



*Hornepayne Housing Corporation
Request for Quotation*

50 Queen Street Rehabilitation Project
General Contractor Services – Interior Finishes
Hornepayne, Ontario

RFQ No. 2026-05

Closing: ~~June 26th, 2026~~

Extended - September 4th, 2026

Synopsis

INTERIOR FINISHES
50 QUEEN STREET REHABILITATION
HORNEPAYNE, ONTARIO
RFQ No: 2026-05

The Hornepayne Housing Corporation (HHC) is undertaking the renovation of the residential property known as 50 Queen Street as part of its broader strategy to increase housing supply in the community of Hornepayne.

The objective of this project is to complete necessary repairs and upgrades required to bring the property to safe, functional, and marketable condition for occupancy. The renovation is intended to reflect a practical and cost-effective approach.

HHC is seeking a General Contractor to provide services necessary to complete interior finishing work and final-move-in ready cleanup at the residential property located at 50 Queen Street, Hornepayne, Ontario.

Services must be provided in accordance with applicable standards and regulations.

Quotations marked **“RFQ No. 2026-05”** in the subject line may be electronically submitted to:

admin@hornepaynehousingcorp.ca

and must be received no later than:

Extended - September 4th, 2026

Quotations will be opened in accordance with the Hornepayne Housing Corporation Procurement Policy.

Documents related to this Request for Quotation are available at the HHC’s website:

www.hornepaynehousingcorp.ca

Questions regarding this Quotation must be directed, in writing, to the Executive Director at:

admin@hornepaynehousingcorp.ca

Include **“RFQ No. 2026-05 50 Queen Street Rehabilitation Project”** in the email subject line.

The lowest or any Quotation will not necessarily be accepted. The HHC reserves the right to accept or reject any or all Quotations, to waive informalities, and to select the Quotation that, in its sole discretion, is in the best interest of the Corporation.

1. Scope

1.1. General

The Hornepayne Housing Corporation is seeking quotations from General Contractors to provide services necessary to complete interior finishing work and final move-in ready clean up at the residential property located at 50 Queen Street, Hornepayne, Ontario.

Assessment

The contractor shall inspect the interior dwelling and identify required finishing work needed to bring the home to clean, safe, functional and marketable condition.

Interior Finishing Work

The scope may include, but is not limited to:

- a. flooring installation and repair throughout;
- b. baseboards, trim and casing;
- c. interior doors and hardware;
- d. closet doors, shelving, or minor interior carpentry;
- e. cabinet repairs;
- f. countertop installation;
- g. bathroom finishing work;
- h. caulking and minor finish sealing;
- i. touch-ups required;
- j. installation of an attic trap door and removal of staircase in bedroom;
- k. repair of millwork in bedroom; and
- l. interior doors, trim and hardware replacement or adjustment;
- m. finishing the back porch area to create a functional mudroom/laundry space;
- n. interior painting, including surface preparation, priming, and patching walls, ceilings, trims, doors and closets.

The quotation should clearly identify:

- work included in the quoted price;
- recommended repairs or finishes;
- optional items, if any;
- assumptions or exclusions;
- areas requiring HHC approval before proceeding; and
- any work that depends on completion of electrical, plumbing, HVAC, structural, or exterior work.

1.2. HHC Purchasing Option

HHC is open to purchasing certain materials directly where doing so results in the most cost-effective option for the project.

Respondents should identify whether the lowest responsible cost would be achieved through:

- contractor-supplied labour and materials;
- labour only, with materials supplied by HHC; or
- a combination of contractor-supplied and HHC-supplied materials.

This may include windows, doors, trim, siding, hardware, or related materials.

All materials must meet applicable code, warranty, manufacturer, and project requirements. Where HHC supplies materials, the contractor remains responsible for confirming quantities, measurements, specifications, compatibility, suitability, and installation requirements before work begins.

The contractor must notify HHC in writing of any concerns with HHC-supplied materials before installation. Contractors shall not install materials they believe to be defective, unsuitable, non-compliant, incompatible, or likely to void warranty, inspection, or code requirements.

1.3. Coordination with HHC

HHC will act as project coordinator for the 50 Queen Street Project.

The contractor shall:

- a. coordinate work with HHC's project schedule;
- b. provide earliest available start date;
- c. provide estimated number of working days required;
- d. notify HHC immediately of delays, hidden/unsafe conditions, or changes affecting cost or schedule;
- e. not proceed with extra work, substitutions, or changes without written approval from HHC.

Timely completion is a priority for this project. Respondents must clearly identify their availability and capacity to complete the work within the proposed timeline.

