



**Request for Quotations  
(Construction < \$500k)**

|                                     |                                                                                                                                                                                                                                                                                                                                                                                 |
|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Issued by                           | The Corporation of the Municipality of Brockton<br>100 Scott St<br>Walkerton, Ontario Canada N0G 2V0                                                                                                                                                                                                                                                                            |
| Requirement                         | Cargill Community Centre – New Roofing                                                                                                                                                                                                                                                                                                                                          |
| RFQ#                                | RFQ-2025-02                                                                                                                                                                                                                                                                                                                                                                     |
| Bidding System                      | By electronic submission to <a href="mailto:cgillis@brockton.ca">cgillis@brockton.ca</a>                                                                                                                                                                                                                                                                                        |
| Site Visit                          | Bidders are strongly encouraged to visit the project site prior to submitting a Bid. The site is located at <b>999 Greenock-Brant Line, Cargill, Ontario.</b>                                                                                                                                                                                                                   |
| Bidder Questions                    | Questions related to this RFQ must be submitted via email to <a href="mailto:cgillis@brockton.ca">cgillis@brockton.ca</a> . Responses will be posted to website @ <a href="https://www.brockton.ca/business-development/bids-and-tenders/">https://www.brockton.ca/business-development/bids-and-tenders/</a> and addendum must be acknowledged by bidders in their submission. |
| Last Day for Questions              | <b>October 21, 2025</b>                                                                                                                                                                                                                                                                                                                                                         |
| Last Day for Municipality Responses | <b>October 23, 2025</b>                                                                                                                                                                                                                                                                                                                                                         |
| Bid Delivery Location               | Bids must be submitted by electronic submission to <a href="mailto:cgillis@brockton.ca">cgillis@brockton.ca</a>                                                                                                                                                                                                                                                                 |
| Bid Closing                         | <b>Received by October 28, 2025, 2:00:00 PM ET</b>                                                                                                                                                                                                                                                                                                                              |
| Project Completion Date             | May 31, 2026                                                                                                                                                                                                                                                                                                                                                                    |
| Municipality Contact                | Colleen Gillis, Director of Operations/Recreation<br>Ph. 519-881-0625 x 0625; <a href="mailto:cgillis@brockton.ca">cgillis@brockton.ca</a>                                                                                                                                                                                                                                      |

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## **Part 1: Bid Process**

### **1. Introduction**

The Municipality is requesting bids from construction contractors to deliver the project specified in the RFQ document labelled **RFQ Scope of Work**.

In the event of a conflict between the contents of the RFQ documents and the terms on the online Bidding System, the contents of the RFQ document will prevail.

### **2. Definitions**

Capitalized terms have the meaning assigned on the cover page or as otherwise assigned in this document.

### **3. Non-Binding Process**

This is a non-binding bid process. That means no Contract A under Canadian tendering laws is intended to be formed by this process. The Municipality and bidders have no legal obligations regarding entering into a contract or the performance or procurement of any good or service until the Municipality and successful bidder have concluded a contract for the Work. The Municipality may choose to select or not select any bidder for any reason and may cancel this bid process for any reason at any time without liability. A bidder may withdraw its bid at any time for any reason before concluding the contract without liability to the Municipality.

### **4. Bidding Instructions**

The Bid Submission Form in Part 3 of this document should be used to prepare the Bid. Bids must be submitted by electronic copy via email to [cgillis@brockton.ca](mailto:cgillis@brockton.ca) and be received by Bid Closing specified on the cover page. The Municipality may reject a bid that is not packaged and delivered as instructed.

### **5. Bidder Conduct Prior to and During Bid Process**

A bidder's ongoing eligibility to participate in the bid process is conditional upon satisfying the requirements of this RFQ document and the vendor eligibility

requirements set out in the Municipality's Procurement Policy which is available on the Municipality's website.

## **6. Bidder Questions**

Bidders should submit questions, clarifications or request for changes to this RFQ ("questions") by emailing [cgillis@brockton.ca](mailto:cgillis@brockton.ca) before the Last Day for Questions specified on the cover page.

Responses will be posted as Addenda on the website @<https://www.brockton.ca/business-development/bids-and-tenders/>. Questions received after the Last Day for Questions may not be addressed. Addendum must be acknowledged by bidders in their submission.

## **7. Bid Selection Process**

The **lowest-priced compliant bid** will proceed to the pre-contract verification step of this process.

