



*Hornepayne Housing Corporation
Request for Quotation*

General Information and Instructions

50 Queen Street Rehabilitation Project
Hornepayne, Ontario

Information Applying to RFQ No.:

- 2026-01 – Structural Repair Services
- 2026-02 – Exterior Building Repair and Services
- 2026-03 – Electrical Repair Services
- 2026-04 – Plumbing Services
- 2026-05 – Interior Finishes and Final Cleaning Services

Closing: June 26th, 2026

Table of Contents

| | | |
|--------|---|----|
| 1. | General Information and Instructions | 3 |
| 1.1. | Definitions and Interpretation..... | 3 |
| 1.2. | Availability of Document | 4 |
| 1.3. | Proponents to Investigate | 4 |
| 1.4. | Inquiries and Addenda | 5 |
| 1.5. | The Hornepayne Housing Corporation’s Rights in Respect of the RFQ | 5 |
| 1.6. | Limitations | 6 |
| 1.7. | Negotiations | 6 |
| 1.8. | Errors and Omissions | 6 |
| 1.9. | Conflict Resolution | 7 |
| 1.10. | Quotation Withdrawal and Award | 7 |
| 1.11. | Proponents Cost..... | 8 |
| 1.12. | Delays..... | 8 |
| 1.13. | Tax Management | 8 |
| 1.14. | Billing Summaries / Payment..... | 8 |
| 1.15. | Municipal Freedom of Information Privacy Act..... | 8 |
| 1.16. | Conflict of Interest Statement..... | 8 |
| 1.17. | Non-Collusion | 9 |
| 1.19 | Insurance and Indemnification..... | 9 |
| 1.19.1 | Comprehensive General Liability Insurance..... | 9 |
| 1.20 | Workplace Safety & Insurance Board | 9 |
| 1.21 | Failure to Provide | 10 |
| 1.23 | Contract for Work | 10 |
| 2. | Quotation Submission and Content Requirements | 10 |
| 2.1. | Project Schedule of Events | 10 |
| 2.2. | Closing Date & Time | 11 |
| 2.3. | Submission Requirements | 11 |
| 2.3.1. | Digital Submission Mandatory..... | 11 |
| 2.4. | Content Requirements..... | 11 |
| 2.4.1. | Respondent Contact | 11 |
| 2.4.2. | Cover Letter..... | 12 |
| 2.4.3. | Required Information..... | 12 |

1. General Information and Instructions

1.1. Definitions and Interpretation

In this Request for Quotation, unless expressly provided otherwise, the following definitions shall apply:

“Addendum” and “Addenda” means a written addendum or addenda issued with respect to this RFQ;

“Closing or Closing Date” means the deadline by which to submit Quotations for this RFQ as set out in the RFQ, as may be amended by Addendum or other written notice of the HHC;

“Contract” means the Contract arising upon the acceptance of a Quotation and award of the Contract by the Corporation in accordance with the RFQ, irrespective of when notice of acceptance of a Quotation is received by a Successful Proponent;

“Corporation” means the Hornepayne Housing Corporation and includes its designated employees, officials and agents;

“Evaluation Team” means a team consisting of members of Corporation’s staff and, where considered appropriate by Corporation in the exercise of absolute discretion, Independent Consultants, who will perform the evaluation of each of the Quotations and make such reports and recommendations to the award of this RFQ as they consider appropriate;

“Goods” means any item of tangible personal property or computer software, and includes:

- a. deeds and instruments relating to or evidencing the title or right to such personal property, or a right to recover or receive such property;
- b. tickets or like evidence of right to be in attendance at a particular place at a particular time or times or of a right to transportation;
- c. energy, however generated; and
- d. items of tangible personal property that are intended for installation as a fixture or otherwise for incorporation into land, a building or structure, or that are ornamental or industrial trees or grass sod, seed or fertilizer;

“HHC” means the Hornepayne Housing Corporation and includes its designated employees, officials, and agents;

“Independent Consultant” means any consultant, other than the Successful Proponent, retained by the Corporation to advise or perform services on the behalf of the Corporation with respect to the Work;

“Law” means all statutes, laws, by-laws, regulations, requirements, ordinances, notices, rulings, orders, directives, policies and controls of the municipal, provincial, and federal governments and

any other lawful authority and all court orders, judgments and declarations of a court of competent jurisdiction;

