

Request for Quotation

Supply and Installation of Replacement Hot Water Boiler

Field	Information
RFQ No.	FA-02-2026
Issued by	Township of North Huron Brandi Vincent Director of Recreation, Children's Services and Facilities
Issue Date	Tuesday July 14, 2026
Closing Date and Time	Monday July 27, 2026 at 2:00pm
Facility Location	North Huron Wescast Community Complex 99 Kerr Drive, Wingham, Ontario

1. Invitation

The Township of North Huron invites quotations from qualified contractors for the supply, delivery, removal, disposal, and installation of a replacement hot water boiler system at the North Huron Wescast Community Complex, 99 Kerr Drive, Wingham.

The intent of this Request for Quotation is to obtain a complete price for the full replacement of the existing hot water boiler to support the operational demands associated with maintaining the ice rink.

This RFQ is intended to result in the award of a contract to the lowest-priced compliant bidder, subject to the Municipality's review of compliance with the requirements of this RFQ.

2. Project Overview

The Municipality requires the replacement of the existing hot water boiler serving the North Huron Wescast Community Complex Arena.

The successful Contractor shall provide all labour, materials, equipment, supervision, delivery, permits as applicable, removal, disposal, testing, startup, commissioning, and all related work necessary to complete the installation of a fully operational hot water boiler system.

The new boiler must be capable of producing a minimum of 175 imperial gallons of hot water every 50 minutes in order to meet the operational demands of maintaining the ice rink.

The installed boiler shall include a clean-out / flush port for maintenance purposes. If the boiler is not factory-equipped with this feature, the Contractor must install an appropriate port at the time of installation to allow for ease of cleaning and flushing.

3. Scope of Work

1. Removal and proper disposal of the existing boiler.
2. Supply and installation of a new hot water boiler system.
3. Delivery of all equipment and materials required for a complete installation.
4. Disconnection and reconnection of all required mechanical, electrical, venting, piping, and control components associated with the replacement.
5. Provision of all fittings, valves, supports, accessories, and appurtenances necessary for a complete and functioning system.
6. Startup, testing, commissioning, and verification of proper system operation.
7. Provision and installation of a clean-out / flush port, if not factory-equipped.
8. Coordination of any required shutdowns with municipal staff.
9. Restoration of the work area to a clean and safe condition upon completion.
10. Provision of operating manuals, warranty documentation, and basic operating instructions to municipal staff.

The Contractor shall verify all site conditions prior to submitting a quotation.

4. Minimum Technical Requirements

4.1 Boiler Capacity

The proposed boiler system must be capable of producing a minimum of 175 imperial gallons of hot water every 50 minutes. The bidder shall provide product literature and technical specifications demonstrating compliance.

4.2 Flush / Clean-Out Port

The installed boiler shall include a flush or clean-out port for maintenance purposes. If factory-equipped, the bidder shall identify this in the submission. If not factory-equipped, the bidder shall include the supply and installation of an appropriate clean-out / flush port in the quoted price.

4.3 Complete Installation

The bid price must include all labour, materials, equipment, and incidental work necessary to provide a complete and operational system, whether or not every component is specifically listed in this RFQ.

4.4 Codes and Standards

All work must comply with all applicable Ontario laws, regulations, codes, and standards; all applicable safety requirements; manufacturer's installation requirements; and all applicable permits, inspections, and approvals required for the work.

4.5 Warranty

The bidder shall provide details of the manufacturer's warranty for the boiler, warranty on parts, and warranty on labour / installation. Minimum warranty requirement: 3 year warranty

5. Site Visit

A site non-mandatory site visit will be held as follows:

- Date: Monday July 20, 2026
- Time: 10:00 am
- Location: North Huron Wescast Community Complex, 99 Kerr Drive, Wingham

Bidders are strongly encouraged to inspect the site and satisfy themselves as to existing conditions, access, dimensions, utility connections, and all other factors that may affect the work.

Failure to attend a non-mandatory site visit shall not relieve the bidder of responsibility for understanding site conditions.

6. Contract Time

The successful Contractor shall commence work within 30 calendar days of award or notice to proceed and complete the work by August 27, 2026.

The bidder shall indicate equipment lead time, estimated installation duration, and earliest start date.

