

REQUEST FOR QUOTATION

Project: **EAST ELGIN COMMUNITY COMPLEX
DESIGN, SUPPLY, AND INSTALL HANDRAIL**
Location: **531 Talbot St. W Aylmer**
Submission Date: **Wednesday, June 18, 2025, 1:00pm**

1.0 Introduction and Background

The Corporation of the Town of Aylmer, acting in its capacity as the administering municipality for the East Elgin Community Complex Board of Management (Board), is seeking a qualified vendor to design, supply, and install handrails at the Eastlink Arena within the East Elgin Community Complex.

Additionally, handrails are being considered for the Kinsmen Arena. These shall be included as a **provisional item** and quoted separately.

2.0 Available Information to be Supplied to Successful Proponent

Upon request, bidders may review any available building plans/drawings they feel are relevant to the project.

3.0 Submission Requirements, Deadline and Project Schedule

3.1 Procurement Policy

The Town intends to follow the provisions in the Procurement Policy and reserves the right to evaluate each tender for irregularities to ensure submission requirements are acceptable. The Procurement policy can be found on the Town's website at:

<https://aylmer.civicweb.net/filepro/documents/66812?preview=71088>

3.2 Mandatory Site Meeting

Vendors are required to attend a mandatory site visit prior to submitting their quote to be held on May 7, 2025, at 11:00 am at the East Elgin Community Complex.

3.3 Submission Deadline

The following is the submission deadline and project schedule:

Quotation issued: **Wednesday, April 23, 2025**

Mandatory Site Visit: **Wednesday, May 7, 2025, at 11:00 am**

Deadline for Questions: **June 10, 2025**

No Addendums will be issued after: **June 12, 2025**

Quotation submission deadline: **Wednesday, June 18, 2025, 1:00pm**

Award anticipated July 2025

Project Completion: **December 1, 2025, or sooner**

3.4 Submission Location

Submissions can be submitted to The Town of Aylmer located at 46 Talbot St. W, Aylmer, ON, N5H 1J7. Submission should be sealed and clearly identified as:

EAST ELGIN COMMUNITY COMPLEX - SUPPLY AND INSTALL HANDRAIL

3.5 Bid Deposit

Vendors must include a bid deposit with their submission. A bid deposit in the amount of \$5000.00 is required. As per the Town of Aylmer procurement policy, the bid deposit shall be in the form of a certified cheque made payable to the Corporation of the Town of Aylmer.

4.0 Scope of Work

4.1 Design, supply and installation of handrail.

The East Elgin Community Complex Board of Management has selected a preferred handrail design. A photo of the preferred design is included. The successful vendor will be required to obtain final approval of their design prior to the supply and installation of the handrails. The successful vendor shall design, supply, and install stainless steel handrails with flush-mounted anchors in the Eastlink Arena.

Handrails for the Kinsmen Arena are to be quoted as a **provisional item** and included separately.

The vendor is required to provide engineered stamped drawings, obtain all permits, and inspections. Work performed must limit disruptions to programming and be scheduled to mitigate program cancellations.

4.2 Design Requirements

- **Handrails shall be installed using flush-mounted anchors.** Core-drilled and grouted installations are not acceptable. The mounting method must ensure a secure, durable, and aesthetically clean finish.
- Handrails shall be:
 - Minimum 1 ½" diameter round stainless-steel tubing
 - Minimum 1/8" wall thickness
- Final design drawings suitable for review and approval by the Board are required.
- Engineered stamped drawings, permits, and inspections must be obtained post-approval.
- Design must comply with all applicable Ontario Building Code (OBC) and Accessibility for Ontarians with Disabilities Act (AODA) standard



Picture shows example of preferred handrail design.
Note: Stainless steel required

The photos below show examples of the preferred method of installation.



4.3 Locations

- Handrails are required in **four areas** of the Eastlink Arena, each approximately 20 feet.
- Similar specifications apply to **four provisional areas in the Kinsmen Arena**.
- Field verification of each area is required by the bidder before final design approval.

4.4 Material Requirements

- The preferred material is stainless steel.
- Clearly specify the grade of stainless steel proposed

4.5 OBC and AODA

All submissions to comply with OBC and AODA requirements. Bidders should satisfy themselves that their proposed design will meet the requirements of the OBC and AODA as applies to the EECC.

