



REQUEST FOR QUOTATION
MacGregor Recreation Centre
Metal Roof Installation Project

Quote No. 2025-07

Bid Closing: August 5, 2025

INVITATION TO QUOTE

The Municipality of Shuniah is inviting qualified contractors to submit their bids, for a new metal roof installation on the MacGregor Recreation Centre, located at 800 Lakeshore Drive , Shuniah, ON.

Owner: Municipality of Shuniah
420 Leslie Avenue
Thunder Bay, ON.
P7A 1X8
Ph: 807-683-4545
Fax: 807-683-6982

INTRODUCTION

The Municipality of Shuniah invites contractors to provide a quotation on the form attached as Schedule A (the “Quotation Bid Form”) for the supply of goods (if any) and services described in Schedule B (the “Work”). The description of the Work sets out the minimum requirements of the Municipality. A person that submits a Quotation (the “Contractor”) should prepare a Quotation that meets the minimum requirements, and may as it may choose, in addition, to also include goods, services or terms that exceed the minimum requirements.

BID SUBMISSION

- 1.0) The Contractor should submit the Quotation **electronically** in a single PDF file which must be submitted by email at: tenders@shuniah.org , on or before 2:00 pm (local time) on August 5, 2025.
- 1.1) Bids will be opened publicly immediately after the official closing time.
- 1.2) Bids received after the official closing time is considered LATE and will not be accepted and will be returned unopened to the bidder.
- 1.3) All pages contained in the bid documents form an integral part of this bid.
- 1.4) The lowest or any bid will not necessarily be accepted. The owner may decide, at its sole discretion, that no bid submitted will be accepted and no contract will be awarded pursuant to this bid process. If the owner elects to reject all bids, all bidders will be notified and the owner will not be liable to any bidder in preparing the bid, damages, loss of anticipated profit in connection with the work, or any matter whatsoever.
- 1.5) Bidders are required to check the City of Thunder Bay Construction Association website for addenda issued before the closing date and time. If the contract administrator determines that an amendment is required to the bid documents, the contract administrator will prepare an addendum and post it to the website.
- 1.6) Bidders may withdraw its bid at any time prior to closing provided the withdrawal: i) is in the form of a letter and, ii) state the name of the bidder and clearly identifies the bid that is being withdrawn and; iii) is signed by the bidder’s duly authorized signing officer.

BID DOCUMENT DISCREPENCIES AND OMISSION

- 1.7) Bidders are responsible to review the bid documents and to verify they are complete. If the bidder finds discrepancies or omissions from the specifications and other documents, the bidder should submit a written request for correction to the contract administrator. Any required correction, addition, deletion, or revision to the bid documents will be by written addenda.
- 1.8) Partial or incomplete bids will not be considered.
- 1.9) In case of a corporation that has a corporate seal, the corporate seal shall be affixed to the bid form.

QUESTIONS AND CLARIFICATIONS

- 2.0) Enquiries, request for explanation, interpretations or clarifications must be submitted by email to Craig Baumann, Manager of Operations at pw@shuniah.org . Only those inquiries submitted by email will be considered. Emails submitted must include the quotation title and quotation reference number.
- 2.1) Enquiries will be received up to noon local time on July 30th, 2025. Enquiries received after the date and time noted will not receive a response.

SITE CONDITIONS

- 3.0 Contractors are to examine the site prior to submitting a Quotation to fully acquaint themselves with all existing conditions reasonably inferable from examination of the site and its surroundings and the RFQ and to make allowance for such conditions in the Quotation. By submitting a Quotation, a Contractor represents that it has examined the site fully as to all conditions, contingencies, risks and circumstances, local or otherwise, which might influence or affect the performance or the cost of the work, including but not limited to: RFQ 2025-07 MacGregor Recreation Centre, Metal Roofing Project, #800 Lakeshore Drive location of the Contractor occupancy during the work, access and all other conditions that a competent Contractor experienced in work similar to the work would consider and take into account and is further deemed to have included in the contract price all costs occasioned thereby.