“Proponent” means any person submitting a Quotation in response to this RFQ;

“Quotation” means a Quotation made by a Proponent in response to this RFQ;

“Services” means a service of any description required in order to complete the Work, whether commercial, industrial, trade, or otherwise, and includes all professional, technical, and artistic services, and the transporting, acquiring, supplying, storing and otherwise dealing in goods;

“Sub-Contractor” is a person or entity having a direct Contract with the Successful Proponent to perform a part or parts of the Services or to supply Goods or Services with respect to Work, upon the prior approval of the HHC;

“Successful Proponent” means the Proponent whose Quotation is selected and is awarded the Contract for the RFQ by the HHC;

“Total Contract Price” means the fully inclusive, all-in total Contract price, constituting the sum of all costs quoted by a Proponent in its Quotation with respect to the Work,

- a. including the purchase price for all materials, labour costs, service costs, costs for temporary structures and facilities, utility costs, warranty costs, life cycle costs, operating and disposal costs; but
- b. excluding any options or alternatives requested in the Contract Documents that the HHC elects not to purchase; and
- c. excluding Harmonized Sales Tax (HST) or other applicable sales taxes, imposed under the Laws of Ontario and the Laws of Canada applicable therein

“Work” means everything to be done, supplied or provided by the Successful Proponent under the Contract as applicable.

1.2. Availability of Document

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

www.hornepaynehousingcorp.ca

1.3. Proponents to Investigate

Proponents submitting Quotations shall satisfy themselves by personal examination of the site and, by such means, as they prefer, as to the actual conditions and requirements of the Work.

Proponents are encouraged to attend the recommended site visit however it is not mandatory. Attendance does not need to be confirmed in advance.

Proponents shall not rely solely on information provided by the HHC but shall satisfy themselves as to the accuracy of the information and accept full responsibility for design of the works.

No allowance shall be subsequently given by the HHC for, or by, reason of any error or omission on the part of any Proponent or Sub-contractor with respect to site inspection.

The HHC shall not be liable for any costs associated with any site inspection. It is the Proponent's responsibility to become familiar with and comply with the Township's Procurement By-Law:

www.hornepaynehousingcorp.ca

1.4. Inquiries and Addenda

Questions regarding this RFQ must be directed, in writing, to the Executive Director at admin@hornepaynehousingcorp.ca by June 26th, 2026. Please include "RFQ No.: *(insert number)* 50 Queen Rehabilitation" in the subject line of the email.

During the Request for Quotations period, Proponents may be advised by Addenda of required additions to, deletions from, or alterations in the Terms of Reference Documents, including any change to the proposed Closing date and/or time (as applicable). All such changes shall become an integral part of the Terms of Reference Documents and shall be allowed for in arriving at the Total Contract Price.

It is the sole responsibility of all Proponents to check the HHC's website and ensure that it has received any and all Addenda issued by the HHC. **All Addenda received during the request for Quotations period shall be acknowledged in the Form of Quotation.**

1.5. The Hornepayne Housing Corporation's Rights in Respect of the RFQ

All Quotations provided, and all entries, shall be in ink or typewritten. Quotations which are incomplete, conditional, or obscure or which contain additions not called for, erasures, alterations, or irregularities of any kind, or in which any of the prices are obviously unbalanced, may be rejected as informal. The lowest or any Quotation will not necessarily be accepted.

The HHC reserves the right to reject any or all Quotations, to waive irregularities and informalities therein, and to award the Contract in the best interest of the Township in its sole and unfettered discretion. The accepted Quotation must be approved by Council.

The HHC reserves the right to:

- a. Contact a Proponent for clarification of any portion of the Proponent's Quotation;
- b. Disqualify Quotations not submitted in strict accordance with the terms and conditions of the Terms of Reference;
- c. Cancel the RFQ, at any time, without liability whatsoever to any Proponent;
- d. Reject any or all of the Quotations;
- e. Accept any or all of the Quotations;
- f. If only one Quotation is received, elect to accept or reject it;
- g. Not accept the lowest fixed fee amount;

- h. Alter the schedule, RFQ process, procedures or objective of the project or any other aspect of the RFQ, as it may determine, in its sole and absolute discretion; or
- i. Negotiate with one or more Proponents to reach a final agreement for the services.

