



REQUEST FOR QUOTATION (RFQ)

Tourism Gateway Signage Fabrication and Replacement

Closing Date and Time

May 29, 2026

4:00pm EST

Submissions are to be sent electronically to:

Stacy Moffat, Special Projects Coordinator

spc@terracebay.ca

If submitting a physical copy, they may be mailed to:

The Corporation of the Township of Terrace Bay

Stacy Moffat

Special Projects Coordinator

1 Selkirk Avenue, P.O. Box 40

Terrace Bay, ON

P0T 2W0

Project Information

1. Purpose

The Township of Terrace Bay is seeking quotations from qualified sign fabrication firms to repair, replicate, and/or replace components of key tourism gateway signage due to weather events.

2. Project Overview

The project involves prominent tourism signage where components are missing or damaged:

Due to the age of the original installations:

- Original design files may be incomplete or unavailable
- Provided files may not be to scale
- Materials may need to be identified or reasonably matched

3. Scope of Work

The successful proponent will be responsible for:

- Reviewing provided reference documentation, images, and mapping
- Conducting site verification and measurements (as applicable)
- Reconstructing or recreating missing signage elements
- Matching existing materials, colours, and finishes as closely as feasible
- Fabricating replacement components
- Optional: installation of components (separate pricing required)

4. Project Locations and Priorities

Location A – Tourist Information Centre Tower

- Middle panel torn off
- Requires reconstruction and fabrication
- High visibility tourism gateway feature

Location B – Welcome to Terrace Bay Signs (East and West)

- Missing decorative metal “water ripple” elements inspired by the Township’s logo
- Requires replication based on remaining design elements and available reference materials

5. Reference Information Available

The Township will provide available reference materials to assist proponents in understanding the existing signage and site conditions, including:

- PDF design file (not guaranteed to scale or completeness)
- Photographs of existing signage and damage
- Site locations and reference mapping (Google Earth references)

This information is provided for reference purposes only.

Proponents are responsible for verifying all dimensions, materials, site conditions, and fabrication requirements prior to production.

6. Measurement and Site Verification

Proponents are requested to provide pricing under the following options:

Option A – Proponent Site Visit

- Proponent conducts site visits and measurements
- Include all associated travel, time, and costs

Option B – Township-Assisted Measurement

- Township staff will conduct measurements based on direction provided by the proponent
- Proponent to outline required measurement details and any limitations

Option C – Hybrid (Optional)

- Combination of remote and on-site verification

The Township does not guarantee the accuracy of any measurements provided under Option B. Final verification remains the responsibility of the proponent prior to fabrication.

7. Pricing Requirements

Proponents are requested to provide:

- Itemized pricing per location (A-B)
- Separate pricing for fabrication and installation (if applicable)
- Pricing based on selected measurement approach
- Any applicable shipping, freight, delivery, mobilization, or pick up costs associated with the work
- Where applicable, separate pricing options for delivery, Township pickup, or on-site installation

Proponents are encouraged to:

- Include bundled pricing where efficiencies exist.
- Identify opportunities to reduce costs (e.g., minimized site visits, combined work)

8. Submission Requirements

Submissions should include:

- Brief company profile or experience
- Description of approach
- Pricing
- Estimated timelines

9. Budget and Award

The RFQ is being issued to obtain pricing

Due to budget constraints, the Township may:

- Proceed with select locations only
- Defer portions of the work
- Phase the project over time

The Township reserves the right to award all, part, or none of the work.

10. Site Reference Information

The following link has been provided to assist proponents in understanding site locations:

Google Earth Site Reference Map:

<https://earth.google.com/earth/d/1C4Z7Rec9cUpYi4u7P-HVoZAdTqLtAgcP?usp=sharing>

Supplementary site photographs are provided in **Appendix A** for reference, and the following link:

Google Drive Reference Images:

https://drive.google.com/drive/folders/1QBeTWWNR_O5oEYBnuzeUKmBOABbDr8lo?usp=sharing

This information is provided for reference purposes only. Proponents are responsible for verifying site conditions and access requirements.

11. Project Timeline

Milestone	Target Date
RFQ Issued	May 11, 2026
Submission Deadline	May 29, 2026
Anticipated Award	June 1 or 2, 2026
Project Completion	By November 30, 2026

Appendix A

Images are provided for reference purposes only. Proponents are responsible for verifying site conditions.

Location A: Tourism Information Centre Tower



Figure 1: Tourist Information Centre Tower May 11 2026



Figure 2: Missing centre panel design

Location B: Welcome to Terrace Bay Signs (East and West)



Figure 3: Welcome to Terrace Bay (East) May 11 2026



Figure 4: Damage indicated



Figure 5: Welcome to Terrace Bay (West) May 11 2026



Figure 6: Damage indicated