

REQUEST FOR QUOTATION 01-2026

Fencing Projects

Hyland Village Pumping Station and Thunder Soccer Field

Issued: January 16, 2026

Deadline for Submissions: February 05, 2026



The Corporation of the Town of Shelburne

203 Main Street East | Shelburne, ON L9V3K7

Phone: 519-925-2600 | Fax: 519-925-6134

Email: treasurer@shelburne.ca



1. INTRODUCTION

The Town of Shelburne is requesting quotations from qualified contractors for the supply and installation of perimeter fencing at Thunder Soccer Field (Greenwood Park, 355 Greenwood Street) and the Hyland Village Pumping Station (350 Barnett Drive).

2. SCOPE OF WORK

Project includes the installation of fencing at Thunder Soccer Field site (Greenwood Park, 355 Greenwood Street) and Hyland Village Pumping Station (350 Barnett Drive). Elements of prosed work under this contract include but are not limited to:

- Supply and install standard industrial commercial chain link fencing, black vinyl coating mesh and posts according to plans, standards and bid form attached (Appendix A, Appendix B). Minium 2in mesh and 9-gauge chain link.
- Remove, dispose and replace existing fence around Thunder Soccer Field approximately 409 meters.
- Follow all OPSD and OPSS specifications for chain link fence installation (OPSD 972.132, OPSD 972.102, OPSD 972.130 and OPSS. PROV 1541).
- Quality Standards will be set referencing CAN-138.3-M80, ASTM F567 Standard Practice for Installation of Chain Link Fence and ASTM F668 Specification for Polymer Coated Chain Link Fence Fabric.
- Contractor will be responsible for arranging all public locates through One-Call prior to installation.
- Maintenance gates and swing gates will meet proper specifications (OPSD 972.102).
- Contractor responsible for site cleanup and debris removal and always maintaining site cleanliness.

2.1. HYLAND VILLAGE PUMPING STATION - APPENDIX A

Site Location: 350 Barnett Drive

2.2. Chain Link Fabric (Sch40 Black Vinyl)

- Mesh and Wire Size: Minimum 50mm (2") mesh, 3.76 mm diameter (9 gauge) wire.

2.3. Fence Framework

- 3.5in end posts w/braces Qty 2.
- 3.5in corner posts w/bracing Qty 2.
- 3.5in gate posts w/braces Qty 2.



- One (1) 6ft wide double swing gate OPSD 972.102 Specs.
- Post footings refer to OPSD 972.132.

2.4. Concrete

- Concrete for post footings shall be normal-weight concrete with not less than 20.7 MPa (3000 psi) compressive strength at 28 days, 75 mm (3-inch) slump, and 25 mm (1-inch) maximum size aggregate.

2.5. THUNDER SOCCER FIELD - APPENDIX B

Site Location: Greenwood Park, 355 Greenwood Street

Provide a fence enclosing the property, as indicated, complying with the requirements of this specification. This specification includes the following:

1. Galvanized steel coated chain link fabric FFH 6ft
2. Galvanized steel framework and fittings
3. Swing gates
4. Installation

2.6. Chain Link Fabric

- Steel chain link fence fabric shall be not less than 1.82 meters (6 feet) high.
- Mesh and Wire Size: Minimum 50mm (2") mesh, 3.76 mm diameter (9 gauge) wire.

2.7. Fence Framework

- Framework shall be standard weight, Schedule 40, hot dip galvanized round steel pipe complying with ASTM F 1083. Comply with ASTM F 1043, Material Design Group IA, external and internal coating Type A, consisting of not less than 1.8-oz./sq. ft. (0.55-kg/sq. m) zinc; and the following requirements:
- Corner, End and Pull Posts shall be equivalent to a minimum of 88 mm (3.5 inch) O.D galvanized Schedule 40.
- Line Posts shall be a minimum of 60.3 mm (2-3/8 inches) O.D galvanized Schedule 40 steel pipe.
- Posts shall be spaced equidistantly in the fence line with a maximum spacing of 3 meters (10 feet) on center.

2.8. Tension Wire

- Provide Metallic Coated Steel Marcellled Tension Wire, 6 gauge (4 mm) (0.162 in.).

2.9. Fittings

- Provide post caps for all posts. Terminal post caps, line post loop tops, rail and brace ends, boulevard clamps, and rail sleeves shall be in compliance to ASTM



F626, pressed steel hot dip galvanized after fabrication having a minimum zinc coating of 1.20 oz/ft² (366 g/m²).

2.10. Swing Gates

- Provide one (1) 3.0m (10 foot) opening with double swing gates for main access, at the northwest corner of the site. Four (4) pedestrian swing gate, with 1.8 meters (6 foot) opening. Appendix B for locations.
- Match gate fabric to that of the fence system.
- Gateposts shall be a minimum of 88mm (3.5 inch) O.D hot dip galvanized Schedule 40 steel pipe, complying with ASTM F1083.
- Swing gates shall be hot dip galvanized steel pipe, welded fabrication, in compliance with ASTM.
- Hardware: Provide hinges, latches permitting operation from both sides of gate, and keepers for each gate leaf. Fabricate latches with integral eye openings for padlocking; padlocks shall be accessible from both sides of gate.

