



Q-2026-03
Windsor Dock Rehabilitation
THE TOWNSHIP OF MUSKOKA LAKES
1 Bailey St, PO Box 129, Port Carling, ON. P0B 1J0

To: All Bidders

DATE:

Item	Description	Qty	Units	Unit Price	Bid Price
1	Demolition				\$
2	Crib Rebuild/Timber Stringers				\$
3	Steel Work (if required)				\$
4	Decking				\$
Cost per foot should additional piling depth if required?					
Bid Price					\$
HST					\$
Total Bid Price					\$
Questions to be directed by email to cmoore@muskokalakelakes.ca					
After receipt of order, goods or service will be delivered within _____ days.					
This Quotation to be returned on or before: February 5, 2026 @ 2:00 p.m.					
I / We agree to complete the above noted work in accordance with the terms and conditions of the quotation.					
SUBMITTED BY: (Company)		ADDRESS			
SIGNED BY: (Authorized Official)					
NAME:				POSTAL CODE	
TITLE:		TEL:		FAX:	
EMAIL:		DATE:			



Q-2026-02

Windsor Dock Rehabilitation

Description of Work

- 1.0** Windsor Dock is located at 3040 Muskoka Rd 169., Bala, Lake Muskoka, within the Township of Muskoka Lakes.
- 1.1** It is the responsibility of the Contractor to view the dock locations prior to bidding and satisfy themselves with the conditions. If requested, bidders may request the Facilities Maintenance Foreman or designate to accompany the bidders to the inspection of each dock site. No statements made before, during or after the site visits in any way relieve the bidders of the requirements to make themselves sufficiently aware of the conditions in order to make a fully informed bid submission.
- 1.2** The right side of the dock (yellow section in schedule A) shall include the removal and replacement of the existing dock decking, fascia and sleepers. Replace left side of dock (blue section in schedule A) with new steel dock. An average of 40-foot length of piling shall be used for bidding purposes.
- 1.3** It is the responsibility of the Contractor to retain the services of a licensed Professional Engineer to prepare designs in general conformance with the indicative design and to supply the Owner with design drawings sealed by a Professional Engineer licensed to practice in the Province of Ontario.
- 1.4** No fabrication shall take place until the drawings are approved.
- 1.5** The type of decking and fascia board to be used shall be Sienna Brown pressure treated lumber (or approved equivalent) and be a minimum 2" x 8" inches for decking, 2"x6" sleepers and 2" x 10" for fascia board.
- 1.6** Dock cleats shall be the responsibility of the Contractor. Direction from Township staff shall be sought prior to installation. Cleat to be a Dock Edge Cleat style.
- 1.7** Fasteners to be used shall be properly sized Engineered GRK Screws approved by the Facilities Maintenance Foreman.
- 1.8** The Contractor shall be responsible for securing all required permits and engineering. Copies of the permits issued shall be supplied to the Owner prior to the start of the works.

Opening Bids

Bids will be received **on or before 2:00 p.m., local time, February 5, 2026**, as determined by the time/date stamp clock in the location receiving the bids. Late submissions will not be accepted and will be returned unopened.

Bids may be hand delivered in a sealed envelope, clearly marked with the quotation name and number.

Vendors may choose, at their sole risk, to email their bid to cmoore@muskokalak.es.ca.

Upon award of the quotation, proponents will be notified on if they are the successful bidder or not.

Delivery of Products

Completion / delivery shall be on or before the date indicated (if specified). Since delivery times are a fundamental component of this contract, it is therefore essential that the vendor formally certify their delivery time. If not specified, please indicate the completion / delivery time on the bid page (page 1).

The delivery time is considered to be an important part of this contract it will be taken into consideration when determining the award of this contract.

All products / services will be delivered to the indicated location Monday to Friday between the hours of 8:30 a.m. and 4:00 p.m. (unless otherwise indicated).

Right to Accept or Reject Quotation

The Township reserves the right to reject any or all quotations. The selection of the successful bidder will also be based on references and past performance of the bidder.

Award

It is the intent of the Township of Muskoka Lakes to award this quotation to the most responsive and responsible bidder(s), based upon the submissions received. The Township's decision as to the award will be final.

No Acceptable Bids or Equal Bids Received

Where two identical bids are received and all things being equal, the provisions of the Procurement Policy C-CAO-13 shall apply.

Withdrawal of Quotation

Requests for withdrawal of quotations received prior to closing time will be allowed.

Negotiation and Execution of Contract

The negotiation, award and execution of a Contract will be made in accordance with the Township Procurement Policy C-CAO-13.

Informal or Unbalanced Quotation

Quotations must be completed in ink or by non-erasable medium. Quotations which are incomplete, conditional, unbalanced, illegible or obscure, or that contain reservations, erasures, alterations or irregularities of any kind in the sole and absolute discretion of the Township, may be rejected as informal.

Bidders to Investigate

The bidder shall carefully examine all specifications / locations so that the unit prices quoted are commensurate with the nature of the work.

Clarification

It shall be the supplier/contractor's responsibility to clarify any points in question with the Township of Muskoka Lakes prior to submitting the quotation.

Bidders finding discrepancies or omissions or having doubt as to the meaning or intent thereof, shall notify the Township who shall, if necessary, send written instruction or explanations to all bidders immediately.

No employee or agent of the Township is authorized to amend or waive the requirements of the RFQ document in any way unless the amendment or waiver is authorized by the Director of Public Works.