This RFQ does not constitute an offer of any nature or kind whatsoever by the HHC to the Proponent. The HHC does not bind itself to accept any Quotations and may proceed as it determines, in its sole discretion, following receipt of the Quotations. The HHC reserves the right to accept any Quotation in whole or in part or to discuss with any Proponent, different or additional terms to those envisaged in this RFQ or in such Proponent's Quotation.

This RFQ and/or the Quotation in response to the RFQ will not constitute a binding Contract but will only form the basis for the finalization of the terms upon which the HHC and the chosen Proponent will enter into a Contract (the "Contract") and does not mean that the Quotation is necessarily totally acceptable in the form submitted.

1.6. Limitations

The HHC shall not be bound by any oral representation or communication whatsoever, including but not limited to any instruction, amendment or clarification of these Instructions to Proponents or any of the Contract Documents, or any information, advice, inference or suggestion, from any person (including but not limited to an elected official, employee, agent, Independent Consultant or representative of the HHC) concerning a Proponent's submissions, the RFQ, the Contract Documents, the proposed Contract or any other matter concerning the RFQ or Work.

In addition, the HHC shall not be bound by any written representation whatsoever concerning a Proponent's submissions, the RFQ, the Contract Documents, or any other matter concerning the RFQ or Work, unless executed by the person designated and authorized in accordance with the Contract Documents or in accordance with a direction or authorization of HHC Board of Directors.

1.7. Negotiations

The HHC may award the Contract on the basis of initial offers received, without discussion. Therefore, each initial offer shall contain the Proponent's best terms/information, including all required documentation as listed.

The HHC reserves the right to enter into negotiations with the selected Proponent. If the HHC and the selected Proponent cannot negotiate a successful Contract, the HHC may terminate the negotiations and begin negotiations with the next selected Proponent. This process will continue until a Contract has been executed or all Proponents have been rejected. No Proponent shall have any rights against the HHC arising from negotiations.

1.8. Errors and Omissions

It is understood and acknowledged that while the RFQ includes specific requirements, a complete review is required. Minor items not herein specified but obviously required shall be provided as if specified. The Proponents shall satisfy themselves fully as to the extent of the work required and shall provide all services required to complete the intent of the project. Any

misinterpretation of requirements within this RFQ shall not relieve the bidder of the responsibility of providing the services.

The Proponent shall examine the Terms of Reference Documents as soon as possible. Any errors, omissions or conflicts discovered shall be reported to the Executive Director immediately.

Verbal instruction and/or communications will not be accepted. Refer to section 1.4 *Inquiries and Addenda*.

1.9. Conflict Resolution

In the event of conflict between any of the provisions of the Contract Documents, the provision most favourable to the HHC, in the HHC's determination, shall prevail and apply.

1.10. Quotation Withdrawal and Award

Proponents may notify the Executive Director via email if they wish to amend or withdraw their Quotation prior to Closing. Request to amend or withdraw a Quotation will be officially acknowledged via email by the Executive Director. The last Quotation received shall invalidate all previous Quotations received from the same Proponent.

No Contract will be awarded until after the Quotation has been approved by the Board of Directors.

The HHC Board of Directors reserves the right to:

- a. reject any recommendation;
- b. reject any or all Quotations;
- c. accept any Quotation deemed to be in the best interest of the HHC; or
- d. disqualify Quotations not submitted in strict accordance with requirements of the Terms of Reference documents.

Proponents are informed that it is a condition of the Terms of Reference Documents that each Quotation shall remain in force from the Closing Date of the Request for Quotation until sixty (60) calendar days thereafter unless the Proponent has been formally rejected.

Once the Contract has been awarded, only the Total Contract Price of the Quotations will be disclosed.

Official Notification will only be given to the Successful Proponent; however, anyone can obtain the Total Contract Price for all Proponents upon request. In addition, the Total Contract Price for all Proponents will be outlined in an HHC Board of Directors Resolution.

A Quotation shall be irrevocable for a period of sixty (60) calendar days following the Closing date of the RFQ.

1.11. Proponents Cost

All costs and expenses incurred by a Proponent related to the preparation or presentation of its Quotations shall be borne by the Proponent. The HHC is not liable to pay such costs and expenses or to reimburse or to compensate a Proponent under any circumstances.

