
Development and Infrastructure Department

REQUEST FOR QUOTATION

Contract # ID-13-2026

Sealed Quotations for: Pavilion at Ramara Centre (Design and Build)

As Described Herein and Addressed:

Attention Clerk, Ramara Township
By Courier or Drop off
Township of Ramara Administration Building
Box 130, 2297 Highway 12, Brechin, ON L0K 1B0

Please submit completed proposal in person or by mail in a sealed envelope quoting the above quotation number and closing date.

Electronic Submissions will also be accepted and may be forwarded to both clerks@ramara.ca and infrastructure@ramara.ca, and shall include all pages of the quotation, as well as all supporting documentation. Please include the Contract ID in the subject line of the email.

BID SUBMISSION DEADLINE

DATE: September 9, 2026

TIME: 10:00 a.m.

QUESTION SUBMISSION DEADLINE:
September 2, 2026
12:00 p.m.

LOCATION: Township of Ramara Administration Building
Box 130, 2297 Highway 12, Brechin, ON L0K 1B0

LATE SUBMISSIONS WILL NOT BE ACCEPTED

The Corporation of the Township of Ramara reserves the right to accept or reject all or part of any Bid and reserves the right to accept other than the lowest Bid and to cancel this Call for Bid at any time.

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INSTRUCTIONS TO BIDDERS

i. DEFINITIONS

The following definitions apply to the interpretation of the Request for Quotation;

1. **“Addendum”** means a written change, addition, alteration, correction or revision to a bid, proposal or contract document. Addendum/Addenda may be issued following a pre-bid site meeting/conference or as a result of a specification or work scope change to the solicitation.
2. **“Bidder”** means a person or legal entity that is submitting a Quotation in response to the Quotation Process.
3. **“Bid Form”** is the standard forms provided by the Township. Bidders must complete and submit the forms in order to provide the necessary information for the evaluation of the bids and to create a legally binding bid.
4. **“Bid Price”** means the total price proposed by a Bidder in its Bid Submission for the performance of the Work.
5. **“Bid Submission”** means the information submitted by a Bidder in response to this Request for Quotation, also referred to as Bid or Submission.
6. **“Bid Submission Deadline”** is the closing date and time that is provided in the Call for Bid document that a Bidder’s submission must be received by the Township.
7. **“Constructor”** means the successful person or company engaged in the construction business.
8. **“Contract”** means an agreement to be signed between the Owner and a Successful Bidder pursuant to the procurement process.
9. **“Contractor”** means the Successful Bidder pursuant to the Procurement Process that has extended a contract.
10. **“Contract Administrator”** means a person authorized or appointed by the Township to act on behalf of the Owner in any particular capacity.
11. **“Closing Time”** Time and Date of Quotations has the meaning ascribed thereto in section ii of these instructions to bidders.

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12. **“General Manager, Development and Infrastructure”** means the General Manager, Development and Infrastructure for the Township of Ramara or such other person, partnership or corporation as may be authorized by the Council to act on their behalf in any particular capacity.
13. **“OPS”** means the current Ontario Provincial Standards published by the Ontario Standards organization.
14. **“Quotation”** means the quotation documents issued by the Owner in respect of a specific opportunity and also refers to the documents submitted by a Bidder in response to this procurement process.
15. **“Quotation Documents”** means the documents listed in section iii of these Instructions to Bidders.
16. **“Request for Quotation” (RFQ)** means the Call for Bid document issued by the Township.
17. **“Start Work Order”** means the document in writing, referred to in the RFQ, form that is issued by the Contract Administrator or the Engineer that authorizes the Contractor to begin the work.
18. **“Successful Bidder(s)”** means a Bidder whose Bid(s) has been awarded by the Township.
19. **“Work”** means the work to be performed by a Contractor pursuant to a Contract issued as a result of this quotation as described in the Contract Documents and includes, but is not limited to, the work generally described in Section ii of these Instructions to Bidders.

ii. GENERAL OVERVIEW

INTRODUCTION

The Corporation of the Township of Ramara is seeking quotations from qualified contractors to design and build a pavilion at the Ramara Centre, located at 5482 Highway 12, Ramara, ON. The pavilion is to be an open-air, timber frame picnic pavilion designed for park use.

The Township received funding for this project, through the Enabling Accessibility Fund (Government of Canada). The total available budget for the completion of this project is \$35,000, including HST.

FORM OF QUOTATION

All quotations must be on the Bid Forms provided, clearly marked with **Pavilion at Ramara Centre (Design and Build)**.

