



Township of Tehkummah

NOTICE OF REQUEST FOR QUOTE

RFQ No. 2025-02

Little Harbour Marina Gazebo Roof Replacement South Baymouth, ON

ISSUE DATE: Thursday, June 12, 2025

RFQ CLOSING DATE: Thursday, June 26, 2025 at 2:00 pm.

SITE VISIT:

Arrangements for a site visit can be made by contacting the Township office at 705-859-3293.

Documents can be obtained on the Township's website:
www.tehkummah.ca/notices or by calling 705-859-3293
or sending an email to: clerk.administrator@tehkummah.ca

LOWEST OR ANY REQUEST FOR QUOTE NOT NECESSARILY ACCEPTED

456 Hwy 542A, P.O. Box 24
Tehkummah, Ontario PoP 2Co
705-859-3293
www.tehkummah.ca

General Information

1. Scope of RFQ

The Corporation of the Township of Tehkummah seeks an RFQ from qualified bonded Contractors to complete the upgrades noted below to the Little Harbour Marina, South Baymouth.

2. Project Requirements

- Provide all necessary materials and staff needed to complete the maintenance items as listed.
- Responsible for obtaining all applicable licences and/or permits
- Contractor shall be responsible for any repairs required due to any installation procedures or product deficiencies within the first 12 months from the date payment with no further cost to the Township.

3. Questions and Clarifications

All questions pertaining to the matters in this RFQ shall be directed in the following manner:

- a) Submitted via email to the Township of Tehkummah
clerk.administrator@tehkummah.ca

(705) 859-3293 – TOWNSHIP OFFICE

4. Freedom of Information

Any personal information required on the Submission Form is received under the authority of Municipal Freedom of Information and Protection of Privacy Act. This information will be an integral component of the RFQ submission.

All written Submissions received by the Township will become public record, once a Submission is accepted by the Township of Tehkummah and a contract is signed, all information contained in them is available to the public, including personal information.

Questions about the collection of personal information and Municipal Freedom of Information and Protection of Privacy Act, 1989, R.S.O. 1990, M.56, as amended, should direct all enquires to Township of Tehkummah Deputy Clerk/Administrator, Barbara Grigg
clerk.administrator@tehkummah.ca.

5. Scope of Work

The project is to begin September 2025, and completion shall be no later than November 2025.

Proponent will communicate with the Deputy Clerk/Administrator or designate to ensure that the project scope is understood, and the components are clear.

6. Acceptance notification will be by telephone and written form of notice to the address of the Contractor used on the bid forms. The date of acceptance shall be deemed to be the date of receipt of the Acceptance Notice by the Contractor. An RFQ may be voided by superseding it with a later RFQ letter of withdrawal, prior to the closing date and time.

7. BASIS OF REJECTION OF RFQ

RFQs not confirming to the following requirements will be disqualified:

- a) RFQ must be legible, in ink, by typewriter or by printer.
- b) RFQ must be in possession of the Township by the closing date and time
- c) RFQ must be on the municipal bid form provided
- d) RFQ must be signed and sealed by an authorized official of the bidding organization. A joint RFQ must be signed and sealed by each company.
- e) RFQ must not be restricted or modified in any way.
- f) RFQ to be submitted in sealed envelope and clearly marked "Little Harbour Marina Facility Upgrades"

8. BASIS OF PAYMENT

Payment at the Contract Price shall be compensation in full for performing the work specified in the RFQ item and for the supply of all labour, permits, equipment, and materials, (except as otherwise provided in the RFQ), necessary to complete the work to the satisfaction of the Township.

9. COMPLETION DATE

The Contractor shall complete the work by November 2025.

If the time limit above is not sufficient to permit the completion by the Contractor working a normal number of hours, the Contractor shall make changes to the permit work to be completed by the above date and advise the Deputy Clerk/Administrator to ensure no conflicts. All additional costs incurred shall be deemed included in the price bid for the work.

10. PAYMENT TERMS

Payment will be made in response to the Contractor's Invoice. This payment will be made when all work has been completed to the satisfaction of the Deputy Clerk/Administrator. Payment to the Contractor shall be verified from measurements taken and recorded by the Deputy Clerk/Administrator.

