TOWNSHIP OF ELIZABETHTOWN-KITLEY

REQUEST FOR QUOTATION RFQ-FM-26-02

Supply of Materials
Roof Trusses, Roofing, Insulation and Exterior Cladding
231 County Rd 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.

Interested parties must complete an on-site inspection of the facility to review material quantities. To arrange an inspection, please contact the Facilities Manager.

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-26-02

SPECIFICATIONS

1. INVITATION TO QUOTE

The Township of Elizabethtown-Kitley invites qualified suppliers to submit a firm quotation for the supply and delivery of materials required for the municipal building roof and exterior building-envelope project at:

231 County Rd. 29, Frankville, ON

The procurement consists principally of the supply and delivery of:

- Engineered roof trusses;
- Structural roof materials;
- Roof sheathing;
- Roofing materials;
- Roof insulation;
- Exterior wall insulation;
- Air, vapour and weather barrier materials;
- Exterior cladding;
- Flashings and trims;
- Fasteners and related accessories; and
- Other materials specifically identified in the attached drawings and specifications.

The Municipality intends to award the procurement to the successful bidder in accordance with this RFQ, the Municipality's procurement policy, the evaluation requirements contained herein, and all applicable legislation and directives.

2. PROJECT DOCUMENTS

The following documents are attached to and form part of this RFQ:

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

The drawings and specifications have been prepared by the project design professionals and identify the required materials, products, performance requirements, dimensions, assemblies and installation requirements.

3. SCOPE OF SUPPLY

The successful supplier shall supply and deliver all materials identified in the attached drawings, specifications and schedules.

The supplier's scope is **supply only**, unless specifically identified otherwise in this RFQ.

The supplier shall not be responsible for design of the building or modification of the specified assemblies.

Where engineering is specifically required for engineered roof trusses or other supplied components, the supplier shall provide the engineering documentation identified in the project specifications

4. ENGINEERED ROOF TRUSSES

The supplier shall provide the complete engineered roof truss package in accordance with the attached P.Eng./structural drawings and specifications.

The quotation shall include:

- Engineered roof trusses;
- Truss design where required by the drawings;
- Shop drawings;
- Engineering calculations where required;
- Truss layout;
- Required truss hardware;
- Required bracing materials identified as part of the supply;
- Manufacturer documentation; and
- Delivery to the project site.

All trusses shall conform to the dimensions, loads, geometry, species, grade and other requirements identified in the structural drawings and specifications.

No change to the engineered design shall be made without written authorization from the Municipality and the project design professional.

5. ROOFING AND ROOF ASSEMBLY MATERIALS

Supply all roofing and roof assembly materials identified in the attached drawings and specifications.

Materials may include, without limitation:

- Roof sheathing;
- Roof insulation;

- Vapour barrier;
- Air barrier;
- Roofing membrane;
- Underlayment;
- Flashings;
- Roof trims;
- Fasteners;
- Sealants;
- Tapes;
- Penetration accessories; and
- Other components identified in the project documents.

The exact product, type, thickness, thermal performance and applicable standards shall be as specified in the attached project documents.

6. EXTERIOR WALL INSULATION

Supply all exterior insulation materials identified in the project drawings and specifications.

Materials shall comply with the specified:

- Product type;
- Thickness;
- RSI/R-value;
- Fire characteristics;
- Moisture characteristics;
- Vapour permeability;
- Fastening requirements; and

Applicable standards and certifications

7. EXTERIOR CLADDING

Supply the complete exterior cladding material package identified in the project documents.

The supply shall include all associated components identified in the drawings and specifications, including where applicable:

- Cladding panels;
- Flashings;
- Trim;
- Corners;
- Closures;
- Fasteners;

- Starter components;
- J-channels;
- Penetration components; and
- Manufacturer's required accessories.

8. COMPLIANCE WITH DRAWINGS AND SPECIFICATIONS

The attached drawings and specifications establish the required technical requirements for the materials.