## **8. Pre-Contract Verification**

Before finalizing the contract, the Municipality may verify bid information and bidder's willingness and ability to perform the contract. References may be called, bid information clarified and pricing ambiguities or irregularities resolved as a condition of entering into a contract.

The Municipality may choose not to contract with the selected bidder if the Municipality becomes aware of information that indicates, in the Municipality's reasonable opinion, that entering into a contract presents unacceptable risks to the Municipality. Example of circumstances that present unacceptable risk include: i) the bidder is incapable or unwilling to deliver the Work in accordance with the pricing and other information in their bid or otherwise unable to satisfy the Municipality's requirements, or ii) it is not in the best interest of the public or the Municipality to award the contract to the highest bidder, such as where there is evidence of criminal activity, professional misconduct, insolvency, or a history of significant or persistent deficiencies in performance or a prior history of reported jobsite health and safety incidents.

## **9. Contract Finalization**

Following successful completion of the pre-contract verification process, the selected bidder will be expected to enter into the contract which will be based on **CCDC 2 2020 Stipulated Price Contract**.

The Municipality does not intend to negotiate changes to the terms and conditions and may revoke the selection notice if a bidder insists on making substantive changes. If the selected bidder does not confirm acceptance of the contract within the timeframe specified in the Municipality's selection notice, the Municipality may revoke the selection notice and proceed to the next ranked bidder or cancel the RFQ process.

**End of Part 1 Bid Process**

**Part 2:        Scope of Work**

See separate RFQ file named RFQ Scope of Work.

**End of Part 2 Scope of Work**

**Part 3: Bid Form****BID SUBMISSION FORM**

|                         |                                                   |
|-------------------------|---------------------------------------------------|
| <b>Project Title</b>    | Cargill Community Centre – New Roofing            |
| <b>Project Location</b> | <b>999 Greenock-Brant Line, Cargill, Ontario.</b> |

1. We, having examined the documents forming RFQ 2025-02 and addenda (if any), and the conditions on site (as applicable or required), hereby offer to provide all materials, equipment and labour for the proper completion of the Work in its entirety for the stipulated price of:

|                                                                                                |                                                      |
|------------------------------------------------------------------------------------------------|------------------------------------------------------|
| <b>TOTAL FIRM BASE ROOF<br/>BID PRICE</b><br>(exclusive of sales taxes)                        | <br><br><br><br>_____<br>[To be completed by bidder] |
| <b>TOTAL FIRM EAVE DETAIL<br/>ALTERNATIVE ROOF BID<br/>PRICE</b><br>(exclusive of sales taxes) | <br><br><br><br>_____<br>[To be completed by bidder] |
| <b>TOTAL FIRM BID PRICE</b><br>(exclusive of sales taxes)                                      | <br><br><br><br>_____<br>[To be completed by bidder] |

The above Total Firm Bid Price is in Canadian funds and is all inclusive except as otherwise explicitly noted in this RFQ. For certainty, the Total Firm Bid price includes, without limitation, all work, materials, equipment, labour, insurance, contract security, cash allowances (if any) and applicable taxes in force at this date except the sales taxes such the Harmonized Sales Tax (HST). The sales taxes will be chargeable and shown on invoices.

2. We represent that ***Ready-for-Takeover*** as defined in the **CCDC 2 2020 Stipulated Price Contract** can be attained by the number of weeks specified below following contract execution. The project start date will be discussed and agreed to when finalizing the contract.

|                                                          |                                                                                                                       |
|----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| <b>ESTIMATED <u>WEEKS</u> FOR COMPLETION:</b>            | _____<br>(To be completed by bidder)                                                                                  |
| <b>Municipality's Preferred Ready-For-Takeover Date:</b> | The Municipality prefers that this project be completed as soon as possible and by not later than May <b>31, 2026</b> |

Where the estimated weeks of completion noted by bidder anticipates a project completion that is significantly beyond the referred *Ready-for-Takeover* date, notwithstanding that the bidder's bid has the lowest price, the Municipality may reject the bid and proceed to the next ranked bidder or cancel the RFQ.

