TOWN OF CARLETON PLACE
REQUEST FOR QUOTATION
Carambeck CC Daycare Expansion

PM – 06 -2026

The Town Carleton Place is accepting Quotes for the supply and installation of:

PLUMBING

351 BRIDGE STREET, CARLETON PLACE, ONTARIO, K7C 3H9

The purpose of this request is to prompt a response from Proponents actively engaged in the provision of Plumbing installations.

If you are in a position to submit a Quote, the completed Form of Proposal and all required attachments and schedules, must be returned via email to rrankin@carletonplace.ca prior to the closing date. You are encouraged to make a full copy of the submitted documents for your file.

During the period for Proposal preparation, any questions concerning the requirements or intent of the statements contained herein should be directed to **Ross Rankin, Property and Project Manager at 613-257- 6256 or via email rrankin@carletonplace.ca**

This Request for Quotation is advertised with a closing date of **2:00 pm, local time, Monday October 26, 2026.**

We look forward to your response.

Sincerely,

Ross Rankin, CRFP
Property and Project Manager

TOWN OF CARLETON PLACE
REQUEST FOR QUOTATION
Carambeck CC Daycare Expansion

Proposals will be received via email to rrankin@carletonplace.ca by

2:00 O'CLOCK NOON, LOCAL TIME (EASTERN) Tuesday October 20, 2026 for supply and installation of:

MECHANICAL EQUIPMENT
351 BRIDGE STREET, CARLETON PLACE, ONTARIO, K7C 3H9

A Site inspection is scheduled for **Wednesday October 14, 2026 at 2:00 pm** accompanied by Ross Rankin, (phone) 613-257-6256, (email) rrankin@carletonplace.ca or designate. Is mandatory prior to submitting a Proposal for supply and installation of this equipment.

The lowest or any Quote will not necessarily be accepted.

Ross Rankin,
Property and Project Manager

I N D E X

1) INFORMATION TO PROPONENTS
2) FORM OF PROPOSAL
3) TERMS OF REFERENCE
4) SPECIFICATIONS & DRAWINGS

SECTION 1

INFORMATION TO PROPONENTS

1. *Delivery and Opening of Proposals*

Proposals indicating the Name of Proponent, the Proposal Name & File Number, and the Proposal Closing Date & Time shall be received by the Property and Project Manager. Ross Rankin, via email to rrankin@carletonplace.ca until 2:00 o'clock pm., local time, Tuesday October 20, 2026. Late Proposals will not be accepted and will be returned unopened.

The Town of Carleton Place reserves the right to reject any or all Proposals. The lowest or any Proposal will not necessarily be accepted.

2. *Errors, Omissions, Clarifications*

All questions and requests for clarification, including Terms of Reference and technical information, relating to the Request for Proposal process and/or identification of any errors or omissions in the Request for Proposal documents shall be directed to Ross Rankin, Property and Project Manager, ~~v~~ia email rrankin@carletonplace.ca.

The Property and Project Manager may, at his sole discretion, issue a written addendum. The Property and Project Manager will not make oral interpretations or clarifications, as to the meaning of the Proposal documents.

3. *Informal Proposals*

Proposals shall conform to the terms and conditions set out herein. Proposals which are incomplete, conditional, or obscure, or which contain additions not called for, erasures, alterations, or irregularities of any kind, may be rejected as informal. The Form of Proposal must be legibly signed in ink by an authorized officer of the firm.

4. *Ability and Experience of Proponents*

No Proposal will be considered from any Proponent unless known to have a background of experience in a related enterprise of a character similar to that covered by this document**.**

Important - Demonstrable successful experience in the supply and installation of commercial plumbing components by the Proponent is required. Details should be provided as part of the references submitted with the Proposal.

5. Conditions and Requirements for Performance

The Proponent is required to submit their Proposal upon the express conditions that they shall satisfy themselves by personal examination of the proposed location for the plumbing, or by such other means, as they may prefer, as to the actual conditions of the location and requirements for the plumbing.

Each Proponent by careful examination of the RFQ documents and any subsequent addenda shall satisfy themselves as to the nature of the flooring required as well as all conditions which might affect the execution of the contract and will make the necessary changes to their proposal.

