
Development and Infrastructure Department

REQUEST FOR QUOTATION

Contract # ID-09-2026

Quotations for: Replacement of a Roof Top Unit – Administration Building

As Described Herein and Addressed:

Attention Clerk, Ramara Township
By Courier or Drop off
Township of Ramara Administration Building
Box 130, 2297 Highway 12, Brechin, ON L0K 1B0

Please submit completed proposal in person or by mail in a sealed envelope quoting the above quotation number and closing date.

Electronic Submissions will also be accepted and may be forwarded to both clerks@ramara.ca and infrastructure@ramara.ca, and shall include all pages of the tender, as well as all supporting documentation. Please include the Contract ID in the subject line of the email.

BID SUBMISSION DEADLINE

DATE: August 19th, 2026

TIME: 10:00 AM Eastern Local Time

QUESTION SUBMISSION DEADLINE:
August 10th 2026
11:00 AM Eastern Local Time

PUBLIC OPENING: No

LOCATION: Township of Ramara Administration Building
Box 130, 2297 Highway 12, Brechin, ON L0K 1B0

LATE SUBMISSIONS WILL NOT BE ACCEPTED

The Corporation of the Township of Ramara reserves the right to accept or reject all or part of any Bid and reserves the right to accept other than the lowest Bid and to cancel this Call for Bid at any time.

Contents

1. DEFINITIONS	3
2. GENERAL OVERVIEW	4
INTRODUCTION	5
FORM OF TENDER	5
TIMELINE	5
SITE VISIT	5
TENDER DEPOSIT	5
FREEDOM OF INFORMATION	5
BRIBERY/FRAUD	6
BUY ONTARIO ACT	6
INSURANCE	6
WORKPLACE SAFETY AND INSURANCE BOARD (WSIB)	7
LIABILITY AND DAMAGES	8
ACCESSIBILITY	8
HEALTH & SAFETY	8
ASSIGNMENT OF CONTRACT	10
SPECIFICATIONS	10
APPROVED EQUIVALENT	11
SCOPE OF WORK	12
COMPLETION OF WORK	13
AWARD OF QUOTATION	13
PAYMENT	13
HOURS OF WORK	14
QUALIFICATIONS	14
SUB-CONTRACTORS	15
3.SUBMISSION FORMAT AND CONTENTS	15
GENERAL FORMAT OF SUBMISSION	15
CONTENTS OF SUBMISSION	15
SCHEDULE I – ITEMS AND PRICES	19
SCHEDULE II - SUB-CONTRACTORS INFORMATION FORM	20
SCHEDULE III – ABILITY AND EXPERIENCE FORM	21
SCHEDULE IV – LIST OF MAJOR GOODS AND SERVICES	22
SCHEDULE V – DOMESTIC SUPPLY CHAIN COMMITMENT PLAN	23

SCHEDULE VI – DOMESTIC SUPPLY CHAIN COMMITMENT PLAN – COMPLIANCE DECLARATION.....	25
DECLARATION OF ACCESSIBILITY COMPLIANCE FORM	28

INSTRUCTIONS TO BIDDERS

1. DEFINITIONS

The following definitions apply to the interpretation of the Request for Quotation;

1. **“Addendum”** means a written change, addition, alteration, correction or revision to a bid, proposal or contract document. Addendum/Addenda may be issued following a pre-bid site meeting/conference or as a result of a specification or work scope change to the solicitation.
2. **“Bidder”** means a person or legal entity that is submitting a Tender in response to the Tender Process.
3. **“Bid Form”** is the standard forms provided by the Township. Bidders must complete and submit the forms in order to provide the necessary information for the evaluation of the bids and to create a legally binding bid.
4. **“Bid Price”** means the total price proposed by a Bidder in its Bid Submission for the performance of the Work.
5. **“Bid Submission”** means the information submitted by a Bidder in response to this Request for Tender, also referred to as Bid or Submission.
6. **“Bid Submission Deadline”** is the closing date and time that is provided in the Call for Bid document that a Bidder’s submission must be received by the Township.
7. **“Constructor”** means the successful person or company engaged in the construction business.
8. **“Contract”** means an agreement to be signed between the Owner and a Successful Bidder pursuant to the tender process.
9. **“Contractor”** means the Successful Bidder pursuant to the Tender Process that has extended a contract.
10. **“Contract Administrator”** means a person authorized or appointed by the Township to act on behalf of the Owner in any particular capacity.