2.11. Concrete

- Concrete for post footings shall be normal-weight concrete with not less than 20.7 MPa (3000 psi) compressive strength at 28 days, 75 mm (3-inch) slump, and 25 mm (1-inch) maximum size aggregate.

3. PROPOSAL REQUIREMENTS

Request for Quotation submissions are to be addressed by email only to Carey Holmes, Treasurer at treasurer@shelburne.ca with the subject line clearly stating **RFQ 01-2026 Submission.**

Emails must be sent no later than **3:00 p.m. (15:00 hours) local time**, on the specified closing date; Thursday February 05, 2026. Late bids will not be accepted.

Request for Quotation submissions must include:

- Completed in full Request for Quotation Form by date and time specified – **February 05, 2026 – 3:00 pm EST.**
- Completed in full Fee Proposal signed by Proponent and provide a formal detailed quote (Schedule A).
- Company Profile including Certifications and Accreditations along with relevant experience.
- References of similar projects from previous/existing Vendors.



- Copy of Contractor's current Insurance Certificates and WSIB Clearance Certificate.

4. TIMELINE

January 16, 2026	Request for Quotation Issued.
January 29, 2026 (4:30pm) (questions & addendums (if any))	Deadline for emailed questions to the Municipality (wthomson@shelburne.ca) from Interested Suppliers; Replies will be circulated to all Suppliers: Addendums (if necessary) will be the responsibility of the bidder to download from the Town Website at Shelburne.ca or Merx.com .
February 05, 2026 (3:00pm)	Closing date for Quotation Submissions.
February 09, 2026	The Municipality will award the Request for Quotation and notify the successful Proponent.

All questions, technical or otherwise, pertaining to this Request for Quotation should be directed by email only to:

Will Thomson
Manager of Operations, Parks, and Facilities
wthomson@shelburne.ca

Deadline for emailed questions will be **January 29, 2026 at 4:30pm**.

Responses and clarifications requests will be provided to all Proponents in writing. No clarification requests will be accepted by telephone.



5. PROPOSAL EVALUATION CRITERIA

Proposals will be assessed on the information provided in the proposal. Evaluation will be based upon the following items:

- Price - 30%
- Conformity to Specification - 30%
- Experience of Personnel - 25%
- References - 15%

Note: Lowest or Any Proposal not necessarily accepted.

Please Be Advised

Proposals that are incomplete, conditional, illegible, or obscure or that contain additions not called for, reservations, erasures, alterations, or irregularities of any kind, may be rejected as informal. Bidders are required to fill in all the blanks.

A Proponent may, without prejudice to himself, withdraw his tender at any time up to twenty-four (24) hours before the time set for the closing of the tender. Such withdrawal shall be made in writing and be received by the Town within the specified time. The Proponent who has withdrawn their Proposal may submit a new Proposal but must be received by the Town on or before the closing date and time. After closing, the Proposals are final and binding on the Proponent.

6. 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 already submitted a Proposal for the RFP. If the Town revises this RFP, any revisions will be included in 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 the Town website or Merx.com.

COMPLETION DATE

The Proponent is responsible for completing the scope of work outlined on pages 1 to 3 by **June 30, 2026**.

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 the 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 PROPOSER

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 officers, employees and agents from all loss, damage, liability, cost, charge and expense whatever, which it, 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, the 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.

PAYMENT

Once the project has started, payment shall be monthly, based on work completed to date and provided the work has been satisfactorily completed. The Proponent shall show its HST Registration number on each invoice. The amount of HST being charged shall be shown separately on all invoices. Prices contained in submission are to be in Canadian Funds, and to include all necessary labour, travel, and equipment required for execution of the work.

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 website: <https://www.shelburne.ca/media/vg5ntimp/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 incurred costs 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 they have the ability and experience in this class of work, and that they have 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 payments 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.



FEE PROPOSAL – SCHEDULE A

Hyland Village Pumping Station – Appendix A			
Description	Quantity	Unit Bid Prices	Total
Install according to specification and as indicated, fencing along the perimeter of the Pump Station.	43.2m		
Install (1) pedestrian swing gate entrance 1.89m wide.	1 Each		
Warranty:			
Working Dates:			
Subtotal	\$		
HST	\$		
Total	\$		

Thunder Soccer Field – Appendix B			
Description	Quantity	Unit Bid Prices	Total
Remove and dispose of existing fences.	409m		
Install, according to specification and as indicated, fencing along the perimeter of the soccer field.	409m		
Install (1) maintenance gate 10ft double wide for vehicle access.	1 Each		
Install (4) pedestrian entrances 1.8m wide with swing gate.	4 Each		
Warranty:			
Working Dates:			
Subtotal	\$		
HST	\$		
Total	\$		



REQUEST FOR QUOTATION FORM

Company Name:
Contact Representative:
City, Province, Postal Code:
Address:
Phone:
Email:
HST Registration Number:
Insurance Company:
Insurance Policy Number:
Insurance Coverage:
WSIB Clearance Certificate Number:

Having carefully examined all Proposal Documents related thereto, including the General Terms, Scope of Work, Proposal Requirements, Form of Proposal and Addendum, do hereby provide this Proposal in accordance with the Proposal Documents and all specifications. I/We understand and agree to provide the fencing services as per the instructions, conditions and costing as proposed in Schedule A (unit prices).

