The Corporation of the Municipality of Callander

Request for Quotation 2026-14

Provision of Callander Park and Facility Signs

Issue Date:	November 5, 2026
Closing Date:	November 19, 2026
Contact:	Cindy Pigeau, Municipal Clerk-Treasurer
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1. INTRODUCTION

1.1. Background

The Municipality of Callander is a single tier municipality within the District of Parry Sound, with a population of approximately 3,900. The Municipality operates under the authority of the *Municipal Act, 2001* as well as other applicable legislation when appropriate as a non-unionized public sector entity.

The Municipality of Callander, through the Placemaking Advisory Committee, is undertaking a signage enhancement initiative to improve the visibility, identity, and recognition of key municipal parks, facilities, and public spaces. As part of this initiative, the Municipality intends to procure seven (7) facility and park identification signs for installation at the following locations:

- Veterans Ridge
- Memory Tree Park
- Municipal Office
- Centennial Park
- Cranberry Trail
- Cenotaph
- Callander Bay Heritage Museum

The signs will be designed in accordance with the Municipality of Callander Branding Policy and Corporate Brand Identity Signage Program and will follow the aesthetic style illustrated in Attachment A. This project supports ongoing placemaking efforts aimed at enhancing community identity, wayfinding, tourism, and civic pride. The Municipality anticipates purchasing the signs before December 31, 2026, subject to budget approval and procurement requirements.

1.2. Purpose and Objectives of the RFQ

The Municipality of Callander is issuing this RFQ to seek Quotations for the provision of Park and Facility Signs as outlined in the requirements and specifications in Section 2.

The requirements and specifications, further set out in Section 2 of this RFQ, have been developed to support the Municipality's overall objectives of the following:

a. Obtain durable, high-quality signage suitable for year-round outdoor installation.
b. Ensure consistency with the Municipality of Callander's branding standards.
c. Identify a supplier capable of producing professional municipal signage with an extended service life.
d. Obtain pricing for fabrication, delivery, and optional mounting components.
e. Ensure value for money and compliance with the Municipality's Procurement Policy.

1.3. Definitions

“Deliverables” means the Products or Services developed for or provided to the Municipality of Callander in the course of performing under the Agreement or agreed to be provided to the Municipality of Callander under the Agreement by the Vendor, its Affiliates, Subcontractors or the Vendor’s personnel.

“Goods” means any moveable property, including the costs of installing or manufacturing and shipping such moveable property, including raw materials, products, equipment and other physical objects of every kind and description, whether in solid, liquid, gaseous or electronic form, unless they are purchased in connection with Construction.

“Proponent” means the single legal entity that submitted a Quotation in response to this RFQ.

“Response” means a submission in reaction to a Solicitation.

“Services” means any services requiring the skills of professionals for a defined service requirement, including architects, auditors, planners, engineers, management, financial consultants, or any other firm or individuals having specialized competence in other disciplines.

“Sign Panel” means the finished sign face displaying municipal branding, graphics, and facility identification.

“Substantial Completion” means delivery of all sign components in accordance with the requirements outlined in this RFQ.

“Quotation” means a written fixed price to provide the specific goods, services, or construction outlined in this RFQ.

“Vendor” means the winning Proponent that has been chosen by the Municipality of Callander to provide the Goods or Services pursuant to the Agreement either as a single Vendor or as a primary Vendor using Subcontractors.

2. Requirements and Specifications

By submitting a Response to this RFQ, the Proponent is agreeing to provide the manufacture and supply of seven (7) outdoor identification signs as set out below:

Design Requirements

- The overall design shall closely resemble the sign style provided in Attachment A.
- Final artwork, facility names, logos, and branding files will be the property of the Municipality of Callander.

- Colours and typography shall comply with the Municipality of Callander Branding policy.
- Sign graphics shall be full-colour and suitable for long-term outdoor exposure, example being painted aluminum.