1.12. Delays

The HHC shall not be responsible for any delays or costs to the Proponents associated with any reviews or the approval process.

1.13. Tax Management

As it is the responsibility of the Proponent to determine levy and collection of the Harmonized Sales Tax (HST), or any other Value Added Taxes, amounts bid shall show, separately, the HST or Value Added Taxes amount, or alternatively cite the basis of exemption in lieu thereof.

1.14. Billing Summaries / Payment

Payment shall be in accordance with the Contract, as agreed to by both parties.

1.15. Municipal Freedom of Information Privacy Act

The HHC is a municipal service corporation wholly owned by the Township of Hornepayne. While the HHC is not explicitly designated as an institution under MFIPPA, records may be subject to disclosure where they are in the custody or control of the Township. As a result, the HHC operates in alignment with MFIPPA principles of transparency and privacy protection. As a result, Proponents are advised to identify, in their Quotation, any scientific, technical, commercial, proprietary or similar confidential information, the disclosure of which could cause them injury.

1.16. Conflict of Interest Statement

In their Quotations, the Proponents shall disclose to the HHC any potential Conflict of Interest that might compromise the performance of the work. If such a Conflict of Interest does exist, the HHC may, at its discretion, refuse to consider the Quotation.

Prior to the award of the Contract, no Proponent shall contact any elected official of the HHC or member of the HHC staff or independent Consultant retained by the HHC with respect to its Quotation, the RFQ or the proposed Contract.

Except with the prior express written consent of the HHC, no Proponent shall act on behalf of the HHC with respect to any matter, issue or in connection with any property in which the Proponent or any director, officer, employee or Sub-contractor of the Proponent has a direct or indirect pecuniary interest, including any contingent interest.

Proponents are cautioned that the acceptance of their Quotation may preclude them from participating as a Proponent in subsequent projects where a Conflict of Interest may arise. The Proponent for this project may participate in subsequent/other HHC projects provided the Proponent has satisfied pre-qualification requirements of the HHC, if any, and in the opinion of

the HHC, no Conflict of Interest would adversely affect the performance and successful completion of a Contract by the Proponent.

1.17. Non-Collusion

A Proponent shall not discuss or communicate, directly or indirectly, with any other Proponent or their agent or representative about the preparation of the Quotations. Each Proponent shall that its participation in the RFQ process is conducted without any collusion or fraud. If the HHC discovers there has been a breach of this requirement at any time, the Township reserves the right to disqualify the Quotation or terminate any ensuing Contract.

1.19 Insurance and Indemnification

The Successful Proponent shall not commence work until such time that evidence of insurance has been filed with, and approved by, the Executive Director. The Successful Proponent shall further ensure that evidence of the continuance of said insurance is filed at each policy renewal date for the duration of the Contract.

The Successful Proponent shall indemnify the HHC, the Board of Directors, and its employees from damages and liabilities which may arise, directly as a result of the negligent, or wrongful acts, or omissions, of the Successful Proponent (if any), its employees and/or agents in the performance of any of its obligations under the Contract, whether or not such claims are initiated by third parties or arise between the parties.

1.19.1 Comprehensive General Liability Insurance

The Successful Proponent shall take out and keep in force throughout the duration of the Contract, a comprehensive policy of **Comprehensive General Liability** in the amount of **not less than \$2,000,000.00** inclusive per occurrence, such policy to include personal injury, broad form property damage, contractual liability, owners' and contractors' protective, products and completed operations, contingent employers liability, cross-liability and severability of interest clauses.

1.19.2 Additional Insured

The HHC shall be named as an "**Additional Insured**" thereunder and a certified copy of the policy or certificate thereof shall be deposited upon signing of the Contract or as the Township may direct.

1.20 Workplace Safety & Insurance Board

Workplace Safety and Insurance Board (WSIB) Registration and coverage shall be in accordance with the applicable regulatory requirements for the Successful Proponent and any worker that may be dispatched to undertake work on HHC property, appropriate to the type and quantity of work proposed to be provided.

The Successful Proponent shall furnish a valid WSIB Clearance Certificate from the Workplace Safety and Insurance Board prior to commencement of Contract. The successful Proponent

further agrees to maintain a good standing with the WSIB throughout the term of the Contract. The Successful Proponent may be required to produce a valid Certificate of Clearance from time to time during the Contract.

