



Rideau Lakes

The Township of Rideau Lakes

Request for Quotations (RFQ)

Wayfinding Signs
File No. ECD 2026-01

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1.0 Information to Supplier

General Description

The Township of Rideau Lakes is seeking to purchase Wayfinding Signs in 2026 and install them in 2027 as part of a Township-Wide Village Renewal Project.

Ideally, the Township would like heritage-style “post and blade” signs that can endure the outdoors for years to come. Local examples of the style described can be found in communities like Kingston, Merrickville and Perth. Please refer to the images in section, “Examples of Wayfinding Signs” of this document.

There are six villages in Rideau Lakes: Chaffeys Lock, Delta, Elgin, Lombardy, Newboro and Portland. It is estimated that one or two sign posts per village would suit, totalling between 6 and 12 sign posts based on approved budget capacity.

Each of the 6-12 posts may require up to approximately 16 directional blades.

The colour for the post is black. For the blades, the colour is black with white lettering and a white border on each blade.

The preferred style of the text is Small Caps.

The size of the blades should follow standard sizing, (such as 3” by 24”; 4” by 36” or 8” by 36”), including an option to accommodate two lines as needed.

Materials may include aluminum and steel (please indicate).

The purchase of these signs would ideally be completed by December 31, 2026, with an option for the production to be completed and invoiced by March 31, 2027 if needed.

In summary, please quote on:

- Quantity:
 - Production of up to 12 custom “post and blade” heritage wayfinding signs
 - Each with up to 16 blades.
 - The shape of the blade should be a standard arrow shape such as:



- The sizes of the blades should follow standard sizing, such as:
 - 3” by 24”
 - 4” by 36”
 - 8” by 36”
 - Sign faces: two-sided

- **Style and Colour:**
 - Black with white lettering
 - White border on blade
 - Text in Small Caps
- **Size of Post:**
 - 4" round post or standard adequate to hold up to 16 blades
 - Post base reflecting a heritage style (please refer to section "Examples of Wayfinding Signs" in this document)
 - Cost of stand-off rings (if not part of blade)
 - Fittings that hold the blades to the post based on 16 blades (price per blade)
 - Stand off collar or custom finial for each post
 - Include fasteners and hardware for installation based on 16 blades, such as stainless steel fittings for blades, plus anchor bolts and acorn nuts for base
 - Post Height should be standard such as 2.8 metres to 3.2 metres (approx. 9.2 to 10.5 feet) in total height
- **Material:**
 - Strong, durable materials such as cast aluminum or steel (please indicate)
 - Include warrantee details
- **Delivery and Installation**
 - Please include costs for delivery to 1439 County Road 8, Delta ON K0E 1G0
 - Installation is planned for 2027. If you offer installation services, please indicate pricing accordingly. Proof of insurance is required for installation.
- **Timeline:**
 - To be completed by December 31, 2026 if possible.
 - If an extension is necessary for production, please advise. We may be able to extend to March 31, 2027.

Inquiries During RFQ Period

All inquiries relative to the RFQ shall be directed to:

Marie White
Economic Development and Cultural Heritage Coordinator
mwhite@rideaulakes.ca

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

The deadline for Questions is no later than 12:00 p.m. noon on Wednesday, October 14, 2026.

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.

Quotes will be received until 12:00 p.m. noon E.S.T., October 15, 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.

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 in a sealed envelope or dropped off at the below address. Facsimile or email quotations will not be accepted.

**RFQ EDC 2026-01
c/o Marie White
Township of Rideau Lakes
1439 County Road 8
Delta ON
K0E 1G0**

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:

Accounts Payable

accountspayable@rideaulakes.ca

c/o Marie White

Economic Development and Cultural Heritage Coordinator

mwhite@rideaulakes.ca

Examples of Wayfinding Signs



Figure 1: Sign in Kingston, Ontario (heritage style base and post collar/ topper shown)



Figure 2: Sign in Merrickville, Ontario (white text in small caps and white border on blades shown)



Figure 3: Sign in Perth, Ontario (heritage style base and approximate height shown)

2.0 Submission Forms

Form “A” – Supplier’s Information Form

INFORMATION FORM File No. ECD 2026-01

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 _____, 2026.

THIS PAGE (FORM A) MUST BE COMPLETED AND SUBMITTED WITH QUOTE

Form “B” – Price Form**QUOTE FORM
File No. ECD 2026 -01**

Description	Unit Price
Post - 4” round or similar in standard size (medium height) i.e. 2.8 m / approx. 9.2’ in total height	
Post - 4” round or similar in standard size (large) i.e. 3.2 m / approx. 10.5’ in total height	
Base - standard size to fit Post (Heritage style – refer to section “Examples of Wayfinding Signs)	
Blades – arrow Shape (small) i.e. 3” by 24”	
Blades – arrow Shape (medium) i.e. 4” by 36”	
Blades – arrow Shape (large) i.e. 8” by 36”	
Stand-off Rings to fit 4” round post (if separate from blade)	
Hardware - to affix rings to Post, to install Base to concrete i.e. Stainless Steel fittings for blades, Anchor Bolts and Acorn Nuts for Base	
Stand-Off Collar – Round or Custom Finial (Depicting Rideau Lakes Loon)	
Delivery/Freight	
Installation (if applicable – Proof of Insurance Required)	

ALL PRICES NOT TO INCLUDE HST

Company Name: _____

Dated at _____ this _____ day of _____, 2026.

