention is called to any apparent discrepancies or incompleteness before the official closing. Should alterations to the RFQ be deemed necessary by the Township, these alterations will be made in the form of written addenda and shall be posted on the Township web page. The addenda shall be considered as part of the request.

3.5 IRREVOCABLE OFFER

Quotations submitted to the Township shall constitute a valid and irrevocable offer which is open for acceptance by the Township from and after submission until the expiration of the 60th day following the Submission Deadline.

Without limiting the generality of the foregoing, the Township reserved the right to:

- (a) Reject any Quotation whether or not complete and whether or not it contains all the required information;
- (b) Require clarification of the Quotation;
- (c) Request additional information on any Quotation;
- (d) Reject any and all Quotations without any obligation of compensation or reimbursement to the Bidders;
- (e) Re-advertise for new submissions or Call for Tenders for this work or the work of a similar nature;
- (f) Negotiate with any one or more of the Bidders with respect to any aspect of the RFQ, this process, mandatory requirements or otherwise with respect to the Quotation; and
- (g) The Township, in its sole and absolute discretion, independently verify any information in any submission.

The Township reserves the right to debrief both the successful and unsuccessful Bidders after the announcement of the selected Bidder.

Wherever the word “will”, “shall” or “must” are used in this RFQ, the Township will have the option of waiving this as a mandatory requirement as it is intended the Quotation be subject to review and all options may be known to the Township at this time. Therefore, the Township must have the ability to waive what otherwise appear to be mandatory requirements in the appropriate situation as determined by the Township.

The lowest priced or any Quotation will not necessarily be accepted.

3.6 PRICE REQUIREMENT

Prices shall be in Canadian Funds, for the Work, delivered and installed.

Total price in the Bidder’s Quotation sheet must include listed items in the specifications.

All prices shall include applicable taxes, custom duty, excise tax, freight, insurance, and all other charges of every kind attributable to the work except for Provincial Sales Tax, as applicable, which shall be shown as extra, unless otherwise specified.

This is intended to be a fixed price contract unless otherwise specified. All work required or desired under the terms of this RFQ is to be included in the price and the price is not to be subject to adjustment, including due to unknown or undisclosed conditions, increases in costs of materials other than the changes to Provincial Sales Tax or Goods and Services Tax rates.

No extra charges will be permitted unless prior written authorization from the Township.

In the event of any discrepancy between the unit price and the extension, the unit price shall govern.

3.7 WORKPLACE SAFETY AND INSURANCE BOARD

The successful bidder must:

- a. Submit their Workplace Safety Insurance Board (WSIB) number and CAD-7 rating of the applicable province in which the employer resides.
- b. Furnish a Workplace Safety and Insurance Board Clearance Certificate indicating that such contractor or sub-contractor is in good standing before starting to perform services pursuant to this Agreement. Such Certificate must be renewed every sixty (60) days, for as long as the Agreement is in effect, and a copy shall be promptly provided to the Township.

3.8 INSURANCE

- a. The Contractor shall insure and shall maintain insurance for, in the joint names of the Township, and in an insurance company satisfactory to the Township, the work and all the material, plant, fuel, machinery, tools and equipment acquired, possessed or provided by the Contractor for incorporation into the work, whether or not such material, plant, fuel, machinery, tools and equipment are brought to or upon the work or upon lands of the Corporation, in an amount not less than 90% of the total value of such work and material, plant, fuel, machinery, tools and equipment and such additional amount, not exceeding the contract price, as may be directed by the Township, against all risk, so that any loss under such insurance shall be payable to the Township and the Contractor as their respective interests may appear. The Contractor shall deposit with the Township, a Certificate of Insurance as evidence of the insurance required to be maintained in accordance with these provisions. Delivery to, examination by or acceptance by the Township of any Certificate of Insurance or other evidence of insurance shall in no way relieve the Contractor of any of its obligations pursuant to the provisions of the Contract and shall in no way operate as a waiver by the Township of its rights or the Contractor's obligations. The Contractor shall pay all insurance premiums as they become due; provided that the Township may pay the premiums and deduct the amount thereof from monies due the Contractor.
- b. The Contractor shall maintain and pay for such insurance and shall pay such assessments as will protect him from claims under the Workplace Safety and Insurance Act and from any other claims for damages arising from bodily injury, including death, and from claims for property damage which may arise from his operations under this Contract. The Contractor shall deposit with the Township a Certificate of such insurance, in the form attached hereto, clearly stating that the policy of insurance so provided complies with these provisions.
- c. Commercial General Liability Insurance shall be in the name of the Township of South Glengarry, the contractor, with limits of not less than \$5,000,000 inclusive per occurrence for bodily injury, death, and damage to property including loss of use thereof. The insurance shall be provided in a form acceptable to the Township.
- d. The insurance required under paragraphs (a), (b) and (c) shall be maintained in full force until the Township has issued a Certificate of Completion or until the Township has otherwise approved in writing.

