



Request for Quotation (RFQ) REC-2026-03

REQUEST FOR QUOTATION FOR REPLACEMENT OF FLAT ROOF AT TARA COMMUNITY CENTRE, 150 HAMILTON ST, TARA, ON

Sealed request for quotation, clearly marked as to contents, will be received at the office of the Municipality of Arran-Elderslie for the supply and installation of a flat roof at the Tara Community Centre.

THE LOWEST OR ANY QUOTE NOT NECESSARILY ACCEPTED.

JOEL MCALLISTER
MANAGER OF FACILITIES, PARKS & RECREATION
MUNICIPALITY OF ARRAN-ELDERSLIE
1925 BRUCE ROAD 10
CHESLEY, ONTARIO N0G 1L0
519-363-3039 EXT 123
519-270-1569
jmcallister@arran-elderslie.ca
www.arran-elderslie.ca

1. Invitation to Quote

The Corporation of the Municipality of Arran-Elderslie invites quotations from qualified roofing contractors for the removal and replacement of the existing flat roofing system at the Tara Community Centre.

Closing Date: September 4th, 2026

Closing Time: 11:00 AM

Submission Location: Municipality of Arran-Elderslie Office

**The Municipality reserves the right to reject any or all
quotations and is not obligated to accept the lowest
quotation.**



2. Municipal Contact

Joel McAllister, Manager of Facilities, Parks & Recreation
Phone: 519-363-3039 ext. 123 OR 519-270-1569
Email: jmcallister@arran-elderslie.ca

3. Project Overview

Contractors shall verify all dimensions, roof penetrations, drainage systems, access requirements and existing conditions.

4. Site Information

Facility: Tara Community Centre
Address: 150 Hamilton St, Tara, Ontario, N0H 2H0
Estimated Roof Area: 16,000 ft²
Roof Type: Flat Roof

5. Site Visit

Date: August 28th, 2026
Time: 10:00 AM
Location: Tara Community Centre.

6. Scope of Work

- Remove the existing flat roofing system and dispose of material at an approved waste disposal facility.
- Repair roof deck, as required.
- Repair any damage or leaking around rooftop units, or any other applicable areas.
- Install vapour barrier
- Install insulation R-35 or better
- Install 2-ply modified membrane system on protection board, or equivalent.
- Repair drain inserts, plumbing stacks, perimeter flashing, anything else deemed necessary

7. Minimum Roofing System Requirements

Roof system shall meet Ontario Building Code requirements and manufacturer specifications.



8. Proposal Deposit or Bid Bond

A certified cheque made payable to the Municipality of Arran-Elderslie in the amount of 10% of the total proposal must be submitted with the proposal. The cheque of the unsuccessful Contractors will be returned within 14 days of proposal opening. The cheque of the successful Contractor will be retained until the municipality's acceptance of the work.

Alternatively, the Contractor may include with the proposal an Agreement to Bond, in the appropriate form, jointly executed by the Proponent and the surety company from which the bonds will be obtained. Such surety company shall satisfy conditions of the bonding requirements below.

- A) The successful Contractor shall provide to the Owner a Performance Bond in the amount of 100% of the Contract Price and in a form acceptable to the Owner. The Performance Bond shall cover the faithful performance of the contract including corrections after final payment.
- B) The successful Contractor shall provide to the Owner a separate Labor and Material Payment Bond from the same surety providing the Performance Bond in the amount of 50% of the Total Contract Price and in a form acceptable to the Owner and covering the payment of accounts incurred by the Contractor during the performance of the Work on this contract.
- C) The Performance Bond and Labor and Material Payment Bonds shall be taken out with a guarantee surety company authorized by law to carry out business in the Province of Ontario and having an office in Ontario.
- D) Document must be submitted with the proposal as an original document. Electronic bonding (e-bonding) is not acceptable currently.

Proposals not accompanied by one of the above in original form will not be considered.

9. Company Background, Relevant Experience & References

An outline of the Contractor's company background including number of employees and years in business shall be included with the proposal package. A minimum of three (3) references for relevant projects of a similar scope shall be provided which shall include contact details. The Municipality of Arran-Elderslie shall be permitted to contact references at their discretion to verify and confirm experience and workmanship.



10. List of Proposed Sub-Contractors (If any)

The Contractor shall include a listing of any proposed sub-contractors to be utilized in the course of the project which includes the relevant subtrade of the sub-contractor.

11. Basis of Rejection of Proposal

Proposals may be rejected for one or more of the following reasons:

- A) Bids received after closing date and time.
- B) Bids received on other than proposal form supplied.
- C) Failure to demonstrate satisfactory experience and/or workmanship.
- D) Incomplete bids incl. missing proposal deposit or original bid bond.
- E) Qualified or conditional bids.
- F) Bids are not properly signed and sealed.

12. Insurance

12.1 Worker's Safety and Insurance Board Coverage (WSIB)

The contractor will maintain WSIB registration, pay all required premiums and meet all regulatory requirements and will, upon acceptance, provide a WSIB clearance certificate as verification that its account is in good standing.

