

THE TOWNSHIP OF FRONTENAC ISLANDS

P.O. BOX 130, WOLFE ISLAND, ONTARIO, K0H2Y0

WOLFE ISLAND OFFICE:

P.O. BOX 13

WOLFE ISLAND, ON K0H 2Y0 GANANOQUE,

Phone (613) 385-2216 Fax (613) 385-1032

Email : lhughes@frontenacislands.ca



HOWE ISLAND OFFICE:

50 BASELINE ROAD, R.R.#4

ON K7G 2V6

Phone (613) 544-6348 Fax (613) 548-7545

Email : vlatimer@frontenacislands.ca

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: July 9, 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: 613-544-6348

E-Mail: jcollins@frontenacislands.ca

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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, which qualifications shall include the submission of evidence of the capability of the builder to carry out and to maintain properly the work and the equipment, together with details of the qualifications of the bidder's staff that 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.

- 2.1 Repair roof of Township garage, replace windows, update soffit and improve air movement in attic space.
- 2.2 Repair drywall ceilings and paint with vapor barrier paint.
- 2.3 Upgrade washroom in garage.

3. WORK DETAILS.

- 3.1 Remove non perforated soffit
- 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 strapping between existing strapping to reduce span of unsupported tin
- 3.6 Install moore 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 Install 28 gauge galvanised ribbed steel or better roofing
- 3.9 Install ridge vent with screening to prevent insect and snow infiltration.
- 3.10 Remove old wood windows
- 3.11 Repair structure where needed around window openings
- 3.12 Install new windows (make good on window framing structure)
- 3.13 Upgrade exit door a Northwest corner of the garage
- 3.14 Install proper landing on the interior of the building in front of the Northwest exit door
- 3.15 Install new toilet and sink in existing washroom.
- 3.16 Upgrade eye wash system
- 3.17 Reconfigure plumbing in existing washroom to comply with the Ontario Building Code

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- 3.18 Ensure good function for door in the washroom
- 3.19 Paint and make good washroom wall, floor and ceiling finishes
- 3.20 Repair drywall on ceilings of garage.
- 3.21 Paint ceilings with vapour barrier paint
- 3.22 Repair walls where required around windows being replaced
- 3.23 Update exit signs and access to exits.
- 3.24 Remove and dispose of all debris that the Township can not reuse
- 3.25 Drill or cut out area of 2 ½ square feet on existing soffit at east part of the garage to introduce soffit venting.

4. EXAMINATION OF SITE & INQUIRIES.

- 4.1 Before submitting a Tender, the bidder must be part of the **mandatory site meeting June 26, 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 13
WOLFE ISLAND, ON K0H 2Y0
Attention: Jesse Collins
Telephone: 613-544-6348
E-Mail: jcollins@frontenacislands.ca
- 4.6 Address all inquiries to:
Attention: Keith Greenwood
Phone number: (613)-770-9373
Email Address: kgreenwood@frontenacislands.ca

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5. TENDER SCHEDULE.

5.1 The following Timeline for the tender has been established:

ITEM:	DATE:
Invitation for tender issued	June 18, 2025
Mandatory site meeting	June 26, 2025, 10:30 am
Deadline for questions	July 8, 2025
Receive Proposals	July 9, 2025, 12:00 pm
Request for Tender Award Date	July 14, 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 July 10, 2025, 12:00 p.m. 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) shall have the right to reject any or all proposals for any reason or to accept any proposals which the owner (Township of Frontenac Islands) in their sole unfettered discretion deems most advantageous to themselves.
- 6.3 A Tender Security is required to accompany the Tender is the amount of the 10% of the bid submitted in one or a combination of the following: Bid Bond, Certified Cheque, Bank Draft or Money Order made payable to the Township of Frontenac Islands.

The Bidder agrees that if he/she withdraws the Tender or fails for any reason to execute the agreement or provide the required bonds or other documents required, the Township of Frontenac Islands may retain the Tender Security for the use of the Township of Frontenac Islands and may accept any other Tender; advertise for new Tenders, or not accept any Tender as the Township of Frontenac Islands deems advisable.