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11. **“Closing Time”** Time and Date of Tenders has the meaning ascribed thereto in section ii of these instructions to bidders.
12. **“General Manager, Development and Infrastructure”** means `the General Manager, Development and Infrastructure for the Township of Ramara or such other person, partnership or corporation as may be authorized by the Council to act on their behalf in any particular capacity.
13. **“Month”** means the calendar month.
14. **“OPS”** means the current Ontario Provincial Standards published by the Ontario Standards organization.
15. **“Request for Tender”** means the Call for Bid document issued by the Township.
16. **“Semi-Annually”** means twice per calendar year, approximately 6-months apart.
17. **“Start Work Order”** means the document in writing, referred to in the tender, form that is issued by the Contract Administrator or the Engineer that authorizes the Contractor to begin the work.
18. **“Successful Bidder(s)”** means a Bidder whose Bid(s) has been awarded by the Township.
19. **“Tender”** means the tender documents issued by the Owner in respect of a specific opportunity and also refers to the documents submitted by a Bidder in response to this Tender Process.
20. **“Tender Documents”** means the documents listed in section iii of these Instructions to Bidders.
21. **“Week”** means the 7-day cycle starting on Sunday and ending on Saturday. The cycle shall not be repeated no less than 5 days apart or no more than 10 days apart.
22. **“Work”** means the work to be performed by a Contractor pursuant to a Contract issued as a result of this tender as described in the Contract Documents and includes, but is not limited to, the work generally described in Section ii of these Instructions to Bidders.

2. GENERAL OVERVIEW

INTRODUCTION

The Corporation of the Township of Ramara is seeking quotations from qualified contractors to supply and install a roof top unit at the Ramara Administration Building located at 2297 Highway 12, Brechin.

FORM OF TENDER

All quotations must be on the Bid Forms provided, clearly marked with **Replacement of Roof Top Unit** at the Administration Building.

TIMELINE

Steps in RFQ process	Date	Time (if applicable)
Bid Posting	July 14th, 2026	10:00am
Site Visit (Mandatory)	July 27th, 2026	10:00am
Deadline for Questions	August 10 th 2026	11:00am
Deadline for Issuing Addenda	August 12th, 2026	
Deadline for Submission	August 19 th , 2026	10:00am
Award Date	Mid August	
Completion of Work Date	December 31 st , 2026	

SITE VISIT

A mandatory site visit will be held at the site on July 27th 2026, at 10:00 a.m. The site is located at 2297 Highway 12, Brechin. All bidders will be required to attend in order for any submission to be considered.

Visitors will be required to wear steel toed boots. Photographs of the site and the area will be allowed, provided no persons are in the photos. The roof is accessible by an interior fixed ladder only.

TENDER DEPOSIT

A tender deposit is not required for this Quotation.

FREEDOM OF INFORMATION

All submissions to the Township become the property of the Township and such are subject to the *“Municipal Freedom of Information and Protection of Privacy Act.”*

BRIBERY/FRAUD

Should any bidder or any of their agents give or offer any gratuity or attempt to bribe any employee of The Township, or to commit fraud, the Township shall be at liberty to cancel the prospective bidder's submission or contract.

BUY ONTARIO ACT

No preference will be given to any business for goods and/or services provided to the Township and/or Commission, except as required under the Buy Ontario Act. This project will comply, as necessary, with this legislation.

Included in this document are three schedules:

- Schedule IV – List of Major Goods and Services (completed by the Township of Ramara)
- Schedule V – Domestic Supply Chain Commitment Plan (to be completed by the Bidder and submitted with all bids)
- Schedule VI – Domestic Supply Chain Commitment Plan Compliance Declaration (to be completed by the Successful Bidder and submitted with all invoices).

Failure to complete Schedule V with the bid will result in a non-compliant bid. Failure to submit Schedule VI with all invoices will result in held payments until submission. Failure to meet these requirements will result in termination of the contract.

INSURANCE

The Successful Bidder(s) shall maintain and pay for Comprehensive General Liability Insurance with an insurer acceptable to the Township. The coverage shall include premises and all operations liability to be performed by the bidder. This insurance coverage shall be subject to limits of not less than **Five Million Dollars (\$5,000,000.00)** inclusive **per occurrence** for bodily injury, death and damage to property including loss of use thereof for any one occurrence.

The policy shall include **The Corporation of the Township of Ramara** as an additional insured in respect of all operations performed by or on behalf of the Bidder.

The Bidder(s) shall be entirely responsible for the cost of any deductible that is maintained in any insurance document.

The Insurance Policy shall not be altered, canceled or allowed to expire or lapse, without thirty (30) days prior written notice to the Township.

