

THE CORPORATION OF THE TOWN OF



# **REQUEST FOR QUOTATION**

## **UTL-2026-01**

**Building Renovations  
at 110 Kate Street  
Public Works Facility Office**

Charles Fromentin  
Public Works Technologist  
Town of Gananoque  
30 King Street East  
Gananoque, Ontario

**INTRODUCTION:**

The Town of Gananoque, otherwise referred to as “The Town”, owns and maintains the Public Works Facility at 110 Kate Street, Gananoque.

The Town is seeking Quotations for building maintenance services for interior renovations to this facility in early 2026.



**RFQ Closing Date:** **February 19, 2026**  
**RFQ Closing Time:** **1:00 p.m.**

**INFORMATION TO BIDDERS:**

1. The deadline for submission is **February 19, 2026**, at 1:00p.m.
2. Quotations are being accepted via [www.Biddingo.com](http://www.Biddingo.com) only.
3. All questions regarding this RFQ must be submitted via [www.Biddingo.com](http://www.Biddingo.com) prior to the deadline of February 12, 2026, at 1:00p.m.
4. There is an onsite meeting/walk through of the facility on February 5, 2026, at 10:00am. **Interested Bidders should arrive at 110 Kate St no later than 9:45a.m.** Attendance is strongly encouraged. There is no requirement to register as an attendee prior to.
5. Submissions received after the deadline will not be accepted.
6. The Town reserves the right to reject any or all submissions, as a whole or in parts,

and waive formalities in the best interest of The Town, without stating reasons. The Town reserves the right to terminate an RFQ process at any time, without stating reasons.

7. The Town reserves the right to request additional data or information after the submittal date, if such data or information is considered pertinent to aid the selection process.
8. The Town reserves the right to take any action affecting the RFQ or the services or facilities subject to this RFQ that would be in the best interest of The Town.
9. The Town may require one or more Proponent to supplement, clarify or provide additional information in order for The Town to evaluate the Quotations submitted.

Quotation Submissions: [www.Biddingo.com](http://www.Biddingo.com)

Late submissions will not be accepted.

Lowest or any Bid not necessarily accepted.

**PROJECT COMPLETION DATE:**

Start Date: March 16, 2026

Completion Date: April 17, 2026

**AWARD:**

1. Lowest Bid not necessarily accepted.
2. A Bidder must be prepared, if requested, to present evidence of experience, ability, service facilities and financial standing, necessary to meet satisfactorily, the requirements set forth or implied in the RFQ.
3. The Town reserves the right to terminate the contract for sufficient cause, including but not limited to, poor performance, late delivery, inferior quality, incorrect pricing or health and safety concerns. If the successful Contractor fails to perform the work properly or fails to perform any provision of this RFQ, The Town may terminate the contract with written notice.

**SCOPE OF WORK:**

The successful Proponent shall provide all labour, materials, equipment and supervision necessary to complete interior renovations at the **“Pump House” Facility located at 110 Kate Street**, including the following:

**1. Kitchenette – Main Floor**

Supply and install a new kitchenette on the main floor. Two potential locations have been identified by the Town, with the final location to be confirmed prior to construction.

The kitchenette shall include, at a minimum:

- Upper and/or lower cabinetry suitable for staff use
- Countertop with adequate workspace
- Sink and faucet
- Space and connections for a refrigerator
- Space and connections for a microwave
- Space and connections for a toaster or toaster oven
- Storage for cutlery and small kitchen items

Internal plumbing shall be extended from the adjacent rented space (1000 Islands Kayaking) to service the kitchenette sink. Electrical connections for appliances shall be included. Minor extension of the kitchenette into the Meeting Area may be required depending on final layout. The Meeting Area is intended to function as the Utilities Department lunchroom.

**2. Wall Treatments and Painting**

- Remove existing sound-deadening foam from walls where present.
- Repair wall surfaces, as required.
- Prepare and paint walls with a light, neutral colour (white or very light yellow) to refresh and brighten the space, including covering the existing neon green accent wall.

