

REQUEST FOR PROPOSALS (RFP)

RFP 06_2025-EcDev

Outdoor Walk-In Freezer & Fridge Unit

KEY INFORMATION

RFP Issue Date:	November 21, 2025
Closing Date & Time:	December 15, 2025, at 3:00 PM EST
Project Location:	Kitchen facility 105 2nd Line, Shelburne, ON L9V 3N4
Contact Person:	Carey Holmes AMCT, Director of Financial Services / Treasurer Email cholmes@shelburne.ca Town of Shelburne Phone: 519-925-2600 Extension #228
Anticipated Start Date:	April 2026
Expected Project Completion Date:	July 2026

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1. PROJECT OVERVIEW

The Town of Shelburne (the "Town") is seeking proposals from qualified refrigeration contractors for the design, supply, installation, and commissioning of a walk-in cooler and walk-in freezer unit at the Kitchen facility located at 515676 2nd Line Fiddle Park

This turnkey project includes site preparation, utility locates, concrete foundation, complete refrigeration system installation, and a protective lean-to shelter structure. The project is essential to support the Town's food security and community programs through the Dufferin County Community Harvest initiative, providing proper cold storage capabilities for community operations. Expected project completion date for the project is July 2026. Total project budget \$221,800 (excluding HST).

2. SCOPE OF WORK

General & Regulatory Requirements

Separate freezer and refrigerator compartments in one integrated structure for outdoor installation. Installed on reinforced concrete pad with drainage slope and frost protection.

Components suitable for year-round outdoor exposure in Shelburne, Ontario (−30°C to +35°C).

The successful Proponent shall provide a complete turnkey solution including all site work, foundations, equipment, materials, labor, and services necessary for a fully functional and code-compliant installation.

3. TECHNICAL SPECIFICATIONS

Dimensions & Layout

- Walk in Cooler/Freezer Combination Box 16' x 20' x 10'
- Internal dimensions for cooler and freezer compartments to be 7' 6" x 19' 4" x 9' 4"
- Both rooms to include a sliding door to be located on the 16' end with a smart padlock that can be opened with a cell phone app and includes access logs
- Door hinge orientation to be confirmed onsite with a finalized drawing prior to production
- Includes sealing all box penetrations- Electrical conduit, sensor ports and drains.
- Sprinkler line requirements to be confirmed and verified with local fire code and included as needed.
- The 20' wall between the cooler and freezer will be the shared wall. Thermal break will be achieved by having an insulated floor in both the cooler and the freezer.
- Service clearance: Minimum 36" around the condensing units for service access

Walk-In Cooler

- **Dimensions:** 8 feet wide × 20 feet long × 10 feet high
- **Temperature Range:** Maintain range 2°C to 4°C (35.6°F to 39°F)
- **Insulation:** 4-inch thick insulated panels with minimum R-28 insulation value
- **Door:** Sliding door with smart padlock system (cell phone app-enabled with access logs and alerts)

Walk-In Freezer

- **Dimensions:** 8 feet wide × 20 feet long × 10 feet high

- **Temperature Range:** Maintain range -20°C to -23°C (-4°F to -9°F)
- **Insulation:** 4-inch thick insulated panels with minimum R-28 insulation value
- **Door:** Sliding door with smart padlock system (cell phone app-enabled with access logs and alerts)

Refrigeration Equipment

- Outdoor-mounted condensing units suitable for Canadian climate conditions
- Electronic controllers (KE2 or equivalent) with remote access capability for control and alarms
- Electronic expansion valves (KE2 or equivalent) for energy efficiency (minimum 25% operating cost reduction)
- All refrigeration piping and connections
- R448 refrigerant or equivalent low-GWP alternative
- Condensate drain lines with freeze protection
- All necessary electrical connections and control wiring (208/230v 1ph)

Weatherproofing & Durability

- UV-resistant, corrosion-proof exterior cladding
- Waterproof, sloped insulated roof, snow load rated (40–60 psf), sealed joints
- Vapour-sealed and weather-tight penetrations and seams
- Heated door frames, thresholds, and perimeter seals

Service Access & Clearances

- Minimum 36" clearance around serviceable components
- Outdoor condensing units with vibration isolation and low ambient kits

Interior Fit-Out & Safety

Racking System

- The vendor shall provide and install an NSF-certified indoor racking system suitable for cold /freezer storage environments
- Shelving shall be corrosion-resistant, constructed of epoxy-coated steel or stainless steel, and rated for heavy-duty loads
- Shelves shall be adjustable in height to accommodate various product sizes and configurations
- All shelving must be anchored or stabilized to prevent tipping and comply with applicable health and safety regulations.