11. CONTRACTORS TO INVESTIGATE

Contractors must satisfy themselves by personal examination of the Township requirements and site to assess the methods and general requirements of the work.

12. GOODS AND SERVICES TAX

Unit and / or lump sum pricing shall include the Harmonized Sales Tax.

13. PRICING REQUIREMENTS

Prices shall be in Canadian Funds, quoted separately for each item stipulated and shall include Harmonized Sales Tax.

14. INSURANCE REQUIREMENTS

The Contractor covenants and agrees to indemnify and save harmless the Township from and against any and all claims for loss, costs, damages, and or compensation and legal expenses the Township may incur as the direct or indirect result of the work operation described herein being

carried out by the Contractor. The Contractor shall secure and maintain at his/her expense during the duration of this contract, general comprehensive liability insurance in an amount not less than two million dollars (\$2,000,000.00) per incident, naming the Township of Tehkummah as an additional named insured and containing a cross-liability endorsement.

The contractor shall deliver, within ten (10) calendar days of receiving the acceptance notice, proof of Workplace Safety and Insurance Board coverage.

Failure to provide either proof shall result in the cancellation of the contract.

15. DEFAULT BY CONTRACTOR

If the Contractor commits any act of bankruptcy; or if a receiver is appointed on account of its insolvency or in respect of any of its property; or if the Contractor makes a general assignment for the benefit of its creditors; then, in any case, the Township may terminate the contract without notice.

If the Contractor fails to comply with any request, instruction, or order of the Township; or fails to pay its accounts; or fails to comply with or persistently disregard statutes, regulations, by-laws, or directives of the relevant authorities relating to the work; or fails to undertake the work with the required skill and diligence; or assigns/sublets the contract or any portion of thereof without the Township's written consent; or refuses to correct defective work; or is otherwise in default of carrying out its part of any of the terms, conditions and obligations of the contract, then, in any such case the Township may terminate the contract upon expiration of ten (10) days from the date of written notice to the Contractor.

Any termination of the contract by the Township, as aforementioned, shall be without prejudice to any other rights or remedies the Township may have.

If the Township terminates the contract, it is entitled to:

Take possession of all the work in progress and finish the work by whatever means deemed appropriate under the circumstances;

Withhold any payment to the Contractor until its liability to the Township is ascertained;

Recover from the Contractor any loss, damage, and / or expense incurred by the Township by reason of the Contractor's default, which may be deducted from any monies due or becoming due to the Contractor, and any other balance to be paid by the Contractor to the Township.

16. COMPLIANCE WITH THE OCCUPATIONAL HEALTH AND SAFETY ACT

The Contractor shall execute the terms of the contract in strict compliance with the requirements of the Occupational Health and Safety Act, RSO 1990, c.0.1 (the Act) and Ontario Regulation 213/91 (Construction Projects) and any other regulations which may affect the performance of the work of the Contractor.

REQUEST FOR RFQ FORM

ITEM DESCRIPTION	Little Harbour Marina, South Baymouth
1. Marina Playground gazebo Remove existing, and supply and install brown, cedar shake-design metal roofing.	



RFQ No 2025-02

NAME _____

COMPANY NAME _____

ADDRESS _____

TELEPHONE _____ email _____

☐ I understand that the successful bidder will be required to provide proof of insurance coverage of no less than \$2,000,000.

☐ I hereby confirm that I have read and understand the instructions, specifications and terms and conditions contained in this document.

I/We of _____ agree that this offer shall remain open for acceptance until the formal Contract is executed by the successful Contractor for the said opening, whichever event first occurs; and that the Township may, at any time within that period and without notice, accept this RFQ whether any other RFQ has previously been accepted or not.

I/We agree that the awarding of the contract, based on this RFQ, by Council of the Township of Tehkummah shall constitute acceptance.

I/We hereby agree that notification of acceptance of this RFQ shall be in writing and may be sent by prepaid post. If sent by prepaid post, acceptance shall be deemed to have been made on the date of the mailing of the notification.

Name of the Signing Authority for the Contractor:

(please print) Title

Signature of Authority for Contractor

PRICE	\$ _____
HST	\$ _____
TOTAL	\$ _____