

---

# **REQUEST FOR QUOTATION**

## **SUPPLY AND INSTALLATION OF BENCHES**

PUSLINCH ONTARIO

DATE ISSUED: AUGUST 13<sup>TH</sup>, 2026



RFQ Submission Deadline: August 28, 2026 @ 2pm

---

Attn:  
**Canadian Furniture Manufacturers and Suppliers**

August 13, 2026

Re: **Request for Quote for Supply and Installation of Benches**

Pl.ural is working with the Township of Puslinch (the Township) seeking quotations for the supply and installation of ten (10) benches. Product specifications are attached in the package.

The attached Quotation Form outlines the products and services required. Appendix A and B indicate the approximate locations of the benches within the two settlement areas of Aberfoyle and Morriston.

Interested proponents are invited to submit a quotation by completing and returning the attached Quotation Form.

Thank you for your time and consideration. We look forward to hearing from you!

Sincerely,  
pl.ural

A handwritten signature in black ink, appearing to read "Bethany Nelson", is written over a light gray rectangular background.

**Bethany Nelson**

---

## **SUPPLY AND INSTALLATION OF BENCHES**

### **SPECIAL PROVISIONS / PROJECT SPECIFICATIONS:**

#### **1.0 Community Context**

The Township is located in the southern region of Wellington County with a population of approximately 7,900 residents who enjoy the rural environment of the Township combined with the convenient access to many urban centres and amenities. Business and industry is attracted to the Township for its proximity to Highway 401 and Highway 6 that provides convenient access to major markets.

The Township has three urban areas including Aberfoyle, Arkell and Morriston and contains a number of small rural clusters interspersed throughout the predominantly rural Township. Highway 401 bisects the Township from east to west and Highway 6 bisects the Township from North to South. A developed Industrial Park links the urban areas of Aberfoyle and Morriston.

#### **2.0 Contractor Responsibilities / Description of Work**

The supplier/contractor agrees to supply, deliver, and install ten (10) benches suitable for placement on the Aberfoyle and Morriston streetscapes. The supplier/contractor agrees that the Township of Puslinch will be the sole judge of the adequacy of the product installation. If, in the opinion of the Township, the contractor fails to provide an acceptable product, the Township may, at the contractor's expense, request a replacement.

The Township anticipates the installation of benches in the Fall of 2026.

The contractor shall notify the Township representative two (2) days prior to the delivery.

#### **3.0 Product Specifications**

The contractor agrees to supply the products, based on the following specifications.

Alternative products may be considered, provided they are of comparable size, material, durability, appearance, and functionality, and receive prior approval from the Township before delivery and installation.

#### **A. Benches**

Supply and install an outdoor bench complete with backrest and armrests. Bench shall be approximately 1,830 mm (72 in.) in length and designed for permanent exterior installation.

Accepted products include the Maglin 400 Series 450 Backed Bench or approved equal.

---

---

Bench Shall Consist of:

- a) Heavy-duty steel end supports fabricated from hollow structural steel tubing and steel flat bar, finished with a durable, weather-resistant powder coating.
- b) Seat and backrest constructed of wood grain textured high-density polyethylene (HDPE) or equivalent low-maintenance material suitable for year-round outdoor use.
- c) Two (2) integral end-mounted armrests.
- d) Concealed or tamper-resistant hardware suitable for public realm applications.

*Example of Bench*



## **4.0 Delivery**

Delivery of benches by the contractor and/or supplier will be to the actual site location for installation.

*Refer to Appendix A, and Appendix B for Site Location Plans to determine installation location.*

## **5.0 Installation of Benches**

1. Assemble furnishings in accordance with manufacturer's instructions.
2. Obtain approval of final furnishing locations from the Landscape Architect prior to anchoring to concrete footings.
3. Install furnishings true, plumb and anchored as detailed. Shore up, if necessary to ensure true plumb placement. Bench seat to be level.
4. Touch up damaged finishes to approval of Landscape Architect.

## **6.0 Project Requirements**

Expectations of the successful proponent include, but may not be limited to:

- Inform the Township of the expected life expectancy of each product item;
  - Consult on any ongoing maintenance requirements; and
  - Provide the applicable guarantee and/or warranty information.
-

---

## 7.0 Estimated Timeline

*The Township reserves the right to adjust this timeline as required to meet project needs.*

| Project Phase                             | Date               |
|-------------------------------------------|--------------------|
| RFQ Issued                                | August 13, 2026    |
| RFQ Addendum deadline at 2pm              | August 20, 2026    |
| RFQ Submission deadline at 2pm            | August 28, 2026    |
| Company Selection                         | September 9, 2026  |
| Concepts to be shared with Township staff | September 30, 2026 |
| Delivery and/or Installation              | November 30, 2026  |

## 8.0 Evaluation

The evaluation of submissions will be conducted in a fair and consistent manner based on the quotation form and project requirements set out in this RFQ.

## 9.0 Submission Requirements

RFQ submissions shall be submitted electronically by email to [Bethany@ska-plural.ca](mailto:Bethany@ska-plural.ca) and cc'd to [finance@puslinch.ca](mailto:finance@puslinch.ca) no later than the closing date and time specified in this RFQ.

## 10.0 Application Deadline

All submissions to this RFQ are due on or before August 28, 2026 at 2pm.

Submissions should be formatted as a single PDF including Form F-1, F-2 and F-3 as well as any other supporting documentation.

Incomplete applications or those received after the deadline will not be accepted.