Slip-Resistant Flooring

- All interior walking surfaces shall be slip-resistant and compliant with food safety and occupational safety standards.
- Flooring shall include covered bases for sanitation and be rated for pallet jack traffic
- Anti-slip coatings or textured surfaces are required to reduce fall hazards, especially in high-humidity or low-temperature conditions
- If a panelized floor is used, it must be reinforced and sealed to prevent moisture ingress and maintain thermal integrity

4. MANUFACTURING AND QUALITY STANDARDS

- Equipment to be manufactured in Canada
- KeepRite/Trenton systems with KE2 controls and electronic expansion valves (preferred)
- All materials and workmanship to meet current Ontario Building Code requirements
- TSSA registration and compliance required
- CSA or equivalent certification for all electrical components
- Energy Star rated equipment

5. DOCUMENTATION & WARRANTY

- Shop drawings, electrical diagrams, refrigeration schematics
- Structural load data, startup and commissioning plan
- **Minimum Warranty: Panels 10 yrs; Compressors 5 yrs; Controls 2 yrs**

6. INSTALLATION REQUIREMENTS

- Complete box construction and assembly at site
- Installation of all refrigeration systems and equipment
- All refrigeration piping and connections
- Condensate drain line installation with proper slope and freeze protection
- Electrical connections from disconnect to equipment (208/230v 1ph)
- Control wiring and integration
- Refrigerant charging and leak testing
- System start-up, testing, and commissioning
- Training for Town staff on operation and maintenance
- Submission of all equipment manuals and warranty documentation
- TSSA inspection and approval
- Final testing and verification of all systems

7. SITE PREPARATION AND FOUNDATION

Utility Locates

Proponents shall coordinate and complete all utility locates prior to excavation, including but not limited to gas, electricity, water, sewer, telecommunications, and any other underground services.

Concrete Foundation Pad

Dimensions: 25 feet wide × 50 feet long (minimum)

Scope includes:

- Site excavation to proper depth and grade
- Compacted granular base (minimum 6 inches)
- Vapor barrier installation
- Rebar reinforcement as per engineering requirements
- Concrete pour (minimum 6 inches thick, 3000 PSI minimum)
- Proper sloping for drainage away from building
- Finishing and curing of concrete surface
- All necessary permits for excavation and concrete work

The Contractor is responsible for coordinating one (1) set of concrete samples to be taken in accordance with OPSS 1350. The following testing procedures shall be completed:

- Compressive Strength (OPSS 1350.05.02.03)

- Air Content (OPSS 1350.05.02.04)
- Slump (OPSS 1350.05.02.04)

All testing is to be completed in the presence of the Town of Shelburne and testing reports are to be submitted to the Town of Shelburne once available. The contractor will not be compensated for any retesting that is required due to rejected concrete batches.

Concrete:

- Concrete shall be placed and consolidated to meet the requirements of CSA A23.1
- Mix Design must be provided to the Municipality seven (7) days prior to placement
- Concrete shall be broom finished or as directed by the Town of Shelburne
- All steel reinforcement shall be to OPSS.MUNI 1440 & 905
- The Contractor is responsible for protecting excavations and poured concrete from adverse weather
- Granular base is to be compacted to 100% SPMDD. The bidder is responsible for sourcing any water required to meet compaction requirements

8. LEAN-TO SHELTER STRUCTURE WITH VISUAL SCREENING

A protective lean-to shelter structure shall be constructed over the cooler/freezer units. Visual screening fencing shall be installed on two (2) sides to block visibility of the refrigeration units from public view.