CONTRACTOR'S QUALIFICATIONS

- 4.0) By submitting a Quotation, a Contractor represents that it has the expertise, qualifications, resources, and relevant experience to supply the Goods and Services. Tradesmen engaged in the performance of the Services shall be qualified in accordance with the requirements of the Tradesman Qualification Act and all pertinent licensing requirements required by the Ministry of Municipal Affairs.

REQUEST OF APPROVED EQUALS AND ALTERNATIVES

- 5.0) Request for equals to the material, equipment or methods of fabrications specified, should be submitted in writing to the contract administrator. These requests should contain pertinent data such as specifications, construction and operational characteristics, cost savings etc. to assist the contract administrator in his decision. Approvals for equals will be in the form of addenda. The contract administrator is not obligated to review and approve equals prior to the bid closing time.

RFQ 2025-07 MacGregor Recreation Centre

Metal Roof Installation

Schedule A – Bid Form

Owner

Legal Name: **The Corporation of the
Municipality of Shuniah**

Address for Service: MacGregor Recreation
Centre
800 Lakeshore Drive,
Shuniah ON.

Bidder

Legal Name: -----

Address for Service: -----

City -----

Province -----

Postal Code -----

Bid Price

Having examined the bid documents as listed in Schedule “B” of RFQ 2025-07 to this Stipulated Price Bid
and

Addenda No. ----- to ----- inclusive, all as issued by **the Municipality of Shuniah**, and having
visited the Place of the Work, we hereby offer to enter into a contract to perform the Work required by the
bid documents for the stipulated price of:

----- /100 Dollars \$ -----

In Canadian Funds excluding Provincial and Federal Taxes

Signatures

SIGNED AND SUBMITTED for and on behalf of:

Name of Bidder (please print)

Signature

PREVIOUS EXPERIENCE

Please indicate three (3) past/current related work experience

All bidders must demonstrate similar experience by providing references from a government/public sector entity of similar nature. Bidders without or with insufficient government/public sector experience may be disqualified. Past experience with the Municipality will also be considered. Prior poor performance with the Municipality may result in disqualification. Decisions of disqualification by the Municipality will be deemed final and will be given to the bidder in writing.

Reference#1

Project Title & brief description of work:

Project start date: _____ Project end date: _____ Total
value of contract awarded: \$ _____

Owner or Contractor who awarded contract: _____

Contact person: (Full Name) _____ Phone: _____

Reference#2

Project Title & brief description of work:

Project start date: _____ Project end date: _____ Total
value of contract awarded: \$ _____

Owner or Contractor who awarded contract: _____

Contact person: (Full Name) _____ Phone: _____

PREVIOUS EXPERIENCE

Reference#3

Project Title & brief description of work: Project Title & brief description of work:

Project start date: _____ Project end date: _____ Total
value of contract awarded: \$ _____

Owner or Contractor who awarded contract: _____

Contact person: (Full Name) _____ Phone: _____

HEALTH & SAFETY

General: Contractor must comply with the Occupational Health and Safety Act (OHSA) and the Municipality of Shuniah safety policy.

Competent person: Contractor is responsible using their training, knowledge, and experience to protect the health and safety of their workers and others, reporting to their supervisor the absence of, or defect in any protective equipment or device, and reporting to their supervisor, any circumstances or conditions that may limit their ability to comply with the requirements of the OHSA and the Municipality of Shuniah Safety policy.

Equipment & tools: All equipment and tools used by the contractor shall conform to Canadian Standards Association (CSA) or manufacturer specifications. The Municipality of Shuniah reserves the right to prohibit the use of any equipment and methods or practices that do not conform to acceptable standards. Defective equipment and tools shall be removed from the work site premises immediately.

PPE: All workers must wear appropriate CSA approved eye protection, hearing protection, CSA approved hard hats, CSA approved foot protection and CSA approved gloves at all times while working in prescribed areas.

