



## **RFQ 2025-08-DE**

### **Request for Quotation - Supply and Delivery of Sea Containers**

#### **Section I - Information**

##### **Background**

The Corporation of the Town of Renfrew, hereinafter referred to as the “Town”, is seeking detailed quotations for the supply and delivery of **two (2)** new Sea Containers 20’ by 8’ to the Renfrew Water Treatment Plant located at 244 McAndrew Avenue, Renfrew Ontario.

The lowest or any bid will not necessarily be accepted, and the Town reserves the right to award any portion of this tender. This offer shall be irrevocable for a period of ninety (90) calendar days following the date bids are to be received.

##### **Registration and Communications**

It is mandatory that you register as a bidder with the Corporation of the Town of Renfrew. **Failure to register will result in non-acceptance of your submission.**

Please remit Name of Company, Name of Contact Person, and Contact Information to:

Ashley Robertson, Purchasing Assistant, Town of Renfrew,  
**Email:** [arobertson@renfrew.ca](mailto:arobertson@renfrew.ca)

All communications must reference **RFQ 2025-08-DE** in the subject line.

**Questions** related to this quotation, specifications or the intent of the proposed work and requirements are to be received by **2:00 pm July 29th, 2025**. Inquiries should be directed to **both**:

**Amanda Springer, Manager of Environmental Services**

Email: [aspringer@renfrew.ca](mailto:aspringer@renfrew.ca)

**Ashley Robertson, Purchasing Assistant, Town of Renfrew**

Email: [arobertson@renfrew.ca](mailto:arobertson@renfrew.ca)

Where a Bidder finds discrepancies or omissions in the quotation requirements, or other documents or instructions, or otherwise requires any clarification, the Bidder should contact the Town in writing by email as noted above. Note that no oral explanation or interpretation shall modify any of the requirements or provisions of the proposal documents.



Where the Town deems that an explanation or interpretation is necessary or desirable, an addendum may be issued. It is the bidder's sole responsibility to check for addenda issue and download same. Acknowledgement of Addenda on the Form of Quotation is a mandatory requirement. Failure to acknowledge addenda will result in your quotation being deemed non-compliant and not eligible for award.

Only documents provided to Bidders by the Town or found on Biddingo are to be considered the **official** documents. The Town accepts no responsibility for the accuracy of information found on other websites. The onus is on the bidder to check on the Town's and Biddingo's website to verify they have received all relevant information. The Town reserves the right to not accept a bid submission if determined that the documents have been altered from the Town's own official documents.

### **Delivery and Closing Time**

**Quotations** must be received no later than **2:00 pm August 6th, 2025**. The time clock in the main counter service area at the Renfrew Town Hall Office is the official time for the deadline for submission. The Town is not responsible for submissions which arrive late or are not properly marked.

- (a) All Quotations shall be submitted on the supplied Quotation Form, in a sealed envelope and shall be clearly marked as to the contents and bidders name.
- (b) Quotations received by this time, date and at the location specified above, shall be opened and read in a public opening. The public reading of a quotation does not imply any decision by the Corporation on whether a submission is or is not irregular.
- (c) All Quotations must be completed in full, in ink and be legible.
- (d) The Quotation Document shall not be modified in any way.
- (e) An officer of the company, designating their position shall sign the Tender Form and execute with the company seal. In the case of an individual trading as a company the signature of the person signing the Tender shall be witnessed.
- (f) Late Quotations **will not** be accepted beyond the closing date/time as set out. Quotations received after the established closing will be returned unopened.
- (g) Quotations transmitted by fax or email **will not** be considered.
- (h) **The lowest or any Quotation is not necessarily accepted.** The Town of Renfrew is not obligated to award the service contract to the lowest or any firm. The municipality reserves the right to reject any or all proposals and to waive formalities as the interests of the Town of Renfrew may require without stating reasons.



- (i) Should a dispute arise regarding the meaning or intent of the contract documents, the decisions of the Town shall be final.
- (j) The Town of Renfrew will make documents available in an accessible format or via appropriate communication supports upon request.

### **THE BIDDER DECLARES**

- a) No person, firm, or corporation, other than the Bidder, has any interest in this Quotation in the proposed contract for which this tender is made.
- b) This Quotation is made without any connection, comparison of figures arrangements with or knowledge of any other corporation, firm or person making a tender for the same work and is in all respects fair and without collusion or fraud.
- c) No member of Council and no officer or employee of the Town is or will become interested directly or indirectly as a contracting party, partner, shareholder, surety or otherwise in any portion of the profits thereof, or in any of the monies to be derived there from.