Lean-To Shelter Requirements:

- Weather-resistant roofing system (metal roofing or approved equivalent material)
- Sufficient coverage to protect all cooler/freezer units and outdoor condensing equipment from weather elements
- Engineered structural support system with secure attachment to the existing building structure
- Design to comply with Ontario Building Code requirements for applicable snow loads and wind loads
- Complete drainage system including gutters, downspouts, and proper water discharge
- Professional engineered drawings stamped by a qualified Professional Engineer licensed in Ontario
- All required building permits and inspections as mandated by local building authorities

Visual Screening Fence Requirements:

- Height: Minimum 10 feet above finished grade to screen refrigeration equipment from public view
- Configuration:
 - North Side: Full screening
 - West Side: Full screening
 - South Side: Open (for public access to cooler/freezer units)
 - East Side: Open (adjacent to building)
- Material: Solid privacy fence material (vinyl, composite, wood, or metal panels). Wire fencing is not acceptable. Material must provide complete visual screening.
- Color: To be approved by Town to complement existing building and lean-to structure
- Structural Support:
 - Fence posts with concrete footings extending below frost line (minimum 42" depth)
 - Design to withstand Ontario Building Code wind loads
- Integration: Screening fence design to complement lean-to structure aesthetically
- Permits: All required building permits and inspections for both lean-to and screening fence
- Warranty: Minimum 5-year warranty on installation workmanship for both structures

9. INCLUSIONS SUMMARY

This project includes the following turnkey services:

- Utility locates and coordination
- Site excavation and preparation
- 25' × 50' concrete pad construction
- Walk-in cooler and freezer box construction
- Complete refrigeration systems and equipment (as described above)
- All refrigeration piping and condensate drain lines
- Electrical installation and control wiring (208/230v 1ph)
- R448 refrigerant charge
- Lean-to shelter structure over cooler/freezer units
- System start-up, testing, and commissioning
- Staff training and documentation
- All necessary permits and inspections

10. SUBMISSION REQUIREMENTS

Mandatory Requirements

Proposals must include all of the following or will be deemed non-compliant:

- Completed and signed Proposal Form (Appendix A)
- Company profile including years in business and relevant experience
- Valid TSSA registration number
- HST registration number
- WSIB clearance certificate in good standing
- Proof of liability insurance (minimum \$5,000,000 commercial general liability)
- Three (3) references for similar projects completed within the last 5 years
- Detailed technical specifications for all proposed equipment
- Equipment cut sheets and technical data
- Engineered drawings for concrete pad and lean-to structure
- Complete project schedule with milestones
- Itemized pricing breakdown
- Warranty information
- Health and safety policy and procedures

Technical Proposal

The technical proposal shall include:

- Detailed description of proposed equipment and systems
- Equipment specifications and performance data
- Energy efficiency ratings and estimated annual operating costs
- Concrete pad specifications and engineering details
- Lean-to structure design and specifications
- Installation methodology and approach
- Quality assurance and quality control measures
- Project management plan
- Site logistics and safety plan
- Commissioning and testing procedures

11. EVALUATION CRITERIA

Proposals will be evaluated by a committee using the following weighted criteria:

Evaluation Criteria	Weight
Price Competitiveness and Overall Value	25%
Delivery of Finished Project on Schedule	15%
Delivery of Project on Budget	15%
Technical Compliance and Quality of Proposed Equipment	15%
Experience and Qualifications	10%
Site Work, Structural Design, and Construction Quality	10%
Project Approach, Methodology, and Schedule	5%
References and Past Performance	5%
TOTAL	100%

The Town reserves the right to reject any or all proposals, to waive informalities, and to accept the proposal deemed most advantageous to the Town. The lowest price will not necessarily be accepted.

12. TERMS AND CONDITIONS

Payment Terms

Standard payment terms will be:

- 30% upon contract execution and approval to proceed
- 30% upon completion of concrete pad and delivery of refrigeration units
- 40% upon completion, testing, and Town acceptance

Warranty Requirements

- Minimum one (1) year comprehensive parts and labor warranty
- Extended warranty options to be priced separately
- Compressor warranty: minimum 5 years
- Concrete work warranty: minimum 1 year against defects
- Structural work (lean-to) warranty: minimum 1 year
- All warranties to commence from date of final acceptance
- 24-hour emergency service response during warranty period

Project Timeline

- Anticipated contract award: December 2025
- Project commencement: April 2026
- Substantial completion: June 2026
- Final acceptance/completion: July 2026

Note: Lead times for insulated panels are estimated at 10 weeks. Proponents must provide realistic timelines based on current lead times and weather considerations for concrete work.