The Liability Insurance shall not contain any exclusion of limitations in respect of shoring, underpinning, rising or demolition of any building or structure, pile driving, caisson work, collapse of any structure or land from any cause.

Where applicable the bidder(s) shall carry standard automobile and non-owned automobile liability insurance and shall protect them against all liability arising out of the use of owned or leased vehicles, used by the Bidder(s), its employees or agents. The limits of the liability for both owned and non-owned vehicles shall not be less than **Two Million Dollars (\$2,000,000.00)** per occurrence.

WORKPLACE SAFETY AND INSURANCE BOARD (WSIB)

The successful bidder(s) shall supply a Certificate from the Workplace Safety and Insurance Board prior to the start of the contract indicating that all of the assessments the bidder(s) or subcontractor(s) is liable to pay under *Worker's Safety Insurance Board Act* or successor legislation have been paid and they are in good standing with the Board.

Effective January 1, 2013, Bill 119 legislates that all Contractors and Sub-Contractors categorized under class G: construction, shall have WSIB account and clearance coverage prior to commencing any contract.

Alternatively, if the successful Bidder(s) is an Independent Operator and is not categorized under Class G: Construction, the Bidder(s) shall submit a letter, from the WSIB, confirming that s/he has Independent Operator Status under the WSIB Act for work to be carried out for the Township of Ramara. If the Bidder(s) does not have Independent Operator Status, the Bidder shall.

- I. Complete an Independent Operator Status Questionnaire upon being awarded the contract; and,
- II. Fund all costs associated with any appeal of a determination by WSIB that the Bidder is not an Independent Operator; and,
- III. Provide proof of Employer's Liability Insurance (provided either by WSIB or the Contractor's insurance provider.

The Bidder(s) acknowledges and agrees that the Township is not hiring an employee(s) to perform the work associated with this Tender. As such the Township reserves the right to terminate all Contracts associated with this Tender if all appeals have been exhausted and the bidder(s) are determined by WSIB or court or tribunal of competent jurisdiction to be an employee. Any and all monies to be paid to the bidder(s) shall be returned regardless of the extent of work that has been completed to that point, and all material and documents associated with the Tender, as well as Township property, shall be returned to the Township.

The bidder(s) acknowledges and agrees that any work completed to the date the appeal process has been completed, and an unfavorable determination is made will be provided to the Township for free and without any expectation of compensation. The risk associated with completing any work while there is an appeal process underway is entirely born by the bidder(s).

LIABILITY AND DAMAGES

The Contractor shall take full responsibility for any and all damages caused during the execution of the work, whether to private property, public property, municipal infrastructure, utilities, roadways, or landscaping.

- The Contractor shall, at their own expense, make good any such damage to the satisfaction of the Township.
- If the Contractor fails to make good on damages within a reasonable timeframe, the Township reserves the right to carry out the repairs and deduct the costs from monies owed to the Contractor.
- The Contractor shall indemnify and hold harmless the Township, its officers, employees, and agents from and against all claims, demands, losses, costs, damages, actions, suits, or proceedings arising out of or resulting from the Contractor's performance of the work.

ACCESSIBILITY

The Bidder(s) shall comply with the provisions of the *Accessibility for Ontarians with Disabilities Act 2005*, S.O. 2005, chapter 11 and the Regulations with regard to provision of the goods and/or services contemplated herein, including, without limitation, section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service, as amended. The Bidder(s), when applicable, shall ensure that its employees, agents, volunteers and representatives receive training regarding the provision of the goods and services to person with disabilities. The Bidder(s) acknowledges that the Corporation of the Township of Ramara, in deciding to purchase goods or services through its procurement process, is required to consider the accessibility for persons with disabilities, when applicable and practical to do so.

HEALTH & SAFETY

All work performed under this contract must be carried out in accordance with the terms and conditions of the Ontario Occupational Health and Safety Act (OHSA or the Act), applicable Regulations, applicable standards, and other applicable legal requirements.

Unless otherwise stated, the successful bidder, for the purposes of the Act, shall be designated as the 'Constructor' for this project. The constructor has complete control of the work on behalf

of the Township and is responsible for regulatory compliance and safe work procedures on the job site.

Any requirement for a Notice of Project to be submitted to the Ministry of Labour (MOL) is the sole responsibility of the constructor.