TIMELINE

Steps in RFQ process	Date	Time (if applicable)
Bid Posting	August 21, 2026	
Mandatory Site Visit	August 26, 2026	10:00 a.m.
Deadline for Questions	September 2, 2026	12:00 p.m.
Deadline for Addenda	September 4, 2026	
Deadline for Submission	September 9, 2026	10:00 a.m.
Anticipated Start Date	September 2026	
Project Completion	No later than October 12, 2026	

SITE VISIT

A mandatory site visit will be held at the site on August 26, 2026, at 10:00 a.m. The site is located at 7305 County Road 169, Washago. All bidders will be required to attend in order for any submission to be considered.

Visitors will be required to wear steel toed boots. Photographs of the site and the area will be allowed, provided no persons are in the photos.

SUBMISSIONS

Submissions may be submitted in person at the Township Office (address on cover sheet), via mail to mailing address (on cover sheet) or via email to infrastructure@ramara.ca and clerks@ramara.ca.

Emails must bear the quotation number and name of the bidder in the subject line of the email. The Owner accept no responsibility whatsoever for any quotations submitted by the bidder via email that may be sent prior to the Closing Time but are not received until after the Closing Time per the time stamp on the received email, are blocked by security systems or for any other reason whatsoever are not received.

TENDER DEPOSIT

A tender deposit is not required for this Quotation.

FREEDOM OF INFORMATION

All submissions to the Township become the property of the Township and such are subject to the *“Municipal Freedom of Information and Protection of Privacy Act.”*

BRIBERY/FRAUD

Should any bidder or any of their agents give or offer any gratuity or attempt to bribe any employee of The Township, or to commit fraud, the Township shall be at liberty to cancel the prospective bidder's submission or contract.

BUY ONTARIO ACT

No preference will be given to any business for goods and/or services provided to the Township and/or Commission, except as required under the Buy Ontario Act. This project will comply, as necessary, with this legislation.

Included in this document are three schedules:

- Schedule VI – List of Major Goods and Services (completed by the Township of Ramara)
- Schedule VII – Domestic Supply Chain Commitment Plan (to be completed by the Bidder and submitted with all bids)
- Schedule VIII – Domestic Supply Chain Commitment Plan Compliance Declaration (to be completed by the Successful Bidder and submitted with all invoices).

Failure to complete Schedule VII with the bid will result in a non-compliant bid. Failure to submit Schedule VII with all invoices will result in held payments until submission. Failure to meet these requirements will result in termination of the contract.

INSURANCE

The Successful Bidder(s) shall maintain and pay for Comprehensive General Liability Insurance with an insurer acceptable to the Township. The coverage shall include premises and all operations liability to be performed by the bidder. 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.

The policy shall include **The Corporation of the Township of Ramara** as an additional insured in respect of all operations performed by or on behalf of the Bidder.

The Bidder(s) shall be entirely responsible for the cost of any deductible that is maintained in any insurance document.

The Insurance Policy shall not be altered, canceled or allowed to expire or lapse, without thirty (30) days prior written notice to the Township.

The Liability Insurance shall not contain any exclusion of limitations in respect of shoring, underpinning, rising or demolition of any building or structure, pile driving, caisson work, collapse of any structure or land from any cause.

Where applicable the bidder(s) shall carry standard automobile and non-owned automobile liability insurance and shall protect them against all liability arising out of the use of owned or leased vehicles, used by the Bidder(s), its employees or agents. The limits of the liability for both owned and non-owned vehicles shall not be less than **Two Million Dollars (\$2,000,000.00)** per occurrence.

WORKPLACE SAFETY AND INSURANCE BOARD (WSIB)

The successful bidder(s) shall supply a Certificate from the Workplace Safety and Insurance Board prior to the start of the contract indicating that all of the assessments the bidder(s) or subcontractor(s) is liable to pay under *Worker's Safety Insurance Board Act* or successor legislation have been paid and they are in good standing with the Board.

Effective January 1, 2013, Bill 119 legislates that all Contractors and Sub-Contractors categorized under class G: construction, shall have WSIB account and clearance coverage prior to commencing any contract.

Alternatively, if the successful Bidder(s) is an Independent Operator and is not categorized under Class G: Construction, the Bidder(s) shall submit a letter, from the WSIB, confirming that s/he has Independent Operator Status under the WSIB Act for work to be carried out for the Township of Ramara. If the Bidder(s) does not have Independent Operator Status, the Bidder shall.

- I. Complete an Independent Operator Status Questionnaire upon being awarded the contract; and,
- II. Fund all costs associated with any appeal of a determination by WSIB that the Bidder is not an Independent Operator; and,
- III. Provide proof of Employer's Liability Insurance (provided either by WSIB or the Contractor's insurance provider.

The Bidder(s) acknowledges and agrees that the Township is not hiring an employee(s) to perform the work associated with this Quotation. As such the Township reserves the right to terminate all Contracts associated with this Quotation if all appeals have been exhausted and the bidder(s) are determined by WSIB or court or tribunal of competent jurisdiction to be an employee. Any and all monies to be paid to the bidder(s) shall be returned regardless of the extent of work that has been completed to that point, and all material and documents associated with the Quotation, as well as Township property, shall be returned to the Township.