### **INSURANCE**

The successful bidder shall provide at all times the following insurances with issuers, satisfactory to the Town and in amounts stated below and ensure that such insurance is enforced and effective:

- (a) Workplace Safety & Insurance Board fully complying with the laws of the Province, with a Certificate of Clearance from the Workplace Safety & Insurance Board Independent Owner/Operator Status Form to show that the Bidder is in good standing.
- (b) The successful tenderer shall provide the Corporation of the Town of Renfrew with an original Certificate of Insurance in the amount of at least two million dollars (\$2,000,000.00).
  - i. The successful Bidder shall provide proof of **Commercial Liability Insurance** and WSIB Clearance to meet the Tender specifications and shall ensure that WSIB Clearance is up to date for the entirety of the contract.
  - ii. The successful Bidder must be able to provide proof of **Automobile Liability Insurance** in the amount of at least two million dollars (\$2,000,000.00) and valid licence for all equipment and operators.
- (c) The Contractor's insurance shall name the following as additional named insured:

The Corporation of the Town of Renfrew  
127 Raglan Street South, Renfrew ON, K7V 1P8



**Renfrew**  
INC • 1858  
Bridging Charm and Convenience

**TOWN OF RENFREW  
127 Raglan Street South  
Renfrew, Ontario  
K7V 1P8**

### **DAMAGES AND RESPONSIBILITIES**

- (a) The Contractor shall employ such methods as necessary to avoid defacement or damage to the Town's property.
- (b) The Contractor shall be responsible for all damage caused by his/her employees, equipment or supplies to the Town's property, equipment, buildings and building contents.

### **FREEDOM OF INFORMATION**

All written Quotations received by the Town of Renfrew become a **public** record. Once a Quotation is accepted and a contract is signed, all information contained in them is available to the **public**, including personal information.



**Section II – Quotation Specifications**

This quotation is for the Supply and Delivery of **two (2)** new Sea Containers 20' by 8' to the Renfrew Water Treatment Plant located at 244 McAndrew Avenue, Renfrew Ontario.

<b>Specifications</b>		
<b>Dimensions</b>	Exterior	Interior
Specify Dimensions of Sea Containers	Length: _____ Width: _____ Height: _____	Length: _____ Width: _____ Height: _____
<b>Doors</b>	<b>Comply</b>	<b>Exception</b>
Standard doors on one end with locking bar door handles. Capable of being secured with a padlock.		
<b>Floor</b>	<b>Comply</b>	<b>Exception</b>
Minimum 1" plywood floors		
<b>Exterior Paint Colour</b>	<b>Comply</b>	<b>Exception</b>
Exterior Paint shall be dark blue, dark green or dark grey colour with minimal to no additional markings.	Colour: _____	
<b>Electrical &amp; Lighting</b>	<b>Comply</b>	<b>Exception</b>
All electrical work shall be completed by certified electricians using CSA approved components and wiring. Wiring can be surface mounted armored wire. Containers shall be equipped with <ul style="list-style-type: none"> <li>• Meter socket or exterior junction box as main entry</li> <li>• Circuit breaker panel 100A (Load center)</li> <li>• 2 x Fluorescent 4'L light fixtures</li> <li>• 3 x Duplex power outlet: 120V, 15AMP</li> <li>• 1 x Light switch</li> </ul> Connection to external power source will be completed by the Town of Renfrew after delivery.		



<b>Ventilation</b>	<b>Comply</b>	<b>Exception</b>
Sea Containers shall be equipped with powered ventilation. Minimum vent size of 15"x15" maximum vent size of 24"x24". Ventilation shall be installed with a ON/OFF switch.	<b>Vent type and Size:</b> _____ _____	

**Schedule**

Latest Expected Delivery Date (If delivery time exceeds this delivery date, quote may be rejected)	90 days from time of award
Delivery Schedule	<b>Estimated Delivery Date:</b> _____ <b>Proposed Delivery Method:</b> _____ <b>Proposed Delivery Contractor:</b> _____

**INSPECTION**

The Town reserves the right to:

- (a) Inspect all work performed by the Bidder under this Quotation.
- (b) Shut down any operation, which gives an indication of poor workmanship or substandard materials being supplied under this Quotation.
- (c) Refuse acceptance of workmanship until it is proven to be of a satisfactory quality

**MATERIALS**

Materials and equipment shall be supplied by the Contractor unless specifically stated in the Specifications.

**LABOUR**

- (a) All work shall be performed by workers who are qualified and skilled to carry out and perform the duties required in the Contract.
- (b) Increases in the cost of performing the work due to wage increases of adjustments shall be borne by the Contractor without additional cost to the Town.

**SUPERVISION AND COORDINATION**

- (a) The Contractor shall appoint an experienced Supervisor to be responsible for all



the work required under the Contract.