7. Contractor Qualifications

The bidder shall be qualified and experienced in the supply and installation of commercial or institutional hot water boiler systems.

The Municipality reserves the right to request, prior to award, evidence of relevant experience, proof of required licensing or certifications, proof of insurance, WSIB clearance where applicable, and references for similar work.

Failure to provide requested information may result in disqualification.

8. Submission Requirements

Bidders shall submit:

1. Completed Form of Quotation (Form A)
2. Completed Technical Submission (Form B)
3. Completed Pricing Breakdown (Form C)
4. Product literature and technical specifications
5. Warranty information
6. Proposed installation timeline
7. Confirmation of compliance with the minimum production requirement
8. Confirmation of flush / clean-out port provision

Late submissions will not be accepted.

Submissions may be delivered in-person to: Township of North Huron- Town Hall- 274 Josephine Street, Wingham **OR** electronically to:
bvincent@northhuron.ca.

9. Questions and Clarifications

All questions regarding this RFQ shall be directed in writing only to:

Brandi Vincent
Director of Recreation, Children's Services and Facilities
bvincent@northhuron.ca
519-357-1208 x 322

Questions will be accepted until: Thursday July 23, 2026 at 12:00pm.

No oral interpretation, explanation, or instruction by any municipal representative shall be binding on the Municipality.

Any clarification or addendum issued by the Municipality shall form part of this RFQ.

10. Evaluation and Award

This RFQ is expected to be awarded to the lowest-priced compliant bidder.

To be considered compliant, the quotation must be received on time, be complete, meet the minimum technical requirements, include all required submission information, and comply with the material requirements of the RFQ.

The Municipality reserves the right to determine, in its sole discretion, whether a quotation is compliant.

The Municipality may reject any or all quotations, waive minor informalities, irregularities, or immaterial defects, seek clarification from any bidder, verify information provided by a bidder, cancel this RFQ at any time before award, and accept the quotation that is in the best interest of the Municipality, where permitted by the terms of this RFQ.

The lowest-priced quotation will not necessarily be accepted if the quotation is incomplete, non-compliant, or if the bidder is determined not to be capable of performing the work.

11. Pricing

Pricing shall be in Canadian funds, exclusive of HST.

The quotation price shall include removal and disposal of the existing boiler, supply of new boiler, all labour, delivery charges, all materials and accessories, all installation costs, all startup, testing, and commissioning, all required permits, inspections, and incidentals, and all other costs necessary for a complete installation.

The Municipality will not pay additional amounts for work that should reasonably have been included in the quotation.

Quoted prices shall remain firm for a period of 30 days following the closing date.

12. Insurance and WSIB

Prior to commencement of work, the successful Contractor shall provide and maintain, at its own expense:

Commercial General Liability Insurance in an amount of not less than \$5,000,000 per occurrence, inclusive for bodily injury, personal injury, death, and property damage, including contractual liability, products and completed operations, owners' and contractors' protective coverage if applicable, cross liability / severability of interests, and non-owned automobile liability if applicable. The policy shall name the Municipality as an additional insured, except with respect to automobile liability and workers' compensation / WSIB.

Where vehicles are used in connection with the work, automobile liability insurance with limits of not less than \$2,000,000 per occurrence.

The successful Contractor shall provide proof of current Workplace Safety and Insurance Board (WSIB) coverage, where applicable, and shall maintain such coverage throughout the term of the contract.

13. Health and Safety

The successful Contractor shall be responsible for complying with all applicable occupational health and safety requirements, including the Occupational Health and Safety Act (Ontario) and all applicable regulations.

The Contractor shall be deemed to be the constructor, employer, or both, where applicable under law, and shall be solely responsible for all obligations arising from that role, unless otherwise expressly agreed in writing by the Municipality.

The Contractor shall take all reasonable precautions for the protection of workers and the public and shall ensure that the work site is maintained in a safe condition at all times.

14. Permits, Laws, and Approvals

The Contractor shall obtain and pay for all permits, licenses, inspections, and approvals required to perform the work, unless otherwise stated in writing by the Municipality.

The Contractor shall comply with all applicable federal, provincial, and municipal laws, regulations, codes, standards, and bylaws in performing the work.