The bidder(s) acknowledges and agrees that any work completed to the date the appeal process has been completed, and an unfavorable determination is made will be provided to the Township for free and without any expectation of compensation. The risk associated with completing any work while there is an appeal process underway is entirely born by the bidder(s).

LIABILITY AND DAMAGES

The Contractor shall take full responsibility for any and all damages caused during the execution of the work, whether to private property, public property, municipal infrastructure, utilities, roadways, or landscaping.

- The Contractor shall, at their own expense, make good any such damage to the satisfaction of the Township.
- If the Contractor fails to make good on damages within a reasonable timeframe, the Township reserves the right to carry out the repairs and deduct the costs from monies owed to the Contractor.
- The Contractor shall indemnify and hold harmless the Township, its officers, employees, and agents from and against all claims, demands, losses, costs, damages, actions, suits, or proceedings arising out of or resulting from the Contractor's performance of the work.

ACCESSIBILITY

The Bidder(s) shall comply with the provisions of the *Accessibility for Ontarians with Disabilities Act* 2005, S.O. 2005, chapter 11 and the Regulations with regard to provision of the goods and/or services contemplated herein, including, without limitation, section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service, as amended. The Bidder(s), when applicable, shall ensure that its employees, agents, volunteers and representatives receive training regarding the provision of the goods and services to person with disabilities. The Bidder(s) acknowledges that the Corporation of the Township of Ramara, in deciding to purchase goods or services through its procurement process, is required to consider the accessibility for persons with disabilities, when applicable and practical to do so.

HEALTH & SAFETY

All work performed under this contract must be carried out in accordance with the terms and conditions of the Ontario Occupational Health and Safety Act (OHSA or the Act), applicable Regulations, applicable standards, and other applicable legal requirements.

Unless otherwise stated, the successful bidder, for the purposes of the Act, shall be designated as the 'Constructor' for this project. The constructor has complete control of the work on behalf of the Township and is responsible for regulatory compliance and safe work procedures on the job site.

Any requirement for a Notice of Project to be submitted to the Ministry of Labour (MOL) is the sole responsibility of the constructor.

The Constructor further acknowledges and agrees that any breach or breaches of the Occupational Health and Safety Act, applicable Regulations, Standards, Environmental Protection Act, other legal requirements, and/or their own Health & Safety Policies and Procedures whether by the Constructor or any of its subcontractors may result in:

- The termination of the contract,
- The immediate removal of the Constructor and/or sub-contractor's equipment from the site,
- The forfeiture of all sums owing the constructor/or sub-contractor by the Township of Ramara.

The Constructor's health and safety responsibilities will include the following:

- where hazardous materials, physical agents and/or designated substances are used in the performance of the required work, the successful bidder shall ensure that the requirements of the Occupational Health and Safety Act, applicable Regulations and environmental requirements are complied with,
- ensure workers are aware of the hazardous substances that may be in used at the workplace,
- ensure workers are provided with and wear the appropriate personal protective equipment required for the area when engineering controls aren't practicable,
- demonstrate the establishment and maintenance of health and safety program, with objectives and standards and will provide qualified workers and meet all applicable legislation,
- The Constructor acknowledges that they are familiar with the Occupational Health and Safety Act, applicable Regulations, applicable Standards and other legal requirements that applies to the work being conducted,
- The Contractor covenants and agrees to observe strictly and faithfully the provisions of the Occupational Health and Safety Act, applicable Regulations, and rules circulated there under together with the Constructor's Health and Safety Policies and Procedures.
- The Constructor agrees to indemnify and save the Township of Ramara harmless for damages or fines arising from any breach or breaches of the

said Occupational Health and Safety Act and other applicable legal requirements.

- The Constructor agrees to have a competent supervisor on site at all times when work is in progress, and that this supervisor enforces safe work practices.
- The Constructor shall allow access to the work site on demand to representatives of the Township of Ramara to inspect work sites.
- The Constructor agrees that any damages or fines that may be assessed against the Township of Ramara by reason of a breach or breaches of the Occupational Health and Safety Act and applicable Regulations by the Constructor or any of its sub-contractors will entitle the Township of Ramara to off-set the damages so assessed against any monies that the Township of Ramara may from time to time owe the Constructor under this contract or under any other contract whatsoever.
- Where any portion of the work or services in this Contract is contracted to a sub-contractor, the Constructor agrees that the provisions of this section (**Health & Safety**) will apply to the sub-contractor and the Constructor will enforce said provisions.
- The Township of Ramara may consider previous OHSA violations as grounds for rejection and the Township of Ramara may terminate any contract arising from this document if the Bidder is continuously in violation of OHSA requirements.