Insurance Requirements

The successful Proponent must maintain the following minimum insurance:

- Commercial General Liability: \$5,000,000 per occurrence
- Automobile Liability: \$2,000,000 per occurrence
- WSIB coverage in good standing
- Builder's Risk insurance during construction
- Town of Shelburne to be named as additional insured

13. SUBMISSION INSTRUCTIONS

Submission Deadline

Closing Date and Time: December 15, 2025, at 3:00 PM EST

Proposals received after the closing date and time will not be accepted.

Submission Method

Request for Proposal submissions are to be addressed by email only to Carey Holmes, Treasurer at treasurer@shelburne.ca with the subject line clearly stating RFP 06-2025 EcDev

Submission

Proposals may be submitted in one of the following ways:

Email Submission (Preferred):

- Email: treasurer@shelburne.ca
- Subject line: "RFP 05_2025-EcDev – Walk-In Cooler/Freezer"
- PDF format required for all documents

14. INQUIRIES

All inquiries regarding this RFP must be submitted in writing to cmaitland@shelburne.ca no later than December 10, 2025, at 4:00 PM EST. Responses to inquiries and any addenda will be posted on the Town's website at www.shelburne.ca/tenders.

15. APPENDICES

The following appendices are included with this RFP:

- Appendix A: Proposal Form and Certification
- Appendix B: Reference Form
- Appendix C: Pricing Schedule
- Appendix D: Site Information

TERMS AND CONDITIONS ADDENDUM

If an addendum is found to be necessary, it will be released to all companies that have requested a copy of the RFP or have already submitted a proposal for the RFP. If the Town revises this RFP, any revisions will be included on this Addendum. The Addendum shall advise any changes to the Proposal submission date if more time is allowed for all Proponents to revise their proposals. It will be the responsibility of all Proponents to download from Town website or Merx.com.

CONFIDENTIALITY

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, as amended, Proponents are advised that all correspondence provided by a Proponent responding to this RFP as hereby collected under the authority of the Municipal Act, 2001 and will be used exclusively in the RFP process.

The Town will treat all proposals as confidential within the boundaries of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) but may be released pursuant to the Act.

All public reports approved by the Town of Shelburne will become public information.

Notwithstanding the foregoing, Proponents recognize and agree that the Town will not be liable in any way for any losses that the Proponent may suffer from the disclosure of information to third parties.

CONFLICT OF INTEREST

The Proponent must disclose to the Town any potential conflict of interest that might compromise the project. In a case where there might be a conflict of interest, the Town may refuse to consider the proponent. The proponent must fully disclose any potential conflict of interest with a Town employer, board member or commission that may have a financial gain with the awarding of the contract and state the nature of that interest.

FAILURE OR DEFAULT OF PROPONENT

If the Proponent, for any reason, fails or defaults in respect of any matter or thing which is an obligation of the Proponent under the terms of the RFP, the Town may disqualify the Proponent from the RFP and/or from competing for future bid opportunities (RFTs/RFQs/RFPs/etc.) issued by the Town. In addition, the Town may at its option either: 1. Consider that the Proponent has withdrawn any offer made or abandoned the Agreement if the offer has been accepted, whereupon the acceptance, if any, of the Town shall be null and void; or 2. Require the Proponent to pay the Town the difference between its Proposal and any other Proposal which the Town accepts, if the latter is for a greater amount and, in addition, pay the Town any cost which the Town may have incurred, by reason of the Proponent's failure or default, and further, the Proponent will indemnify and save harmless the Town its

Officer's, employees and agents from all loss, damage, liability, cost, charge and expense whatever, which they or any of them may suffer, incur due to the failure of the proponent.