1.4. Permits, Code and Inspections

The contractor is responsible for identifying any permits, approvals, or inspections required for its scope of work and coordinating those requirements with HHC before work begins.

All work must comply with applicable laws, codes, regulations, manufacturer specifications, and accepted construction standards.

Where the contractor identifies structural damage, significant rot, unsafe conditions, or work outside the intended scope, the contractor shall notify HHC before proceeding.

1.5. Cleanup and Disposal

The contractor shall remove and dispose of waste generated by its own work unless otherwise agreed in writing.

The contractor shall leave the work area clean, safe, and free of debris at the end of the work.

Appendix 1 – Form of Quotation

The Proponent acknowledges and agrees:

1. The undersigned Proponent, having carefully examined the RFQ Documents, hereby proposes and offers:

- to render all services and provide all things necessary (where applicable) to perform same;
- to fully, properly, diligently and in good faith, undertake, perform, and complete all the Proponent's (and upon any award of the Contract, those of the Successful Proponent's) duties, obligations and responsibilities under the Contract Documents.

Receipt of the RFQ Documents from the Hornepayne Housing Corporation is hereby acknowledged.

The Total Contract Price is submitted in the Schedule of Prices. The Total Contract Price is in Canadian dollars and excludes Harmonized Sales Tax; however, the HST is listed in a separate column in the Schedule for the account of the HHC. It is understood that HST is in addition to the Total Contract Price.

2. Addenda

I/We have made necessary inquiries with respect to Addenda issued by the HHC and have ensured that we have received, examined and provided for all Addenda to the Request for Quotation in the Quote.

3. Commencement and Completion

If awarded the Contract, I/We, the Proponent, agree to commence and complete work as per the Contract documents. I/We undertake that:

- I/We will provide all necessary documents required as set forth prior to the commencement of this project; and
- completion of this project will be achieved within the timeframe allowed as prescribed in the Terms of Reference.

4. Contract

It is understood and agreed to by Me/Us that a binding Contract shall come into being upon acceptance of this Quotation by the HHC. The subsequent execution of any Contract for

works, if any, is a formality and not a condition precedent to the existence of a binding Contract. The Contract Documents for the RFQ shall constitute the Contract, including and Addenda issued, subject to such modifications as may be agreed to in writing between the parties.

5. Execution

If this Quotation is accepted by the HHC and the HHC proceeds with internal approvals for the award of the Contract, then I/We will provide required proof of insurance, WSIB clearance certificate as required by the Contract Documents, and any other document identified in the award letter as being required by the HHC prior to commencement, within 10 business days after the HHC has issued its award letter or within such longer time period as the Township may specify.

6. Additional Work

I/We also agree that if this Proposal is accepted, I/We shall execute whatever additional or extra work that may be required, in accordance with the RFQ Documents.

7. Time Open for Acceptance

This offer is irrevocable and is to continue open to acceptance by the Township for the time period specified in the Request for Proposals after the date and time set for Closing (submission) of Quotations. The HHC may, at any time within the Open for Acceptance Period, accept this Quotation whether or not any other Quotation has been previously been accepted, upon notice of acceptance in writing to Me/Us personally delivered or mailed to Me/Us by ordinary prepaid mail to the address provided in this Proposal submission and any notice so mailed shall be deemed to have been received on the date of mailing thereof and any notice so delivered shall be deemed to have been received on the date the notice is so delivered.

8. Occupational Health and Safety

I/We understand and agree that the Work must be conducted in a safe manner. Accordingly, I/We confirm that I/We and all Sub-Consultants used on the Work for the HHC will comply with all applicable laws, regulations and by-laws of Canada, the Province of Ontario and the Township of Hornepayne, including but not limited to the Occupational Health and Safety Act, and all applicable regulations thereunder. Further, without limiting any of the foregoing, I/We confirm that I/We have both a written Occupational Health and Safety Policy and Program to implement, and that all of our employees, Sub-Consultants and any other persons performing the Work are appropriately trained, licensed and certified, as required to perform the Work.

9. No Collusion / Conflict of Interest

I/We hereby declare that no person, firm or corporation other than Me/Us has any interest in this Quotation or in the proposed Contract(s) for which this Quotation is made. I/We further declare that this Quotation is made without any connection to, comparison of figures, arrangements with or knowledge of any other corporation, firm or persons making a Proposal for the same work and is in all respects fair and without fraud or collusion. I/We declare that no member of the Hornepayne Housing Corporation, and no Officer, employee or agent of the Hornepayne Housing Corporation has, or will have, an interest, indirectly or directly, as a contracting party, partner, shareholder, surety or otherwise in the performance of the Contract(s), or in the supply, work or business to which they relate or in any portion of the profits thereof, or in any of the monies to be derived there from.

