TOWNSHIP OF ELIZABETHTOWN-KITLEY

REQUEST FOR QUOTATION RFQ-FM-26-03

Supply of Replacement Windows
231 County Road 29, Frankville, ON

The Township of Elizabethtown-Kitley is requesting quotations (RFQ) for work to be completed at the Municipal Building, 231 County Rd 29, Toledo, ON. Attached is a summary of the proposed work.

A mandatory site visit by appointment shall be completed prior to submission of a quotation.

Quotations will be received until **4:00 p.m., December 7th, 2026,** at the main administration building (6544 New Dublin Rd, Addison, ON) or via email at building@ektwp.ca.

If you have any further questions, please contact the undersigned.

Jason Myre
Building Inspector / Facilities Manager
Township of Elizabethtown-Kitley
6544 New Dublin Road
Addison, ON K0E 1A0
Tel: 613-345-7480 ext. 218
Email: building@ektwp.ca

The Township reserves the right to refuse any and all quotations that, in its sole discretion, are not in the interest of the Township of Elizabethtown-Kitley. The lowest or any quotation will not necessarily be accepted.

Quotations are subject to Council approval

TOWNSHIP OF ELIZABETHTOWN-KITLEY

REQUEST FOR QUOTATION RFQ-FM-26-03

SPECIFICATIONS

1. INVITATION TO QUOTE

The Township of Elizabethtown-Kitley invites quotations from qualified window manufacturers and suppliers for the manufacture and supply of replacement windows for the Former Frankville Public School located at 231 County Road 29, Frankville, Ontario.

The Project consists of the supply of all replacement windows and associated components identified within the attached drawings, specifications, and window schedules.

This contract is for the **supply of materials only**. Installation is not included within the scope of this Request for Quotation unless specifically identified as an optional item by the Owner.

The Township intends to award the contract to the bidder whose quotation provides the best overall value to the Township, considering compliance with specifications, quality, warranty, delivery schedule, and price.

2. PROJECT INFORMATION

Project Name:
Former Frankville Public School Window Replacement Project

Project Location:
231 County Road 29
Frankville, Ontario

Owner:
Township of Elizabethtown-Kitley
6544 New Dublin Road
Addison, Ontario K0E 1A0

3. PROJECT CONTACT

All inquiries concerning this RFQ shall be directed to:

Jason Myre
Building Inspector / Facilities Manager
Township of Elizabethtown-Kitley
Telephone: 613-345-7480
Email: building@ektwp.ca

4. MANDATORY SITE VISIT

A mandatory site visit by appointment shall be completed prior to submission of a quotation.

The purpose of the site visit is to allow bidders to:

- Verify existing site conditions;
- Confirm window configurations;
- Review accessibility for delivery;
- Verify opening conditions;
- Confirm dimensions and quantities; and
- Review any conditions that may affect manufacturing or delivery.

Failure to attend the site visit shall result in rejection of the submission.

Site visits shall be arranged through the Project Contact.

5. RFQ CLOSING

Quotations shall be submitted to:

Jason Myre
Building Inspector / Facilities Manager
Township of Elizabethtown-Kitley
6544 New Dublin Road
Addison, ON K0E 1A0

Quotations will be received until **4:00 p.m., December 7th, 2026,** at the main administration building (6544 New Dublin Rd, Addison, ON) or via email at building@ektwp.ca.

Sealed quotations must be clearly marked: **FQ-FM-26-03 – Supply of Replacement Windows**

Late submissions may be rejected in accordance with the Municipality's procurement policy.

6. SCOPE OF WORK

The successful bidder shall provide:

- Manufacture of all replacement windows identified in the contract documents;
- Supply of glazing systems;
- Supply of screens where specified;
- Supply of hardware and operating components;
- Supply of flashing and trim accessories required by the manufacturer;
- Product labeling and packaging;
- Shop drawings where required;
- Warranty documentation;
- Delivery to the project site.

The successful bidder shall ensure that all products supplied are complete and ready for installation by others.

7. DRAWINGS AND REFERENCES

The work shall conform to all requirements shown within:

Drawing Reference:
12738-EE – Former Frankville Public School – IFPC

Bidders shall carefully review all drawings, schedules, and specifications prior to submission.

Where discrepancies are identified, bidders shall immediately notify the Township before the closing date.

8. FIELD VERIFICATION

Window dimensions shown on the drawings are provided for tendering purposes.

The successful supplier shall coordinate verification of final dimensions with the Owner and installation contractor prior to commencement of manufacturing.