The minimum requirements for compliance with the Ontario Building Code (OBC) and AODA regulations include:

- a single handrail in the middle is permitted and provides enough clearance on either side to
- handrail is to be 34"- 42" tall with a second rail 12" below the top rail (height measured from nose of stair tread to top of rail)
- The handrails must have openings between handrail sections 22"- 36" wide and openings are required at intervals not exceeding 5 rows of seats.
- Handrail section located at the bottom of the stairs is to continue to slope for one tread depth followed by a 12" horizontal section.
- The handrail section located at the top of the stairs is to extend 12" beyond the top stair

5.0 Insurance and Other Required Documentation

5.1 Comprehensive General Liability Insurance

The successful Proponent shall, at their expense, obtain and keep in force during the term of this contract, Comprehensive General Liability Insurance satisfactory to the Town, including the following:

- a) a limit of liability of not less than five million dollars (\$5,000,000);
- b) the Town of Aylmer and Township of Malahide shall be named as an additional insured;
- c) the policy shall contain a provision for cross liability in respect of the named insured;
- d) the policy shall contain completed operations coverage;
- e) the policy shall contain owner's protective coverage;
- f) the policy shall contain non-owned automobile coverage with a limit of at least two million dollars (\$2,000,000) including contractual non-owned coverage;
- g) the policy shall state that 30 days prior notice of any alteration, cancellation or lapse in policy shall be given in writing to the Town.

The successful Proponent shall obtain and keep in force for the duration of this contract, automobile insurance under a standard automobile policy with limits of not less than two million dollars (\$2,000,000) in respect of each vehicle.

The successful Proponent shall obtain and keep in force for the duration of this contract, professional liability insurance for errors and omissions with limits of not less than five million dollars (\$5,000,000) in respect to all of the Proponent's responsibilities relating to this contract.

The successful Proponent shall provide, together with its executed agreement, a certificate of insurance or certified copies of the above referred to policies satisfactory to the Corporation, together with proof of renewal prior to expiry.

5.2 WSIB

The successful Proponent is required to conform with the Occupational Health and Safety Act relating to the performance of the contract. The successful Proponent will be required to supply the Town with a valid Clearance Certificate issued by the WSIB. A new clearance certificate is required every sixty (60) days.

6.0 Pricing

Bidders must include Appendix A and B and C with their quotation. Bidders may include any other information they feel is relevant to the evaluation of their quotation. Costs submitted are to be for the complete project including but not limited to engineered drawings, manufacturing, labour, installation and any permits and approvals as required.

7.0 Warranty

The successful bidder is required to provide a 2-year warranty on the finished product. The warranty shall include all labour and material required to correct any performance deficiencies. The Board will be the sole judge on the determination of performance deficiencies and the acceptance of any corrective measures.

8.0 Questions

Questions related to this request should be directed to Susie Wray, Manager of Parks and Recreation. swray@town.aylmer.on.ca, (519) 773- 5631 extension 4931.



**APPENDIX A – RESPONDENT INFORMATION FORM AND ADDENDUM
 ACKNOWLEDGEMENT**

By filling out and signing this page the respondent acknowledges having and understood the requirements of this RFQ. Each bid will be received with the understanding that the acceptance, in writing, by the respondent of the offer to furnish all or any part of the goods or services described therein shall bind the Respondent on its part to furnish and deliver the goods or services at the prices given and in accordance with the conditions of said accepted quotation.

1.	Company Name	
2.	Company Address	
3.	Respondent's Contact Name & Title	
4.	Office Phone #	
5.	Toll Free #	
6.	Cellular #	
7.	Fax #	
8.	E-mail Address	
9.	Signature	
10.	Date	

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

This will acknowledge receipt of the following addendum and, that the pricing quoted includes the provision set out in such addendum.

ADDENDA #

 RESPONDENT

 SIGNATURE

 DATE

GST Registration # _____ Company Seal (If incorporated)

APPENDIX B – FORM OF QUOTATION

Material being quoted: Stainless Steel – gauge and grade to be included	
Material Specifications (bidders should list material specifications that are relevant to their quote being adequately evaluated).	Price
<p style="text-align: right;">SUB TOTAL\$</p> <p style="text-align: right;">HST\$</p> <p style="text-align: right;">TOTAL\$</p>	

I/we understand that the total price of _____,

(\$ _____) is considered to be an upset limit and will be identified as such on the agreement with the Town. I/we have included as backup a cost breakdown of the total price for review and consideration by the Town.

Signature _____

Printed Name _____

APPENDIX C – FORM OF QUOTATION – Provisional Item (Kinsmen Arena Handrails)

Material being quoted: Stainless Steel – gauge and grade to be included	
Material Specifications (bidders should list material specifications that are relevant to their quote being adequately evaluated).	Price
<p style="text-align: right;">SUB TOTAL\$</p> <p style="text-align: right;">HST\$</p> <p style="text-align: right;">TOTAL\$</p>	

I/we understand that the total price of _____,

(\$ _____) is considered to be an upset limit and will be identified as such on the agreement with the Town. I/we have included as backup a cost breakdown of the total price for review and consideration by the Town.

Signature _____

Printed Name _____