Locations

One sign shall be produced for each of the following locations:

1. Veterans Ridge
2. Memory Tree Park
3. Municipal Office
4. Centennial Park
5. Cranberry Trail
6. Cenotaph
7. Callander Bay Heritage Museum

Materials

Proponents shall specify:

- Sign substrate material
- Thickness of materials
- Protective coatings
- UV protection
- Expected lifespan
- Warranty period

Alternative material recommendations are encouraged where they may improve durability or reduce lifecycle costs.

Size

For quotation purposes, proponents shall base pricing on sign panels approximately:

1. Veterans Ridge - 74 inches wide x 40 inches high
2. Memory Tree Park - 74 inches wide x 40 inches high
3. Municipal Office - 94 inches wide x 48 inches high (the leaf of the Callander logo being 71 inches high)
4. Centennial Park - 94 inches wide x 48 inches high (the leaf of the Callander logo being 71 inches high)
5. Cranberry Trail - 94 inches wide x 48 inches high (the leaf of the Callander logo being 71 inches high)
6. Cenotaph - 74 inches wide x 40 inches high
7. Callander Bay Heritage Museum - 74 inches wide x 40 inches high

Proponents may identify alternate dimensions they believe would be more appropriate based on industry standards and design.

Mounting Options

Separate pricing shall be provided for:

- Sign panel only
- Sign panel with mounting hardware
- Sign panel with decorative mounting posts suitable for public parks and municipal facilities

Delivery

Pricing shall include delivery to:

Municipality of Callander
280 Main Street North
Callander, ON P0H 1H0

3. Samples and Proofing Requirements

The successful proponent shall provide digital proofs for review and approval by the Municipality prior to commencement of production.

Proof Submission

- A full-colour digital proof shall be provided for each of the seven (7) sign designs
- Proofs shall accurately depict the proposed layout, colours, dimensions, materials, finishes, and placement of all graphic elements
- The Municipality will provide final text, logos, and branding files for inclusion in the proofs
- No production shall begin until written approval of the proofs has been received from the Municipality

Revisions

- The quotation shall include a minimum of two (2) rounds of revisions to the digital proofs at no additional cost
- The Municipality reserves the right to request reasonable modifications to ensure compliance with branding requirements and project objectives.

Colour Matching

- Colours shall closely match the Municipality of Callander’s approved branding standards
- Proponents shall describe their colour matching process and identify any limitations associated with the proposed materials or production methods

Material Samples

As part of the quotation submission, proponents are encouraged to provide:

- Photographs of similar completed signage projects; and/or
- Physical material samples, product brochures, or specification sheets identifying the proposed sign substrate, finishes, protective coatings, and mounting components.

4. Proposal Terms and Conditions

4.1. RFQ Timeline

The following table outlines the schedule for this RFQ:

Milestone	Target Date
RFQ Issuance	November 5, 2026
Closing Date and Time for Questions	November 13, 2026
Response to Questions	November 17, 2026
RFQ Closing Date and Time	November 19, 2026, 4:30 pm
Anticipated Award Date	November 24, 2026
Completion Date	December 31, 2026

The RFQ Timeline is tentative and may be changed by the Municipality at its sole discretion at any time prior to the RFQ Closing Date and Time.

4.2. Submission Instructions

Responses are to be submitted through email to **procurement@callander.ca** no later than the RFQ Closing Date and Time identified in section 3.2 noting “Request for Quotation 2026-14”.

Responses received after the closing date and time **will not be accepted**.

It is the responsibility of the Proponents to ensure that they are received by the Municipality of Callander. The Municipality shall not be responsible for any e-mail delivery issues or technical problems with regard to the submissions, or if the submission is sent to an e-mail address that is different from the one provided for submissions.

Interested Proponents understand and agree that this is an invitation for Quotation. Proponents responding to this RFQ do so **at their own risk**. No cost for the Request for Quotation will be incurred by the Municipality of Callander.