6. ***Agreement***

The Proponent agrees that the Town of Carleton Place's Letter of Acceptance issued to the successful Proponent, along with the Quotation Document submitted in response to, and in compliance with, the RFQ shall constitute the basis of the Agreement. If any other document is required, Proponents shall clearly identify this requirement in the Quotation as submitted. It is preferred that a sample document be included with the Quotation for review. In the absence of notification from the Proponent of the requirement for additional documents, it shall be deemed that the documentation outlined in the first sentence of this paragraph shall constitute the whole of the agreement.

7. ***Proposal Left Open***

The Proponent shall keep their Quotation open for acceptance for ninety (90) days after the closing date.

8. ***Right to Accept or Reject Proposals***

The Town of Carleton Place reserves the right to reject any or all Quotation or to accept any Quotation should it be deemed in the interests of the Town of Carleton Place to do so and if only one Quotation is received, the Town of Carleton Place reserves the right to reject it.

Notwithstanding the foregoing, in the event that a preferred Quotation does not exactly and entirely meet the Town of Carleton Place's requirements, the Town of Carleton Place reserves the right to enter into negotiations with the selected Proponent to arrive at a mutually satisfactory arrangement with respect to any modifications to the Quotation.

9. ***Schedule***

A- Release of RFQ	October 8, 2026
B- Mandatory Site Visit	October 13, 2026
C- Written Questions Received	October 16, 2026
D- Response to Written Questions	October 19, 2026
E- Submission of Proposal	October 20, 2026
F- Proposal Review and Award	October 21, 2026
G- Delivery & Installation	October 26, 2026
H –Substantial Completion	December 14, 2026

The Town of Carleton Place reserves the right to alter the scheduling of items "C" to "H".

10. ***Indemnity***

The Proponent shall defend, indemnify and save harmless The Town of Carleton Place, its elected officials, officers, employees and agents from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury, sickness, disease or death or to damage to or destruction of tangible property including loss of revenue or incurred expense resulting from disruption of service, arising out of or allegedly attributable to the negligence, acts, errors, omissions, misfeasance, nonfeasance, fraud or willful misconduct of the Proponent, its directors, officers, employees, agents, contractors and subcontractors, or any of them, in connection with or in any way related to the delivery or performance of this Contract. This indemnity shall be in addition to and not in lieu of any insurance to be provided by the Proponent in accordance with this Contract and shall survive this Contract.

The Proponent agrees to defend, indemnify and save harmless The Town of Carleton Place from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever arising out of or related to the Supplier's status with WSIB. This indemnity shall be in addition to and not in lieu of any proof of WSIB status and compliance to be provided by the Supplier in accordance with this Contract and shall survive this Contract.

11. ***Insurance Policy & Certificate***

Evidence of insurance covering all of the following areas, in a form satisfactory to the Town, shall be provided prior to and maintained during the Contract:

Commercial General Liability issued on an occurrence basis for an amount of not less than $5,000,000. per occurrence / $5,000,000. annual aggregate for any negligent acts or omissions by the Contractor relating to their obligations under the Contract. Such insurance shall include, but is not limited to bodily injury and property damage including loss of use; personal injury; contractual liability; premises, property & operations; non-owned automobile; broad form property damage; owners & Contractors protective; occurrence property damage; products & completed operations; employees as Additional Insured(s); contingent employers liability; tenants legal liability; cross liability and severability of interest clause.

Such insurance shall add the Corporation of the Town of Carleton Place as additional insured with respect to the operations of the Contractor. This insurance shall be non-contributing with and apply as primary and not as excess of any insurance available to the Town and contain a waiver of subrogation in favour of the Town. The Contractor shall indemnify and hold the Corporation of the Town of Carleton Place harmless from and against any liability, loss, claims, demands, costs and expenses, including reasonable legal fees, occasioned wholly or in part by any negligence or acts or omissions whether willful or otherwise by the Contractor, its agents, officers, employees or other persons for whom the Contractor is legally responsible.

Environmental Impairment Liability with a limit of not less than $1,000,000 per Incident /Annual Aggregate. Coverage shall include Third Party Bodily Injury and Property Damage including on-site and off-site clean-up. If coverage is written on a claim made basis, the policy shall be maintained for a period of 2 years following completion of the contract or a 2-year extended reporting period shall be executed.

