



REQUEST FOR QUOTATIONS

RFQ 2026-08

Recreation Centre Concrete Replacement

Close Date: September 3, 2026

1 Introduction

1.1 Project Description

The Town of Watson Lake (the “Town”) invites interested Contractors to submit a quotation for the supply of labour, equipment, and materials necessary to complete concrete installation projects for the Parks and Recreation Department. This work may include the removal of existing concrete and the installation of sidewalks at the Watson Lake Recreation Centre.

2 Scope of Work

The scope of work may include the removal of current concrete sidewalks, site preparation, and concrete sidewalk installation. **The concrete must be a minimum of 25 MPa and must have a broomed finish. The concrete must be installed at a depth of 4 inches;** all other measurements needed for the quotation are provided in Appendix “A”.

The project must be completed prior to October 15, 2026, unless otherwise mutually agreed upon by the Parties.

3 Instructions - RFQ Process

3.1 Registration

Proponents become registered by contacting the Director of Community Services, Shannon Bergeron at csrec@watsonlake.ca. Registration will ensure that interested Contractors receive up to date information and RFQ Addenda, if applicable.

3.2 Estimated Timeline

The Town’s intended schedule for the Project is as follows:

Action	Estimated Date*
RFQ Release	August 13, 2026
Deadline for inquiries/site visits	August 27, 2026 3:00:00 PM YT
Closing Date and Time	September 3, 2026 3:00:00 PM YT
Award of Contract (Tentative)	September 8, 2026
Installation Deadline	October 15, 2026

**The dates listed above are estimates and the Town reserves the discretion to change any of the above dates.*

3.3 Quote Submission

Quotes must be submitted by email in a password protected format to csrec@watsonlake.ca. Upon closing an email will be sent requesting the password.

Quotes must be submitted **before 3:00:00 P.M. Yukon Time, Thursday, September 3, 2026**. Quotes received after this time will not be considered regardless of the reason for being late.

Quotes received by fax, paper delivery or any other method other than what is described above, will not be accepted or considered for evaluation and will be returned to the Proponent, respectively, upon receipt.

3.4 Inquiries and Site Visits

All inquiries and site visits related to this RFQ should be directed by email to the following person (the “**Town Representative**”) on or before **3:00:00 P.M. Yukon Time, August 27, 2026**.

Town Representative: Shannon Bergeron, Director of Community Services

E-mail: csrec@watsonlake.ca

Phone: 867-536-8020

Inquiries will be answered by way of addenda and will be sent to all registered Proponents between August 25 – 27. Site visits will be scheduled between August 25th – 27th.

Information obtained from any unauthorized source may not be relied upon. Inquiries and responses will be recorded and may be distributed to all Proponents at the Town’s discretion. Proponents are responsible for checking the RFQ and related documents for completeness. Proponents finding discrepancies or omissions in the Contract or this RFQ or having doubts as to the meaning or intent of any provision, should immediately notify the Town Representative. The Town may respond to requests for clarification via email from csrec@watsonlake.ca to the individual bidder or by issuing addenda at any time. However, the Town reserves the right, at its discretion, not to respond to any inquiry or request received, including if the inquiry or request is received without sufficient time before the deadline for inquiries.

Communications regarding this RFQ addressed to the Town that are not received by the Town at csrec@watsonlake.ca could be cause for disqualification.

3.5 Contract Award

The Quotation submitted will form the basis of a contract between the Town of Watson Lake and the successful Proponent. The successful Proponent will be required to fulfill the Contract in accordance with these Documents.

3.6 Termination of Contract

Any resultant contract may be terminated by the Town if the product/service/work is not as quoted or otherwise agreed by the Director of Community Services, CAO or authorized personnel in writing. In the event the contract must be terminated, the Town reserves the right to exercise all available remedies including, but not limited to, the recovery of incidental and consequential damages.

Failure to comply with any condition may result in the contract cancellation without subsequent cost or liability to the Town of Watson Lake.

