



# Renfrew

TOWN OF RENFREW  
127 Raglan Street South  
Renfrew, Ontario  
K7V 1P8

## Request for Quotation - Fencing at Community Gardens/Oddfellows Park RFQ 2024-22-LCRS

### SECTION I - INFORMATION

#### Background

The Corporation of the Town of Renfrew, hereinafter referred to as the “Town”, is seeking detailed quotations for the supply, delivery, and installation of fencing at the Community Gardens / Oddfellows Park

The lowest or any bid will not necessarily be accepted, and the Town reserves the right to award any portion of this tender. This offer shall be irrevocable for a period of ninety (90) calendar days following the date bids are to be received.

#### Registration and Communications

It is mandatory that you register as a bidder with the Town of Renfrew. **Failure to register will result in non-acceptance of your submission.**

Please remit Name of Company, Name of Contact Person, and Contact Information to:

Ashley Robertson, Purchasing Assistant, Town of Renfrew  
**Email:** arobertson@renfrew.ca

All communications must reference **RFQ 2024-22-LCRS** in the subject line.

**Questions** related to this quotation, specifications or the intent of the proposed work or the requirements are to be received by: **2:00 p.m. on September 19th, 2024.**

Inquiries should be directed to:

Ashley Robertson, Purchasing Assistant, Town of Renfrew  
**Email:** arobertson@renfrew.ca

Where a bidder finds discrepancies or omissions in the quotation requirements or otherwise requires any clarification, the bidder should contact the Town in writing by email as noted above. Where the Town deems that an explanation or interpretation is necessary or desirable, an addendum may be issued.

Where the Town deems that an explanation or interpretation is necessary or desirable, an addendum may be issued. It is the bidder’s sole responsibility to check for addenda issue and download same. Acknowledgement of Addenda on the Form of Quotation is a mandatory requirement. Failure to acknowledge addenda will result in your quotation being deemed non-compliant and not eligible for award.



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Only documents provided to bidders by the Town or found on Biddingo are to be considered the **official** documents. The Town accepts no responsibility for the accuracy of information found on other websites. The onus is on the bidder to check on the Town's and Biddingo's website to verify they have received all relevant information. The Town reserves the right to not accept a bid submission if determined that the documents have been altered from the Town's own official documents.

## **Delivery and Closing Time**

**Quotations** must be received no later than **2:00 p.m. September 26th, 2024.**

The time clock in the main counter service area in the Renfrew Town Hall Office is the official time for the deadline for submission. The Town is not responsible for submissions which arrive late or are not properly marked.

- (a) All Quotations shall be submitted on the supplied Form of Quotation, in a sealed envelope and shall be clearly marked as to the contents and bidders name.
- (b) Quotations received by this time, date and at the location specified above, shall be opened and read in a public opening. The public reading of a Quotation does not imply any decision by the Corporation of the Town of Renfrew on whether a submission is or is not irregular.
- (c) All Quotations must be completed in full, in ink and be legible.
- (d) The Quotation Document shall not be modified in any way.
- (e) An officer of the company, designating their position shall sign the Tender Form and execute with the company seal. In the case of an individual trading as a company the signature of the person signing the Tender shall be witnessed.
- (f) Late Quotations **will not** be accepted beyond the closing date/time as set out. Quotations received after the established closing will be returned unopened.
- (g) Quotations transmitted by fax or email **will not** be considered.
- (h) **The lowest or any Quotation is not necessarily accepted.** The Town of Renfrew is not obligated to award the service contract to the lowest or any firm. The municipality reserves the right to reject any or all proposals and to waive formalities as the interests of the Town of Renfrew may require without stating reasons.
- (i) Should a dispute arise regarding the meaning or intent of the contract documents, the decisions of the Town shall be final.
- (j) The Town of Renfrew will make documents available in an accessible format or via appropriate communication supports upon request.



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## **THE BIDDER DECLARES**

- a) No person, firm, or corporation, other than the Bidder, has any interest in this Quotation in the proposed contract for which this tender is made.
- b) This Quotation is made without any connection, comparison of figures or arrangements with or knowledge of any other corporation, firm or person making a tender for the same work and is in all respects fair and without collusion or fraud.
- c) No member of Council and no officer or employee of the Town is or will become interested directly or indirectly as a contracting party, partner, shareholder, surety or otherwise in any portion of the profits thereof, or in any of the monies to be derived there from.

## **INSURANCE**

The bidder shall provide at all times the following insurances with issuers, satisfactory to the Town and in amounts stated below and ensure that such insurance is enforced and effective.