INDEMNIFICATION

The Proponent shall indemnify and save harmless the Corporation of the Town of Shelburne, its elected officials, officers, employees and agents from and against all losses and all claims, demands, payments, suits, actions, recoveries and judgements of every nature and description made, brought or recovered against the Town by reason of any act or omission of the Proponent, his agents or employees, in the execution of his work. This indemnity shall be in addition to and not in lieu of any insurance to be provided by the successful proponent in accordance with the RFP.

INSURANCE

The party to whom this Contract is awarded shall supply the Town with proof of insurance and a copy of the policy, prior to signing of the Proponent by Town officials, and provide coverage throughout the term of the Proposal in the amounts outlined below.

Comprehensive General Liability Insurance with a minimum limit of liability of \$5,000,000.00 inclusive of any one occurrence. Comprehensive General Liability Insurance shall cover all operations and liability assumed under the Contract with the Town. The Comprehensive General Liability Insurance shall include premises and operations liability, Proponent's contingency liability with respect to the operations of Sub-contractors completed operations liability and automobile liability (owned, non-owned or hired units). All premiums and expenses incurred with this insurance shall be paid for by the Contractor. Failure to maintain adequate insurance, the Proponent shall be totally responsible for all claims for damage.

LIMITS AND LAWS/CONFORMITY TO LEGISLATION

The Proponent shall obtain, and pay for, all required permits from Federal, Provincial and Municipal Authorities having jurisdiction over the work. The Proponent shall comply with all applicable laws, ordinances, rules and regulations including but not limited to, Occupational Health and Safety Act, the Labour Act, Environmental Protection Act and Highway Traffic Act.

NON-COLLUSION

A Proponent is prohibited from any communication, directly or indirectly, with any other Proponent/Agent or representative of the Proposal. If a breach is discovered, the Town reserves the right to disqualify the Proposal.

PROCUREMENT POLICY

Contract Award and Execution shall be in accordance with the Town's Municipal Procurement Policy 2019-05. A copy of the Procurement Policy is available on the Town's website:

<https://www.shelburne.ca/en/town-hall/resources/Documents/AMENDED-Municipal-Procurement-Policy-2019-05.pdf>

TOWN'S RIGHT TO ACCEPT OR REJECT

The Town of Shelburne reserves the right to accept any proposal or proposals or any portion of any proposal that the Town determines is in the Town's best interests, even if that proposal is not the lowest in dollar amounts. Such decisions of the Town are final and binding. The Town of Shelburne reserves the right to reject any proposal, even if that proposal is the lowest in dollar amounts and may award the contract to the Proponent that the evaluation team finds the most appropriate. The Town will not be liable for any costs incurred that may arise from submitting the proposal. It is not the intention of the Town to award this RFP to any Supplier who does not furnish satisfactory evidence that he/she has the ability and experience in this class of work, and that he has sufficient capital and plant to enable him to prosecute and complete the same successfully, and to complete it in the time stated in this Proposal. It will be the Supplier's responsibility to clarify any details in questions before submitting a proposal. The Town of Shelburne will not bear any fault for any oral communications. The Town reserves the right to re-tender the Project or potentially negotiate a contract with a suitable Proponent. Proponents are required to disclose their legal status as to whether they are a Federal, Provincial or Foreign Corporation, a partnership or an individual and to state the names and addresses of the responsible officers or partners as the case may be.

TOWN'S AUTHORITY

The Director of Development & Operations shall be the Contract Administrator as identified in Ontario Provincial Standards (O.P.S.) Section GC 3.01 of the General Conditions. It is mutually agreed between the parties of this Contract that the Town's Director of Development & Operations or designated representative, shall supervise, direct and approve all work included herein, and in all cases shall decide every question which may arise relative to the execution of the work to be performed under this Contract as per Section GC 7.0 – Contractor's Responsibilities and Control of the work.

WORKPLACE SAFETY AND INSURANCE BOARD

A Certificate of Clearance from the Workplace Safety and Insurance Board (WSIB) must be provided prior to the commencement of the project, providing adequate proof that all payment by the Proponent have been made.

The Proponent clearly understands and agrees that they are not, nor is anyone hired by the Proponent, covered by the Corporation of the Town of Shelburne under the Workplace Safety & Insurance Board Act, The Unemployment Act, or any other Act, whether Provincial or Dominion, in respect of the Proponent, their employees and operations, and shall upon request furnish the Town with such satisfactory evidence that the Proponent has complied with the provisions of any such Acts.