**3. Removal of Half Wall – Meeting Area**

- Remove the existing half wall located just inside the main entrance to the Meeting Area.
- Repair and restore affected wall, floor, and ceiling finishes as required.
- Work shall be coordinated with flooring replacement to minimize rework.

#### **4. Flooring Replacement – Throughout**

- Remove and dispose of the existing carpet.
- Supply and install new durable, smooth, easy-to-clean flooring suitable for a high-traffic work environment where staff regularly wear outdoor footwear.

#### **5. Ceiling Replacement – Meeting Area**

- Remove the existing dark-coloured, plastic drop ceiling tiles and associated components. Maintain or replace lighting.
- Supply and install new standard ceiling tiles in a lighter colour to improve brightness and appearance.

#### **6. Provisional Items**

- Replace the existing bathroom vanity and sink with a new vanity and sink at a more suitable height, including required plumbing reconnections.
- Replace existing lighting fixtures with LED/LED compatible units.
- Repair or replace the door latch/lock mechanism on the rear door of the down-stairs office.
- Modify or replace door hardware on the downstairs office to allow for proper latching and locking.

**Provisional items shall be priced separately and may be awarded at the Town's discretion.**

#### **7. Permits and Approvals**

The successful Contractor shall be solely responsible for identifying, obtaining and complying with all required permits, approvals, inspections and associated fees related to the work, including but not limited to building, plumbing and electrical permits

BIDDER INFORMATION SHEET	
Company Name	
Contact Name	
Position	
Address	
Phone Number	
Email Address	
HST #	

# **BID FORM**

LS = Lump Sum

**All Pricing to exclude HST**

Project Completion Date: April 17, 2026

Initials: \_\_\_\_\_

It shall be a condition of the contract to be entered into, pursuant to this RFQ process, that all applications under this contract shall be completed prior to the project completion date (above).

Notes

All work to conform to the Ontario Building Code, Technical Standards & Safety Authority (TSSA), Electrical Safety Authority (ESA), Ontario Provincial Standard Specification (OPSS), Ontario Provincial Standard Drawings (OPSD) and Town of Gananoque Standards where applicable, and to the manufacturer's instructions for proprietary products.

I/We \_\_\_\_\_ the undersigned, have carefully examined the RFQ documents and specifications and am fully informed as to The Town's requirements. I/We hereby offer to supply the services for the Scope of Work at 110 Kate Street.

Dated at \_\_\_\_\_ this \_\_\_\_ day of \_\_\_\_\_, 2026.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**BIDDER'S DECLARATION FORM**

I/We (enter name) \_\_\_\_\_

Title/Position \_\_\_\_\_

Organization or Business \_\_\_\_\_

Declare that no person, firm or corporation other than the one whose signature or the signature of whose proper officers is attached below, has any interest in this Proposal or in the Contract proposed to be undertaken.

Further declare that this Proposal is made without any connection, knowledge, comparison of figures or arrangements with any other company, firm or person making a Proposal for the same work and is in all respects fair and without collusion or fraud.

Further declare that no Town employee, or Member of Council and their families is, or will become interested directly as a contracting party or otherwise or in the performance of the Contract or in the supplies, work or business to which it relates or in any portion of the profits thereof, or of any such supplies to be used therein or any of the monies to be derived therefrom.

Further declare that the several matters stated in the said submission are in all respects true.

Further declare that I/We have examined the RFQ in detail and hereby propose and offer to enter into a contract to provide all of the items mentioned and described or implied therein, including, in every case, freight, duty exchange, and to accept in full payment therefore, the sums calculated in accordance with the actual quantities provided, and Unit Prices attached to this Bid.

I/We agree that this offer is to continue open for acceptance until a formal contract is executed or a Purchase Order is issued to the successful Bidder.

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Signature of Authorized Officer

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Date