4 Quotation Requirements

Quotations should, at a minimum, address the following information requirements:

4.1 Quotation Structure

Quotations should be submitted on the forms provided in this RFQ package and should be free of any and

all escalation clauses, qualifications or other additions or deletions.

4.2 Corporate Signatures and Authorizations

The Contractor's legal status as a corporation, partnership or proprietorship should be indicated.

- a) If the Contractor is a corporation:
 - the Contractor should print or type the full name of the corporation in the signature section;
 - the names, addresses and titles of all corporate officers should be inserted where indicated;
 - the Contractor must be signed by the duly authorized officers of the corporation and the title of those officers should be inserted;
 - the corporate seal should be affixed or impressed.
- b) If the Contractor is a partnership:
 - the Contractor should print or type the firm name or business name in the signature section;
 - the full names, addresses and titles of each partner should be inserted where indicated;
 - all named partners must sign the Quotation form on behalf of the Contractor and should affix their seals.
- c) If the Contractor is a sole proprietorship:
 - the firm name and name of the sole proprietor should be inserted in the Quotation form;
 - the sole proprietor must sign the Quotation form and should affix their seal.

All signatures should be witnessed, and the witness should sign where indicated, print or type the name and address of the witness.

5 RFQ General Terms & Conditions

5.1 General

By submitting a quotation, the Contractor, if selected as the preferred Contractor, will execute the Contract. This Request for Quotation or any portion thereof, may form part of the Contract at the Town's discretion.

5.2 Irrevocable

All quotations are irrevocable for and open for acceptance for a period of sixty (60) days from RFQ Closing or until a Contract is signed with the successful Contractor whichever comes first.

5.3 No Obligation

This RFQ does not commit the Town in any way to select a Contractor, or to proceed to negotiations for a Contract, or to award a Contract. The Town reserves the right to at any time for any reason reject all quotations, terminate this RFQ, and proceed with the project in some other manner. The lowest or any quotation shall not necessarily be accepted.

5.4 Reservation of Rights

Notwithstanding any other section of this RFQ or any practice or custom of the trade or industry, the Town, in its discretion, reserves the complete right to, at any time and from time to time, do any or all of the following:

- accept any quotation;
- disqualify a Proponent from this RFQ;

- reject any quotation for any reason, including without limitation if in the Town's view the Proponent or its proposed subcontractors do not have sufficient experience performing services similar to the Services;
- reject all quotations for any reason, terminate this RFQ process and, if the Town elects, obtain or proceed with the Project in some other manner, including by conducting a new procurement process;
- accept a quotation which is not the lowest cost even if the lowest cost quotation conforms in all respects with the requirements set out in this RFQ;
- accept a quotation that does not comply with the specifications set out in the Contract;
- reject a quotation even if it is the only quotation received by the Town;
- not proceed to review and evaluate, or discontinue the evaluation of, any quotation;
- receive further information from any Proponent or refuse to receive further information from any Proponent;
- negotiate the Contract and other terms with any Contractor;
- award a Contract to whomever the Town in its discretion deems appropriate and in the best interest of the Town; and
- object to a proposed subcontractor for reasonable cause, in which case the Town will permit a Contractor to propose a substitute subcontractor acceptable to the Town.

5.5 Conflict of Interest

Proponents should disclose any potential conflicts of interest and existing business relationships they may have with the Town. The Town may disqualify any Proponents that in the Town's opinion:

- has an unfair advantage (including access to any confidential information not available to all Proponents), whether real, perceived, existing now or likely to arise in the future; or
- would be in a conflict of interest if the Proponents is awarded a Contract.

5.6 Proponent Expenses

Proponents are solely responsible for their own expenses incurred in connection with this RFQ, including in preparing and submitting quotations, and for any meetings, negotiations or discussions with the Town or its representatives and consultants.

5.7 No Claims

By submitting a quotation, each Proponent agrees that the Town and its employees, advisors, and representatives will not under any circumstances be liable 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 quotation, participating in this RFQ process or other activity related to or arising out of this RFQ process, including if the Town for any reason cancels this RFQ process, rejects any or all quotations, fails to identify or correct a discrepancy in a Proponent's proposed pricing, accepts any compliant or non-compliant quotation or breaches any duty of fairness, express or implied term of the RFQ documents.

