
REQUEST FOR QUOTATION

FABRICATION AND INSTALLATION OF GATEWAY SIGNS

PUSLINCH ONTARIO

DATE ISSUED: AUGUST 11TH, 2026



RFQ Submission Deadline: August 26, 2026 @ 2pm

Attn:
Canadian Signage Manufacturers and Suppliers

August 11, 2026

Re: Request for Quotation for Fabrication and Installation of Gateway Signs

Pl.ural is working with the Township of Puslinch (the Township) seeking quotations from a qualified sign manufacturing company for the supply, fabrication and installation of eight (8) gateway signs throughout the Township. The Township is seeking gateway signage that reflects its unique identity, history, and rural character. The signage will create welcoming entry points, enhance the visual appeal of the public realm, strengthen community identity, and provide an inviting experience for residents and visitors.

- Three (3) Signs "Welcome to Morriston"
- Three (3) Signs "Welcome to Aberfoyle"
- Two (2) Signs "Welcome to Arkell"

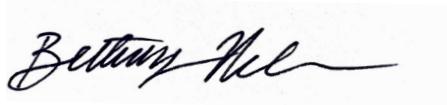
The successful Vendor will create shop drawings, supply all necessary materials, fabricate, finish, assemble, install, and erect all elements, prepare sites as required, and clean-up sites upon completion of installation, based on the design specifications. Sign manufacturing companies with experience delivering gateway signage, are encouraged to participate in this Fabrication and Installation of Gateway Signs: Request for Quotation (RFQ) process.

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

Should you have any questions regarding the RFQ process, please do not hesitate to reach out.

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

Sincerely,
pl.ural



Bethany Nelson

FABRICATION AND INSTALLATION OF GATEWAY SIGNS

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 Project Summary

The successful Vendor will create shop drawings, supply all necessary materials, fabricate, finish, assemble, install, and erect all elements, prepare sites as required, and clean-up sites upon completion of installation, based on the design specifications and details outlined by the Township in Appendix A.

Recommended installation locations are outlined in Appendix B, C and D. The Township reserves the right to make modifications to these designs as needed.

As part of this Request for Quote, the Township has provided a design package illustrating the signage required along with size specifications (Appendix A). These designs were created by a partner firm, Aubs & Mugg Inc. to align with the Township's brand identity. The Vendor will obtain and supply all necessary permits, utility locates and ensure adherence to all local bylaws. The Vendor will also work with the Township to provide site/materials security and traffic control to all locations, as required.

Upon awarding the contract, the successful Vendor will be supplied with digital files containing vector graphics and pantone colour specifications. Using these files as a reference, the Vendor will create detailed shop drawings, fabricate and install the signage in specific identified locations around the Township. No illumination will be required for any sign.

3.0 Requirements

Project scope shall include:

- The development of shop/engineering drawings for all signs outlined in Appendix A.
- The procurement of necessary materials, including signs and installation materials as required.
- All necessary fabrication and finishing of signage elements and installation hardware.
- All labour to erect all signage components, including any necessary site preparation.
- Necessary traffic control during all work, as needed, including personnel, signage, and equipment.
- Maintenance of site safety and materials security for the duration of work at each site.
- Restoration of all work sites to their original state, including removal of construction debris and brush.

In addition, all sign installations must respect MTO regulations. The winning Vendor will be responsible for adherence to local and provincial bylaws.

4.0 Signage Specifications

Signage will be constructed according to the dimensions provided by the Proponent, using the graphic and colour specifications included in Appendix A. The Proponent will advise on the specific materials required to produce the signage to ensure that the final product aligns with the proposed design vision.

- a) The proponent shall submit fabrication shop drawings for the Township's written approval before fabrication commences. Shop drawings must be accompanied by a stamped, approved drawing from a structural engineer licensed with the Province of Ontario where required by sign type and size. The shop drawing shall reflect the method of fabrication and materials used, mounting techniques and hardware, and internal construction. Shop drawings are to include, but not be limited to: elevations and cross-sections, components, materials, finishes, fonts and graphics specifications, mounting and installation details. The Township of Puslinch will own all design and engineering drawings developed by the Vendor and one copy of all final engineered stamped drawings in hard copy, as well as an electronic copy will be submitted to the Township prior to fabrication.
 - b) Material samples shall be presented prior to full-scale fabrication for the Township's approval.
 - c) It will be the successful Vendor's responsibility to review all installation sites with the Township prior to installation. This review meeting must occur a minimum of one week prior to the commencement of installation. The successful Vendor must receive written Township approval of all installation sites prior to signage installation.
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- d) Proposed fabrication materials and methodologies must stay true to the vision of the designs presented in Appendix A. The acceptance of all signage fabrication and installation methods will be at the discretion of the Township.

