



# Rideau Lakes

The Township of Rideau Lakes

## **Request for Quotations (RFQ)**

Replacement of Overhead Garage Doors  
South Elmsley Garage

RFQ PW2026-14

## Contents

1.0	Information to Supplier .....	2
	General Description.....	2
	Inquiries During RFQ Period .....	2
	Quote Submission .....	2
	Workplace Safety Insurance Board .....	3
	Price Submission.....	3
	Cost of Submission .....	3
	Terms of Payment and Invoices .....	3
	Scope of Work.....	3
2.0	Submission Forms .....	4
	Form “A” – Supplier’s Information Form .....	4
	Form “B” – Price Form.....	5
	Form “C” – Tax Compliance Declaration .....	6

## 1.0 Information to Supplier

### General Description

The Township of Rideau Lakes is seeking quotes from qualified proponents to provide all labour, materials and equipment necessary to replace the overhead garage doors at the South Elmsley Garage located at 441 Highway 15, Lombardy, ON, K0G 1L0 as per Scope of Work outlined in this document

### Inquiries During RFQ Period

All inquiries relative to these RFQ documents shall be directed to:

Steve Holmes. C. Tech  
Manager of Facilities and Parks  
[parksmanager@rideaulakes.ca](mailto:parksmanager@rideaulakes.ca)

No information provided orally by the Township shall be binding, nor shall it alter the requirements in any way.

### Quote Submission

The supplier shall comply with the following instructions. Those failing to do so may be subject to disqualification.

Quotes shall be made in response to the information within section 1.0 and include the completed forms provided in section 2.0. Proposals shall be properly labeled with the quote number 'PW2026-14' and submitted no later than the Closing Date and Time.

**Quotes will be received until 3:00p.m. E.S.T., April 16, 2026.** It is the Bidder's responsibility to ensure that the submission is received by the Township prior to the submission deadline.

**All submissions received will be held, unopened, and in strict confidence until after the closing date and time. There will be no public opening, results will be shared with all bidders.**

All submissions must be clear and legible, and made in ink. All items shall be bid according to the any instructions in this document and with entries made for a unit price, lump sum, extensions and totals as appropriate.

Submissions that are incomplete, illegible and obscure or have reservations, erasures, alterations, additions not called for, or irregularities of any kind may be rejected. Erasures, overwriting or strikeouts are to be initialed by the person signing for the Supplier.

The forms must be signed in the space provided by an authorized official of the Supplier. If a joint bid is submitted, it must be signed on behalf of each Supplier. Quotes must be mailed to or dropped off at the below address.

Steve Holmes  
Township of Rideau Lakes  
1439 County Road 8  
Delta ON K0E 1G0

### **Workplace Safety Insurance Board**

Any successful contractor is required to comply with all the regulations of the Workplace Safety and Insurance Board (WSIB) in respect to the contract work and all persons employed on or in connection therewith and shall furnish a Certificate of Clearance from the Board to the Township of Rideau Lakes and maintain good standing with the WSIB throughout the contract period.

### **Price Submission**

The price shall include total costs, in Canadian Dollars. All prices in Form "B" Quote Form shall not include HST.

### **Cost of Submission**

The Township will not be liable nor reimburse any Supplier for any costs incurred in developing a quote submission, attending meetings/interviews, demonstrating the goods and or services, legal services, or any other services that may be required in responding to this RFQ.

### **Terms of Payment and Invoices**

The Township shall pay for services supplied upon receipt of an itemized invoice received by the Township of Rideau Lakes, noting the name of the project. Generally, the Township of Rideau Lakes' terms of payment are net thirty (30) calendar days upon receipt of invoice. Direct invoices to:

Steve Holmes  
Works and Facilities Coordinator  
[parksmanager@rideaulakes.ca](mailto:parksmanager@rideaulakes.ca)

### **Scope of Work**

The Work includes all labour, equipment, professional specialized services, and material required to replace the overhead garage doors at the South Elmsley Garage located at 441 Highway 15, Lombardy, ON, K0G 1L0. Below scope is summary:

- Supply and install 2 – 15' 4" X 14 R-16 Steel Insulated Overhead Doors
- White in Colour
- 1 full view thermal panel
- 3-inch hardware, double end hinge
- Complete with Hardware and Perimeter Seal

**2.0 Submission Forms**

**Form “A” – Supplier’s Information Form**

**File No. PW2026-14**

Company \_\_\_\_\_

**Name of Firm or Individual** (Hereafter referred to as "Supplier")

Address \_\_\_\_\_

City \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Name \_\_\_\_\_

**Name of Person Signing for Firm (please print)**

Position \_\_\_\_\_

Email \_\_\_\_\_

Signature \_\_\_\_\_

HST No. \_\_\_\_\_

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

**THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH QUOTE**

**Form "B" – Quote Form**

**QUOTE FORM  
PW2026-14**

Please complete the chart noted below and submit as a quote form:

<b>DESCRIPTION</b>	<b>COST (HST excluded)</b>
Supply and install 2 – 15' 4" X 14 R-16 Steel Insulated Overhead Doors	
<b>TOTAL</b>	
<b>HST</b>	
<b>GRAND TOTAL</b>	

Company Name: \_\_\_\_\_

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

Bidder's Signature: \_\_\_\_\_

**THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH QUOTE**

**Form “C” – Tax Compliance Declaration**

I/We hereby certify that, \_\_\_\_\_ at the time of submitting this  
(Legal Name of Company)

Quote, is in full compliance with all tax statutes administered by the Ministry of Finance for Ontario and that, in particular, all returns required to be filed under all provincial tax statutes have been filed and all taxes due and payable under those statutes have been paid or satisfactory arrangements for their payment have been made and maintained.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 2026.

\_\_\_\_\_  
(An Authorized Signing Officer)

\_\_\_\_\_  
(Title)

**THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH QUOTE**