The bidder shall review all attached documents before submitting its quotation.

The bidder shall identify any:

- Deviation;
- Exclusion;
- Substitution;
- Qualification;
- Inability to supply;
- Lead-time concern; or
- Conflict with the project documents

Failure to identify a deviation or exclusion may result in the Municipality considering the bidder's quotation to include the specified requirement

9. SUBSTITUTIONS

Substitutions shall not be included in the base quotation unless specifically permitted by the project specifications.

Where an equivalent or alternative product is proposed, the bidder shall clearly identify:

1. Manufacturer;
2. Product name;
3. Product number;
4. Technical specifications;
5. Applicable certifications;
6. Difference from the specified product;
7. Price difference;
8. Availability; and
9. Delivery implications.

The Municipality and project design professional reserve the right to accept or reject proposed substitutions.

10. DELIVERY

The quotation shall include delivery of all materials to:

231 County Rd. 29, Frankville, ON

The bidder shall identify:

- Shipping costs;
- Delivery charges;
- Minimum order quantities;
- Off-loading requirements;
- Storage requirements;
- Lead time;
- Partial shipment availability; and
- Expected delivery schedule.

Required Delivery Schedule

Material	Estimated Lead Time	Earliest Delivery
Roof trusses		
Roof sheathing		
Roof insulation		
Wall insulation		
Roofing materials		
Exterior cladding		
Flashings/trims		
Other		

The Municipality may require phased deliveries to coordinate with the construction schedule.

11. BUY ONTARIO / DOMESTIC SUPPLY CHAIN REQUIREMENTS

11.1 General

This procurement is being conducted by an Ontario municipality and is subject to the Municipality's procurement policy and applicable requirements of the **Buy Ontario Act (Public Sector Procurement), 2025** and the **Municipal Buy Ontario Procurement Directive**.

The Municipal Buy Ontario Procurement Directive requires municipalities to prioritize Ontario and Canadian goods and services in applicable procurements. Capital infrastructure procurement requirements for municipalities took effect May 15, 2026.

As the estimated procurement value is above the current $347,400 threshold identified in the Municipal Buy Ontario Procurement Directive for construction procurements. Accordingly, bidders shall provide a **Domestic Supply Chain Plan** as part of their quotation.

12. DOMESTIC SUPPLY CHAIN PLAN

The bidder shall provide a Domestic Supply Chain Plan identifying the source of each major good included in its quotation.

The Domestic Supply Chain Plan shall identify, at minimum:

- Major good;
- Manufacturer;
- Supplier/distributor;
- Country of manufacture;
- Province of manufacture where applicable;
- Whether the good is Ontario-Made;
- Whether the good is Canadian Made; and
- Estimated value of the good.

Major goods for this procurement include, where applicable:

- Engineered roof trusses;
- Structural lumber;
- Steel;
- Roof systems;
- Roofing materials;
- Roof insulation;
- Exterior wall insulation;
- Exterior cladding;
- Flashings;
- Other major structural or building-envelope materials.

13. DOMESTIC SUPPLY CHAIN SCHEDULE

The bidder shall complete the following schedule.

Major Good	Manufacturer	Supplier	Manufacturing Location	Ontario-Made	Canadian-Made	Estimated Value
Roof trusses				☐	☐	$
Structural lumber				☐	☐	$

Roof sheathing				☐	☐	$
Roof insulation				☐	☐	$
Wall insulation				☐	☐	$
Roofing system				☐	☐	$
Exterior cladding				☐	☐	$
Flashings				☐	☐	$
Other				☐	☐	$

- The Municipality may request supporting documentation to verify information contained in the Domestic Supply Chain Plan.

14. ONTARIO-MADE AND CANADIAN-MADE GOODS

For purposes of this RFQ, bidders shall identify goods claimed to be Ontario-Made or Canadian-Made in accordance with the definitions and requirements applicable under the Municipal Buy Ontario Procurement Directive.

