

Township of Frontenac Islands

WOLFE ISLAND OFFICE
PO BOX 130, 1191 ROAD 96
WOLFE ISLAND, ON K0H2Y0
PH: 613-385-2216



HOWE ISLAND OFFICE
50 BASELINE RD, R.R. #4
GANANOQUE, ON K7G 2V6
PH: 613-544-6348

INVITATION FOR TENDER

Roof Repairs, Replace Windows, Washroom Repairs & Interior Repairs

Location: 1468 Road 96, Wolfe Island ON
Owner: Township of Frontenac Islands

CLOSING DATE: August 29, 2025

CLOSING TIME: 12:00 pm

TENDERS TO BE RECEIVED BY:

WOLFE ISLAND OFFICE:
1191 County Road 96
P.O. BOX 13
WOLFE ISLAND, ON K0H 2Y0

Attention: Jesse Collins
Telephone: 613-912-1988
E-Mail: jcollins@frontenacislands.ca

TABLE OF CONTENTS.	2
1. INSURANCE & QUALIFICATION INFORMATION.	3
2. SCOPE OF WORK.	3
3. WORK DETAILS.	3
4. EXAMINATION OF SITE & INQUIRIES.	5
5. TENDER SCHEDULE.	6
6. TERMS AND CONDITIONS.	6
7. AWARD OF CONTRACT.	8
8. LAWS, NOTICES, PERMITS AND FEES.	8
9. SITE FACILITIES & EQUIPMENT.	8
10.PROTECTION.	9
11.FIRE PROTECTION.	9
12.CLEAN UP.	10
13.CUTTING & PATCHING.	10
14.MATERIALS & WORKMANSHIP- ACCEPTABILITY.	10
15.ONTARIO LABOUR CONDITIONS AND CONSTRUCTION LIENS CLAIMS.	11
16.SUBCONTRACTORS.	11
17.DEVIATIONS.	11
18.CHANGES IN WORK.	12
19.VALUATION OF CHANGES IN WORK.	12
20.NO ADDITIONAL PAYMENTS FOR INCREASED COSTS.	12
21.BID CANCELLATION.	13
22.ERRORS AND OMISSIONS.	13
23.EXTRA WORK.	13
24.PAYMENTS SCHEDULE.	13
25.LITIGATION.	14
TABLE 1: QUANTITIES TO COMPLETE PROJECT WORK AS SPECIFIED.	15
TABLE 2A: TENDER PRICE TO COMPLETE PROJECT – PHASE 1.	16
TABLE 2B: TENDER PRICE TO COMPLETE PROJECT – PHASE 2.	17
TABLE 3: REFERENCES.	18
TABLE 4: BIDDER DECLARATION TENDER.	19
LEGAL FORM.	20

1. INSURANCE & QUALIFICATION INFORMATION.

- 1.1 The Owner (The Corporation of the Township of Frontenac Islands) reserves the right to require any Bidder to submit **qualification information** prior to the award of the contract. Such qualifications may include, but are not limited to, evidence of the Bidder's **capability to execute and properly maintain the Work and related equipment**, as well as **details of the qualifications and experience of the Bidder's personnel** who may be employed in the execution of the contract.
- 1.2 The contractor shall submit proof of insurance in the form of an insurance certificate.
- 1.3 The contractor shall Produce a W.S.I.B. Certificate of clearance form (Workplace Safety and Insurance Board).
- 1.4 The Contractor shall keep in force for the duration of the contract, Public Liability and Property Damage Insurance in the amount of **not less than \$2,000,000.**
- 1.5 Without limiting and foregoing such insurance coverage shall include comprehensive general Liability, Contractual Liability, Personal Injury, and Contingent Liability with respect to Subcontractors.

2. SCOPE OF WORK.

Phase One 2025

- 2.1 Repair roof of Township garage, update soffit and improve air movement in attic space.