15. Indemnity

The successful Contractor shall indemnify and save harmless the Municipality, its elected officials, officers, employees, agents, and representatives from and against any and all claims, demands, losses, costs, damages, actions, suits, or proceedings arising out of or attributable to the Contractor's performance of the work, including those occasioned by the negligence, acts, omissions, breach of contract, or wilful misconduct of the Contractor or anyone for whom the Contractor is responsible at law, except to the extent caused by the negligence or wilful misconduct of the Municipality.

16. No Claim for Compensation

The bidder agrees that it has carefully examined the RFQ documents and any site conditions, has satisfied itself as to the nature and extent of the work, and will make no claim against the Municipality for any misunderstanding, error, omission, or misinterpretation relating to the RFQ, except as expressly provided by law or by written contract.

No bidder shall have any claim for compensation of any kind as a result of participating in this RFQ, including claims relating to the preparation of a quotation, loss of anticipated profit, or the rejection of any quotation.

17. No Obligation / No Contract Until Award

This RFQ is not an agreement to purchase goods or services.

No contractual relationship shall arise between the Municipality and any bidder unless and until the Municipality has formally approved the award, where required, and a written contract, purchase order, or other written authorization acceptable to the Municipality has been executed or issued.

18. Freedom of Information and Confidentiality

Information submitted to the Municipality may be subject to disclosure under the Municipal Freedom of Information and Protection of Privacy Act (Ontario) or other applicable law.

Bidders should clearly identify any information supplied in confidence; however, the Municipality does not guarantee that such information will be exempt from disclosure.

19. Conflict of Interest

Bidders shall disclose any actual or potential conflict of interest in their submission.

The Municipality reserves the right to disqualify a bidder where, in the Municipality's opinion, a conflict of interest exists that cannot be appropriately managed.

20. Accessibility

If applicable to the goods, services, or deliverables, the successful Contractor shall comply with all applicable accessibility requirements under the Accessibility for Ontarians with Disabilities Act, 2005 and its regulations.

21. Completion and Handover

Upon completion, the Contractor shall test the system, confirm the boiler is fully operational, demonstrate proper operation to municipal staff, provide all manuals, warranty documents, and maintenance information, identify the location and use of the flush / clean-out port, and leave the site clean and ready for use.

Final acceptance shall be subject to the Municipality's inspection and confirmation that the work has been completed in accordance with the RFQ and the resulting contract.

Form A – Form of Quotation

RFQ No.: FA-02-2026

Project: Supply and Installation of Replacement Hot Water Boiler

Item	Information
Legal name of bidder	
Contact person	
Address	
Phone	
Email	

Description	Price
Total lump sum price, excluding HST	\$
HST	\$
Total lump sum price, including HST	\$

Bidder Confirmation

- the quotation includes removal and disposal of the existing boiler
- the quotation includes supply and installation of a new hot water boiler system
- the proposed system meets the minimum production requirement of 175 imperial gallons every 50 minutes
- the installed system includes a clean-out / flush port, whether factory-equipped or field-installed
- the bidder has reviewed the site conditions and RFQ requirements
- the bidder can complete the work within the proposed timeline
- the bidder has included all costs necessary to complete the work
- the bidder will, if requested, provide proof of insurance, WSIB coverage, qualifications, and related supporting documentation

Authorized Signature: _____

Name: _____

Title: _____

Date: _____

Form B – Technical Submission

Item	Response
Manufacturer	
Model number	
Boiler type	
Rated output / capacity	
Recovery / production rate	
Fuel type	
Venting requirements	
Dimensions	
Electrical requirements	
Warranty details	

Requirement	Bidder response	Complies?
Removal and disposal of existing boiler included	Yes / No	
Supply and installation of new boiler included	Yes / No	
Minimum 175 imperial gallons every 50 minutes	Yes / No	
Flush / clean-out port included	Yes / No	
Startup and testing included	Yes / No	
Manuals and warranty documents included	Yes / No	

Item	Response
Equipment lead time	
Estimated installation duration	
Earliest start date	
Substantial completion date	

Optional Form C – Pricing Breakdown

Item	Price
Removal and disposal of existing boiler	\$
Supply of new boiler	\$
Installation labour	\$
Piping / fittings / valves / accessories	\$
Electrical / controls work	\$
Venting work	\$
Startup / testing / commissioning	\$
Other	\$
Total excluding HST	\$