Proof of the above may be required by the Township at any time from procurement to project completion.

Township staff reserve the right to stop work if safety concerns are identified.

ASSIGNMENT OF CONTRACT

The Successful Bidder(s) shall not assign transfer, convey, sublet or otherwise dispose of this contract or his/her right, title or interest therein, or his/her power to execute such contract, to any other person, company or City, without the previous consent, in writing, of the Township's officials, which consent shall not be unreasonably withheld.

UTILITY LOCATES

1. Responsibility

- Prior to commencing any excavation, grading, or construction activities, the Contractor shall be responsible for contacting **Ontario One Call** to obtain locates for all underground and overhead utilities within the project limits.

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- The Contractor shall ensure all locates are current and valid prior to beginning work.
2. Verification
 - The Contractor shall physically verify the location of all utilities and confirm with the utility owner any discrepancies between field conditions and locate drawings.
 - The Contractor shall hand-excavate or vacuum-excavate to confirm the exact location of any buried utilities where conflict with the work is suspected.
 3. Coordination with Utility Owners
 - Where relocation, support, or protection of utilities is required, the Contractor shall coordinate directly with the utility owner(s).
 - The Contractor shall provide the Contract Administrator with copies of all correspondence and approvals from utility owners prior to commencing work in the affected area.
 4. Protection of Utilities
 - All utilities shall be protected from damage during construction.
 - Any damage to utilities caused by the Contractor's operations shall be repaired immediately at the Contractor's expense to the satisfaction of the utility owner and the Municipality.
 5. Payment
 - The cost of obtaining utility locates, coordinating with utility owners, and protecting existing utilities shall be deemed incidental to the work and shall not be paid for separately.

SCOPE OF WORK

The Contractor shall be responsible for the provision of all qualified labour, equipment, materials, and appurtenances required to complete:

- The design of the open-air, timber frame picnic pavilion in accordance with all applicable law, including the Ontario Building Code.
- Submittal for all required permits, including a Building Permit through the Township of Ramara.
- Construction of the approved pavilion, including restoration.

For greater clarity, the following shall be considered as part of the project:

- Site location is shown in Appendix A – Site Map
- Design work to be submitted to the Township for review of the pavilion structure, no later than September 21, 2026.
- Construction activities will include site preparation, excavation, concrete pad construction, timber frame construction, grading, drainage, restoration, and cleanup.

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- Protection of adjacent properties, utilities, and infrastructure.
 - Full site restoration upon completion of work, including the removal of all debris and equipment, leaving the site in a clean and orderly condition acceptable to the Township.
 - Maintaining a clean and safe worksite throughout operations.

SPECIAL REQUIREMENTS

Site Preparation:

The work area shall be stripped of topsoil, organic material, and any unsuitable soils. Removed topsoil shall be stockpiled on-site for use in final grading and restoration. The Contractor shall be responsible for protecting the stockpiled material throughout construction and removing any excess material from the site upon completion of the project.

Concrete Pad:

The Contractor shall excavate to a sufficient depth to construct the concrete pad on competent native soil or approved engineered fill. Where unsuitable materials are encountered, they shall be removed and replaced with properly compacted granular material. The completed foundation shall provide a stable base that minimizes settlement, movement, frost heaving, and premature cracking.

The pad shall be an engineered concrete slab capable of managing the loads and uses of the structure. The final slab shall be a broom finish. Included in the slab construction shall be vapour barrier, mesh reinforcement, and anchor pins, as deemed necessary.

Grading/Drainage:

The Contractor shall be responsible for all grading associated with the project. Final grading shall provide positive drainage away from the pavilion structure and shall not direct runoff toward the adjacent parking lot, driveway, existing building, structures or pedestrian areas.

Existing drainage patterns shall be maintained or improved, and any drainage features disturbed during construction shall be restored to the satisfaction of the Township.

Upon completion of construction, the Contractor shall complete all final grading and restoration work, including the placement of stockpiled topsoil as required.

Erosion/Sediment Control:

The Contractor shall supply, install, maintain, and remove all erosion and sediment control measures required to prevent sediment, debris, or runoff from leaving the work area. Any material tracked or deposited onto adjacent asphalt surfaces, walkways, drainage systems, or surrounding lands shall be removed immediately at the Contractor's expense.

Timber Frame Pavilion:

The pavilion shall include a structure approximately 9.75 m x 9.75 m (32' x 32') with 3 m (10') height to the eaves. Adjustment to the size of the structure can be considered by the

Township in order to meet budgetary constraints. Information regarding the additional proposal is found in the section: Provisional Items – Pavilion Size Adjustment Option.

It is expected that the structure will include 200 mm x 200 mm (8" x 8") kiln-dried pine posts (sanded, stained, and sealed) as well as 200 mm x 300 mm (8" x 10") kiln-dried pine beams (sanded, stained, and sealed). Stain shall be medium cedar tone. Sealant shall be premium-grade providing UV and moisture protection.