Phase Two 2026

- 2.2 Repair ceilings by adding new tin ceiling
- 2.3 Upgrade the washroom, in garage, replace windows, cap all wood around doors & windows

3. WORK DETAILS.

Phase One

- 3.1 Remove non perforated soffit and old chimney

- 3.2 Install new perforated aluminium soffits
- 3.3 Remove existing tin from roof
- 3.4 Install aluminium fascia in front of existing wood fascia (make good)
- 3.5 Install roof strapping between existing roof strapping to reduce span of unsupported tin
- 3.6 Install more vents to allow for air movement, one each truss cavity
- 3.7 Install air barrier membrane on top of the strapping to control condensation dripping.
- 3.8 High tensile 29 gauge galvanised ribbed steel or better roofing
- 3.9 Install ridge vent with screening to prevent insect and snow infiltration.
- 3.10 Assure proper attic hatch on both bays of the garage.

Phase Two

- 3.11 Repair structure where needed around window openings.
- 3.12 Install new windows in both bays (make good on window framing structure)
- 3.13 Upgrade the exit door at the Northwest corner of the garage, cut the concrete foundation wall down to 2" from slab and infill the framed wall above door. Regrade exterior to accommodate the new door. Install steel insulated door with single action handle.
- 3.14 Install new elongated toilet and sink in existing washroom and level the floor.
- 3.15 Upgrade eye wash system, to be the same style as existing.
- 3.16 Reconfigure plumbing in existing washroom to comply with the Ontario Building Code.
- 3.17 Ensure good function for door in the washroom.
- 3.18 Paint and make good the washroom wall, floor and ceiling finishes.

- 3.19 Repair ceilings of garage (install strapping and new 33-gauge white tin or better on ceiling).
- 3.20 Repair walls where required and around windows are being replaced.
- 3.21 Update exit signs and access to exits.
- 3.22 Remove and dispose of all debris that the Township can not reuse.
- 3.23 Drill or cut out area of 5 square feet on existing soffit at east part of the garage to introduce soffit venting.
- 3.24 Cap with aluminium wood framing around doors and windows to prevent deterioration.

4. EXAMINATION OF SITE & INQUIRIES.

- 4.1 Before submitting a Tender, the bidder must be part of the **mandatory site meeting August 14, 10:30 am,** and then carefully examine the site of the proposed work, evaluate the existing conditions and limitations, and include the amounts in the tender to cover the cost of all items required to be done to fulfill the contract.
- 4.2 The bidder must **report any discrepancy** between site conditions and the specifications and the drawing, errors, or omissions to The Township of Frontenac Islands Representative.
- 4.3 If the bidder fails to report discrepancies, errors, or omissions to the Township of Frontenac Islands Representative, or the owner, the bidder will be deemed to have accepted all such specifications and drawings as being accurate. The Township of Frontenac Islands Representative will not approve any extra charges subsequent to acceptance of the tender.
- 4.4 Proposals can be received in person or by mail, (address and information in section 4.5 below).

4.5 Address competed tender submission in person or letter mail to:

WOLFE ISLAND OFFICE:

1191 County Road 96

P.O. BOX 130

WOLFE ISLAND, ON K0H 2Y0

Attention: Jesse Collins

Telephone: 613-912-1988

E-Mail: jcollins@frontenacislands.ca

4.6 Address all inquiries to:

Attention: Keith Greenwood

Phone number: (613)- 770-9373

Email Address: kgreenwood@frontenacislands.ca

5. TENDER SCHEDULE

5.1 The following Timeline for the tender has been established:

ITEM:	DATE:
Invitation for tender issued	July 31, 2025
Mandatory site meeting	August 14, 2025, 10:30 am
Deadline for questions	August 25, 2025
Receive Proposals	August 27, 2025, 12:00 pm
Request for Tender Award Date	September 8, 2025, 12:00 pm

NOTE: Although every attempt will be made to meet all dates, the owner (Township of Frontenac Islands) reserves the right to modify any or all dates at their sole discretion.