Reporting: Contractor must report immediately to the contract administrator all workplace incidents, near misses, injuries and illnesses and environmental damages. Contractor shall also report accidents/incidents to the Ministry of Labour or any other appropriate authority required by legislation.

Supervision: Contractor shall comply with OHSA regulations.

WSIB: Contractor shall provide the Municipality with a current WSIB Clearance Certificate within five (5) days of contract award.

GENERAL LIABILITY INSURANCE

The successful Bidder's General Liability Insurance policy shall not be less than \$5,000,000 (five million dollars) per occurrence. The successful Bidder agrees to provide proof of a General Liability insurance policy in the amount of not less than \$5,000,000, (five million dollars) per occurrence, to indemnify the Corporation of the Shuniah against any damages occasioned through any act, omission or neglect of the successful Bidder while carrying out the service under this Proposal.

The Municipality shall be included as an "additional insured" on the successful Respondent's insurance policy.

PROTECTION OF WORK & PROPERTY

The successful contractor shall provide continuous and adequate protection of all work from damage and shall protect the Municipality's property from injury or damage arising from or in connection with this work. The successful Respondent shall make good any such damage or injury.

PERFORMANCE

Any undue delays in the execution of the work and/or costs incurred by the Municipality due to inefficiencies in performance on behalf of the successful Respondent shall be deemed to be the

responsibility of that Respondent and as such, any and all costs, as deemed appropriate and reasonable compensation for the Municipality, will be assessed to the successful Respondent.

CHARACTER AND EMPLOYMENT OF STAFF

The successful contractor shall employ only orderly, competent, and skillful employees to ensure that the services are carried out in a respectable manner. Workmanship and services shall be of the best quality, executed by employees qualified, experienced and thoroughly skilled in the respective duties for which they are employed.

Decision as to the quality or professionalism of workmanship in case of any dispute rests solely with the contract administrator, whose decision is final.

Contractor will be informed about any unsatisfactory performance, as identified by the contractor administrator, and given a reasonable opportunity to remedy. Unresolved unsatisfactory performance issues may result in termination of the remainder of the contract. The Municipality reserves the right to disqualify a contractor due to the contractor's past performance on previous contracts awarded, failure to complete awarded work, or termination of previous contracts.

ASSIGNMENT OF CONTRACT

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

SUB-CONTRACTORS

No portion of the work under this award may be sub-contracted without the written authorization of the Municipality. The contractor is fully responsible to the Municipality for the acts and omissions of sub-respondents and/or persons directly or indirectly engaged by the contractor in respect to this work. Sub-contractor will be required to abide by all the requirements of the Proposal document as though the primary successful contractor (Insurance, WSIB, Health & Safety Policy, etc.). The contractor agrees to bind every sub-contractor by the terms of the RFQ documents as far as it is applicable to their work.

PAYMENT

All Invoices submitted by the Contractor must show the project name, the Project reference number and the Contract administrator's name.

Change orders will only be processed if submitted with a change order notice signed by the contract administrator.

Only original copy of invoices will be processed for payment.

Contractor shall submit one (1) invoice at the completion of the required works "specified herein"

SCHEDULE "B"

SCOPE OF WORK

Project Location: MacGregor Recreation Centre 800 Lakeshore Drive, Shuniah, ON.

- Provide all labor, materials, equipment, and supervision to remove and dispose of existing metal roof, strapping and related hardware. Install all new metal roof and components listed below. All steel roofing materials are to be Classic Brown finish or owner approved equivalent.
- Remove and dispose of existing metal roof panels, wood strapping and all associated hardware.
- Inspect existing roof wood sheathing (rear addition) for damage and replace all rotted wood (\$1,000.00 Allowance to be included in bid price).
- 3,100 SQ FT Synthetic Sheet Roof Underlayment.
- 1,5060 lineal feet of 1x4" CG strapping.
- 3,090 SQ FT - Ideal Roofing Americana 26 Gauge ¾" high ribs @ 9" on centre sheet metal roof surface area including drip edge, gable trim, vented ridge cap, valley and chimney flashing and closures.
- 88 lineal feet of snow guard.