5.8 Invoicing and Payment

The successful Proponent should direct all invoices to Town of Watson Lake, Accounts Payable. Invoices should be submitted electronically in pdf format to csrec@watsonlake.ca.

The Proponent shall include a valid Town purchase order number which will be issued upon contract award. Payment terms will be thirty (30) days.

- All invoices shall include the following information:
- Proponent's name/Address;
- Date of Invoice;
- Invoice Number;
- Current and applicable Town Purchase Order Number;
- Invoice period (e.g. November 01 – November 30, 2017);
- GST shown separately and the GST registration number

Any contract entered into will be subject to, (have included), payment terms provided all terms and conditions on the part of the successful Proponent have been complied with, for payment of each invoice or progress payment within 30 calendar days after receipt of the invoice, or 30 calendar days after delivery of goods or services whichever is later.

5.9 Insurance

- a. Contractor shall provide Certificates of Insurance prior to starting work.
- b. The Contractor shall provide and maintain, either by way of a separate policy or by an endorsement to its existing policy, Comprehensive General Liability Insurance acceptable to the Town and subject to limits of not less than two million dollars (\$2,000,000.00) inclusive per occurrence for bodily injury, death, and damage to property including loss of use thereof.
- c. Where the Contractor's current Insurance policy fails to provide adequate coverage, such policy may be combined with an Umbrella or excess Liability Policy to provide the necessary coverage.

Appendix “A” Schedule of Deliverables and Prices

THIS SCHEDULE MUST BE COMPLETED AND INCLUDED IN QUOTATION SUBMISSION

All prices submitted shall be in Canadian dollars and shall include all costs, and no additional costs will be chargeable to the Town unless indicated below.

If a sub-total or total amount is indicated, and a price has not been entered for any payment items that forms part of the sub-total or total amount, that payment item shall be deemed to have been included in the other prices that make up the sub-total or total price(s), as applicable.

ITEM #	DESCRIPTION	PRICE
1	Installation and brushing of concrete Recreation Centre Sidewalks (5ft wide/4-inch depth) In some areas (6ft wide/4 inch depth) - For all sections of concrete sidewalk a thickness of at least 4 inches is required, using #4 rebar (½ inch) or wire mesh spaced 18-24 inches on center in a grid pattern, and setting the rebar so its bottom is 2 inches from the ground to provide proper concrete cover. The final surface should have broom marks for slip resistance. - Control joints need to be in place no less than every 5 feet at a depth of 25% of the thickness. - Sloping of 2% is required for drainage away from the building.	\$ Per linear foot
2	Removal and disposal of existing Recreation Centre sidewalk in all areas above that are being replaced	\$ Per linear foot
TOTAL QUOTE		\$
GST		\$
OTHER CHARGE (if applicable)		\$
TOTAL QUOTE INCLUDING GST		\$

Appendix “B” Schedule of Signatures

THIS SCHEDULE MUST BE COMPLETED AND INCLUDED IN THE QUOTATION SUBMISSION

Name of Contractor/Corporation **(PLEASE PRINT)**

Legal Status: Corporation, Partnership, or Sole Ownership **(PLEASE PRINT)**

Mailing Address **(PLEASE PRINT)**

Telephone Number

Fax Number

Email Address

Names and Addresses of Corporation Officer or Members of the Organization:

Name

Address

Title

Name

Address

Title

By signing below I/we accept all terms and conditions of this Request for Quotations and acknowledge the terms and conditions of this Request for Quotation.

Signature by Authorized Representative:

(Corporate Seal Here)

Name of Representative **(PLEASE PRINT)**

Title of Representative **(PLEASE PRINT)**

Signature of Witness:

Name of Witness **(PLEASE PRINT)**

Address of Witness **(PLEASE PRINT)**

Date