The Constructor further acknowledges and agrees that any breach or breaches of the Occupational Health and Safety Act, applicable Regulations, Standards, Environmental Protection Act, other legal requirements, and/or their own Health & Safety Policies and Procedures whether by the Constructor or any of its subcontractors may result in:

- The termination of the contract,
- The immediate removal of the Constructor and/or sub-contractor's equipment from the site,
- The forfeiture of all sums owing the constructor/or sub-contractor by the Township of Ramara.

The Constructor's health and safety responsibilities will include the following:

- where hazardous materials, physical agents and/or designated substances are used in the performance of the required work, the successful bidder shall ensure that the requirements of the Occupational Health and Safety Act, applicable Regulations and environmental requirements are complied with,
- ensure workers are aware of the hazardous substances that may be in used at the workplace,
- ensure workers are provided with and wear the appropriate personal protective equipment required for the area when engineering controls aren't practicable,
- demonstrate the establishment and maintenance of health and safety program, with objectives and standards and will provide qualified workers and meet all applicable legislation,
- The Constructor acknowledges that they are familiar with the Occupational Health and Safety Act, applicable Regulations, applicable Standards and other legal requirements that applies to the work being conducted,
- The Contractor covenants and agrees to observe strictly and faithfully the provisions of the Occupational Health and Safety Act, applicable Regulations, and rules circulated there under together with the Constructor's Health and Safety Policies and Procedures.
- The Constructor agrees to indemnify and save the Township of Ramara harmless for damages or fines arising from any breach or breaches of the said Occupational Health and Safety Act and other applicable legal requirements.

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- The Constructor agrees to have a competent supervisor on site at all times when work is in progress, and that this supervisor enforces safe work practices.
 - The Constructor shall allow access to the work site on demand to representatives of the Township of Ramara to inspect work sites.
 - The Constructor agrees that any damages or fines that may be assessed against the Township of Ramara by reason of a breach or breaches of the Occupational Health and Safety Act and applicable Regulations by the Constructor or any of its sub-contractors will entitle the Township of Ramara to off-set the damages so assessed against any monies that the Township of Ramara may from time to time owe the Constructor under this contract or under any other contract whatsoever.
 - Where any portion of the work or services in this Contract is contracted to a sub-contractor, the Constructor agrees that the provisions of this section (**Health & Safety**) will apply to the sub-contractor and the Constructor will enforce said provisions.
 - The Township of Ramara may consider previous OHSA violations as grounds for rejection and the Township of Ramara may terminate any contract arising from this document if the Bidder is continuously in violation of OHSA requirements.

Proof of the above may be required by the Township at any time from tendering to project completion.

Township staff reserve the right to stop work if safety concerns are identified.

ASSIGNMENT OF CONTRACT

The Successful Bidder(s) shall not assign transfer, convey, sublet or otherwise dispose of this contract or his/her right, title or interest therein, or his/her power to execute such contract, to any other person, company or City, without the previous consent, in writing, of the Township's officials, which consent shall not be unreasonably withheld.

SPECIFICATIONS

The replacement unit shall be:

- Manufacturer: Lennox
- Model: Xion Rooftop unit, 5 ton LGX060S5EQ GE/5T/230-3/108k-2/HPE/R454B
- Electrical: 208V/3Ph/60Hz
- Cooling: R 454B ,
- Heating: Dual stage heating R 410A

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- Packaged RTU HVAC Economizer

Please see below regarding the approved equivalent procedure.

APPROVED EQUIVALENT

1. The Tender shall be based only upon supplying the material or equipment so named within the specifications of this document, which shall be regarded as the standard of quality required by the specification.
2. After the acceptance of the tender, the Contractor may apply to the Township (or Township Engineer) to substitute other material or equipment for the named material or equipment if "Approved Equal" is specifically allowed in the specifications. Tendered prices shall not include a presumed acceptance by the Township (or Township Engineer) of a substitute item of supply.
3. Applications for a substitution to equipment and materials not named in the specifications, where an Approved Equal is allowed, will be reviewed by the Township. The application shall be in writing and shall provide descriptive and technical information sufficient for the Township's (or Township Engineer) review and comparison with the named equipment or material, the proposed credit to the Contract, such credit shall not be less than \$2,000, reasons for the request for substitution, and such other information as the Township (or Township Engineer) may require. Failure to comply with this requirement will result in rejection of the request. The Contractor shall allow a minimum of two weeks for the Township (or Township Engineer) to evaluate an application for a substitution. No claims for delays will be permitted.
4. Applications and submissions related to substitutions will only be made by the Contractor to the Township (or Township Engineer) and not by any subcontractors or suppliers.
5. The approval or rejection of a proposed substitution shall be at the sole discretion of the Township (or Township Engineer) and the decision shall be final. Should the Township (or Township Engineer) not approve the proposed alternate material or equipment, the Contractor shall have no claim whatsoever against the Township (or Township Engineer).
6. No substitution shall be made without the prior written approval of the Township (or Township Engineer). Shop drawings of substitutions that have not been approved by the Township (or Township Engineer) will be returned without review.
7. Any and all design and/or construction changes necessitated by a substitution of material or equipment will be at the entire expense of the Contractor. The Contractor shall be responsible for assuring the proper fit and matching of a reviewed and approved alternate equipment or material to adjacent space, equipment, and materials.