Such insurance shall add the Corporation of the Town of Carleton as additional insured with respect to the operations of the Contractor. This insurance shall be non-contributing with and apply as primary and not as excess of any insurance available to the Town and contain a waiver of subrogation in favour of the Town. The Contractor shall indemnify and hold the Corporation of the Town of Carleton Place harmless from and against any liability, loss, claims, demands, costs and expenses, including reasonable legal fees, occasioned wholly or in part by any negligence or acts or omissions whether willful or otherwise by the Contractor, its agents, officers, employees or other persons for whom the Contractor is legally responsible.

Automobile Liability Insurance with respect to owned or leased vehicles used directly or indirectly in the performance of the services, covering liability for bodily injury, death and damage to property with a limit of not less than $5,000,000 inclusive for each and every loss.

The Policies shown above shall not be cancelled or materially changed unless the Insurer notifies the Town in writing at least sixty (60) days prior to the effective date of the cancellation or change. The insurance must be with a recognized company registered within the Province of Ontario and acceptable to the Town.

It is further agreed that any deductible or the self-insured retention (SIR) is the sole responsibility of the Contractor. The deductible shall be subject to approval by the Town and cannot for any of the above referenced insurance exceed $100,000. It is also the Contractor's responsibility to maintain physical damage coverage on its equipment, either through insurance or self-insurance and at no time will the Town be liable for such damage.

If the Contractor fails to provide or maintain insurance as required in the above insurance provisions, then the Town shall have the right, at its option and discretion and in addition to any rights the Town may have, to provide and maintain such insurance and give evidence thereof to the Contractor. The cost thereof shall be payable by the Contractor on demand. If the amount owing is not paid to the Town within 30 days, the Town shall be entitled to offset the damages so assessed against any monies that the Town may owe the

Contractor under this Contract. The Contractor shall not do or omit to be done anything whereby any policy of insurance required by the Town shall be rendered cancelable or the amount payable pursuant to its terms rendered non-payable.

Prior to execution of the contract, the Contractor shall provide the Town with a certificate of insurance evidencing the required coverage. The Contractor shall also provide the Town with an updated certificate of insurance prior to any policy renewal terms.

12. *Occupational Health and Safety*

The successful Proponent shall ensure that all Services are provided in a manner that complies with the Occupational Health and Safety Act, R.S.O. 1990, c.O.1, as amended, and the regulations made thereunder.

WORKPLACE SAFETY AND INSURANCE BOARD

All of the Contractor's personnel must be covered by the insurance plan under the Workplace Safety and Insurance Act. Upon execution of the Contract , and prior to the beginning of every year thereafter for the duration of the Term of the Contract, and at any other time when requested by the Town, a Letter of Good Standing from the Workplace Safety and Insurance Board shall be provided to the Town indicating that all payments have been made by the Contractor to the Board.

Prior to final payment, a Certificate of Clearance must be issued indicating that all payments by the Contractor to the Board in conjunction with this Contract have been made and that the Town shall not be liable to the Board for future payments in connection with the Contractor's fulfillment of the Contract. Certificates of Clearance must be submitted within thirty (30) days of the conclusion of each year for the duration of the Term of the Contract or at any time upon request by the Town.

13. *Subletting*

The successful Proponent shall keep the work under their personal control, and shall not assign, transfer or sublet any portion without first obtaining the written consent of the Property and Project Manager, or his designate. The consent of the Property and Project Manager of any such assignment, transfer or subletting, shall not, however, relieve the successful Proponent of any responsibility for the proper commencement, execution and completion of the work according to the terms of the contract, and the successful Proponent shall, either in person or through an accredited agent, receive all notices, communications, orders, instructions or legal service as if the Proponent were performing the work with their own plant and employees.

14. *Job Showing*

Proponents will be required to attend a Job Showing at Town Hall located at 75 Neelin Street and 351 Bridge Street in the Town of Carleton Place on **May 13, 2026 at 2:00 pm**. Any costs associated with attendance are the responsibility of the Proponent (see Paragraph 15 below).

15. *Incurred Costs*

The Town of Carleton Place will not be liable nor reimburse any Proponent for costs incurred in the preparation of Proposals, inspections, demonstrations, or any other services that may be required as part of the evaluation process. **Whenever possible, at the sole determination of the Town of Carleton Place, additional information and/or clarifications will be obtained by telephone or other electronic means.**

16. *Alterations to Documents*

No electronic reproduction or alteration of the original document will be permitted under any circumstance. The Proponent shall not change the wording of the Proposal after submission; and no words or comments shall be added to the general conditions or detailed specifications unless requested by the Property and Project Manager for the purpose of clarification.