The roof shall be a 6:12 roof pitch with prefabricated trusses, complete with plywood roof sheathing, 29-gauge ribbed steel roofing. A 125 mm (5") aluminum eavestrough system with downspouts discharging a minimum of 1 m away from the structure shall be included. Colour of roof and eavestrough to be proposed by the Contractor and approved by the Township.

Restoration:

The Contractor shall remove all surplus materials, construction debris, waste, and equipment from the site and leave the area in a clean and orderly condition. Any damage resulting from construction activities shall be repaired at the Contractor's expense. Top soil shall be placed and seed applied to the area to allow for grass growth.

Final Project:

The completed installation shall be fully functional, structurally sound, and free from deficiencies related to foundation settlement, drainage, erosion, or workmanship.

Equipment and Worksite Restrictions:

The site is an active, municipal building including indoor and outdoor activities. The Contractor shall be responsible for protecting their site for security and safety of users at all times.

Equipment shall not damage turf, sidewalks, trails, curbs, or asphalt. Where heavy equipment is required, protective mats must be used.

Damage Responsibility:

The Contractor is fully responsible for any damages to public or private property, municipal infrastructure, roads, sidewalks, utilities, turf, landscaping, or vehicles resulting from their operations.

Damages must be repaired at no cost to the Township, to the satisfaction of the Township.

SCHEDULE

All work must be completed no later than October 12, 2026. There will be no extensions to the project. The Contractor shall supply a proposed schedule with their bid to be evaluated with the submission. The schedule shall include, at a minimum, the following milestones:

- Design Submission to the Township (assume review will take 2 business days)
- Building Permit Application
- Mobilization to Site
- Construction Completion, including restoration

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- Demobilization

PROVISIONAL ITEM – PAVILION SIZE ADJUSTMENT OPTION

If, in the opinion of the Bidder, the structure proposed cannot be completed with the existing budget of \$35,000, the Bidder may provide an alternative proposal. Pricing and sizing of this structure shall be submitted under this provisional item and also requires a submission for pricing of the proposed structure. Alternatives will only be considered if all bids received exceed the budgetary allowance.

It is not a requirement to include pricing for the provisional item if the submitted price is below the budgetary allowance.

LOADING OF MOTOR VEHICLES

Where a vehicle is hauling material for the use on the specified work, in whole or in part upon a public highway and where motor vehicle registration is required for such vehicle, the contractor shall not cause or permit such vehicle to be loaded beyond its legal limit as specified in the Highway Traffic Act, whether such vehicle is registered in the name of the contractor or otherwise.

AWARD OF QUOTATION

1. The Corporation reserves the right, in its sole discretion, to reject any or all bids, and the lowest or highest bid, as the case may be, will not necessarily be accepted.
2. Notwithstanding and without restricting the generality of the statement immediately above, the Township of Ramara shall not be required to award or accept a quotation, and may choose to either cancel the call for quotations or recall the quotations at a later date:
 - a. when only one bid has been received as the result of a quotation call;
 - b. where the lowest responsive and responsible bidder substantially exceeds the estimated cost of the goods or service;
 - c. when all bids received fail to comply with the specifications of quotation terms and conditions;
 - d. when a change in the scope of work or specifications is required.

EVALUATION CRITERIA

Weighting

Compliance with RFQ requirements (submission completeness, insurance, WSIB, certifications, references, etc.)

PASS/FAIL

EVALUATION CRITERIA	Weighting
Price (overall competitiveness of unit rates)	70%
Contractor experience and qualifications (demonstrated experience, references, certifications)	15%
Schedule and ability to meet deadline (October 12, 2026)	15%
Total	100%

Notes:

- Provisional items (Pavilion Size Adjustment Option) will not be considered in the pricing evaluation, unless all bids received exceed the budgetary amount of \$35,000. Then the pricing will be reviewed based to provide the lowest price per square metre for the pavilion. The design price submitted will be retained for the secondary review, if necessary.
- Contractors must achieve a minimum overall score of 70% in order to be considered for award.
- Contractors must achieve a PASS in the Compliance category in order to proceed to full scoring. Submissions that fail to meet this requirement will be deemed non-compliant.
- The Township may request clarification or additional information from contractors during evaluation.
- The Township reserves the right to consider past performance on municipal contracts when scoring.

MEASUREMENT AND PAYMENT

Payment at the Quotation price shall be paid upon submission of invoice and upon review and approval by the Township. Invoicing shall be no more than once per month, unless otherwise agreed upon by the Township ahead of submission. All invoices must include Schedule VIII or payment will not be processed.