4.2.1. Submission Documents

This RFQ is intended to provide a framework for the Municipality to evaluate each Response and determine which submission most closely addresses the Municipality's needs.

Responses sent in response to this RFQ should contain**:**

- Schedule A – Proposal Form
- Schedule B – Pricing Form
- Description of proposed materials and manufacturing methods
- Warranty information
- Estimated production and delivery schedule
- Any recommendations regarding material selection, sizing, or installation requirements
- Additional supporting documentation

4.3. Questions and Requests for Clarification

Questions or requests for additional clarifications should be submitted **in writing only** by via email by the time frame stipulated in Section 3.2 to:

Cindy Pigeau, Municipal Clerk-Treasurer
Municipality of Callander
procurement@callander.ca

During the Response period, no officer, agent or employee of the Municipality of Callander is authorized to alter any portion of these documents. Any alterations required will be issued to all Proponents as written addenda. Addenda shall be considered an integral part of the contract documents. The Proponent shall list in its Response document all the addenda that were considered when its Response was prepared. Although every effort will be made to ensure that the Proponent receives all addenda, it is the responsibility of the Proponent to ensure all addenda issued have been received.

4.4. Response Withdrawal

A Response may be withdrawn at the Municipal Office, located at 280 Main Street North, at any time by a request in writing signed by the Proponent. A Proponent who has withdrawn a Response may submit a new Response, but only in accordance with the terms of this RFQ.

A Response shall remain valid and be open for acceptance by the Municipality, in whole or in part, until sixty (60) days after the Response closing date, unless an extension is mutually agreed to in writing.

4.5. Right to Cancel RFQ

Notwithstanding anything to the contrary or otherwise in this RFQ, the Municipality of Callander reserves the right to cancel this RFQ in whole or in part, at any time prior to making an award, for any reason or for no reason, without any liability to the Proponents.

5. Response Evaluation

5.1. Mandatory Criteria

This RFQ contains mandatory submission requirements. A Proponent is required to meet all the mandatory submission requirements for its Response to be considered.

Every Proponent shall submit a Response according to the following structure:

- The Response package must contain:
    - Schedule A – Proposal Form
    - Schedule B – Pricing Form
- The Response must have a statement that the Proponent understands and agrees to be bound by the terms and conditions set out in this RFQ.

The Response package must be submitted to the address and attention of the Municipality of Callander Representative on or before the Closing Date and Time, as noted in Section 3.2.

5.2. Pricing

In this stage the Pricing will be evaluated using the “Total Price” (the sum of the prices of the components, excluding HST).

The lowest cost Response that meets all of the mandatory requirements will be deemed the successful Proponent.

Pricing shall be firm, not subject to escalation in Canadian funds, open for acceptance for 60 days after closing of this RFQ, and include all taxes, where applicable, except the Harmonized Sales Tax that is payable. It is acknowledged that some or all of the services included herein may be subject to HST; however, HST is not to be shown on any of the prices bid herein. HST should be listed separately on the successful bidder's invoices. Prices submitted shall be guaranteed until the project is complete.

5.3. Contract Award Procedures

The Municipality will notify the successful Vendor of the award in writing via email. Immediately after acceptance, the successful vendor will provide the Municipality with any required document within fourteen (14) calendar days of the date of notification of the award. Following receipt of the documents, the successful Vendor will enter into an agreement in the form of a professional services agreement to proceed with the work.

6. GENERAL TERMS AND CONDITIONS

6.1. Influence

No person, partnership, firm, company, corporation, or organization shall attempt in any way, directly or indirectly either in private or public, to influence the outcome of any Municipality evaluation or acceptance.

The Response of any person, company, corporation or organization that does attempt to influence the outcome of any Municipality purchasing process will be disqualified, and the person, company, corporation or organization may be subjected to exclusion or suspension under the Municipality's Purchasing and Materials Management Policy.