No fabrication shall proceed until final dimensions have been confirmed and approved.

9. PERFORMANCE REQUIREMENTS

All windows supplied shall:

- Be suitable for commercial or institutional applications;
- Be designed for installation within Eastern Ontario climatic conditions;
- Meet applicable Ontario Building Code requirements;
- Be free of manufacturing defects;
- Be supplied complete with all required operating hardware;
- Be capable of secure operation and weather resistance.

Products shall be new and unused.

10. GLAZING REQUIREMENTS

All glazing shall comply with applicable Canadian standards and manufacturer recommendations.

Unless otherwise indicated within the drawings:

- Double glazed insulated units shall be provided;
- Low-E coating shall be included;
- Argon gas fill shall be included;
- Safety glazing shall be provided where required by code.

Alternative glazing systems may be submitted provided equal or better performance is demonstrated.

11. FRAMES AND FINISHES

Frames shall:

- Be commercial grade;
- Be suitable for institutional occupancy;
- Be factory finished;
- Be resistant to weathering and corrosion;
- Be supplied in the color selected by the Township from the manufacturer's standard color range.

All exposed components shall provide a consistent appearance.

Custom color options shall be identified separately within the quotation.

12. HARDWARE

All hardware shall be:

- Manufacturer approved;
- Corrosion resistant;
- Suitable for the intended operation;
- Supplied complete and ready for installation.

Operating hardware shall match the operation type identified within the drawings and schedules.

13. SHOP DRAWINGS

Prior to manufacturing, the successful bidder shall provide shop drawings showing:

- Window types;
- Frame dimensions;
- Glazing details;
- Hardware arrangements;
- Operating configurations;
- Manufacturing dimensions.

Manufacturing shall not commence until shop drawings have been reviewed and accepted by the Owner.

14. DELIVERY REQUIREMENTS

All materials shall be delivered to:

Former Frankville Public School
231 County Road 29
Frankville, Ontario

The supplier shall:

- Package materials to prevent damage;
- Clearly identify all units;
- Protect products during transportation;
- Coordinate delivery dates with the Township.

A minimum of five (5) business days' notice shall be provided prior to delivery.

15. WARRANTY

The successful supplier shall provide:

Manufacturer's Warranty

Minimum ten (10) years on window units.

Insulated Glass Warranty

Minimum ten (10) years against seal failure.

Hardware Warranty

Minimum two (2) years.

Longer warranty periods shall be identified within the quotation.

16. ONTARIO / CANADIAN CONTENT

The Township requires the use of products manufactured within Ontario and Canada where practical and consistent with applicable procurement requirements.

Bidders shall identify:

- Manufacturer;
- Manufacturing location;
- Country of origin of major components;
- Glass manufacturing location;
- Frame manufacturing location.

17. QUOTATION SUBMISSION REQUIREMENTS

The quotation shall include:

Company Information

- Legal company name;
- Address;
- Contact person;
- Telephone number;
- Email address.

Technical Information

- Product data sheets;
- Window specifications;
- Warranty information;
- Lead times;
- Manufacturing location.

Pricing

Complete lump sum pricing for all work identified within the RFQ.

18. PRICING FORM

Bidder Name: _____

Bidder Address: _____

Contact Person: _____

Telephone: _____

Email: _____

Base Quotation

Supply of Replacement Windows for the Former Frankville Public School:

Subtotal: $_____

HST: $_____

Total Tender Price: $_____

19. EVALUATION

Quotations may be evaluated based upon:

- Compliance with specifications;
- Product quality;
- Energy performance;
- Warranty coverage;
- Delivery schedule;
- Relevant experience;
- Manufacturer reputation;
- Completeness of submission;
- Price;
- Overall value to the Township.

The Township reserves the right to request clarification of any submission.

20. OWNER'S RIGHTS

The Township reserves the right to:

- Reject any or all quotations;
- Waive informalities or irregularities;
- Request additional information;
- Accept a quotation other than the lowest priced submission;
- Cancel or reissue the RFQ;
- Negotiate with one or more bidders.

The lowest or any quotation will not necessarily be accepted.

21. CONTRACT AWARD

The successful bidder will be notified in writing.

No contractual relationship shall exist until the Township issues a written purchase order or executes a formal agreement.

22. BIDDER DECLARATION

I/We, the undersigned, hereby declare that:

- We have examined the RFQ documents;
- We have reviewed the site conditions;
- We understand the requirements of the work;
- We agree to supply the materials described herein for the price stated;
- We are authorized to bind the company identified below.

Company Name: _____

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____