6. TERMS AND CONDITIONS

6.1 Tenders (or RFP) on the prescribed Tender (or RFP) and sealed in an envelope clearly marked shall be received by August 27, 2025, 12:00 pm at the Township of Frontenac Islands, PO Box 130, Wolfe Island, ON K0H 2Y0. The lowest or any tender need not necessarily be accepted.

6.2 The owner (Township of Frontenac Islands) reserves the right to reject any or all proposals for any reason, or to accept any proposal which, in the Owner's sole and unfettered discretion, is deemed most advantageous to the Township.

- 6.3 A Tender Security in the amount of **10% of the total bid** must accompany the Tender. The security may be provided in the form of a **Bid Bond, Certified Cheque, Bank Draft, or Money Order**, made payable to the **Township of Frontenac Islands**.

The required 10% Tender Security shall be split proportionally between the value of **Phase 1** and **Phase 2** of the project. The **Phase 1 deposit** must be submitted at the **closing date** of this Tender. The **Phase 2 deposit** must be provided **within 30 days of the completion of Phase 1 (as determined by the Township)**.

Please note that the **Phase 1 deposit will not be returned until the Township has received the Phase 2 deposit**. Phase 2 of the project is scheduled to be completed in the year **2026**.

The Bidder agrees that, should they withdraw their Tender or fail for any reason to execute the agreement or provide the required bonds or other documents, the **Township of Frontenac Islands** may retain the **Tender Security** for its own use. In such a case, the Township may accept another Tender, re-advertise for new Tenders, or take any other action it deems advisable.

The Tender Security of the **lowest** and **second-lowest** Bidders shall be retained by the Township of Frontenac Islands for a period of **60 days** following the official closing time, or until a contract has been executed by the awarded Bidder—whichever occurs first. Upon execution of the contract, the Tender Security of the lowest and second-lowest Bidders shall be returned.

The Tender Securities of **all other Bidders** shall be returned within **10 days** of the official closing time.

- 6.4 The Bidder must make provisions in their Tender to cover the **full cost of any required permits or fees**, if applicable. All quoted prices shall include **all associated costs** but shall be **exclusive of Harmonized Sales Tax (HST)**.
- 6.5 The Tender must be **separated into two distinct phases**, and the **pricing shall clearly reflect the cost associated with each phase** of the project.
- 6.6 The Township reserves the right to **re-evaluate Phase 2 of the project** should unforeseen conditions arise during the one-year period separating the two phases.

7. AWARD OF CONTRACT

7.1 If the Bidder **alters or withdraws their Tender after the Tender closing date or fails to provide the required insurance or other documentation** within the time specified by the Owner, the Owner may treat the Bidder's Tender and any right to contract as **terminated**. The Owner may then take any further action deemed advisable to **recover any damages** incurred as a result.

7.2 If there is any **discrepancy** in the Tender Bid Form or accompanying documents between an amount **shown in words and the same amount shown in figures**, the Owner may, at its sole discretion, **accept the amount shown in words or reject the Tender in its entirety**.

8. LAWS, NOTICES, PERMITS AND FEES

8.1 All applicable **by-laws, ordinances, legal requirements, rules, regulations, codes, and orders** of the municipality in which the work is being performed shall apply to the Work.

8.2 The Contractor shall be responsible for obtaining all **licenses, permits, and certificates** required for the performance of the Work, and shall pay all associated fees, where applicable.

8.3 The Contractor shall provide all necessary **notices** and shall comply with all applicable **laws, by-laws, ordinances, rules, regulations, codes, and orders** of all authorities having jurisdiction. This includes requirements relating to the **Work, the preservation of public health, and construction safety**, whether such requirements are in force at the commencement of the Work or come into force during its execution.

9. SITE FACILITIES & EQUIPMENT

9.1 The contractor shall furnish all labour, materials, equipment, transportation, storage of tools, trucks and any other incidentals required to perform the work.