The Tender Security of the low and second low Bidder shall be retained by the Township of Frontenac Islands for a period of 60 days after the official closing time or until a contract has been executed by the Bidder. The Tender deposit of the low and second low Bidder shall be returned by the Township of Frontenac Islands upon execution of a contract by the awarded Bidder. 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 his/her tender to cover the full cost of any permit or fee if necessary. Bidders are to quote prices including all costs before the application of the harmonized sales tax (HST).

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7. AWARD OF CONTRACT.

- 7.1 If the Bidder alters or withdraws the Bidder's Tender after the date of Tender closing or if the Bidder does not provide Insurance or other documents as required within the times specified by the Owner, then the Owner may treat the Bidder's Tender and any right of the Bidder to contract or contract as terminated, and may take such further action as the Owner deems advisable to recover any damages suffered by the Owner.
- 7.2 If there is any discrepancy in the Tender Bid Form or documents submitted by the Bidder, between any amount shown in writing and in figures, the owner may choose to accept the amount shown in writing or to reject the Tender.

8. LAWS, NOTICES, PERMITS AND FEES.

- 8.1 The by-laws, ordinances and legal requirements, rules, regulations, codes and ordered of the municipality where the building is situated shall apply to the work.
- 8.2 The Contractor shall obtain all licenses, permits and certificates and shall pay all fees required for the performance of the Work (if required).
- 8.3 The contractor shall give all required notices and comply with all laws, ordinances, rules regulations, codes and orders of all authorities having jurisdiction relating to the work, to the preservation of the public health and construction safety which are or become in force during the performance of the work.

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, but if not available at the site, the contactor 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.

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- 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.

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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.

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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.

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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
- Roof complete
 - Windows installed
 - Soffit and trims completed
 - 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, inclusive of the bidder's subcontractors who have a claim or have instituted a legal proceeding against the Township of Frontenac Islands, or again whom the Township of Frontenac Islands has a claim or instituted a legal proceeding, without prior approval from the Council. For purposes of this provision, where such a bidder is a corporation, the bidder shall include any non-arm's length corporation of the bidder.

Bids from any bidder in any of the above circumstances shall be rejected as informal, irregular and non-compliant.

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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.

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

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

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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:	

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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:	

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TABLE 4 – BIDDER DECLARATION TENDER

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

Tender Provider: Township of Frontenac Islands P.O. BOX 130, WOLFE ISLAND, ONTARIO, KOH2YO

Representative: Keith Greenwood & Jesse Collins

THE TOWNSHIP OF FRONTENAC ISLANDS

P.O. BOX 130, WOLFE ISLAND, ONTARIO, K0H2Y0

WOLFE ISLAND OFFICE:

P.O. BOX 13

WOLFE ISLAND, ON K0H 2Y0 GANANOQUE,

Phone (613) 385-2216 Fax (613) 385-1032

Email : lhughes@frontenacislands.ca



HOWE ISLAND OFFICE:

50 BASELINE ROAD, R.R.#4

ON K7G 2V6

Phone (613) 544-6348 Fax (613) 548-7545

Email : vlatimer@frontenacislands.ca

LEGAL FORM.

We hereby offer to perform the Work Details as described in Section 3 in the Request for Tender issued by the Township of Frontenac Islands dated June 18, 2025 as modified by the following addenda:

Addenda:

- NONE

We declare and agree to the following:

- We have carefully examined the Request for Tender, including any addenda.
- We understand the work required under the Request for Tender.
- We understand and agree to the terms and conditions included in the Request for Tender.
- We enclose with this offer all items that are required to be submitted with this offer under the Request for Tender.
- This offer is irrevocable by us for a period of thirty (30) calendar days after the submission deadline stated in the Request for Tender.

We authorize the Corporation of the Township of Frontenac Islands to perform reference checks using the references listed in the Reference Form. (Table 2)

We confirm that we do not have any conflict of interest in connection with this bid. If any conflict of interest should subsequently arise, we will promptly report it under that section in the same manner as if we were an agent of the Township of Frontenac Islands and act on all reasonable directions.

We agree to keep confidential all information concerning the Township of Frontenac Islands.

We agree that, if our bid is accepted, we will execute an agreement with the Township of Frontenac Islands in accordance with the Request for Tender.

We agree, if our bid is accepted, 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)