TOWNSHIP OF ELIZABETHTOWN-KITLEY

REQUEST FOR QUOTATION RFQ-FM-26-01

Labour for Installation of Roof Trusses, Roofing, Insulation, Exterior Cladding and Windows
231 County Rd 29, Frankville, ON

The Township of Elizabethtown-Kitley is requesting quotations from qualified contractors for the provision of labour, supervision, equipment, tools, and associated services required to install owner-supplied materials for the roof and exterior building envelope project at 231 County Road 29, Frankville, Ontario. The Township will separately procure and supply all major construction materials required for the project.

A mandatory on-site inspection of the facility and work area may be arranged by contacting the Facilities Manager.

Mandatory Site Meeting – **1:00 p.m., November 23rd, 2026,** at 231 County Road 29 Frankville, Ontario.

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-26-01

SPECIFICATIONS

1. INVITATION TO QUOTE

The Township of Elizabethtown-Kitley invites qualified contractors to submit a firm quotation for the complete installation of owner-supplied roof and exterior building-envelope materials at:

231 County Road 29, Frankville, Ontario

The Township intends to award the contract to the contractor whose submission represents the best overall value to the Township and satisfies the requirements set out in this Request for Quotation.

2. PROJECT DOCUMENTS

The following documents form part of this RFQ:

Attachment Professional Engineered Drawings- 12738 - EE - Former Frankville Public School - Roof Replacement - 2026-10-16 - IFT

The Contractor shall review all available project documents prior to submitting a quotation.

3. PROJECT DESCRIPTION

The Township has procured or will procure all required construction materials for the roof and building envelope improvements at the property located at 231 County Road 29, Frankville, Ontario.

The Contractor shall provide all labour necessary to install the supplied materials in accordance with the drawings, specifications, manufacturer requirements, applicable building codes, and industry best practices.

4. SCOPE OF WORK

The Contractor shall provide all labour, supervision, equipment, tools, hoisting devices, scaffolding, fall protection systems, temporary works, and incidental materials required to complete the Work.

The Contractor shall also be responsible for all demolition and material removal (dumpsters provided by Township) necessary to facilitate the installation of the specified roofing, cladding, windows and associated materials.

Prior to ordering any materials, the Contractor shall verify and confirm all field measurements and dimensions to ensure accuracy and proper fit of all materials and components

Roof Truss Installation

- Remove and frame roof in center corridor and install all required Fire Rated materials
- Remove any materials required to accommodate new roofing system.
- Receive and inspect supplied roof trusses.
- Lift, place, align and secure trusses.
- Install all required bracing and connections.
- Coordinate installation with structural drawings.

Roof Assembly Installation

- Install roof sheathing.
- Install underlayments and roofing systems.
- Install insulation and thermal barriers.
- Install flashings, trims and accessories.

Exterior Wall Assembly Installation

- Install exterior insulation.
- Install air barriers and vapour barriers.
- Install weather-resistant barriers.
- Install supplied exterior cladding systems.
- Install trim pieces, corners, closures and accessories.
- Price to include removing existing windows and install new windows- cost to be excluded if windows are removed from the project scope.
- Install all appropriate flashing during window installation

General Requirements

- Material handling and storage on site.
- Protection of existing property and building components.
- Site cleanup and disposal of contractor-generated waste.
- Coordination with Township representatives.
- Compliance with manufacturer installation instructions.

All work shall be completed in a workmanship-like manner to industry standards.

5. OWNER-SUPPLIED MATERIALS

The Township will furnish the materials required for installation, including but not limited to:

- Engineered roof trusses
- Roof sheathing
- Roofing materials
- Roof insulation
- Exterior wall insulation
- Air barriers
- Vapour barriers
- Weather barriers
- Exterior cladding
- Flashings and trims
- Fasteners and accessories
- Windows

The Contractor shall inspect supplied materials upon delivery and immediately report any shortages or damaged items to the Township.

6. CONTRACTOR RESPONSIBILITIES

The Contractor shall provide:

- Qualified tradespersons and supervision.
- All labour necessary to complete the work.
- All tools and installation equipment.
- Cranes, lifts, scaffolding and temporary access systems.

- Fall arrest and site safety systems.
- Site protection.
- Daily cleanup.
- Coordination with Township staff and consultants.

The Contractor shall be responsible for all means and methods of construction and installation.