- (b) The Supervisor shall be readily accessible to the Town personnel at all times.
- (c) The Contractor shall supervise and coordinate all phases of the Work and shall cooperate fully with all supervisory representatives of the Town during the performance of the Work of this Contract.

## **COMMENCEMENT AND TERMINATION**

- (a) The Contractor shall commence work on the date stated in the Agreement as agreed upon by the Contractor and the Owner and shall continue for the period of time designated therein unless terminated in accordance with the provisions of this Contract.
- (b) The Town reserves the right to terminate the Contract upon giving seven (7) days written notice to the Contractor in the event of the Contractor neglecting or failing to perform the Work properly or diligently.

## **CHANGE IN THE WORK**

- (a) The Town, without invalidating the Contract, may make changes by altering, adding to, or deducting from the Work. All additional work shall be executed under the conditions of this Contract.
- (b) No variations from the work that may result in a change to the amount of the Contract shall be proceeded with, until proper approval has been obtained by the Contractor in writing from the Town.

## **MISCELLANEOUS**

The Contractor and support staff should be prepared to make presentations to Town of Renfrew management, elected officials, and the general public, if required.

Site visits must be requested in advance and will be scheduled based on facility operating restrictions. Organized tours/briefings will be scheduled.

Verbal information, directions, and opinions, from whatever source, do not supersede nor elaborate on the requirements of this document. Changes in specifications and requirements (if required) will be provided in writing to all proponents by the contact identified above, in the form of a numbered addendum.



### **Delivery and Official Closing Time of Proposals**

All submissions shall be in a sealed envelope and delivered to:

**Town of Renfrew (Town Hall)**

127 Raglan Street South  
Renfrew, Ontario K7V 1P8

**Attention: Ashley Robertson, Purchasing Assistant**

**Quote submissions** must be received not later than: **2:00 pm August 6th, 2025.**

The time clock at the main counter service area in the Renfrew Town Hall shall be the official time for the submission deadline. The Town is not responsible for submissions which arrive late or are not properly marked. Submissions shall be officially opened after closing time.

### **Timeline**

The expected timeline for selection is as follows:

Task	Target Date
RFQ Issued	July 17, 2025
Question Deadline	July 29, 2025
Town Published Addendum (if applicable)	July 31, 2025
Closing date for Proposal Submissions	August 6, 2025
Anticipated Award (on or about)	August 8, 2025



**Section III – Form of Quotation**

**Company Information**

<b>1.</b>	Company Name	
<b>2.</b>	Bidder's Contact Individual	
<b>3.</b>	Address (incl. Postal Code)	
<b>4.</b>	Office Phone #	
<b>5.</b>	Cellular #	
<b>6</b>	Fax #	
<b>7.</b>	Email Address	
<b>8.</b>	HST Account #	

I/We hereby submit the attached documents to satisfy the requirements as issued by the Corporation of the Town of Renfrew.

I/We agree that we have reviewed and understand the tender documents and I/We are capable and qualified to perform the requirements of the contract.

I/We agree that this offer shall be irrevocable from the time the quotations are opened and extended for a period of 90 days.

I/We agree that this offer acknowledges all addenda and that the pricing quoted includes the provision set out in such addenda

**Acknowledgement to Receipt of Addenda**

This will acknowledge receipt of the following addenda and, that the pricing quoted includes the provision set out in such addendum(s)

Addendum #	Date Received
# _____	_____
# _____	_____
# _____	_____

Check here if No Addenda considered.



**Basis of Payment**

The Bidder offers to provide the services detailed within the quote package and identified specifications, and as further detailed in the Bidder’s proposal, to the acceptance of the Corporation of the Town of Renfrew for the following Upset Cost Limit.

Quote: \$ \_\_\_\_\_

HST: \$ \_\_\_\_\_

**Total Estimate:**  
 (including HST) \$ \_\_\_\_\_

- Quotes shall include expected delivery date and schedule.
- Quotes shall include all associated costs including freight and delivery.

**BID SUBMISSION**

The undersigned affirms that they are duly authorized to execute this bid and that all costs associated with this proposal have been submitted in the fee envelope.

BIDDER'S SIGNATURE AND SEAL: \_\_\_\_\_

NAME AND POSITION: \_\_\_\_\_

WITNESS SIGNATURE: \_\_\_\_\_

NAME AND POSITION: \_\_\_\_\_

DATED AT: \_\_\_\_\_

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 202\_\_

**RFQ 2025-08-DE – Supply and Delivery of Sea Containers**

**From:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Contact:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Deliver to:**

**The Town of Renfrew  
127 Raglan Street South  
Renfrew, ON K7V 1P8  
Attention: Ashley Robertson, Purchasing Assistant**

**Tender Number:**

**Closing Date and Time:**

**Description:**