1.21 Failure to Provide

If the Successful Proponent, for any reason, defaults or fails to provide valid proof of insurance and/or WSIB, the HHC reserves the right to accept any other Quotation, cancel this RFQ and issue a new RFQ, or carry out the work in any way as the HHC may, at its sole discretion, deem best.

1.23 Contract for Work

The Successful Proponent shall, no later than 10 Business Days after the HHC has sent the Notice of Award to the Successful Proponent, or such later date as may be specified in the written notice given by the HHC:

- a. enter into and execute the formal Contract for Work;
- b. submit to the HHC, a certificate of insurance which:
 - I. references the Contract by name;
 - II. confirms that the requirements set out in the Contract have been met;
 - III. sets out any pertinent exclusions contained in the policy or policies;
 - IV. is otherwise acceptable to Township.
- c. submit to the HHC, a Workplace Safety and Insurance Board clearance certificate;
- d. submit any other documents required by the Contract.

If the Successful Proponent fails, or refuses, to enter into the Contract or execute a Contract for Work and to provide all security, insurance and other ancillary documents required under the RFQ and the Contract Documents, then the HHC reserves the absolute right as it sees fit, in addition to all other rights and remedies that the HHC has under the Request for Quotations, to take one or more of the following actions:

- a. terminate discussions with the Successful Proponent;
- b. select another Proponent as the Successful Proponent and enter into Contract discussions to finalize and execute the Contract for Work;
- c. revise and reissue the RFQ or cancel the RFQ; and
- d. pursue any other rights or remedies available under the RFQ, or otherwise at law or in equity.

2. Quotation Submission and Content Requirements

2.1. Project Schedule of Events

It is intended that the Proponent retained will enter into a Contract with the HHC for the provision of services. The Proponent will work with the HHC in establishing priorities.

2.2. Closing Date & Time

Quotations must be received no later than:

Friday, June 26th, 2026

The time of receipt of emailed Quotations will be confirmed by the HHC's email. Any submissions received after this time shall be deemed ineligible and remain unopened.

Proponents are advised that the timing of their Quotation submission is based on when the Quotation is RECEIVED, not when the Quotation submitted by the Proponent.

2.3. Submission Requirements

Time is of the essence with respect to the submission of a Quotation. It is the sole responsibility of each Proponent to ensure that its Quotation is received on or before the closing date and time stated in the Request for Quotations document.

2.3.1. Digital Submission Mandatory

Quotations shall be submitted by email to admin@hornepaynehousingcorp.ca. All terms and conditions in the Terms of Reference apply. The HHC assumes no responsibility whatsoever for proper receipt of such email transmittals.

Email transmittals should include ""RFQ No.: *(insert number)* 50 Queen Rehabilitation"" in the subject line of the mail. The maximum file size for attachments in 10MB

2.4. Content Requirements

The Proponent shall submit their Quotations to the HHC. The Quotations shall be evaluated on merit in accordance with the evaluation criteria.

Every Quotation shall:

- a. Be submitted in accordance with the Required Information listed in this RFQ;
- b. Be legible;
- c. Be completed in English;
- d. Ensure that all words and phrases forming part of the Quotation are written out in full, avoiding abbreviations;
- e. Include all materials, Goods and Services, equipment and labour, required to complete the Work; and
- f. State all prices in Canadian funds.

2.4.1. Respondent Contact

Every Quotation shall identify one senior individual, by name, address, and telephone number who will act as the Proponent's primary contact with the HHC in regard to this RFQ and any subsequent Contract and has the authority to bind the Proponent.

2.4.2. Cover Letter

The Quotation must include a letter of transmittal attesting to its accuracy. The cover letter must provide the name, physical address, telephone and e-mail addresses of the Proponent.

2.4.3. Required Information

The Quotation submission should be clear, concise, and should include sufficient detail for effective evaluation and for substantiating the validity of stated claims. Respondents shall assume that the evaluation team has no prior knowledge of their facilities and experience and will base its evaluation on the information presented in the submission.

The following forms shall be attached to the Quotation submission (these Appendices shall not count towards the 12-page limit):

Appendix 1 – Form of Quotation

Appendix 2 – Statutory Declaration

Appendix 3 – Schedule of Prices