The Town of Shelburne is not to be deemed the employer of the supplier or their personnel under any circumstances whatsoever.

APPENDIX A

Company Information & Certification Form

RFP Number: RFP 06_2025-EcDev | Walk-In Cooler and Freezer Installation

Closing Date: Dec. 15, 2025 at 3:00 PM EST

Date

Agent/Representative Name

Company Information

Company Name

Phone

Email Address

Address

City

Prov

Postal Code

TSSA Registration #

HST Registration #

WSIB Account #





CERTIFICATION

I/We hereby certify that:

1. I/We have carefully examined this Request for Proposals including all appendices and addenda
2. This proposal is submitted in accordance with the terms and conditions set out in the RFP documents
3. All information provided in this proposal is true, accurate, and complete
4. This proposal shall remain valid for a period of sixty (60) days from the closing date
5. I/We have no conflict of interest that would affect our ability to perform the work
6. **I/WE HAVE THE AUTHORITY TO BIND THE COMPANY TO THIS PROPOSAL**

PRINT NAME

TITLE

AUTHORIZED SIGNATURE

DATE

APPENDIX B

REFERENCE FORMS

RFP Number: RFP 06_2025-EcDev
Project: Walk-In Cooler and Freezer Installation - Dufferin County Community Harvest
Closing Date: December 15, 2025, at 3:00 PM EST

Provide three (3) references for similar walk-in cooler/freezer projects completed within the last five (5) years. Projects should be of similar scope and complexity.

REFERENCE #1

Client/Organization Name	
Contact Person	
Title	
Phone	
Email	
Project Description	
Project Value	
Project Completion Date	
Cooler Size	
Freezer Size	
Key Deliverables/Features	

REFERENCE #2

Client/Organization Name	
Contact Person	
Title	
Phone	
Email	
Project Description	
Project Value	
Project Completion Date	
Cooler Size	
Freezer Size	
Key Deliverables/Features	

REFERENCE #3

Client/Organization Name	
Contact Person	
Title	
Phone	
Email	
Project Description	
Project Value	
Project Completion Date	
Cooler Size	
Freezer Size	
Key Deliverables/Features	

APPENDIX C

PROPOSAL PRICING SUMMARY

RFP Number: RFP 06_2025-EcDev

Project: Walk-In Cooler and Freezer Installation - Dufferin County Community Harvest

Closing Date: December 15, 2025, at 3:00 PM EST

Item	Amount
Site Work and Concrete Pad	\$ _____
All Cooler/Freezer Equipment	\$ _____
All Electrical / Control Wiring (208/230v 1ph)	\$ _____
Lean-To Structure incl. Installation/build	\$ _____
All Delivery / Set-up	\$ _____
Subtotal (before HST)	\$ _____
HST (13%)	\$ _____
TOTAL COST (including HST)	\$ _____

Note: Detailed pricing breakdown must be provided in Appendix C.

APPENDIX D

SITE INFORMATION

RFP Number: RFP 06_2025-EcDev

Project: Walk-In Cooler and Freezer Installation - Dufferin County Community Harvest