- (a) Workplace Safety & Insurance Board fully complying with the laws of the Province, with a Certificate of Clearance from the Workplace Safety & Insurance Board Independent Owner/Operator Status Form to show that the Bidder is in good standing.
- (b) The successful bidder shall provide the Corporation of the town of Renfrew with an original Certificate of Insurance in the amount of at least two million dollars (\$2,000,000.00).
- (c) The Contractor's insurance shall name the following as additional named insured:

The Corporation of the Town of Renfrew  
127 Raglan Street South, Renfrew ON, K7V 1P8

## **DAMAGES AND RESPONSIBILITIES**

- (a) The Contractor shall employ such methods as necessary to avoid defacement or damage to the Town's property.
- (b) The Contractor shall be responsible for all damage caused by his/her employees, equipment or supplies to the Town's property, equipment, buildings and building contents.

## **FREEDOM OF INFORMATION**

All written Quotations received by the Town of Renfrew become a public record. Once a Quotation is accepted and a contract is signed, all information contained in them is available to the public, including personal information.



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## SECTION II - QUOTATION SPECIFICATIONS

### Scope of Project

Supply and installation of chain link fencing and one single gate with hardware at the Community Gardens / Oddfellows Park, 280 Sidney Avenue, Renfrew, to connect with existing fencing as shown in Diagram A.

### Materials

Type of fence: Commercial chain link, grey Galvanized Mesh

Fabric: 2" x 9ga

Height of Fence: 5 feet

Total Linear Feet: 309 approximately

Number of corners: 5, see Diagram A attached

Number of Ends: 8 new posts needed, see Diagram A attached

Number of Single (person) Gates: 1 (4 feet), with hardware to facilitate a padlock

Type of ground: clay/soil

All galvanized material(s)

Terminal posts (ends and corners) 3-1/2" set in concrete footings

Line posts 2-3/8" set in concrete footings

Top and Brace rails 1-11/16"

Complete with all required ties, caps and bands attached as per industry standards

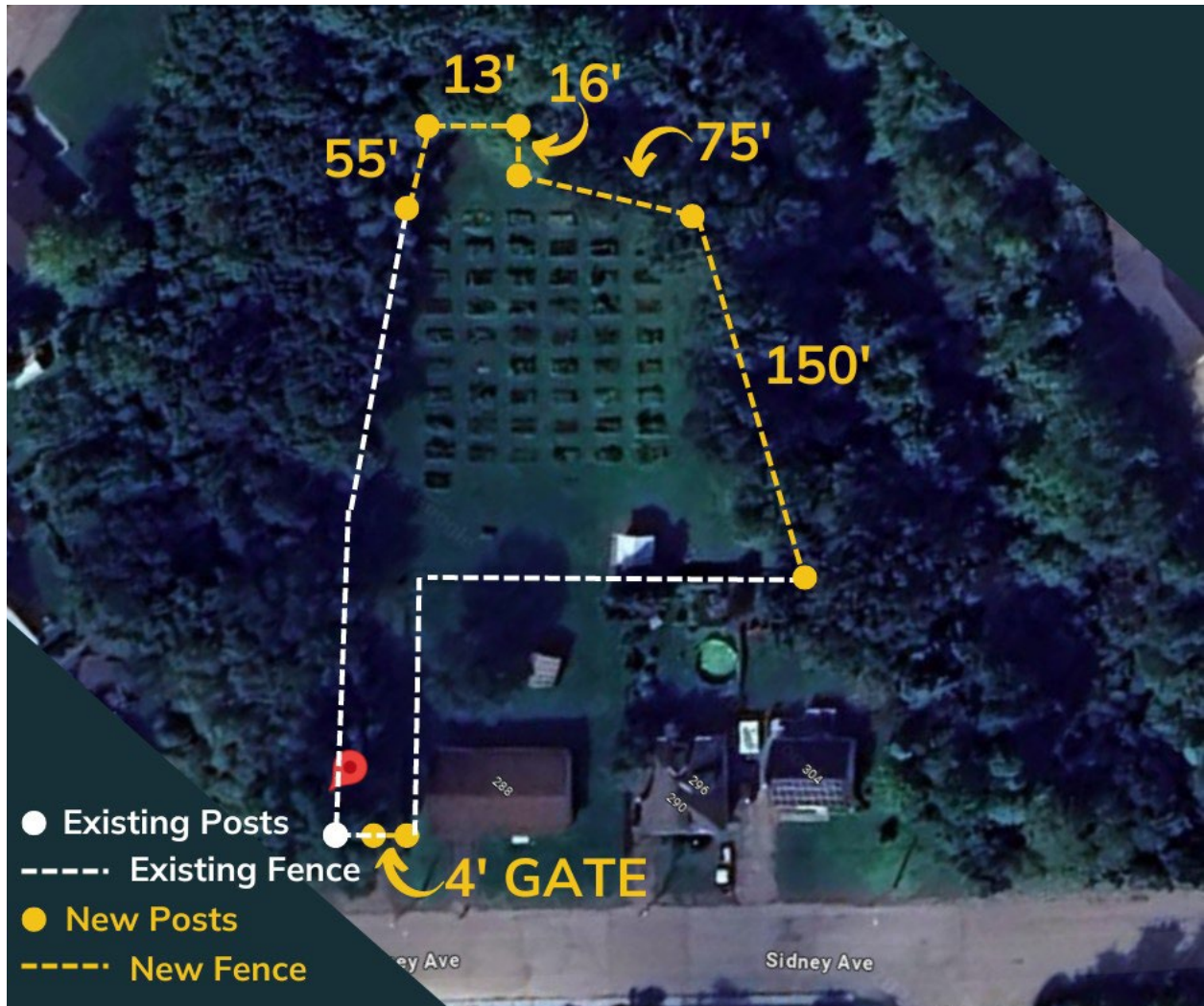
All posts to be installed in concrete to avoid frost heave.