HOURS OF WORK

The Contractor will be allowed to carry out operations during daylight hours between 7:00 a.m. and 6:00 p.m., Monday through Friday, except Statutory or Civic Holidays, unless otherwise approved or directed by the General Manager, Development and Infrastructure.

TERM OF CONTRACT

The term of this contract will be until December 31, 2026. It is expected that the construction will be completed no later than October 12, 2026.

Termination: The Township reserves the right to terminate the contract at any time, without penalty, by providing thirty (30) days written notice.

QUALIFICATIONS

The Successful Bidder shall be a company of recognized standing at least three (3) years' experience in this type of work and have the necessary equipment and skilled labour to carry out the work adequately, including professional engineers/designers to submit for the required Building Permit.

SUB-CONTRACTORS

1. List of Subcontractors

The Bidder shall provide with their submission a complete list of all subcontractors proposed to be employed in the performance of the Work, including the nature and scope of each subcontract. The Owner reserves the right to reject any proposed subcontractor and require the Bidder to substitute an acceptable subcontractor at no additional cost.

2. Changes to Subcontractors

No changes to the list of subcontractors will be permitted without the prior written consent of the Owner. Such consent shall not be unreasonably withheld.

3. Responsibility

The Bidder acknowledges that they remain fully responsible for the acts and omissions of their subcontractors and for the satisfactory performance of all work, regardless of subcontracting arrangements.

4. Submission Form

The Bidder shall complete the "Subcontractor Information Form" attached to the Form of Quotation. Failure to provide the list of subcontractors at the time of submission may result in the Quotation being declared informal or non-compliant.

iv. SUBMISSION FORMAT AND CONTENTS

GENERAL FORMAT OF SUBMISSION

The Township **will not** accept any other format of the Schedule I Items and Prices other than that provided within this Request for Quotation. Schedule I Items and Prices are to be completed **in full** as provided in this document with no modifications, additions or deletions.

Failure to complete Schedule I as stipulated, may result in disqualification of the Bid Submission.

CONTENTS OF SUBMISSION

The Request for Quotation Bid Submission **MUST** include the following information and shall be submitted in the same sequence provided:

- I. Completed Bidder Information Form**
- II. Schedule I – Items and Prices**
- III. Schedule II – Proposed Schedule**
- IV. Schedule III – Sub-Contractor Information Form**
- V. Schedule IV – Ability and Experience Form**
- VI. Schedule VI – Domestic Supply Chain Commitment Plan**
- VII. Provide a completed Declaration of Accessibility Compliance form.**
- VIII. Health and Safety:**
 - a. Provide a current and valid certificate of clearance from WSIB.**
- IX. Addenda:**
 - a. Include an initialed copy of the addenda form, if required.**

BID FORM

THE CORPORATION OF THE TOWNSHIP OF RAMARA

PAVILION AT RAMARA CENTRE (DESIGN AND BUILD)

DOCUMENTS TO BE ENCLOSED WITH THIS FORM INCLUDING BUT NOT LIMITED TO:

- i. Bidder Information Form**
- ii. Schedule I – Items and Prices**
- iii. Schedule II – Proposed Schedule**
- iv. Schedule III – Sub-Contractor Information Form**
- v. Schedule IV – Ability and Experience Form**
- vi. Schedule VI – Domestic Supply Chain Commitment Plan**
- vii. Declaration of Accessibility Compliance Form**
- viii. Health & Safety Information**
- ix. Addenda Form, if applicable**

BIDDER INFORMATION FORM

**BIDDERS MUST COMPLETE THIS FORM AND INCLUDE WITH THEIR SUBMISSION
PLEASE ENSURE ALL INFORMATION IS LEGIBLE.**

Company Name	
Bidder's Main Contact Individual	
Address (Including postal code)	
Office Phone #	
Toll Free#	
Cellular#	
Fax#	
E-Mail Address	
Website	
HST Account #	

**I CERTIFY THAT ALL PRICES IN SCHEDULE I CONSTITUTE THE OFFICAL BID
SUBMISSION AND PRICING.**

NAME: _____
(PRINT)

AUTHORIZED SIGNATURE: _____

DATE: _____

SCHEDULE I – ITEMS AND PRICES

Any modifications of this form will result in the bid being disqualified. This Bid Form must be completed in full.

REQUIRED WORKS – DESIGN AND BUILD

ITEM	WORK	DESCRIPTION	UNIT	TOTAL COST
1	Design	Design of the Pavilion	Lump Sum	\$
2	Construction	Site preparation, mobilization, construction, restoration, and demobilization	Lump Sum	\$

Subtotal \$ _____

HST (13%) \$ _____

Total \$ _____

Initials: _____ Date: _____

The Corporation of the Township of Ramara reserves the right to accept or reject all or part of any Bid and reserves the right to accept other than the lowest Bid and to cancel this Call for Bid at any time.