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8. The Contractor shall assume all liabilities and additional costs that may subsequently arise as a result of his proposed substitution having been accepted by the Township (or Township Engineer).

SCOPE OF WORK

Provide all labor, materials, equipment, and supervision required to remove and replace an existing rooftop HVAC unit serving the Township of Ramara Administration building, including associated mechanical, electrical, and structural components necessary for a complete and operational system. The Contractor shall be responsible for any necessary permits and/or inspections that are required as part of this work.

1. Demolition & Removal

- Safely disconnect existing electrical, gas, and control systems
- Recover and dispose of refrigerant in accordance with environmental regulations
- Remove and dispose of existing rooftop unit and associated components
- Protect roof membrane during removal operations
- Dispose of equipment and materials off-site

2. Roof Work

- Inspect existing roof curb for condition and compatibility
- Provide and install new curb or curb adapter as required
- Ensure proper sealing and weatherproofing around curb and penetrations
- Restore and repair roof membrane to maintain watertight integrity if applicable

3. Installation of New Rooftop Unit

- Supply and install new rooftop unit (rooftop unit as per specifications)
- Set unit in place using crane (including rigging and certified operators)
- Secure unit to curb in accordance with manufacturer requirements

4. Mechanical Connections

- Modify and reconnect supply, return, and exhaust ductwork as needed
- Install flexible duct connections and ensure airtight seals
- Install or reconnect gas piping including shutoff valves and regulators
- Install condensate drain piping and ensure proper drainage

5. Electrical & Controls

- Disconnect and remove existing electrical connections
- Provide and install new electrical connections to RTU, including:
 - Power wiring
 - Disconnect switch (if required)

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- Conduit and fittings
 - Integrate unit with existing building control system

6. Testing & Commissioning

- Perform startup in accordance with manufacturer specifications
- Test all modes of operation (heating, cooling, ventilation)
- Balance air distribution if required
- Perform electrical and safety checks
- Provide commissioning report

7. Closeout & Documentation

- Provide operation and maintenance manuals
- Submit warranty documentation

COMPLETION OF WORK

The work shall be completed before December 31st, 2026.

AWARD OF QUOTATION

1) The Corporation reserves the right, in its sole discretion, to reject any or all bids, and the lowest or highest bid, as the case may be, will not necessarily be accepted.

2) Notwithstanding and without restricting the generality of the statement immediately above, the Township of Ramara shall not be required to award or accept a tender, and may choose to either cancel the call for tenders or recall the tenders at a later date:

- a) when only one bid has been received as the result of a tender call;
- b) where the lowest responsive and responsible bidder substantially exceeds the estimated cost of the goods or service;
- c) when all bids received fail to comply with the specifications of tender terms and conditions;
- d) when a change in the scope of work or specifications is required.

The award of this tender may take the following factors into consideration:

- Compliance with **Ontario's procurement requirements**, including Buy Ontario Act (as applicable);
- Tendered price.

PAYMENT

Payment at the Tendered price shall be paid upon submission of an invoice after completion. All submitted invoices must include Schedule V – Domestic Supply Chain Commitment Plan – Compliance Declaration.

HOURS OF WORK

The Contractor will be allowed to carry out operations only during daylight hours between 9:00 a.m. and 4:30 p.m., Monday through Friday, except Statutory or Civic Holidays, unless otherwise approved or directed by the General Manager, Development and Infrastructure.

As this work will require disruption to the heating/cooling of the facility, as well as increased traffic and noise, the Contractor must provide at least five (5) business days written notice to the Building Maintenance Supervisor prior to the work being performed.

TERM OF CONTRACT

The Township intends to award the contract for the completion of the work described in the scope of work. It is expected that the Contractor will have all work completed no later than December 31st, 2026.