A bidder shall not represent a product as Ontario-Made or Canadian-Made unless it meets the applicable requirements.

Where requested, the bidder shall provide supporting information from the manufacturer or supplier.

15. DOMESTIC SUPPLY CHAIN EVALUATION

Because the estimated procurement value is above the applicable threshold, the Municipality will evaluate the Domestic Supply Chain Plan in accordance with the Municipal Buy Ontario Procurement Directive.

The Municipality has selected the following evaluation approach:

☐ Option A – 10% Evaluation Advantage

The Municipality will apply the applicable domestic supply chain evaluation approach giving an evaluation advantage to bidders based on the proportion of Ontario-Made Goods and Ontario Services, followed by Canadian-Made Goods and Canadian Services, as applicable.

☐ **Option B – 10% Evaluation Weight**

The Domestic Supply Chain Plan will constitute **10% of the total evaluation score**.

The remaining **90%** will be based on:

- Price;
- Compliance with specifications;
- Delivery;
- Qualifications/exclusions; and
- Other criteria identified by the Municipality.

The Municipality shall identify the selected approach prior to issuing the RFQ.

The Municipal Buy Ontario Procurement Directive provides the municipality with these approaches for procurements at or above $347,400 for construction procurements.

16. PROPOSED EVALUATION

Subject to the Municipality's procurement policy, quotations may be evaluated using the following criteria:

Evaluation Category	Weight
Price	60%
Domestic Supply Chain Plan	10%
Compliance with drawings/specifications	15%
Delivery/lead time	10%
Qualifications, exclusions and completeness	5%
TOTAL	**100%**

The Municipality reserves the right to modify the evaluation weighting prior to issuance of the RFQ to ensure compliance with its procurement policy and applicable legislation.

17. PRICE FORM

The bidder shall provide a firm lump-sum price for the complete supply and delivery of the materials identified in the project documents.

BASE QUOTATION

Supply of all specified materials:
$_____

Delivery:
$_____

Other charges:
$_____

Subtotal:
$_____

HST:
$_____

TOTAL:
$_____

18. PRICE BREAKDOWN

For evaluation purposes, the bidder shall provide the following breakdown:

Package	Price
Engineered roof trusses	$
Structural materials	$
Roof sheathing	$
Roof insulation	$
Exterior wall insulation	$
Roofing materials	$
Exterior cladding	$
Flashings and trims	$
Fasteners/accessories	$
Delivery	$
Other	$
SUBTOTAL	**$**
HST	$
TOTAL	**$**

The Municipality may request additional pricing information for evaluation purposes.

19. ALTERNATE PRICING

Where applicable, bidders shall provide alternate pricing separately from the base quotation.

Alternate No. 1 – Ontario-Made Material Alternative

$_____

Alternate No. 2 – Canadian-Made Material Alternative

$_____

Alternate No. 3 – Other

Description:

Price:

$_____

Alternates shall not be included in the base bid unless specifically identified as such.

20. EXCLUSIONS

The bidder shall list all exclusions from its quotation.

No.	Exclusion
1.	
2.	
3.	
4.	
5.	

If no exclusions are proposed, the bidder shall state:

NO EXCLUSIONS

21. LEAD TIMES

The bidder shall identify current anticipated lead times for all major materials.

Particular attention shall be given to engineered roof trusses and materials having extended manufacturing lead times.

The Municipality may reject a quotation where the proposed delivery schedule is incompatible with the project schedule.

22. WARRANTY

The bidder shall provide manufacturer's standard warranties for all supplied materials.

Warranty information shall be submitted with the quotation where available.

23. TAXES

Prices shall be exclusive of HST unless otherwise indicated.

HST shall be shown separately on the quotation.

24. QUOTATION VALIDITY

Quotations shall remain valid and open for acceptance for a minimum of:

60 days following the closing date.

25. BID SECURITY

☐ Bid security is not required.