12.2 Contractor's Equipment Floater

The contractor shall provide and maintain coverage on equipment used during the term of this Agreement. Coverage will be provided, on a broad form basis, for construction machinery, equipment, tools and stock that will be used by the Contractor in the performance of the work. The coverage will also include rental expenses.

12.3 Contractor's Pollution Liability

The Contractor shall carry a Contractor's Pollution Liability Policy, underwritten by an insurer licensed to conduct business in the Province of Ontario for a limit of not less than \$2,000,000. The policy shall provide coverage for pollution conditions as a result of the operations performed at the job site. Coverage shall include bodily injury, property damage, clean-up and remediation costs.

12.4 Commercial General Liability

Commercial General Liability, underwritten by an insurer licensed to conduct business in the Province of Ontario, for a limit of not less than \$5,000,000 per occurrence, an aggregate limit of not less than \$6,000,000, within any policy year with respect to completed operations and a deductible of not more than \$5000. The policy shall include an extension for a standard provincial and territorial form of non-owned automobile liability policy. This policy shall include but not be limited to:

- A) Name the Owner as an additional insured



- B) Cross-liability and severability of interest
- C) Blanket Contractual
- D) Products and Completed Operations
- E) Premises and Operations Liability
- F) Personal Injury Liability
- G) Contingent Employers Liability
- H) Work performed on Behalf of the Named Insured by Sub-Contractors
- I) Broad Form Property Damage
- J) 30 days' notice of cancellation
- K) Attached Machinery

12.5 Automobile Liability Insurance

Standard Form Automobile Liability Insurance that complies with all requirements of the current legislation of the Province of Ontario, having an inclusive limit of not less than \$5,000,000 per occurrence for Third Party Liability, in respect of the use or operation of vehicles owned, operated or leased by the Contractor.

12.6 Indemnification and Hold Harmless Clause

The Supplier shall defend, indemnify and save harmless The Corporation of Arran-Elderslie its elected officials, officers, employees and agents from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury, sickness, disease or death or to damage to or destruction of tangible property including loss of revenue or incurred expense resulting from disruption of service, arising out of or allegedly attributable to the negligence, acts, errors, omissions, misfeasance, nonfeasance, fraud or willful misconduct of the Supplier, its directors, officers, employees, agents, contractors and subcontractors, or any of them, in connection with or in any way related to the delivery or performance of this Contract. This indemnity shall be in addition to and not in lieu of any insurance to be provided by the Supplier in accordance with this Contract and shall survive this Contract.

The Supplier agrees to defend, indemnify and save harmless The Corporation of Arran-Elderslie from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever arising out of or related to the Supplier's status with WSIB. This indemnity shall be in addition to and not in lieu of any proof of WSIB status and compliance to be provided by the Supplier in accordance with this Contract and shall survive this Contract.



13. Fuel and Sales Taxes

The Contractor shall pay all taxes under existing legislation on all fuels and materials used by them in the performance of the contract. The Contractor undertakes not to make any claim for refund of taxes paid by them or any Sub-contractor and acknowledges that no refund of tax shall be granted to them or to any Sub-contractor on any fuel and materials used for any purpose whatsoever in the performance of the contract unless such refund is specifically authorized under existing legislation.

14. Protection of Existing Property

The contractor shall ensure that no damage is caused to any existing works. The contractor shall be responsible for all damage claims which are alleged to be due to the work performed under this contract or order.

15. Warranty Requirements

Minimum 20-year manufacturer warranty and 2-year workmanship warranty.

16. Schedule

Proposed Start Date: _____

Proposed Completion Date: _____

Calendar Days Required: _____

17. Pricing Form

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Replacement of the Flat Roof at Tara Community Centre

The undersigned hereby submits the following quotation for your consideration on the replacement of the flat roof at the Tara Community Centre.

PROPOSAL SUBMITTED BY: _____

Date: _____

Company Name: _____

Address: _____

Telephone: _____

Fax: _____

Email: _____

Authorized Official: _____

Print

Title

Signed: _____



Base Bid	
Cost for Replacement of Flat Roof at Tara Community Centre	
Environmental Fees, Permits, etc.	
HST	
Total Cost to Replace Flat Roof at Tara Community Centre	

Note:

It is understood that your company may have work commitments and if so, please indicate below the date on which you could begin the above project.

Date to begin Tara Community Centre: _____

Completion Date for Tara Community Centre: _____

18. Evaluation

Price 60%, Experience 20%, Warranty 15%, Schedule 5%.

19. Municipal Rights

The Municipality reserves the right to reject any or all quotations, waive informalities, request clarification, modify or cancel the RFQ process.

20. Contractor Declaration

Company Name: _____

Address: _____

Telephone: _____

Email: _____

Authorized Representative: _____

Signature: _____

Date: _____



Appendix A - Roof Photographs (Insert photos here)





89.67 ft

178.15 ft

89.75 ft

178.58 ft

Area: 16,001.58 ft²
Perimeter: 536.15 ft