Additional Conditions:

- Failure to Respond: The Township reserves the right to engage alternate contractor if the Contractor is unable to meet the required timeframe, or if the Contractor declines work assigned.
- Performance Reviews: The Township will periodically review Contractor performance, safety practices, and responsiveness. Continued poor performance may result in non-renewal or early termination of the contract.

QUALIFICATIONS

The Successful Bidder shall be a company of recognized standing with a minimum of five (5) years of demonstrated experience in this type of work.

The bidder must employ or retain:

- Electricians licensed in the Province of Ontario and authorized under the Electrical Safety Authority (ESA), in accordance with the Electricity Act and Ontario Electrical Safety Code; and
- Gas fitters licensed in Ontario and certified under the Technical Standards and Safety Authority (TSSA), in accordance with applicable provincial regulations.

All work shall be carried out in full compliance with applicable Ontario legislation, codes, and standards.

SUB-CONTRACTORS

1. List of Subcontractors

The Tenderer shall provide with their submission a complete list of all subcontractors proposed to be employed in the performance of the Work, including the nature and scope of each subcontract. The Owner reserves the right to reject any proposed subcontractor and require the Tenderer to substitute an acceptable subcontractor at no additional cost.

2. Changes to Subcontractors

No changes to the list of subcontractors will be permitted without the prior written consent of the Owner. Such consent shall not be unreasonably withheld.

3. Responsibility

The Tenderer acknowledges that they remain fully responsible for the acts and omissions of their subcontractors and for the satisfactory performance of all work, regardless of subcontracting arrangements.

4. Submission Form

The Tenderer shall complete the “Subcontractor Information Form” attached to the Form of Tender. Failure to provide the list of subcontractors at the time of tender submission may result in the Tender being declared informal or non-compliant.

3. SUBMISSION FORMAT AND CONTENTS

GENERAL FORMAT OF SUBMISSION

The Township **will not** accept any other format of the Schedule I Items and Prices other than that provided within this Request for Quotation. Schedule I Items and Prices are to be completed **in full** as provided in this document with no modifications, additions or deletions. **Failure to complete Schedule I as stipulated, may result in disqualification of the Bid Submission.**

CONTENTS OF SUBMISSION

The Request for Tender Bid Submission **MUST** include the following information and shall be submitted in the same sequence provided:

-
- I. Completed Bidder Information Form**
 - II. Schedule I – Items and Prices**
 - III. Schedule II - Sub-Contractor Information Form**
 - IV. Completed Schedule III – Ability and Experience Form**
 - V. Schedule IV – List of Goods and Services**
 - VI. Completed Schedule V – Domestic Supply Chain Commitment Plan**
 - VII. Complete Schedule VI – Domestic Supply Chain Commitment Plan – Compliance Declaration**
 - VIII. Provide a completed Declaration of Accessibility Compliance form**
 - IX. Health and Safety:**
 - Provide a current and valid certificate of clearance from WSIB.

BID FORM

THE CORPORATION OF THE TOWNSHIP OF RAMARA

2026 REPLACEMENT ROOF TOP UNIT – ADMINISTRATION BUILDING

DOCUMENTS TO BE ENCLOSED WITH THIS FORM INCLUDING BUT NOT LIMITED TO:

- i. Bidder Information Form**
- ii. Schedule I – Items and Prices**
- iii. Sub-Contractor Information Form**
- iv. Schedule II – Ability and Experience Form**
- v. Schedule III – List of Major Good & Services**
- vi. Schedule IV – Domestic Supply Chain Supply Commitment Plan**
- vii. Schedule V – Domestic Supply Chain Commitment Plan –
Compliance Declaration**
- viii. Declaration of Accessibility Compliance Form**
- ix. Health & Safety Information**

BIDDER INFORMATION FORM

**BIDDERS MUST COMPLETE THIS FORM AND INCLUDE WITH THEIR SUBMISSION
PLEASE ENSURE ALL INFORMATION IS LEGIBLE.**

Company Name	
Bidder's Main Contact Individual	
Address (Including postal code)	
Office Phone #	
Toll Free#	
Cellular#	
Fax#	
E-Mail Address	
Website	
HST Account #	

**I CERTIFY THAT ALL PRICES IN SCHEDULE I CONSTITUTE THE OFFICAL BID
SUBMISSION AND PRICING.**

NAME: _____
(PRINT)

AUTHORIZED SIGNATURE: _____

DATE: _____

SCHEDULE I – ITEMS AND PRICES

Any modifications of this form will result in the bid being disqualified. This Bid Form must be completed in full.