10. Interpretation

I/We confirm that I/We have received no oral communication, representation, information, instruction or advice (collectively referred to as “representation”) from any Officer, employee, agent, or any other person acting on the behalf of, or at the direction of, the HHC which in any way amends or modifies the content of this Request for Quotation, and Addenda thereto, or any performance of Services, works, obligations or responsibilities or the exercise of any rights thereunder or with respect thereto. I/We specifically release and waive any right and claim I/We may have to a claim for negligence, misrepresentation, misstatement or otherwise for any oral communication or representation whatsoever. I/We represent that I/We have not been induced by any oral communications or representation whatsoever to submit this offer and acknowledge that the HHC is relying on the representations and waiver made by us herein. I/We further acknowledge that I/We have carefully reviewed, understand and agree to the communication provisions of the Instructions to Proponents.

I/We acknowledge and agree that I/We have not assumed that any information concerning our operations, business or personnel or any other information required to be provided by Me/Us when submitting our Quotation is known to the HHC, regardless of whether such information may be actually previously known to the Township or not. Further, I/We acknowledge and agree that all information to be provided by Me/Us is to be complete and full in such detail as required.

11. Compliance with Township of Hornepayne By-Laws

I/We declare that I/We are in compliance with all municipal by-laws as they pertain to the Township of Hornepayne in respect of the operation of My/Our business and in respect of the Work described in the Request for Proposals. I/We understand and agree that if this statement is untrue or incorrect, the Hornepayne Housing Corporation shall be entitled at its sole discretion to reject this Quotation, or if such untruth or incorrectness comes to light after this Quotation is accepted, to terminate or refuse to enter into it, as applicable, any

Contract and to pursue any other legal recourse the HHC deems appropriate, and that such untruth or incorrectness shall be a default under the Contract.

12. Procurement By-Law

In submitting a Quotation in response to the RFQ, I/We agree and acknowledge that I/We have read, and will be bound by, the Terms and Conditions of the HHC's Procurement Policy. I/We understand that the HHC's Procurement Policy can be viewed on the HHC's website at:

www.hornepaynehousingcorp.ca

☐ I/WE agree to be bound by the terms and conditions and have authority to submit this Quotation on behalf of the Proponent.

Except with the prior express written consent of the HHC, prior to submitting this Proposal, vendors are required to notify the HHC in writing, of any potential Conflict of Interest that may arise prior to the award of any contract and fully disclose any details thereof. Failure on the part of a vendor to declare a Conflict of Interest to the HHC and to obtain the HHC's prior express written consent to waive the conflict of interest shall result in the vendor being ineligible to submit and shall for a basis for rejection of a Proposal submitted to the HHC.

Do you have a potential Conflict of Interest?

☐ Yes

☐ No

The Proponent acknowledges and agrees that the addendum/addenda listed below form part of the Proposal Document (please list Addenda or N/A if no addenda were issued)

Appendix 2 - Statutory Declaration

In submitting this Quotation, I/We, on behalf of _____

Legal Name of Company

certify the following:

- a. I/We have a Health and Safety Policy and will maintain a program to implement such policy as required by clause 25(2) (j) the Occupational Health and Safety Act, R.S.O. 1990, c.O.1, as amended, (the "OHSA").
- b. With respect to the services being offered in this proposal, I/We and our proposed subcontractors, acknowledge the responsibility to, and shall:
 - fulfill all "employer" obligations under the OHSA and ensure that all work is carried out in accordance with the OHSA and its regulations;
 - ensure that adequate and competent supervision is provided as per the OHSA to protect the health and safety of workers; and
 - provide information and instruction to all employees to ensure they are informed of the hazards inherent in the work and understand the procedures for minimizing the risk of injury or illness.
- c. I/We agree to take every precaution reasonable in the circumstances for the protection of worker health and safety, as required under the OHSA.

Dated at _____ this ____ day of _____, 20____.

(Signature of Authorized signing agent for the Proponent)

Printed Name

Title

Email

Phone Number

Appendix 3 – Schedule of Prices

Item	Fee Description	Proposed Fee
1	Interior assessment	
2	Mudroom/laundry room space	
3	Interior painting (including preparation)	
4	Flooring installation	
5	Interior doors and hardware	
6	Cabinet repair/countertop	
7	Bathroom finishing, if included	
8	Attic trap door installation	
9	Disposal of materials/final clean up	
10	Other	
	Subtotal	
	HST	
	Total	