7. SITE VISIT

A mandatory site visit is scheduled for -**1:00 on Monday November 23rd, 2026, at 231 County Road 29 Frankville, Ontario**

8. HEALTH AND SAFETY

The Contractor shall comply with all applicable provisions of:

- Occupational Health and Safety Act of Ontario.
- Applicable regulations.
- Workplace Safety and Insurance Board requirements.
- All applicable municipal, provincial and federal requirements.

The Contractor will be deemed the Constructor for purposes of project execution where applicable by law.

9. INSURANCE

Prior to commencement of work, the successful bidder shall provide evidence of:

Commercial General Liability Insurance

Minimum coverage:

$5,000,000 per occurrence

10. WSIB REQUIREMENTS

The successful bidder shall provide:

- Current WSIB Clearance Certificate before commencement.

- Updated clearance certificate before final payment.

Failure to provide valid WSIB documentation may result in delays or cancellation of the contract award.

11. CONTRACT SCHEDULE

The successful bidder shall commence work upon issuance of a Notice to Proceed by the Township.

The Contractor shall complete all work on or before:

June 1st 2027

Extensions may be granted only by written approval of the Township.

12. WORKMANSHIP WARRANTY

The Contractor shall provide a minimum:

One (1) Year Workmanship Warranty

The warranty shall commence on the date of substantial completion.

The warranty shall cover defects arising from installation workmanship.

Manufacturer warranties for supplied materials shall remain with the manufacturer and are not the responsibility of the Contractor.

13. EVALUATION CRITERIA

Quotations may be evaluated using the following criteria:

Evaluation Category	Weight
Price	60%
Relevant Experience	20%
Schedule and Availability	10%
References	5%
Completeness of Submission	5%
Total	**100%**

The Township reserves the right to reject any or all quotations and is not obligated to accept the lowest price submitted.

14. PRICE FORM

Labour Quotation

Work Item	Price
Roof Truss Installation Labour	$_____
Roof Sheathing Installation Labour	$_____
Roofing Installation Labour	$_____
Roof Insulation Installation Labour	$_____
Wall Insulation Installation Labour	$_____
Air/Vapour Barrier Installation Labour	$_____
Window Installation Labour	$_____
Exterior Cladding Installation Labour	$_____
Flashings and Trim Installation Labour	$_____
Equipment / Hoisting	$_____
Site Supervision	$_____
Other	$_____
Subtotal	**$_____**
HST	$_____
Total Quotation	**$_____**

15. CONTRACTOR EXPERIENCE

The bidder shall provide details of at least three comparable projects completed within the last five years.

Project 1

Owner: _____

Project Description: _____

Value: _____

Contact Name: _____

Phone: _____

Project 2

Owner: _____

Project Description: _____

Value: _____

Contact Name: _____

Phone: _____

Project 3

Owner: _____

Project Description: _____

Value: _____

Contact Name: _____

Phone: _____

16. EXCLUSIONS

The bidder shall list all exclusions from the quotation.

No.	Exclusion
1	
2	
3	
4	
5	

If there are no exclusions, state:

NO EXCLUSIONS

17. BIDDER DECLARATION

The undersigned certifies that:

☐ The RFQ has been reviewed in its entirety.

☐ The project documents have been reviewed.

☐ The quotation includes all labour required to complete the work.

☐ All exclusions have been identified.

☐ The bidder possesses the necessary qualifications and experience.

☐ WSIB requirements can be met.

☐ Insurance requirements can be met.

☐ The information submitted is complete and accurate.

☐ The bidder agrees to be bound by the requirements of this RFQ.

18. BIDDER INFORMATION

1. **Legal Company Name:**
   _____
2. **Business Address:**
   _____
3. **City / Province:**
   _____
4. **Postal Code:**
   _____
5. **Contact Person:**
   _____
6. **Telephone:**
   _____
7. **Email:**
   _____
8. **WSIB Account Number:**
   _____
9. **HST Registration Number:**
   _____
10. **Authorized Signing Officer:**
    _____
11. **Signature:**
    _____
12. **Date:**
    _____

Ontario Business:

☐ Yes
☐ No

Authorized Signing Officer:

Signature:

Date:

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19. RFQ SUBMISSION

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-26-01 – Labour for Installation of Roof Trusses, Roofing, Insulation, Exterior Cladding and Windows**

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

Township Reservation of Rights

The Township of Elizabethtown-Kitley reserves the right to reject any or all quotations and is not obligated to accept the lowest-priced quotation. The Township may accept any quotation in whole or in part, request clarification, negotiate where permitted, or cancel and reissue this RFQ if deemed to be in the best interests of the Township.

Quotations are subject to Council approval