REQUIRED WORKS – PAVILION SIZE ADJUSTMENT OPTION

ITEM	PROPOSED SIZE	UNIT	UNIT PRICE	TOTAL SQ. M	TOTAL PRICE
1		Square Metre	\$		\$

Subtotal \$ _____

HST (13%) \$ _____

Total \$ _____

Provisional item will only be considered in the event that all pricing exceeds the budgetary allowance. Submission of pricing on this page is not necessary for a compliant bid submission.

Initials: _____ Date: _____

SCHEDULE II – PROPOSED SCHEDULE

This page is left blank for submission of a separate document showing the Contractor's schedule.

SCHEDULE III - SUB-CONTRACTORS INFORMATION FORM

(To be completed for all sub-contractors representing a portion of this Bid Submission)

Sub-Trade	Proposed Sub-Contractor	Address / Phone #	Approximate Value of Sublet Work

SCHEDULE IV – ABILITY AND EXPERIENCE FORM

The Bidder shall provide below three (3) separate References, **not including the Township of Ramara**, having purchased a similar size and design of goods and/or services as specified herein for a previous three (3) year period from the issuance of this document.

REFERENCE #1	
Customer	
Contact Name & Phone Number	
Date of Purchase	
Description of Goods or Services Provided	
REFERENCE #2	
Customer	
Contact Name & Phone Number	
Date of Purchase	
Description of Goods or Services Provided	
REFERENCE #3	
Customer	
Contact Name & Phone Number	
Date of Purchase	
Description of Goods or Services Provided	

REFERENCE RELEASE FORM

I _____ (authorised signatory for the submitting firm) authorize the Township to contact the person and/or organization listed on the ABILITY & EXPERIENCE FORM, for the purpose of obtaining information relating to the bidder.

The Township reserves the right to call references if in its sole discretion finds a need to do so. The Township reserves the right to check other references other than listed herein.

SCHEDULE V – LIST OF MAJOR GOODS AND SERVICES

Project No:	ID-13-2026
Project Name:	Pavilion at Ramara Centre (Design and Build)
Bidder Name:	

For the purposes of the Domestic Supply Chain Commitment Plan, the major goods and services for this Quotation may include, as applicable to the Work:

1. Equipment – Small equipment, motorized equipment, backhoes, trucks, etc. relevant to construction and restoration activities.
2. Labour – Trained operators for the equipment to perform design and construction activities.
3. Lumber – Per Scope of Work in this document.
4. Concrete – Per Scope of Work in this document.
5. Roofing/Eavestrough – Per Scope of Work in this document.

The Bidder shall ensure that its Domestic Supply Chain Commitment Plan applies to all categories relevant to the Work.

SCHEDULE VI – DOMESTIC SUPPLY CHAIN COMMITMENT PLAN

Project No:	ID-13-2026
Project Name:	Pavilion at Ramara Centre (Design and Build)
Bidder Name:	

1. Bidder Commitment

The bidder confirms that, if awarded the Contract, it will meet or exceed the following minimum domestic content requirement for the major goods and services identified by the Township in the Quotation Documents:

Minimum Commitment: 90%

This commitment applies to the total value of the major goods and services identified by the Township for this Quotation, including applicable goods and services supplied by subcontractors, suppliers, manufacturers, and fabricators.

2. Applicable Commitment Basis

Ontario and Canada

The minimum commitment will consist of Ontario-Made Goods and Ontario Services together with Canadian-Made Goods and Canadian Services.

3. Bidder Acknowledgement

The bidder acknowledges and agrees that:

1. This Domestic Supply Chain Commitment Plan is a mandatory eligibility requirement of the Quotation and is not scored;
2. Failure to submit this completed form may result in the Quotation being declared non-compliant and excluded from any and all further evaluation;
3. If awarded the Contract, this commitment will form part of the Contract;
4. The Bidder is responsible for ensuring that its subcontractors, suppliers, manufacturers, and fabricators support the commitment made in this form;
5. The Township may request clarification or supporting documentation before, during, and/or after award for the purpose of verifying compliance; and
6. Any material misrepresentation in this form, or failure to comply with the commitment during and/or after award, may result in disqualification or the exercise of contractual remedies by the Township.

4. Bidder Declaration

The Bidder certifies that the information provided in this Domestic Supply Chain Commitment Plan is complete and accurate to the best of its knowledge and is based on the Bidder's proposed performance of the Work.