REQUIRED WORKS

ITEM	WORK	DESCRIPTION	PRICE
1.	Replace roof top unit	Coordinator crane rental to remove existing roof top unit, supply and place new roof top unit, connect to fuel supply, test and commission unit.	\$
<i>Subtotal</i>			\$
<i>HST (13%)</i>			\$
<i>Total</i>			\$

Initials: _____ Date: _____

The Corporation of the Township of Ramara reserves the right to accept or reject all or part of any Bid and reserves the right to accept other than the lowest Bid and to cancel this Call for Bid at any time.

SCHEDULE II - SUB-CONTRACTORS INFORMATION FORM

(To be completed for all sub-contractors representing a portion of this Bid Submission)

Sub-Trade	Proposed Sub-Contractor	Address / Phone #	Approximate Value of Sublet Work

SCHEDULE III – ABILITY AND EXPERIENCE FORM

The Bidder shall provide below three (3) separate References, **not including the Township of Ramara**, having purchased a similar size and design of goods and/or services as specified herein for a previous three (3) year period from the issuance of this document.

REFERENCE #1	
Customer	
Contact Name & Phone Number	
Date of Purchase	
Description of Goods or Services Provided	
REFERENCE #2	
Customer	
Contact Name & Phone Number	
Date of Purchase	
Description of Goods or Services Provided	
REFERENCE #3	
Customer	
Contact Name & Phone Number	
Date of Purchase	
Description of Goods or Services Provided	

REFERENCE RELEASE FORM

I _____ (authorised signatory for the submitting firm) authorize the Township to contact the person and/or organization listed on the ABILITY & EXPERIENCE FORM, for the purpose of obtaining information relating to the bidder.

The Township reserves the right to call references if in its sole discretion finds a need to do so. The Township reserves the right to check other references other than listed herein.

SCHEDULE IV – LIST OF MAJOR GOODS AND SERVICES

Project No:	ID-09-26
Project Name:	Replacement of Roof Top Unit – Administration Building
Bidder Name:	

For the purposes of the Domestic Supply Chain Commitment Plan, the major goods and services for this Quotation may include, as applicable to the Work:

1. Roof Top Unit – As per the specifications of this document.
2. Equipment – Crane for removal of old unit and placement of new roof top unit.
3. Labour – Removal of current unit, installation of the new roof top unit, connect to fuel supply, test and commission unit.

The Bidder shall ensure that its Domestic Supply Chain Commitment Plan applies to all categories relevant to the Work.

SCHEDULE V – DOMESTIC SUPPLY CHAIN COMMITMENT PLAN

Project No:	ID-09-26
Project Name:	Replacement of Roof Top Unit – Administration Building
Bidder Name:	

1. Bidder Commitment

The bidder confirms that, if awarded the Contract, it will meet or exceed the following minimum domestic content requirement for the major goods and services identified by the Township in the Quotation Documents:

Minimum Commitment: 25%

This commitment applies to the total value of the major goods and services identified by the Township for this Quotation, including applicable goods and services supplied by subcontractors, suppliers, manufacturers, and fabricators.

2. Applicable Commitment Basis

Ontario and Canada

The minimum commitment will consist of Ontario-Made Goods and Ontario Services together with Canadian-Made Goods and Canadian Services.

3. Bidder Acknowledgement

The bidder acknowledges and agrees that:

1. This Domestic Supply Chain Commitment Plan is a mandatory eligibility requirement of the Quotation and is not scored;
2. Failure to submit this completed form may result in the Quotation being declared non-compliant and excluded from any and all further evaluation;
3. If awarded the Contract, this commitment will form part of the Contract;
4. The Bidder is responsible for ensuring that its subcontractors, suppliers, manufacturers, and fabricators support the commitment made in this form;
5. The Township may request clarification or supporting documentation before, during, and/or after award for the purpose of verifying compliance; and
6. Any material misrepresentation in this form, or failure to comply with the commitment during and/or after award, may result in disqualification or the exercise of contractual remedies by the Township.

4. Bidder Declaration

The Bidder certifies that the information provided in this Domestic Supply Chain Commitment Plan is complete and accurate to the best of its knowledge and is based on the Bidder's proposed performance of the Work.