17. *Confidentiality & Post-Award Comment*

No Proponent shall have the right to review or receive any information with respect to a Proposal, documentation, or information submitted by any other Proponent. The content of the Proposal, and all documentation, and information shall be held in confidence by the Town of Carleton Place, subject only to the provision of freedom of information and privacy legislation, including without limitation, the *Municipal Freedom of Information and Protection of Privacy Act*. Post-Award Comment by the Town of Carleton Place regarding this Request for Proposal will be limited to written notification to all Proponents of the successful Proponent's name and address **only**. In submitting a Proposal, Proponents acknowledge and agree to this provision.

18. *Municipal Freedom of Information & Protection of Privacy Act*

The Town of Carleton Place is governed by the provisions of the Municipal Freedom of Information and Protection of Privacy Act. The Act gives persons a right of access to information held by the Town. The right of access is subject to the exemptions contained in the Act.

19. Accessibility for Ontarians with Disabilities Act

The Town of Carleton Place is committed to providing equal treatment to people with disabilities with respect to the use and benefit of Town services, programs, and goods in a manner that respects their dignity and that is equitable in relation to the broader public. All contractors with the Town must comply with all laws applicable to the performance of the work.
Third party Contractors who deal with the public or other third parties on behalf of the Town, as well as contractors who participate in developing Town policies, practices or procedures governing the provision of goods and services to members of the public or other third parties, must conform with the Accessibility for Ontarians With Disabilities Act, 2005 ("AODA"), in particular the Accessibility Standards for Customer Service, O. Reg. 429/07 as well as the Integrated Accessibility Standards, O. Reg. 191/11.

Pursuant to section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service (the "Customer Service Regulation"), made under the AODA, Contractors who deal with the public or other third parties on behalf of the Town, as well as Contractors who participate in developing Town policies,

practices or procedures governing the provision of goods and services to members of the public or other third parties shall ensure that all of its employees, agents, volunteers, or others for whom it is responsible, receive training about the provision of goods and services provided to people with disabilities. The Accessible Customer Service Training shall be provided in accordance with section 6 of the Customer Service Regulation and shall include, without limitation, a review of the purposes of the AODA and the requirements of the Customer Service Regulation, as well as instruction regarding all matters set out in section 6 of the Customer Service Regulation.
Pursuant to section 7 of Ontario Regulation 191/11, Integrated Accessibility Standard (the "Integrated Regulation"), made under the AODA, Contractors who provide goods, services or facilities on behalf of the Town shall ensure that all of its employees, agents, volunteers, or others for whom it is responsible, receive training on the requirements of the accessibility standards referred to in the Integrated Regulation and on the Human Rights Code as it pertains to persons with disabilities.
The Contractor shall submit to the Town or Ministry, if requested, documentation describing its accessibility training policies, practices and procedures, and a summary of the contents of training, together with a record of the dates on which training is provided and the number of attendees. The Town reserves the right to require the Contractor, at the Contractor's expense, to amend its accessibility policies, practices and procedures if the Town deems them not to be in compliance with the requirements of the Customer Service Regulation and/or the Integrated Regulation. The Contractor shall only assign those employees who have successfully completed training in accordance with such Regulations to provide services to, or on behalf of, the Town.
The Contractor shall ensure that any information, products, deliverables and/or communication (as defined in the Integrated Regulation) produced pursuant to the Contract shall be in conformity with World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0 Level AA and shall be provided in accessible Word, Excel, PowerPoint, PDF, etc.

20. Buy Ontario Act (Public Sector Procurement), 2025

The Town of Carleton Place is governed by the provisions of the Buy Ontario Act. The Act establishes a framework to prioritize Ontario and Canadian goods and services in procurement across the public sector. – see Appendix "A"

SECTION 2

FORM OF PROPOSAL

TOWN OF CARLETON PLACE
REQUEST FOR QUOTATION
Carambeck CC Daycare Expansion

FORM OF PROPOSAL

PLUMBING

Mr. Ross Rankin,
Property and Project Manager
175 Bridge Street
Carleton Place, ON K7C 2V8

I/We the undersigned, hereby submit the attached Quotation to satisfy the requirements laid out by the Town of Carleton Place.

I/We have reviewed and understand the Information to Proponents (Section 1) of the RFQ and agree to the terms and conditions contained therein in submitting this Quotation.