Authorized Signing Officer: _____

Title: _____

Signature: _____

Date: _____

SCHEDULE VII – DOMESTIC SUPPLY CHAIN COMMITMENT PLAN – COMPLIANCE DECLARATION

To Accompany All Progress Payment Application/Invoice

1.Contract Information

Project Number:	ID-13-2026
Project Name:	Pavilion at Ramara Centre (Design and Build)
Contractor Name:	
Progress Payment Application/Invoice No:	
Payment Period Covered:	
Date of Declaration:	

2.Contractor Declaration

I, _____, in my capacity as _____ of the Contractor named above, and being duly authorized to bind the Contractor, hereby declare and certify to the Township of Ramara as follows:

1. The Contractor has performed the Work during the payment period identified above in a manner consistent with the Contractor's Domestic Supply Chain Commitment Plan submitted with its quotation and incorporated, by reference, into the Contract.
2. With respect to the goods, material, equipment, fabrication, manufacturing, and services supplied or incorporated into the Work for which payment is requested in this progress payment application, the Contractor is in compliance with its Domestic Supply Chain Commitment Plan, except as expressly disclosed in this Declaration.
3. Except as disclosed in this Declaration, the Contractor has not made any actual or anticipated change affecting the Domestic Supply Chain Commitment Plan, including any change to supplier, manufacturer, or place of service delivery, that has not already been reported to the Township in writing in accordance with the Contract.
4. Except as disclosed in this Declaration, the Contractor has not made any material change that would reduce, impair, or invalidate its domestic supply chain commitment without the Township's prior written approval.
5. The Contractor has taken reasonable steps to ensure that its subcontractors, suppliers, manufacturers, fabricators, and service providers supporting the Work during this payment period have performed in a manner consistent with the Contractor's Domestic supply Chain Commitment Plan.
6. The information set out in this Declaration, including any attached schedules or supporting documents, is complete and accurate to the best of the Contractor's knowledge, information, and belief.

-
7. The Contractor has created and maintained records supporting domestic supply chain compliance for the Work covered by this progress payment application and will provide supporting record satisfactory to the Township upon request.

3. Disclosure of Changes or Exception (from original bid)

Please check one.

☐ A. No Changes or Exceptions

The Contractor confirms that there are no changes, substitutions, exceptions, or compliance issues to disclose for this payment period that may affect the Domestic Supply Chain Commitment Plan.

☐ B. Changes or Exceptions Disclosed

The Contractor discloses the following actual or anticipated changes, substitutions, exceptions, or other matters that may affect the Domestic Supply Chain Commitment Plan:

If box B is checked, the Contractor must complete the Disclosure of Changes or Exceptions Chart attached as the final page of this Schedule. If box A is checked, the final-page chart does not need to be completed.

4. Supporting Documentation

Please check all that apply:

- ☐ Supplier invoices
- ☐ Purchase orders
- ☐ Manufacture or fabricator certifications or letters
- ☐ Bills of lading or shipping records
- ☐ Subcontractor confirmations
- ☐ Service provider declarations
- ☐ Updated domestic supply chain tracking sheet
- ☐ Other: _____
- ☐ No attachments included with this submission; records will be provided upon request

5. Acknowledgement

- This Declaration is provided in support of a progress payment application under the Contract;
- The Township may request clarification or supporting documentation to verify compliance with the Domestic Supply Chain Commitment Plan; and
- Failure to provide this Declaration, failure to provide supporting records when requested, or failure to comply with Domestic Supply Chain Commitment Plan

requirements will result in delay or withholding of payment in accordance with the terms of the Contract.

6. Signature

Name of Authorized Signing Officer:	
Title:	
Contractor Name:	
Signature:	
Date:	

Disclosure of Changes or Exceptions

Item/ Major Good or Service	Originally Identified Supplier/ Manufacturer/ Service Provider	Location of Manufacturer/ Fabrication/ Service Delivery	Reason for Change	Date Township Notified	Township Approval (Staff)

DECLARATION OF ACCESSIBILITY COMPLIANCE FORM

Company Name: _____
Print Name: _____
Title: _____
Date: _____

I acknowledge that I am required to comply with Section 6 of Ontario Regulation 429/07 (Accessibility Standards for Customer Service) made under the *Accessibility for Ontarians with Disabilities Act, 2005*. I confirm that my employees, agents, volunteers and representatives who are required to receive training under the Act have completed the required. I will provide to The Corporation of the Township of Ramara any further documentation that confirms this training upon its request.

I will indemnify the Corporation of the Township of Ramara from and against any costs, expenses, fines, penalties, damages or losses that may arise or may be incurred as a result of my failure to comply with these requirements.

I declare that I have read, understood and will meet all enacted accessibility standards as amended from time to time.

I further declare that if applicable I will undertake to ensure any sub-contractors hired by

(insert company name)

for the completion of work contracted by the Township will also comply with the above requirements.

Authorized Signature
I have authority to bind the Corporation

Date

ADDENDA

This form is to be included only if any addenda have been issued as part of this Request for Quotation.

I declare that I have read, understood and that addenda numbers ____ through ____ shall apply to this contract and form part of the scope of work.

(insert company name)

Initials: _____ Date: _____

APPENDIX A – Site Map