6.2. No Collusion

No Proponent may discuss or communicate about, directly or indirectly, the preparation or content of its Response with any other Proponent or the agent or representative or any other Proponent or prospective Proponent. No Proponent may discuss or communicate about, directly or indirectly, the preparation or content of its Response with any agent, representative or consultant retained by the Municipality with respect to the preparation of this RFQ. If the Municipality discovers there has been a breach of the foregoing at any time, the Municipality reserves the right to disqualify the Response or terminate any ensuing Agreement.

6.3. Proponent to Investigate

Proponents must satisfy themselves by personal examination and investigation of the proposed work and by such other means as they may prefer, as to actual conditions and requirements of the work. Proponents are not to claim at any time after submission of their Responses that there was any misunderstanding of the terms and conditions of the proposed work.

6.4. Conflict of Interest

In its Response, the Proponent must disclose to the Municipality any potential conflict of interest that might compromise the performance of the Services. If such conflict of interest does exist, the Municipality may, at its discretion, refuse to consider the Response.

The Proponent must also disclose whether it is aware of any Municipal employee, Council member or member of a Municipal agency, board or commission or employee thereof having a financial interest in the Proponent and the nature of that interest. If such an interest exists or arises, the Municipality may, at its discretion, refuse to consider the Response or withhold the awarding to the successful Proponent until the matter is resolved to the Municipality's sole satisfaction.

6.5. Ownership and Disclosure of Proposal Documentation

The documentation comprising any Response submitted in response to the RFQ, along with all correspondence, documentation and information provided to the Municipality by any Proponent in connection with or arising out of this RFQ, once received by the Municipality:

a) shall become the property of the Municipality

b) shall become subject to the *Municipal Freedom of Information and Protection of Privacy Act ("MFIPPA")*, and may be released, pursuant to that Act.

Because of MFIPPA, prospective Proponents are advised to identify in their Response materials any scientific, technical, commercial, proprietary or similar confidential information which disclosed could cause them injury.

Each Proponent's name at a minimum shall be made public. Responses will be made available to members of Council provided that their requests have been made in accordance with the Municipality's procedure and may be released to members of the public pursuant to MFIPPA.

6.6. Omission

The Municipality reserves the right in its sole discretion to accept or reject all or part of any Response which is non-complaint with the requirements of this RFQ.

6.7. Cost of Proposal

Preparation and submission of a Response in response to this RFQ is voluntary and any costs associated with Response preparation, submission, meetings, negotiations or discussions with the Municipality are solely that of the Proponent submitting the Response.

6.8. No Claim

The Municipality will not be liable to any Proponent for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the Proponent in preparing and submitting a Response, or participating in negotiations for a Contract, or other activity related to or arising out of this RFQ. Except as expressly and specifically permitted in this RFQ, no Proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in this RFQ, and by submitting a Response, each Proponent shall be deemed to have agreed that it has no claim.

6.9. No Guarantee of Volume of Work or Exclusivity of Contract

The Municipality makes no guarantee of the value or volume of work to be assigned to the successful Proponent. The Agreement executed with the successful Proponent will not be an exclusive contract for the provision of the described Deliverables. The Municipality may contract with others for the same or similar Deliverables to those described in this RFQ or may obtain the same or similar Deliverables internally.

6.10. Failure to Enter Into Agreement

In addition to all of the Municipality's other remedies, if a selected Proponent fails to execute the Agreement or satisfy any other applicable conditions within the period of time set out to do following the notice of selection, the Municipality may, in its sole discretion and without incurring any liability, rescind the selection of that Proponent and proceed with the selection of another Proponent.

6.11. Ownership and Confidentiality of Municipality Provided Data

All correspondence, documentation and information provided by Municipal staff to any Proponent or prospective Proponent in connection with, or arising out of this RFQ, the Services or the acceptance of any Quotation:

a) is and shall remain the property of the Municipality;

b) must be treated by Proponents and prospective Proponents as confidential;

c) must not be used for any purpose other than for replying to this RFQ, and for fulfillment of any related subsequent agreement.