OR

☐ Bid security is required as follows:

26. PERFORMANCE / PAYMENT

Payment terms shall be:

The Municipality reserves the right to establish payment milestones or progress-payment requirements following award.

27. AWARD

The Municipality intends to award the procurement to the bidder whose quotation provides the best overall value in accordance with the evaluation criteria and applicable procurement requirements.

The Municipality is not obligated to accept the lowest-priced quotation.

The Municipality reserves the right to:

- Reject any or all quotations;
- Accept any quotation in whole or in part;
- Request clarification;
- Correct mathematical errors;
- Request supporting documentation;
- Reject non-compliant quotations;
- Negotiate where permitted by the Municipality's procurement policy; and
- Cancel or reissue the RFQ.

28. BIDDER DECLARATION

The undersigned confirms that:

☐ The bidder has reviewed the complete RFQ.

☐ The bidder has reviewed all drawings and specifications.

☐ The bidder has included all materials required by the project documents.

☐ The bidder has identified all exclusions.

☐ The bidder has identified all proposed substitutions.

☐ The bidder has provided a Domestic Supply Chain Plan.

☐ The bidder has accurately identified the source of major goods.

☐ The bidder has identified Ontario-Made and Canadian-Made goods.

☐ The bidder has provided lead times.

☐ The bidder has included delivery.

☐ The bidder agrees to comply with the terms of the RFQ.

☐ The information provided is true and complete.

29. BIDDER INFORMATION

Legal Company Name:

Business Address:

City/Province:

Postal Code:

Contact Name:

Telephone:

Email:

HST Registration Number:

Ontario Business:

☐ Yes
☐ No

Authorized Signing Officer:

Signature:

Date:

30. 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-26-02 – Supply of Materials Roof Trusses, Roofing, Insulation and Exterior Cladding**

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

31. ATTACHMENTS

The following documents form part of this RFQ:

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

REQUEST FOR QUOTATION RFQ-FM-26-02

Name of Firm (The Contractor)

Address & Telephone Number

Name & Position of Person Signing for Firm

RFQ Closing Date: 4:00 p.m., December 7th, 2026

RFQ to be received by:
Jason Myre, Facilities Manager
6544 New Dublin Road
R.R.#2 Addison, ON
K0E 1A0

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
Special Provisions – General

REQUEST FOR QUOTATION RFQ

The Contractor has carefully examined specifications and/or conditions described herein as part of the work to be done under this project. The Contractor understands and accepts the said plans, provisions, specifications and/or conditions for the prices set forth in this request for quotation and hereby offers to furnish all materials except as otherwise specified in the contract, and to complete the work in strict accordance with the said plans, provisions, specifications and/or conditions.

The Contractor acknowledges that any quantities provided are estimates only and may be increased, decreased, or entirely omitted by the Township if deemed unnecessary. **The Contractor is responsible for independently estimating all material quantities and assumes full responsibility for the accuracy of such estimates.**

Notification of acceptance shall be given by the Township in writing, and upon such notification, this quotation shall form the agreement between the Contractor and the Township.

Failure by the successful bidder to meet the above requirements will entitle the Township to cancel the award of the contract and to retain the tender deposit as compensation for damages sustained due to the successful bidder's default. The Township may then award the contract to one of the other bidders or take such other action as it chooses.

Basis of Rejection of RFQ

Requests for Quotations (RFQs) may be rejected for any of the following reasons:

1. **Late Submission**
   Quotations received after the specified closing date and time.
2. **Incorrect Form**
   Quotations submitted on a form other than the official quotation form provided.
3. **Improper Completion Method**
   Quotations not completed in ink or typewritten format.
4. **Incomplete Pricing**
   Failure to quote on all items listed, except where the quotation form explicitly allows for partial awards (i.e., award by individual items).
5. **Conditional or Qualified Quotations**
   containing conditions, qualifications, or deviations from the stated requirements.