3.9 CONTRACTOR'S LIABILITY

- a. The Contractor shall assume the defense of and indemnify and save harmless the Township and its officers and agents from all claims relating to labour and materials furnished for the work, and to inventions, copyrights, trademarks, royalties or patents, and rights thereto, relating to or used in doing the work, or the subsequent use and operation of the work or any part thereof upon completion.

- b. In carrying out the works from their inception, and until the final acceptance of the same, the Contractor must be careful to cause as little injury or damage as possible to any adjacent property, public or private, or to any sidewalks, grass areas, roadways, curbs, gutters, drains, hydrants, manholes, or structures, works or things on or near the line or in the vicinity of the works or elsewhere, and, if injury or damage is done, he must make good the same, at his own expense, in the manner directed by, and to the satisfaction of, the Township.
- c. The Contractor shall be responsible for any and all damages, or claims for damages for injury or accidents done or caused by him or his employees or agents, or resulting from the prosecution of the works, or any of his operations, or caused by reason of the existence or location or condition of the works, or of any materials, plant or machinery used thereon or therein, or which may happen by reason thereof, or arising from any act of commission or omission on his part, or on the part of any of his agents or employees, in connection with the Contract, and covenants and agrees to hold the Township harmless and indemnified from all such damages and claims for damage; and in case of the Contractor's failure, neglect or omission to observe and perform faithfully and strictly, all the provisions of the Contract, the Township may, either with or without notice, take such steps, procure such material, plant, trucks and workers, and do such work or things as deemed advisable toward carrying out and enforcing the same, and any and all expenses so incurred may be deducted or collected by the Township, and any such action by the Township as they are herein empowered to take, shall not in any way relieve the Contractor or his surety from any liability under the Contract.
- d. Without limiting the generality of the foregoing provisions of this section and notwithstanding any consent or order which the Township may give to the Contractor to prosecute the works under this Contract for a longer period than eight hours a day or forty-eight hours a week, the Contractor may, by order of the Township be prohibited from carrying on operations during any hour or hours of the day in which the Township deems such operations to be a disturbance and nuisance to the residents of the municipality or municipalities wherein the work is being executed in whole or in part, and irrespective of any permission or order which the Township may have given to the Contractor, the Contractor shall indemnify and save harmless the Township, from any claim, action, loss or damage whatsoever which may be made, brought or recovered against it or them as a result of any of his operations. In the event of the Contractor being enjoined by court process in connection with any of his operations, he shall not have recourse against the Township as aforesaid on account thereof.
- e. The Contractor shall at all times pay, or cause to be paid, any assessment or compensation required to be paid pursuant to the Workplace Safety and Insurance Act, and the Township may pay the same and deduct or collect such expenses from the Contractor. The Contractor shall, at the time of entering into any contract with the Township, make a statutory declaration or furnish a satisfactory clearance letter from the Workplace Safety and Insurance Board stating that all assessments or compensation payable to the Workplace Safety and Insurance Board have been

paid, and the Township may, at any time during the performance or upon the completion of such contract, require further proof that such assessments or compensation have been paid.

- f. The Contractor shall at all times be subject to and will be required to observe all rules and regulations which are or may from time-to-time be imposed by law, as related to all branches of the work under contract. The Contractor shall from time-to-time adopt such approved construction or operating methods in carrying out the work as may be called for or needed due to changing conditions which may be encountered during the progress thereof at no additional cost to the Township.

3.10 TERMS OF PAYMENT

Unless progress payments or alternative payment terms are agreed to under the terms of the RFQ and any Quotation, as accepted by the Township, the contract price shall be invoiced after delivery of material or services rendered and payable thirty (30) days from the later of such date and the date of receipt of invoice.

3.11 TAXES

Goods and Services tax and provincial Sales Tax are applicable. HST of 13% will apply to all payments for services rendered.

3.12 LIMITATION OF LIABILITY

In no event shall either party be liable to the other for indirect or consequential damages, damages for loss of profit, revenue or reputation or other indirect damages arising out of the breach of fault or negligence of either party under the terms of this RFQ or any agreement arising therefrom.