5.0 Estimated Timeline

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

Project Phase	Date
RFQ Issued	August 11, 2026
RFQ Addendum deadline at 2pm	August 20, 2026
RFQ Submission deadline at 2pm	August 26, 2026
Company Selection	September 4, 2026
Preliminary Designs to be shared with Township staff	September 21, 2026
Final Concepts to be shared with Township staff	September 30, 2026
Installation / Completion	November 30, 2026

6.0 Evaluation

The Evaluation Committee will select the successful proponent, who will then work in collaboration with the Township and Evaluation Committee to gateway sign designs. Submissions will be evaluated by an Evaluation Committee based on:

- Relevant experience fabricating and installing gateway, municipal, or comparable custom signage.
- Qualifications and experience of the company and proposed project team.
- Demonstrated understanding of the project requirements and proposed fabrication/installation approach.
- Ability to meet the project schedule.
- Total quoted price.

The Evaluation Committee will review submissions and recommend the successful proponent based on the evaluation of qualifications, experience, project approach, demonstrated ability to complete the work, and pricing.

7.0 Submission Requirements

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

8.0 Application Deadline

All submissions to this RFQ are due on or before August 26, 2026 at 2pm.

Submissions should be formatted as a single PDF. Incomplete applications or those received after the deadline will not be accepted.