I/We have submitted all Pricing Schedules **(in Canadian Dollars),** Product Information, and other information requested with the Proposal (required to qualify).

I/We agree that this Quotation shall be irrevocable from the time and date that the Quotations are opened in accordance with the time period stated in Paragraph 1 of the Information to Proponents.

I/We agree that this Proposal is made without any connection, knowledge, comparison of figures or arrangements with any other person or persons submitting a Proposal for the same purpose and is in all respects fair and without collusion or fraud.

It is further understood and agreed that the lowest or any Proposal will not necessarily be accepted and that the Town of Carleton Place reserves the right in its absolute discretion to reject any or all Proposals, or accept the Proposal deemed most acceptable to the Town of Carleton Place. The Town of Carleton Place Public further reserves the right to negotiate further with the successful Proponent to finalize the terms and conditions of the Proposal.

I/We agree that the Town of Carleton Place's Public Purchase Order and Request for Proposal Document; as well as the Proposal submitted shall constitute the whole of the Agreement with the successful Proponent unless stated below:

_____

_____

This **"Form of Quotation"** must be completed, legibly signed in ink, and returned as part of the Proposal submission to qualify

FORM OF Quotation (cont'd)

BID AMOUNT

Plumbing	**Bid Amount**

Note: Quoted Prices are in Canadian Dollars and do not include Harmonized Sales Taxes.

It is understood that the pricing above is the total price for all items in the requested quantities, freight and installation per the specifications listed in Section 3.

In the case of a mathematical discrepancy in the bid pricing per category, the Unit Prices bid for each item shall prevail.

_____
NAME OF COMPANY (SEAL)

_____
ADDRESS

_____ _____
CITY POSTAL CODE

_____ _____
SIGNING OFFICER SIGNATURE WITNESS' SIGNATURE (must be present if Corporate Seal is not affixed to Form of Proposal)

_____ _____
SIGNING OFFICER (PRINT NAME) TELEPHONE NUMBER

_____ _____
EMAIL of SIGNING OFFICER DATE

SECTION 3

TERMS OF REFERENCE

TOWN OF CARLETON PLACE
REQUEST FOR QUOTATION
Carambeck CC Daycare Expansion

TERMS OF REFERENCE

Plumbing

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1. *Introduction*

The Town of Carleton Place intends to receive bids for purchase and installation of mechanical and plumbing components which will include acquisition, freight and installation of such equipment at 351 Bridge Street Carleton Place, ON.

The areas shown on drawing E-01, E-02, E-03, E-04, E-05, A6A, A6B and A7 attached are the areas to be quoted.

Bidders are required to provide with their RFQ submission a projected Project Timeline and Installation showing anticipated total number of days/hours ***each component*** of the Work shall require. The exact installation schedule will be approved by the Property and Project Manager upon the awarding of the contract and may include daytime as well as evening and weekend work (if required). No allowance will be given for premiums associated with evening and weekend work.

2. *Familiarity with Requirements – Proponent's Responsibility*

Proponents should address any questions regarding technical information or clarification of the Terms of Reference to Ross Rankin, Property and Project Manager by email to rrankin@carletonplace.ca no later than 11:00 noon October 16, 2026.

3. *General*

The Town has established a budget for the acquisition, freight and installation of the plumbing components as specified. It is agreed and understood that the Town may elect to modify the quantities listed in each Category based on budget considerations, at its sole discretion.

Scope of work includes:

- Ensuring the delivery of the said equipment to the worksite.
- Ensuring installation occurs as scheduled.
- Unpacking all materials and providing quality control to ensure that all ordered items arrived in new condition.
- Following up on missing or damaged items including arranging for the return of damaged goods and ensuring replacement items are delivered in time for the installation.
- Disposal of packing materials
- Installation of all works in accordance to the Town's specifications.
- Handling all warrantee issues on behalf of the Town for the duration of the Bidder's warrantee.

- In the case of a mathematical discrepancy in the bid pricing, the Unit Prices bid for each item shall prevail.

4. *Direction of Installation, Manuals & Training*

The successful Proponent shall comply with the Manufacturer's Instructions for preparation and installation of all components. The Proponent must ensure that the installation process used does not negate any applicable warranties. The Proponent shall provide the Town with a copy of the Manufacturer's Installation Instructions, Warranties and other documentation per item type acquired.