Authorized Signing Officer: _____

Title: _____

Signature: _____

Date: _____

SCHEDULE VI – DOMESTIC SUPPLY CHAIN COMMITMENT PLAN – COMPLIANCE DECLARATION

To Accompany All Progress Payment Application/Invoice

1.Contract Information

Project Number:	ID-09-26
Project Name:	Replacement of Roof Top Unit – Administration Building
Contractor Name:	
Progress Payment Application/Invoice No:	
Payment Period Covered:	
Date of Declaration:	

2.Contractor Declaration

I, _____, in my capacity as _____ of the Contractor named above, and being duly authorized to bind the Contractor, hereby declare and certify to the Township of Ramara as follows:

1. The Contractor has performed the Work during the payment period identified above in a manner consistent with the Contractor's Domestic Supply Chain Commitment Plan submitted with its quotation and incorporated, by reference, into the Contract.
2. With respect to the goods, material, equipment, fabrication, manufacturing, and services supplied or incorporated into the Work for which payment is requested in this progress payment application, the Contractor is in compliance with its Domestic Supply Chain Commitment Plan, except as expressly disclosed in this Declaration.
3. Except as disclosed in this Declaration, the Contractor has not made any actual or anticipated change affecting the Domestic Supply Chain Commitment Plan, including any change to supplier, manufacturer, or place of service delivery, that has not already been reported to the Township in writing in accordance with the Contract.
4. Except as disclosed in this Declaration, the Contractor has not made any material change that would reduce, impair, or invalidate its domestic supply chain commitment without the Township's prior written approval.
5. The Contractor has taken reasonable steps to ensure that its subcontractors, suppliers, manufacturers, fabricators, and service providers supporting the Work during this payment period have performed in a manner consistent with the Contractor's Domestic supply Chain Commitment Plan.
6. The information set out in this Declaration, including any attached schedules or supporting documents, is complete and accurate to the best of the Contractor's knowledge, information, and belief.

-
7. The Contractor has created and maintained records supporting domestic supply chain compliance for the Work covered by this progress payment application and will provide supporting record satisfactory to the Township upon request.

3. Disclosure of Changes or Exception (from original bid)

Please check one.

☐ A. No Changes or Exceptions

The Contractor confirms that there are no changes, substitutions, exceptions, or compliance issues to disclose for this payment period that may affect the Domestic Supply Chain Commitment Plan.

☐ B. Changes or Exceptions Disclosed

The Contractor discloses the following actual or anticipated changes, substitutions, exceptions, or other matters that may affect the Domestic Supply Chain Commitment Plan:

If box B is checked, the Contractor must complete the Disclosure of Changes or Exceptions Chart attached as the final page of this Schedule. If box A is checked, the final-page chart does not need to be completed.

4. Supporting Documentation

Please check all that apply:

- ☐ Supplier invoices
- ☐ Purchase orders
- ☐ Manufacture or fabricator certifications or letters
- ☐ Bills of lading or shipping records
- ☐ Subcontractor confirmations
- ☐ Service provider declarations
- ☐ Updated domestic supply chain tracking sheet
- ☐ Other: _____
- ☐ No attachments included with this submission; records will be provided upon request

5. Acknowledgement

- This Declaration is provided in support of a progress payment application under the Contract;
- The Township may request clarification or supporting documentation to verify compliance with the Domestic Supply Chain Commitment Plan; and
- Failure to provide this Declaration, failure to provide supporting records when requested, or failure to comply with Domestic Supply Chain Commitment Plan

requirements will result in delay or withholding of payment in accordance with the terms of the Contract.

6. Signature

Name of Authorized Signing Officer:	
Title:	
Contractor Name:	
Signature:	
Date:	

Disclosure of Changes or Exceptions

Item/ Major Good or Service	Originally Identified Supplier/ Manufacturer/ Service Provider	Location of Manufacturer/ Fabrication/ Service Delivery	Reason for Change	Date Township Notified	Township Approval (Staff)

DECLARATION OF ACCESSIBILITY COMPLIANCE FORM

Company Name: _____
Print Name: _____
Title: _____
Date: _____

I acknowledge that I am required to comply with the accessibility requirements set out in the Integrated Accessibility Standards Regulation (Ontario Regulation 191/11) made under the *Accessibility for Ontarians with Disabilities Act, 2005*. I confirm that my employees, agents, volunteers and representatives who are required to receive training under the Act have completed the required. I will provide to The Corporation of the Township of Ramara any further documentation that confirms this training upon its request.
I will indemnify the Corporation of the Township of Ramara from and against any costs, expenses, fines, penalties, damages or losses that may arise or may be incurred as a result of my failure to comply with these requirements.

I declare that I have read, understood and will meet all enacted accessibility standards as amended from time to time.

I further declare that if applicable I will undertake to ensure any sub-contractors hired by

(insert company name)

for the completion of work contracted by the Township will also comply with the above requirements.

Authorized Signature
I have authority to bind the Corporation

Date