9.2 The contractor and contractor's personnel may use the existing sanitary services, where provided. If not available at the site, the contractor shall provide such service at the contractor's expense.

- 9.3 The contractor shall assume all liability for and be responsible for loss of or damage to the contractors' materials or equipment and for any materials delivered to the contractor from wherever source to the site of the work.

10 PROTECTION

- 10.1 Until **The Owner** accepts the work the contractor shall:
- a) Provide adequate protection to public and property.
 - b) Protect existing buildings, walls, floors, ceilings, furnishings, equipment, plant materials, lawns and other areas affected by the work from any damages resulting from performing work on this contract.
 - c) Protect the work from damages from any cause.
 - d) Assure to have rain protection when roof is open.
 - e) Protect and be responsible for all new finished and unfinished work which is exposed and susceptible to vandalism or theft.

11 FIRE PROTECTION

- 11.1 The Contractor shall take all necessary precautions during the performance of the Work to prevent the possibility of fire, including the use of fire-resistant sheets to protect adjoining areas, when welding, brazing, and performing any operations with an open flame, combustible adhesives, or inflammable solvents.
- 11.2 The Contractor shall at all times, when welding, brazing, and performing any operations with an open flame, combustible adhesives or inflammable solvents keep a portable fire extinguisher within 3 meters of the operation.
- 11.3 The Contractor shall ensure that all rags and waste containing oil, grease or other inflammable materials are stored in an approved metal container and are removed from the site at the end of each working day.

12. CLEAN-UP

- 12.1 At the end of each day's work, the contractor shall remove:
- a) All debris and hazardous impediments from work areas and the work site,
 - b) All equipment and material which is not to otherwise to be reused for the work from the site unless stated otherwise in the contract.

13. CUTTING & PATCHING

- 13.1 The Contractor shall not undertake any cutting, coring, drilling, grinding or the like of any portion of the building envelope or structural elements, other than those indicated in the Contract without prior written approval of the Owner and in cases where such permission is granted.
- 13.2 The Contractor, before commencing to cut any structural member must provide adequate supports and install a structurally acceptable alternate system.

14. MATERIALS & WORKMANSHIP- ACCEPTABILITY

- 14.1 The Contractor shall ensure that all materials, products, equipment, and systems are new.
- 14.2 The Contractor shall ensure that all work is performed by competent personnel, skilled in the particular trade.
- 14.3 Only first-class workmanship will be accepted, not only with regard to safety, efficiency, and durability, but also with regard to neatness and accuracy of detail.
- 14.4 The Contractor shall remove all unsatisfactory work and replace it at the Contractor's expense to the satisfaction of the Owner (Township of Frontenac Islands).
- 14.5 The contractor shall Credit the owner for any supplied materials with a mutual agreement.

15. ONTARIO LABOUR CONDITIONS AND CONSTRUCTION LIEN CLAIMS

- 15.1 The Contractor shall employ on the Work only persons who are fully qualified to perform the work required.
- 15.2 The Contractor shall comply with the provisions of the Construction Lien Act, 1990, and where applicable, the Employment Standards Act, and any Regulations passed under any of these Statutes.

16. SUBCONTRACTORS

- 16.1 On request by the Owner, the Contractor shall provide to the Owner a complete and firm list of the names and addresses of the subcontractors whom the Contractor will use for the Work.
- 16.2 The Contractor shall:
 - a) require the Contractor's subcontractors to perform their work in accordance with and subject to the terms and conditions of the Contract; and
 - b) be as fully responsible to the Owner for acts and omissions of the Contractor's subcontractors and of persons directly or indirectly employed by them as the Contractor is for acts and omissions of persons directly employed by the Contractor.
- 16.3 The Contractor shall incorporate all the terms and conditions of the Contract necessary for the purpose of performing the Work pursuant to the Contract into all sub-contract agreements.
- 16.4 Nothing contained in the Contract shall create any contractual relationship between any subcontractor and the Owner.