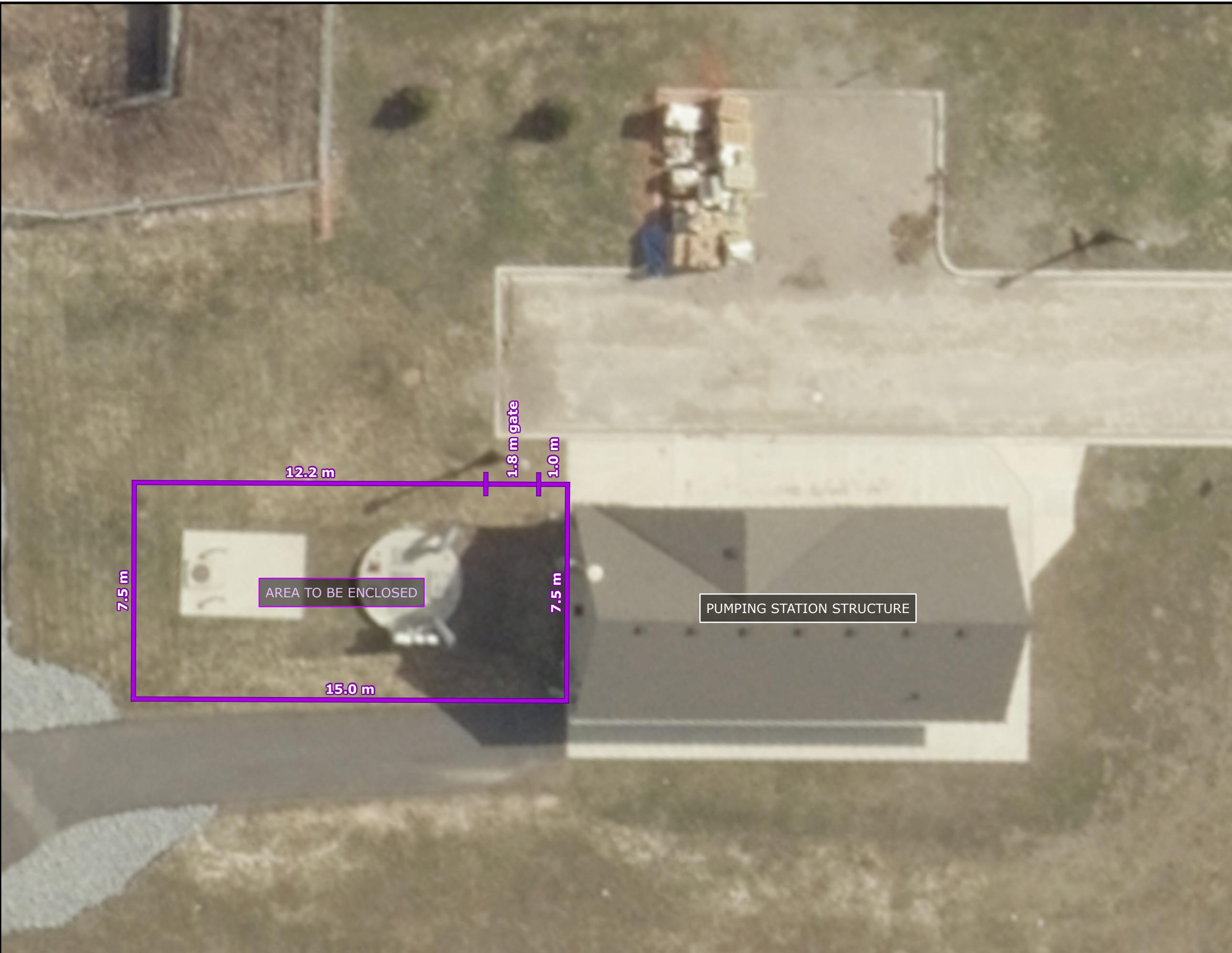
Signature of Authorized Person

Print Name

Title

Signature of Witness

Please note: Person signing must be authorized to conduct business on behalf of the company represented and to bind the company/individual to statements on this RFQ/Contract. Failure to sign submission will result in a rejection of the proposal.



DOCUMENT NAME	Appendix A
DRAWING TITLE	Proposed Fencing Hyland Village Pumping Station
LEGEND	 Proposed Fence  Proposed Gate
NOTES	<p><u>Gate Statistics</u> Quantity: 1 Length: 1.8 m (6 ft)</p> <p><u>Fence Statistics</u> Length: 43.2 m¹</p>
<p>¹Length of fencing is only approximate and should be verified prior to construction.</p>	
REFERENCE	 0 2.5 5 Meters
 <i>A People Place, A Change of Pace</i> SHELBURNE ONTARIO, CANADA	GIS PROJECT: 2025-026 VERSION: 01 DATE: 2025-11-07