For all inquiries, please direct them to [Bethany@ska-plural.ca](mailto:Bethany@ska-plural.ca)

---

---

THE TOWNSHIP OF PUSLINCH SUPPLY AND INSTALLATION OF BENCHES

**QUOTATION FORM – F-1**

| ITEM NO.         | DESCIRPTION                                                           | PRICE UNIT | PRICE PER UNIT | UNIT     | TOTAL |
|------------------|-----------------------------------------------------------------------|------------|----------------|----------|-------|
| <b>Section 1</b> |                                                                       |            |                |          |       |
| 1.1              | Supply, deliver, and install Benches as per the Request for Quotation | Ea.        |                | 10       |       |
| 1.2              | Additional and/or Miscellaneous                                       | Lump Sum   |                | Lump Sum |       |
|                  |                                                                       |            |                |          |       |
| <b>SUBTOTAL</b>  |                                                                       |            |                |          |       |
| <b>HST 13 %</b>  |                                                                       |            |                |          |       |
| <b>TOTAL</b>     |                                                                       |            |                |          |       |

|                                |  |
|--------------------------------|--|
| Company Name                   |  |
| Phone Number                   |  |
| Email                          |  |
| Signature                      |  |
| Printed Name                   |  |
| Date                           |  |
| HST Registration #             |  |
| Company Seal (if incorporated) |  |

**COMPLETE AND SUBMIT THIS PAGE**

---

---

THE TOWNSHIP OF PUSLINCH SUPPLY AND INSTALLATION OF BENCHES

**Bidder's Experience in Similar Work – F-2**

| Year Completed | Description of Work | For Whom Work Performed | Value |
|----------------|---------------------|-------------------------|-------|
|                |                     |                         |       |

**Bidder's Subcontractors – F-3**

Bidders should list the subcontractors they intend to use to complete the work and the purpose of the subcontract.

|  |
|--|
|  |
|--|

Date: \_\_\_\_\_

**COMPLETE AND SUBMIT THIS PAGE**

---

---

## UNFAIR ADVANTAGE/CONFLICT OF INTEREST DECLARATION

**“Unfair Advantage”** means in relation to the RFQ process the Proponent engages in conduct, directly or indirectly, that may give it an unfair advantage over other Proponents, including but not limited to (i) having or having access to information in the preparation of its RFQ Submission that is confidential and not available to other Proponents; (ii) communicating with any person with a view to influencing preferred treatment in the RFQ process; or (iii) engaging in conduct that compromises or could be seen to compromise the integrity of the open and competitive Quote process and render that process non-competitive and unfair.

**“Conflict of Interest”** means that the Proponent’s other commitments, relationships or financial interests (i) could or could be seen to exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgment; or (b) could or could be seen to compromise, impair or be incompatible with the effective performance of its contractual obligations.

Note to Proponent: If you foresee a Conflict of Interest or Unfair Advantage, complete Section A below, otherwise complete Section B. Any Proponent who does not complete Section A is deemed to declare that (1) it had no Unfair Advantage in preparing and submitting its RFQ Submission and (2) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the RFQ.

I/We have read the above definition of Unfair Advantage and Conflict of Interest and hereby declare that (check the appropriate box)

### Section A

- ☐ There is an actual or potential Unfair Advantage relating to the preparation and submission of this RFQ.
- ☐ I/we foresee an actual or potential Conflict of Interest in performing the contractual obligations contemplated in this RFQ.

**COMPLETE AND SUBMIT THIS PAGE**

---

---

Section B

☐ I/we have had no Unfair Advantage in preparing and submitting this RFQ, and (2) I have no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the RFQ.

SIGNED, SEALED AND SUBMITTED for and on behalf of:

\_\_\_\_\_  
Name of Proponent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Authorized Signing Officer

\_\_\_\_\_  
Signature of Authorized Signing Officer

I/we have the authority to bind the corporation

**COMPLETE AND SUBMIT THIS PAGE**

---

---

**RFQ SUBMITTED BY:** (Please type/print)

**NOTE:** This proposal is inclusive of addenda as issued # \_\_\_\_ to # \_\_\_\_

I/We have carefully examined and acknowledge the instructions, terms, conditions and specifications regarding this RFQ.

By submitting this RFQ, Proponent offers to complete the Contract in accordance with the terms and conditions for the Township of Puslinch Supply and Installation of Benches Project RFQ.

NAME OF SIGNING OFFICER(S):

\_\_\_\_\_

POSITION OF SIGNING OFFICER(S):

\_\_\_\_\_

FIRM NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Signing Officer

\_\_\_\_\_  
Signature of Authorized Signing Officer

I/we have the authority to bind the corporation

**PRICING SUMMARY** - Pricing to supply the necessary labour and materials (including disbursements) as required to provide the services in accordance with the terms and conditions for the Township of Puslinch Supply and Installation of Benches Project RFQ.

|                          |          |
|--------------------------|----------|
| <b>Total Upset Limit</b> | \$ _____ |
|--------------------------|----------|

**COMPLETE AND SUBMIT THIS PAGE**

---

---

## **DRAWINGS / APPENDICES**

### **SUPPLY AND INSTALLATION OF BENCHES**

**Appendix A** – Location Plan Aberfoyle

**Appendix B** – Location Plan Morriston

Appendix A

Location Plan Aberfoyle



Legend:

 Bench

*Note: Locations of all site furnishings are preliminary and subject to revision prior to installation.*



Appendix B

Location Plan Morriston



Legend:

 Bench

*Note: Locations of all site furnishings are preliminary and subject to revision prior to installation.*