3. We hereby confirm the following in relation to questions/answers and Addenda:

|                                                                 |                                      |
|-----------------------------------------------------------------|--------------------------------------|
| <b>THE BIDDER HAS REVIEWED THE FOLLOWING NUMBER OF ADDENDA:</b> | _____<br>[To be completed by bidder] |
|-----------------------------------------------------------------|--------------------------------------|

4. The following subcontractors are proposed – if not listed, list must be delivered within the time period specified by the Municipality as a condition of award of contract. A failure to provide the list of subcontractors by the specified time period specified by the Municipality will lead to disqualification of the Bid.

| TRADE          | COMPANY NAME & CITY |
|----------------|---------------------|
| Demolition     |                     |
| Steel Supplier |                     |

|                             |  |
|-----------------------------|--|
| Insulation Supplier         |  |
| Roofing System Installation |  |

5. Provide 3 references of similar recent projects similar, recent projects complete with the client (owner) name, contact person, phone number, location, project description, date of completion and project cost. The Municipality may at its discretion may contact references for referrals prior to awarding the project. Attach a separate sheet if necessary.

| Reference Project 1                |  |
|------------------------------------|--|
| Owner                              |  |
| Contact Person /<br>Email / Number |  |
| Location                           |  |
| Project Description                |  |
| Date of Completion                 |  |
| Project Cost                       |  |

| Reference Project 2                |  |
|------------------------------------|--|
| Owner                              |  |
| Contact Person /<br>Email / Number |  |
| Location                           |  |
| Project Description                |  |
| Date of Completion                 |  |
| Project Cost                       |  |

| Reference Project 3 |
|---------------------|
|---------------------|

|                                    |  |
|------------------------------------|--|
| Owner                              |  |
| Contact Person /<br>Email / Number |  |
| Location                           |  |
| Project Description                |  |
| Date of Completion                 |  |
| Project Cost                       |  |

6. We have included the following additional Bid documents in our Bid submission:

| Bid Document                                                                                                                                                                                                                                                                                                                                                              | Included?                                                                                                                                                                                                                                                                                |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Bid Security</b>                                                                                                                                                                                                                                                                                                                                                       | Not Applicable                                                                                                                                                                                                                                                                           |
| <b>Health and Safety Policy and Program</b><br>(If not provided with Bid, it must be delivered before contract execution.)                                                                                                                                                                                                                                                | <i>To be supplied prior to commencement of Work.</i>                                                                                                                                                                                                                                     |
| <b>Contract Security</b><br>As a condition of contract award, the Municipality must be provided with either: a <b>Performance Bond from a licensed bonding company</b> , equal to <b>10% of the Total Bid Price</b> , or (b) alternatively, a <b>certified cheque or money order</b> from a recognized financial institution equal to <b>10% of the Total Bid Price</b> . | <i>Must form part of the bid documents.<br/>If the document is not in the bid or there is a deficiency, the Municipality will request the provision of the document (or corrected document) within a specified deadline and failure to deliver on time will result in bid rejection.</i> |

7. Pre-contract Requirements. We understand that the Municipality will not enter into a contract or authorize the commencement of Work unless and

until it receives the following:

| Pre-Contract Deliverable                   | Required? |
|--------------------------------------------|-----------|
| Proof of Insurance (see RFQ Scope of Work) | Yes       |
| Contract Security (see RFQ Scope of Work)  | Yes       |
| Health and Safety Policy and Program       | Yes       |
| WSIB Certificate                           | Yes       |

#### 8. Bidder Acknowledgements

- We recognise the right of the Municipality to accept any Bid or to reject all Bids; and are aware that this project is subject to availability of funding.
- This is a non-binding tender process. Municipality does not have an obligation to award a contract in connection with this RFQ and that the Bidder does not have any right to compensation in connection with its participation in the Bid process or its outcome, including claims for Bid preparation costs, loss of profit or loss of opportunity. The Municipality will not be liable for any claim arising out of this Bid process.
- As a condition of proceeding with the Work, the Municipality will require the bidder to deliver certain documents as specified in the RFQ and execute the standard form of **AGREEMENT BETWEEN OWNER AND CONTRACTOR as set out in CCDC2-2020**.
- Bidder does not object to the inclusion of a liquidated damages provision in the contract as included in RFQ Scope of Work.
- Time is of the essence in commencing the work due to issues with the current structure. The Municipality is therefore unable to accommodate undue delays in concluding the contract. The Municipality may revoke an award of contract where a Bidder fails to deliver the pre-contract deliverables or signed contract by the deadline specified by the Municipality.

Signed and submitted by the following duly authorized representative for and on behalf of:

Part 3 Bid Forms

|                                                     |  |
|-----------------------------------------------------|--|
| <b>Bidder Company Legal<br/>Name &amp; Address:</b> |  |
| <b>Telephone:</b>                                   |  |
| <b>Email:</b>                                       |  |
| <b>Signature:</b>                                   |  |
| <b>Name and Title:</b>                              |  |
| <b>Date Signed:</b>                                 |  |