Bidder’s Signature: _____

THIS PAGE (FORM B) 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 (FORM C) MUST BE COMPLETED AND SUBMITTED WITH QUOTE

Form “D” BUY ONTARIO ACT - Domestic Supply Chain Plan & Declaration of Ontario or Canadian Made Goods & Services (Commitment)

NOTICE TO BIDDERS – SPECIAL PROVISIONS – GENERAL

For the purpose of this Special Provision, the following definitions apply:

Canadian-Made Good (s) means a good that meets any one of the following criteria

- a) Is wholly manufactured or originating in Canada;
- b) At least 51% of the total direct costs of producing or manufacturing the good have been incurred in Canada; or
- c) Is labelled as “Made in Canada” or “Produced in Canada”.

Canadian Service(s) means a service wholly provided by individuals (natural persons) based in Canada.

Ontario-Made Good(s) means a good that meets any one of the following criteria:

- a) It is wholly manufactured or originating in Ontario; or
- b) At least 51% of the total direct costs of producing or manufacturing the good have been incurred in Ontario.

Ontario Service(s) means a service wholly provided by individuals (natural person) based in Ontario.

SUBMISSION REQUIREMENTS

Bidders shall complete and submit the following:

- a) Domestic Supply Chain Plan: bidders shall complete the source for each of the goods and services listed.
- b) Declaration of Ontario or Canadian-Made Goods and Services: bidders shall confirm that not less than 51% of the total bid value is Ontario or Canadian-Made Goods and Services.
- c) If less than 51% of the total bid value is Ontario or Canadian-Made Goods and Services, then the Bid is considered non-compliant.

The completed Domestic Supply Chain Plan and Declaration shall be submitted with the Bid Package.

The Municipality, in its sole discretion, shall have the right to reject any bid in the event that it determines:

- a) A bidder has made a misrepresentation regarding the requirements of this Special Provision; and/or
- b) A bidder fails to submit the declaration as noted above; and/or
- c) A bidder fails to submit the Domestic Supply Chain Plan.

Contractor Requirements

Throughout the Contract the Contractor shall submit updated Domestic Supply Chain Plans with any supply chain changes prior to the goods and services being delivered to the site, ensuring that not less than 51% of the total bid value is Ontario or Canadian-Made goods and services. Failure to maintain and submit updated Domestic Supply Chain Plans throughout the Contract may result in administrative action.

DOMESTIC SUPPLY CHAIN PLAN File No. ECD 2026 -01

Instructions for Bidders:

Complete the table below to identify the source and value of major goods and services required for the project, including those supplied by subcontractors. Indicate whether each item is Ontario Made, Canadian Made (outside Ontario), or from another jurisdiction (elsewhere) and whether each service is an Ontario Service or a Canadian Service.

Item Description (major good or service)	Origin (Ontario, Canada, elsewhere)	Dollar Value (CAD)
Total Supplied Metals for Sign Production (i.e. Aluminum, Steel)		
Total Supplied Installation Materials if applicable (i.e. concrete cast in place)		
Total supplied materials if applicable (other)		

Summary of Total Values

Category	Total Value (\$)
Ontario-Made Goods & Ontario Services	\$ _____
Canadian-Made Goods & Canadian Services	\$ _____
Elsewhere	\$ _____

THIS PAGE (FORM D) MUST BE COMPLETED AND SUBMITTED WITH QUOTE

**BIDDER DECLARATION OF ONTARIO OR CANADIAN -MADE GOODS AND SERVICES
("DECLARATION")
File No. ECD 2026-01**

Full legal name of the Bidder ("Bidder")

I, the undersigned,

Full name of Bidder's representative (Print Name)

DECLARE, that

1. I have signing authority on behalf of the Bidder;
2. I confirm that I have performed a complete due diligence of all relevant facts for the drafting of this Declaration and that I have personal knowledge of said facts; and
3. I am duly authorized to confirm that:

The information provided in the Domestic Supply Chain Plan is quoted in utmost good faith and is true and correct to the best of my knowledge. I confirm that any failure to provide correct and sufficient information will result in the disqualification of the bidder's submission.

And

I further acknowledge that not less than 51% of the total bid is Ontario or Canadian-Made Goods and Services and agree that if the proportion of Ontario or Canadian-Made Goods and Services are less than 51% of the total bid value then the submitted bid shall be deemed non-compliant and that the submission shall be disqualified.

And

That the procuring authority may rely on this Domestic Supply Chain Plan as evidence of the origin of goods and services for the purposes of the Municipal Buy Ontario Procurement Directive, and that any material misrepresentation may result in contract termination and other remedies.

AND I HAVE SIGNED

In _____
City/Village/Township Province/State Country

This _____ of _____
Day Month Year Signature, Job Title

THIS PAGE (Declaration) MUST BE COMPLETED AND SUBMITTED WITH QUOTE