The installation schedule will need to be approved upon the awarding of the contract(s) by the Property and Project Manager or their designate. Installation may therefore occur every day of the week except statutory holidays and may include daytime as well as evening and weekend work (if required). No allowance will be given for premiums associated with evening and weekend work.

The Town of Carleton Place will be responsible for controlling access to the work area.

The successful Proponent will provide a competent Supervisor **onsite for the entire installation period** to direct and supervise the installation.

Supervision of the installation shall not be considered complete until the installation is completed, inspected, and approved by the Property and Project Manager, or his designate. Bidder must clearly indicate the length of warranty and whether or not it is a bidder warranty or a manufacturer's warranty, or both. The bidder must also provide documentation on the warranties for each quoted item type.

5. *Pricing – to be submitted in Canadian Dollars*

Proponents shall provide Pricing Schedules (HST extra) for supply, delivery and installation of all works

All other applicable pricing should be detailed. (HST extra)

6. *Installation Time Period*

Bidders are required to provide with their RFQ submission a projected Project Timeline and Installation schedule for the plumbing components showing anticipated total number of days the Work shall require. The exact installation schedule will be approved by the Project and Property Manager upon the awarding of the contract and may include daytime as well as evening and

weekend work (if required). No allowance will be given for premiums associated with evening and weekend work.

7. *Proposal Content*

To aid the Town of Carleton Place in evaluation of the Quotations submitted, the following components are to be included in the Quotation documents. The order is to be maintained in the Quotation Submission. Pages are to be numbered.

Title Page - Showing RFQ name and file number, closing date and time, Proponent's name, address, telephone number and name of Contact Person (with email address).

Table of Contents - Include page numbers.

Letter of Introduction - One page, introducing the Proponent and signed by the person(s) authorized to sign on behalf of, and bind the Proponent to, statements made in response to this RFQ.

Form of Proposal - As included in Section 2 of the Request for Proposal – alterations not permitted. Signed and witnessed as required – **original signatures in legible ink must be present in the Proposal Document set marked "Original".**

Proponent's Response –

Summary – Past successful experience by the Proponent in such installations should be listed.

Pricing – Provide detailed Pricing Schedules.

Methodology and Work Plan – Provide details of proposed schedule recognizing that desired completion is on or before December 14, 2026. Provide details of ideal Crew Size for installation including any required skills. Provide details of any requirements for site preparation to be performed by the Town prior to the start of installation..

References – Provide a list of references (minimum of three (3) preferred) for which the Proponent has supplied RTUs for municipal or commercial buildings in the past five (5) years. Full Contact details including Contact Name and Coordinates to be included.

Proponents should also include any other information or documentation that they deem to be of assistance to the Town of Carleton Place during the Evaluation Process.

8. *Evaluation*

The Town of Carleton Place will evaluate all Quotationss received on the basis of defined evaluation criteria. These criteria will not be made available to prospective Proponents. The evaluation criteria will reflect the submission requirements above and include:

- Quality and clarity of the submission;
- The degree to which all objectives of the Town of Carleton Place are met;
- Nature and suitability of solution(s);
- Commitment to required timeline;
- Pricing;
- Successful Approved Installations.

The above list of criteria represents areas which are to be specifically addressed in the Proposal. The evaluation process will not be limited to these areas. Other criteria not specifically listed above will also receive consideration. The order in which the criteria are listed does not indicate the weighting of the evaluation.

As noted, the Town of Carleton Place reserves the right, in its sole and absolute discretion to select a preferred Proponent with which to negotiate a final contract, terminate the Quotation call and negotiate with one or more Proponents, or reject any and all Quotations. The Town of Carleton Place will not necessarily select the Proposal with the lowest proposed cost; or any other Quotation.

Proponents are reminded that there is no recourse to the Town of Carleton Place Public for its decision and the Town of Carleton Place will not provide any compensation to Proponents for costs incurred in the preparation of Quotations; or preparation for, or attendance at, any interview or demonstration requested as part of the evaluation process for Quotations received. The Town of Carleton Place will attempt to obtain any further required information or clarification by electronic means whenever possible.

The Town of Carleton Place will endeavour to complete the evaluation process in the shortest time possible. **The Town of Carleton Place reserves the right to contact Proponents to seek clarification of the Quotations, as submitted, to assist in the evaluation process.**

APPENDIX A

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Carambeck_Permit_1Oct2026

APPENDIX B

Domestic Supply Chain Plan Template