6.12. Termination

The Municipality of Callander can terminate the contract at any time, in writing, if the Municipality deems it to be in the Municipality's best interest to do so. The Municipality shall be relieved of all further obligations hereunder except for the payment of the balance of outstanding for the work performed to the time of termination. In no event, shall the Proponent be entitled to damages or compensation for anticipated profits that may be lost because of such termination.

6.13. Publicity

The Proponent and its affiliates, associates, third-party service providers, and sub-consultants shall not release for publication any information in connection with this RFQ or any Agreement without prior written permission of the Municipality.

7. AGREEMENT TERMS AND CONDITIONS

a) The successful bidder shall deliver a certified copy of the Firm's Public Liability and Property Damage and motor vehicle liability Insurance Policy for the works within seven (7) calendar days of receiving the Acceptance Notice. Coverage shall be at least $5,000,000.00 per accident in the name of the Corporation of the Municipality of Callander. Failure to provide such proof shall result in cancellation of the contract.

b) The successful bidder shall also deliver proof of Workers' Safety and Insurance Board coverage within seven (7) calendar days of receiving the Acceptance Notice.

c) All work must be completed by **December 31, 2026**.

d) It is agreed that the quote is based on a lump sum fixed price and that no amount over and above the price bid will be entertained, unless specifically authorized.
e) It is also agreed that, upon acceptance in writing the Municipality of Callander, this quote form becomes the "Agreement for the Performance of Work" between the bidder and the Municipality of Callander.

This offer shall be irrevocable for a period of sixty (60) calendar days following the date of submission.

SCHEDULE A:

Proposal Form

Proposal for: Provision of Callander Park and Facility Signs

As Supplied By: _____

(Name of Proponent)

Address: _____

_____

_____

The Proponent declares:

- No person, firm or Municipality other than the Proponent, has any interest in this proposal or in the proposed services for this proposal;
- This proposal is made without any connection, comparison of figures or arrangements with or knowledge of any other Municipality, firm or person making a proposal for the same service and is in all respect fair and without collusion or fraud;
- No member of the staff of the Municipality of Callander is, or will become interested directly or indirectly; as a contracting party, partner shareholder, surety or otherwise; or in the performance of the service; or in the supplies, service or business to which it relates; or in any portion of the profits thereof; or in any of the monies to be derived there from;
- The Proponent does not have any actual or perceived unfair advantage or conflict of interest in submitting the Response or if chosen, performing or observing the contractual obligations within the Agreement, OR has disclosed any potential or perceived conflict of interest below;
- The content and requirements of this proposal document have been read and understood; and
- All prices are quoted in Canadian funds.

The following is a list of situations, each of which may be a conflict of interest or any instance of unfair advantage or appears as potentially a conflict of interest or unfair advantage in our company submitting the Response or the contractual obligations of the Proponent under the Agreement:

_____

_____

_____

_____

All or any proposals not necessarily accepted.

Dated at _____this _____day of _____20__.

Witness	Signature of Proponent

Proponents Information/Addenda Form

Proponent Contact Name: _____

Contact Title: _____

Telephone Number: _____

Fax Number: _____

Email Address: _____

HST Account Number: _____

Acknowledgement of Receipt of Addenda

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

Addenda #	Date Received
# _____	_____
# _____	_____
# _____	_____

☐ No addenda have been received

_____ _____

Signature Date

SCHEDULE B

Schedule of Fees

This schedule must be returned as a separate document with the proposal submission. Proponents must complete this schedule in full. Values left blank will be treated as $0.00.

Deliverable/Service	Quantity	Total Price
Option #1 – Signs Only		$
Option #2 – Signs with Hardwear		$
Option #3 – Signs with Decorative Hardwear (if available)		$
		$
		$
Total Price		$