Inquiries must be received no later than five (5) business days prior to the submission deadline or as amended by addendum. The deadline for the posting of addenda is no later than three (3) business days prior to submission deadline or as amended by addendum.

Corey Moore
Manager of Parks, Recreation and Facilities
Email: cmoore@muskokalakes.ca

Any responses made on behalf of the Township will be via email or through the issuance of an addendum or clarification.

Addendum

Bidders may, during the bidding period, be advised by Addendum of any additions, deletions or alterations to the Tender Documents. All such changes shall be included in the tender and shall become part of the contract. **The addendum must be printed, signed and returned with the form of quotation.**

Statutes and Regulations

The Contractor shall comply with all Federal, Provincial, and Municipal laws and all applicable regulations including but not limited to the Workplace Safety and Insurance Act, Ontario Occupational Health and Safety Act, and Regulations including W.H.M.I.S (MSDS sheets (where required) must be submitted prior to bringing the materials on the job site.) Proof of training in specific areas may be requested by the Township.

Indemnification

Without limiting any other obligation of the successful Proponent under this Contract or otherwise, the successful Proponent hereby agrees to INDEMNIFY and SAVE HARMLESS the Township of Muskoka Lakes, its elected officials, officers, employees, servants, agents and others for whom the Township of Muskoka Lakes is in law responsible, from and against any liability, loss, claims, demands, damages, fines and penalties, costs and expenses (including consulting fees), investigatory and legal expenses, and any other actions or causes of actions, suits, caused by or attributed to any willful or negligent act, omission, delay, or allegations thereof on the part of the successful Proponent, its officers, employees, subcontractors, agents, licensees, assignees, invitees or other persons engaged in the performance, non-performance or attempted performance of the Work pursuant to this Contract or anyone else for whom the successful Proponent is in law responsible.

Licenses and Approvals

The successful bidder shall at their own expense, be responsible for maintaining and keeping current any licenses, or approvals, necessary to permit them, their employees or company, to carry out the requirements of the agreement.

Extras

Extras to this contract will not be allowed or considered unless they result in a fundamental change to the work to be performed under the contract and are initiated and approved by the Township in writing.

Harmonized Sales Tax (HST)

Harmonized Sales Tax (HST) is an applicable tax and shall be shown separately.

Prices

Prices quoted are to remain firm and irrevocable and continue open for acceptance by the Township for a period of 60 calendar days after the closing date indicated in this Quotation.

Prices quoted must include all incidental costs, including, but not limited to labour, equipment, supplies, travel time, customs duty, brokerage fees, excise tax, freight, insurance, fuels, energy costs, etc., and the Bidder shall be deemed to be satisfied as to the full requirements of the Quotation. No claim for extra work will be entertained and any additional work must be authorized in writing prior to commencement.

Payment

Invoices shall be submitted directly to the attention of The Public Works Department at:

Township of Muskoka Lakes
1 Bailey St. PO Box 129,
Port Carling, ON P0B 1J0
Attention: Corey Moore cmoore@muskokalakes.ca

In order for the system to be most effective, we request that the following information is submitted on the invoice, ensuring timely payments.

- Supplier's name (the cheque will be made to this name) and Mailing Address
- Billed to the Township of Muskoka Lakes (address above)
- Shipped to (department name and contact name)
- Invoice number
- Invoice date
- PO number/Tender number (if applicable)
- Terms
- Due date
- Description of the goods or services purchased
- Project name (if applicable)
- Amount
- Invoice amount prior to taxes (subtotal)
- Total amount due

The Township's term of payment is thirty (30) days.

Estimated Quantities

The total estimated quantities/hours are approximate only. Final payment will be based on actual quantities of work performed / delivered.

Employment Status

The bidder acknowledges that neither they nor their employees shall be considered to be the employees of the Township of Muskoka Lakes as a result of this procurement.

Non Performance

The Township reserves the right to make a determination of non performance or poor quality of goods and/or services, and further reserves the right to cancel the contract. The opinion of the Township of Muskoka Lakes and the Director of Public Works in this regard shall be final in all instances.

Restrictions to Bidding

Pursuant to Township of Muskoka Lakes Procurement Policy C-CAO-13, quotations received from suspended bidder shall not be considered.

Environmentally Responsible Procurement “Green”

Products considered to be environmentally responsible may be given preference during the evaluation stage of the submission.

Accessibility Regulations for Contracted Services

Services rendered under this quotation shall meet the requirements of Ontario Regulation 429/07 under AODA.

Defective or Unsuitable

Any items purchased under this quotation which are later found to be defective, flawed, damaged, not meeting the accepted specifications, or unsuitable for their intended use, shall be returned to the vendor forthwith.

If the goods purchased are rejected, the same must be removed by the vendor from the premises of the Township within five working days after notification.

The vendor shall be responsible for all damages caused by faulty workmanship, defective materials, flaws, or other such reason by which their failure or the failure for whom those are responsible.

Standard Terms and Conditions

The quotation shall be subject to the Township's Standard Terms and Conditions, which can be found at <https://www.muskokalakes.ca/en/resourcesGeneral/Documents/Bids-and-Tenders/2023/Public-Works-Standard-Quotation-and-Contract-Terms-and-Conditions.pdf>

Successful Tenderer - Securities

No Securities will be required for the purposes of this Contract.

The Owner will retain 10% of all monies payable under the Contract in lieu of a performance security until such time as the Owner has accepted the infrastructure to be constructed under the Contract.

Schedule A