Closing Date: December 15, 2025, at 3:00 PM EST

Project Location

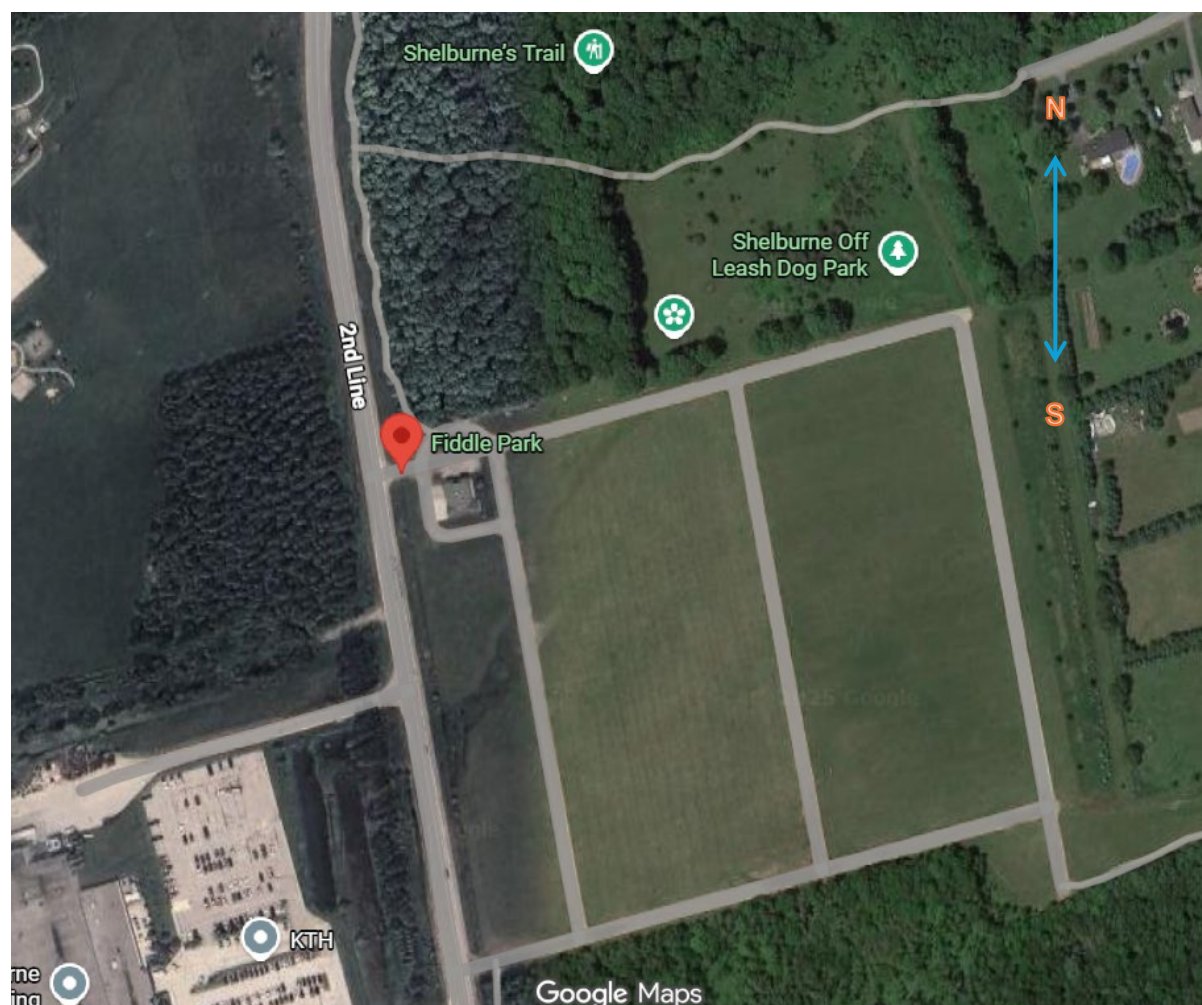
Fiddle Park Kitchen
105 2nd Line, Shelburne, ON
L9V 3N4

Installation

The walk-in cooler/freezer combination unit will be installed outside of the Kitchen structure located at Fiddle Park approximately 10-15 feet from the West side of the building. The installation will require a 25' × 50' concrete pad foundation with a protective lean-to-shelter structure affixed to the building.

Location

[515676 County Rd 11 - Google Maps](#)



SITE IMAGES

West View



West / Southern View



West / Eastern view



UNIT CONFIGURATION

- Concrete pad: 25 feet wide × 50 feet long
- Overall unit footprint: 16 feet wide × 40 feet long
- Cooler: 8 feet wide × 20 feet long × 10 feet high
- Freezer: 8 feet wide × 20 feet long × 10 feet high
- Common wall: 20 feet between cooler and freezer
- Condensing units: Outdoor mounted under lean-to-structure

SITE VISIT INFORMATION

Site visits are recommended and may be arranged by contacting the Economic Development Officer at 519-925-2600 or cmaitland@shelburne.ca at least 48 hours in advance. Site visits must be completed by December 05, 2025.