17. DEVIATIONS

- 17.1 The Contractor shall not make any deviations from the Drawings and Specifications without prior written permission from the Owner and the Contractor shall correct unauthorized deviations at the Contractor's expense.

18. CHANGES IN WORK

- 18.1 The owner (Township of Frontenac Islands) without invalidating the Contract, may make changes by altering, adding to, or deducting from the Work, with the Contract Price and the completion date being adjusted accordingly.
- 18.2 No additional work shall be done, nor shall other changes be made to the Contract without receiving prior written authority from the Owner (Township of Frontenac Islands) or representative of the Township

19. VALUATION OF CHANGES IN WORK

- 19.1 The Owner shall determine the method of valuation of any change in the Work by any one or more of the following methods:
- a) by estimate and acceptance in a lump sum;
 - b) by unit prices;
 - c) by cost and percentage or by cost and a fixed fee;
 - d) By time and material.
- 19.2 In cases of an addition to the Work to be paid the Contractor shall keep and present to the Owner in such form as the Owner may direct, a correct account setting out overhead and profit and the net cost of labour and materials, together with vouchers. The Owner shall certify the amount including a total sum for overhead and profit not to exceed 15% of the net cost of labour and materials.

20. NO ADDITIONAL PAYMENT FOR INCREASED COSTS.

- 20.1 The amount payable to the Contractor under the Contract will not be increased or decreased by reason of any increase or decrease in the cost of the Work brought about by any increase or decrease in the cost of plant equipment, labour, materials, or the wage rates set out and prescribed herein.

21. BID CANCELLATION

- 21.1 The Owner reserves the right to accept or reject any and or all Proposals and/or to cancel this RFT in its entirety for final cancellation or potential reissue either in advance of or following the receipt of Proposals without providing reasons should such be determined by the owner in its sole and absolute discretion to be in its best interest.
- 21.2 Should only one Proposal be received, the owner reserves the right to reject it.

22. ERRORS AND OMISSIONS

- 22.1 The Owner shall not be held liable for any errors or omissions in any part of this Request for Tender (RFT).
- 22.2 While the owner has used considerable effort to ensure an accurate representation of information in this RFT, the information contained in the RFT is supplied solely as a guideline for Proponents.
- 22.3 The information is not guaranteed or warranted to be accurate by the owner, nor is it necessarily comprehensive or exhaustive.

23. EXTRA WORK

- 23.1 No work shall be regarded as **extra work**, unless it is ordered in writing by the Owner or representative: The Township of Frontenac Islands Representative and with the agreed price for the same specified in said order, provided said price is not otherwise determined by the Proposal.
- 23.2 A statement of the cost of extra work shall be made within thirty (30) calendar days after the completion of the said extra work.

24. PAYMENTS SCHEDULE

- 24.1 **25 %** - Mobilization, safety equipment, construction equipment and material on site.
- 24.2 **65%** - Completion of work clean up and make good where required

1. Phase one
 - Roof complete
 - Soffit and trims completed
 - All work complete and made good
2. Phase two
 - Windows installed
 - Ceiling completed
 - Washroom completed
 - Door installed
 - Trim capped
 - All work complete and made good

- 24.3 **10%** - Final Inspection from Building Department
 - Work Completed: 30 Days

25. LITIGATION

- 25.1 No bid or offer will be accepted from any Bidder—including the Bidder’s subcontractors—who has an outstanding claim or has instituted legal proceedings against the **Township of Frontenac Islands**, or against whom the Township has a claim or has instituted legal proceedings, **without prior approval from Council**.

For the purposes of this provision, where the Bidder is a corporation, the term *Bidder* shall also include any **non-arm’s length corporation** related to the Bidder.

Bids submitted under any of the above circumstances shall be deemed **informal, irregular, and non-compliant**, and shall be **rejected**.