Each Bidder, by submitting a Quotation, agrees that:

- (a) In the event that any or all of the Quotations are rejected or disqualified for any reason, proper or improper, or the Project or selection is modified, suspended or cancelled for any reason, neither the Township or its member municipalities, employees, officers, directors or representatives will be liable under any circumstance for any claim, damage, losses, cost, reimbursement or compensation to any person or entity whatsoever arising out of this Quotation, including, but not limited to the cost of preparation of the Quotation, loss of anticipated profits, loss of opportunity and any other matter;
- (b) The Bidder hereby waives any claim for loss of profits or loss of opportunity if the Quotation is rejected or disqualified or the Bidder is not successful on the selection process for any reason whatsoever;

- (c) The Bidder acknowledges that in evaluating the Quotations, the Township and its advisors are seeking a Quotation satisfactory to the Township and under no obligation to the Bidder to do anything other than bona fide consider all Quotations.

3.13 CONTRACT CANCELLATION

The Township shall have the right, which may be exercised from time to time to cancel any uncompleted or unperformed portion of the work or balance of contract without cause or fault. In the event of such cancellation, the Township shall pay to the Company the cost and expenses by the Company in performing that portion of the work completed up until the date of cancellation.

3.14 CONFLICT OF INTEREST

For the purposes of this RFQ, the term "Conflict of Interest" includes, but is not limited to, any situation or circumstance where:

- a. in relation to the RFQ process, the respondent has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to:
- (i) having or having access to confidential information of the Township in the preparation of its quotation that is not available to other respondents;
 - (ii) having been involved in the development of the RFQ, including having provided advice or assistance in the development of the RFQ;
 - (iii) receiving advice or assistance in the preparation of its response from any individual or entity that was involved in the development of the RFQ;
 - (iv) communicating with any person with a view to influencing preferred treatment in the RFQ process (including but not limited to the lobbying of decision makers involved in the RFQ process); or
 - (v) engaging in conduct that compromises, or could be seen to compromise, the integrity of the open and competitive RFQ process or render that process non- competitive or unfair.
- b. in relation to the performance of its contractual obligations under a

contract for the Deliverables, the respondent's other commitments, relationships, or financial interests:

- (vi) could, or could be seen to, exercise an improper influence over the objective, unbiased, and impartial exercise of its independent judgement; or
- (vii) could, or could be seen to, compromise, impair, or be incompatible with the effective performance of its contractual obligations.

3.15 DISQUALIFICATION OF PROHIBED CONDUCT

The Township may disqualify a respondent, rescind a notice of selection, or terminate a contract subsequently entered if the Township determines that the respondent has engaged in any conduct prohibited by this RFQ.

3.16 RESPONDENT NOT TO COMMUNICATE WITH MEDIA

Respondents must not at any time directly or indirectly communicate with the media in relation to this RFQ or any agreement entered into pursuant to this RFQ without first obtaining the written permission of the RFQ Contact.

3.17 ILLEGAL OR UNETHICAL CONDUCT

Respondents must not engage in any illegal business practices, including activities such as bid-rigging, price-fixing, bribery, fraud, coercion, or collusion. Respondents must not engage in any unethical conduct, including lobbying, as described above, or other inappropriate communications; offering gifts to any employees, officers, agents, elected or appointed officials, or other representatives of the Township; deceitfulness; submitting Quotations containing misrepresentations or other misleading or inaccurate information; or any other conduct that compromises or may be seen to compromise the competitive process provided for in this RFQ.

3.18 CONFIDENTIAL INFORMATION OF THE TOWNSHIP

All information provided by or obtained from the Township in any form in connection with this RFQ either before or after the issuance of this RFQ:

- (a) is the sole property of the Township and must be treated as confidential;
- (b) is not to be used for any purpose other than replying to this RFQ and the performance of any subsequent contract for the Deliverables;

- (c) must not be disclosed without prior written authorization from the Township;
- (d) must be returned by the respondent to the Township immediately upon the request of the Township.

3.18 CONFIDENTIAL INFORMATION OF BIDDER

A respondent should identify any information in its Quotation, or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by the Township. The confidentiality of such information will be maintained by the Township, except as otherwise required by law or by order of a court or tribunal. Respondents are advised that their Quotations will, as necessary, be disclosed, on a confidential basis, to advisers retained by the Township to advise or assist with the RFQ process, including the evaluation of Quotations. If a respondent has any questions about the collection and use of personal information pursuant to this RFQ, questions are to be submitted to the RFQ Contact.