### Related Experience and References

Provide related experience and 3 references for similar projects completed in municipal/institutional/agency settings within the past 5 years.



## Diagram A



## SCHEDULE

Latest Expected Delivery Date (If delivery time exceeds this delivery date, quote may be rejected)	90 days from time of award
Delivery Schedule	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required



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## Delivery and Official Closing Time of Proposals

All submissions shall be in a sealed envelope and delivered to:

**TOWN OF RENFREW (Town Hall)**  
**Attention: Ashley Robertson**  
127 Raglan Street South  
Renfrew, Ontario  
K7V 1P8

Quotation submissions must be received not later than: **2:00 p.m. on September 26, 2024**. The time clock at the main counter service area in the Renfrew Town Hall shall be the official time for the submission deadline. The Corporation of the Town of Renfrew is not responsible for submissions which arrive late or are not properly marked. Submissions shall be officially opened after closing time.

## Timeline

The expected timeline for selection is as follows:

Quotation Issued	September 6, 2024
Deadline for written questions to Town from Bidders	September 19, 2024
Town Published Addendum (if applicable)	September 23, 2024
Closing date for Quotation Submissions	September 26, 2024
Anticipated Award (on or about)	October 1, 2024





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## SECTION III - FORM OF QUOTATION

### Company Information

1.	Company Name	
2.	Bidder Contact Individual	
3.	Address (incl. Postal Code)	
4.	Office Phone Number	
5.	Cellular Phone Number	
6.	Fax Number	
7.	Email Address	
8.	HST Account Number	

I/We hereby submit the attached documents to satisfy the requirements as issued by the Corporation of the Town of Renfrew.

I/We agree that we have reviewed and understand the tender documents and I/We are capable and qualified to perform the requirements of the contract.

I/We agree that this offer shall be irrevocable from the time the quotations are opened and extended for a period of 90 days.

I/We agree that this offer acknowledges all addenda and that the pricing quoted includes the provision set out in such addenda.

### Acknowledgement to Receipt of Addenda

This will acknowledge receipt of the following addenda and, that the pricing quoted includes the provision set out in such addendum(s)

Addendum #	Date Received
# _____	_____
# _____	_____
# _____	_____

Check here if No Addenda considered.



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### Basis of Payment

The contract price is in Canadian funds, and the price includes any specified cash and contingency allowances and all the applicable taxes in force at this date except as may be otherwise provided in the Tender Documents.

### Stipulated Bid Price Sheet

The bid shall be Stipulated Price, meaning a single, all inclusive, one price that applies to all of the work, not including Harmonized Sales Tax (H.S.T.), as detailed within the quote package and identified specifications, and as further detailed in the Bidder's proposal, to the acceptance of the Corporation of the Town of Renfrew for the following:

ITEM	QUANTITY	COST
Material (Fencing, posts, gate and all hardware)	Lump Sum	\$
Labour and equipment to complete the work as outlined in this RFQ.	Lump Sum	\$
<b>Subtotal</b>		\$
Harmonized Sales Tax (H.S.T.) 13%		\$
<b>TOTAL</b> (including HST)		\$

**Proposed Final Bid Completion Date:** \_\_\_\_\_

- Quotes shall include expected delivery date and schedule.
- Quotes shall include all associated costs including freight and delivery.

### Bid Submission

The undersigned affirms that they are duly authorized to execute this bid and that all costs associated with this proposal have been submitted in the fee envelope.

BIDDER'S SIGNATURE AND SEAL: \_\_\_\_\_

NAME AND POSITION: \_\_\_\_\_

WITNESS SIGNATURE: \_\_\_\_\_

NAME AND POSITION: \_\_\_\_\_

DATED AT: \_\_\_\_\_

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 202\_\_



**RFQ 2024-22-LCRS - Fencing at Community Gardens/Oddfellows Park**

**From:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Contact:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Deliver to:**

**The Town of Renfrew  
127 Raglan Street South  
Renfrew, ON K7V 1P8**

**REQUEST FOR QUOTATION NUMBER:**

**CLOSING DATE AND TIME:**

**DESCRIPTION:**