TABLE 1 – Quantities to Complete Project Work as Specified In Section 3 (Work Details)

Material:	Amount:
Galvanized ribbed steel roofing	50.51 square 28 ga.
Roof strapping (1x4)	1692 linear feet
Soffit (west building)	170 linear feet
Fascia (west building)	170 linear feet
Moore Vents	60 sheets
Ridge Vent	126 linear feet
Air Barrier	50 square (5000 square feet)
Windows	6 – 48" x 24" slider vinyl
Aluminum Flashing at Windows	As required including drip edges
Landing and stairs at exit door	4'-0" x 4'-0" minimum landing size, 11" tread depth and 7 1/8" riser height

NOTE: Contractor shall verify quantities and is responsible for the accuracy of such.

PHASE ONE

TABLE 2A – Tender Price to Complete Project Work as Specified In Section 3 (Work Details)

Company Name:	Amount:
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total before HST	\$
HST	\$
Total including (HST)	\$

PHASE TWO

TABLE 2B – Tender Price to Complete Project Work as Specified In Section 3 (Work Details)

Company Name:	Amount:
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total before HST	\$
HST	\$
Total including (HST)	\$

TABLE 3 – REFERENCES

Please list below 3 references for recent jobs completed that are of similar nature to that requested in the Work Details in section 3 of this tender.

Company Name:

Reference #1:

Company Name:	
Contact Name:	
Contact Phone Number:	
Contact Email Address:	
Description of Contract:	
Contract Completion Date:	
Value of Contract:	

Reference #2:

Company Name:	
Contact Name:	
Contact Phone Number:	
Contact Email Address:	
Description of Contract:	
Contract Completion Date:	
Value of Contract:	

TABLE 3 – REFERENCES (continued)

Reference #3:

Company Name:	
Contact Name:	
Contact Phone Number:	
Contact Email Address:	
Description of Contract:	
Contract Completion Date:	
Value of Contract:	

TABLE 4 – BIDDER DECLARATION TENDER

Name of Contractor:	
Contractor Address:	
Contact Name:	
Contact Phone Number:	
Contact Email Address:	

Tender Provider: Township of Frontenac Islands PO BOX 130, WOLFE ISLAND, ONTARIO, KOH2YO

Representative: Keith Greenwood & Jesse Collins

LEGAL FORM

Offer and Declaration

We hereby offer to perform the Work described in **Section 3** of the **Request for Tender (RFT)** issued by the **Township of Frontenac Islands**, dated **July 31, 2025**, as modified by the following addenda:
(List addenda here, if applicable)

We declare and agree to the following:

- We have carefully examined the Request for Tender, including all issued addenda.
- We fully understand the scope of work required under the Request for Tender.
- We understand and agree to be bound by the terms and conditions outlined in the Request for Tender.
- We have enclosed all documents and materials required to be submitted with this offer in accordance with the Request for Tender.
- This offer is **irrevocable** for a period of **thirty (30) calendar days** following the submission deadline stated in the Request for Tender.

We hereby authorize the **Corporation of the Township of Frontenac Islands** to conduct reference checks using the contacts provided in **Table 2 – Reference Form**.

We confirm that there is **no conflict of interest** in connection with this bid. Should any conflict of interest arise after submission, we agree to disclose it immediately and to act in accordance with any reasonable directions provided by the Township, as though we were its agent.

We agree to maintain the **confidentiality of all information** related to the Township of Frontenac Islands obtained in connection with this Tender.

If our bid is accepted:

- We agree to enter into an agreement with the Township of Frontenac Islands in accordance with the terms of the Request for Tender.
- We agree to provide **proof of insurance coverage** as required by the Request for Tender **prior to execution of the agreement**.

Dated at _____, Ontario this _____ day of
_____, 2025.

Per: _____
(Name)

Signature of Respondent:

(Signature)

(Position)

I have authority to bind the _____
(business type)