APPENDIX A- Bidder Information Form

Please fill out the following form, naming one person to be the respondent's contact for the RFQ process and for any clarifications or communication that might be necessary.	
Full Legal Name of Respondent:	
Any Other Relevant Name under which Respondent Carries on Business:	
Street Address:	
City, Province/State:	
Postal Code:	
Phone Number:	
Company Website (if any):	
Respondent Contact Name and Title:	
Respondent Contact Phone:	
Respondent Contact Email:	

APPENDIX B – Schedule of Items and Prices

Schedule of Prices

The Bidder hereby Bids and offers to enter into the Contract referred to and to supply and do all or any of the work which is set out or called for in this Bid, at the unit prices, and/or lump sums, hereinafter stated.

*Denotes a “Mandatory” field

Pricing Forms

This is a unit Price Contract. Pricing is in Canadian Dollars. HST is shown as a separate line item.

All pricing should be inclusive of all equipment, material, labour, permits, fees, licenses, and all other related costs necessary to complete all work successfully as stated within this RFQ.

The bidder is required to submit pricing for both **Form A - Metal Roof Pricing Sheet** and **Form B - Shingle Roof Pricing Sheet**.

Pricing for both roof systems is required; however, the Township intends to award the Contract for one selected roofing material only.

FORM A - Metal Roof Pricing Sheet					
Item	Description	Unit	Tender Quantity	Unit Price	Tender Amount
1	General Requirements (WSIB, Insurance, etc.)	LS	1		
2	Existing Removals and Disposal	LS	1		
3	Roof Vents and Ice and Water Shield and Underlayment	LS	1		
4	New Metal Roofing Supply and Install	LS	1		
5	Ice Guards	LS	1		
6	Soffit and Fascia Repair	LS	1		
7	Other	LS	1		
8	Contingency	LS	1	\$2,000	\$2,000
TOTAL AMOUNT (Excl. HST)			\$		
PRODUCT WARRANTY IN YEARS:					
Please return quotations (electronically) by 11:00 a.m. June 10, 2026					
*The lowest or any quote not necessarily accepted					
COMPANY:			ADDRESS:		
SIGNED BY:			CITY/PROVINCE:		
NAME:			POSTAL CODE:		
TITLE:			TEL:		
EMAIL:			DATE:		

FORM B - Shingle Roof Pricing Sheet					
Item	Description	Unit	Tender Quantity	Unit Price	Tender Amount
1	General Requirements (WSIB, Insurance, etc.)	LS	1		
2	Existing Removals and Disposal	LS	1		
3	Roof Vents and Ice and Water Shield and Underlayment	LS	1		
4	New Shingle Roofing Supply and Install	LS	1		
5	Soffit and Fascia Repair	LS	1		
6	Other	LS	1		
7	Contingency	LS	1	\$2,000	\$2,000
TOTAL AMOUNT (Excl. HST)			\$		
PRODUCT WARRANTY IN YEARS:					
Please return quotations (electronically) by 11:00 a.m. June 10, 2026					
*The lowest or any quote not necessarily accepted					
COMPANY:			ADDRESS:		
SIGNED BY:			CITY/PROVINCE:		
NAME:			POSTAL CODE:		
TITLE:			TEL:		
EMAIL:			DATE:		

APPENDIX C – WORK EXPERIENCE

Complete the following table providing a minimum of three (3) projects similar in type and scope to this project, which have been successfully completed by the Tenderer and that demonstrate the Tenderer’s past relevant experience and success in completing projects of similar scope and magnitude. The Township reserves the right to verify all information provided. (Additional text on separate sheets may be attached provided the information is directly relevant to and/or qualify the contents of the Statements.)

WORK EXPERIENCE - PROJECT 1	
Project Name	
Owner or Municipality	
Contact name/Telephone No.	
Date Work was Completed	
Location of project	
Approximate Value	
Description of work Must indicate if the work included elements that are pertinent to this project.	

WORK EXPERIENCE - PROJECT 2	
Project Name	
Owner or Municipality	
Contact name/Telephone No.	
Date Work was Completed	
Location of project	
Approximate Value	
Description of work Must indicate if the work included elements that are pertinent to this project.	

WORK EXPERIENCE - PROJECT 3	
Project Name	
Owner or Municipality	
Contact name/Telephone No.	
Date Work was Completed	
Location of project	
Approximate Value	
Description of work Must indicate if the work included elements that are pertinent to this project.	

APPENDIX D - PHOTOS



Photo 1: North Elevation



Photo 2: West Elevation