For all inquiries, please direct them to Bethany@ska-plural.ca

DRAWINGS / APPENDICES

FABRICATION AND INSTALLATION OF GATEWAY SIGNS

Appendix A – Township of Puslinch Experience Signage

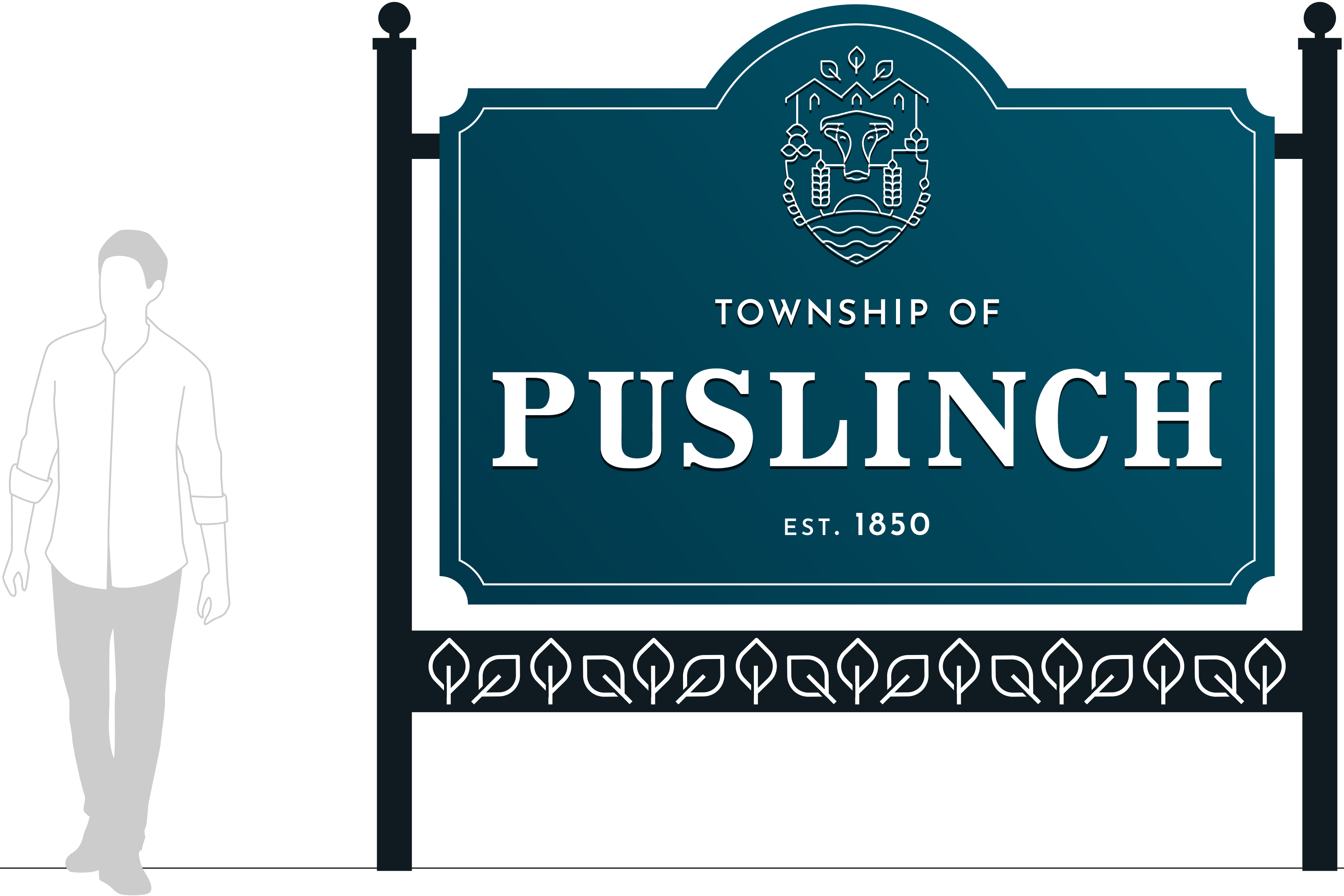
Appendix B – Location Plan Aberfoyle

Appendix C – Location Plan Morriston

Appendix D – Location Plan Arkell

Township of Puslinch Experience Signage

Aubs&Mugg



BLACKENED STEEL

BASE MATERIAL
TBD WITH
FABRICATOR

RAISED LETTERING

Inspired by
carpentry details

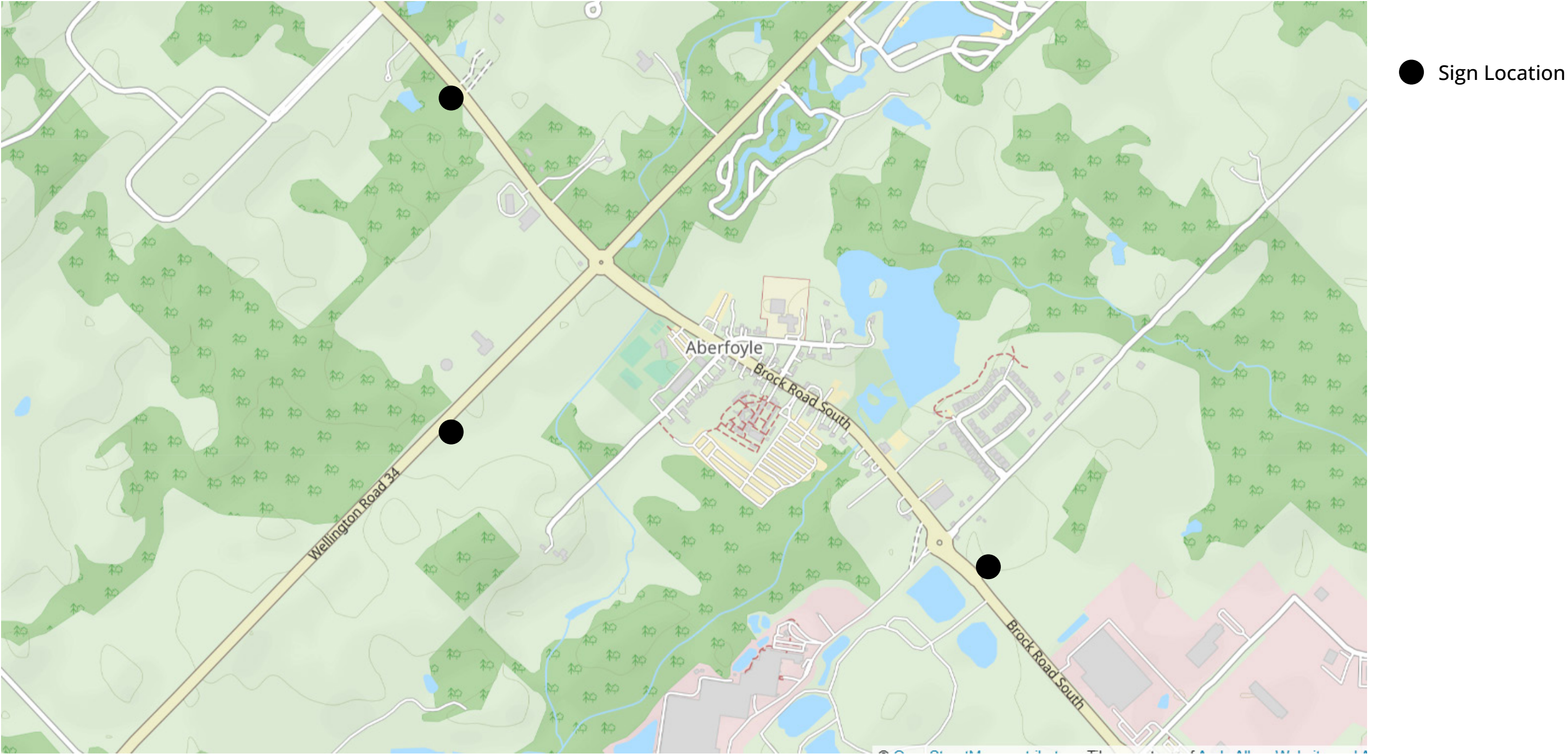
LASER CUT DETAIL

Inspired by
bargeboard trim



Appendix B

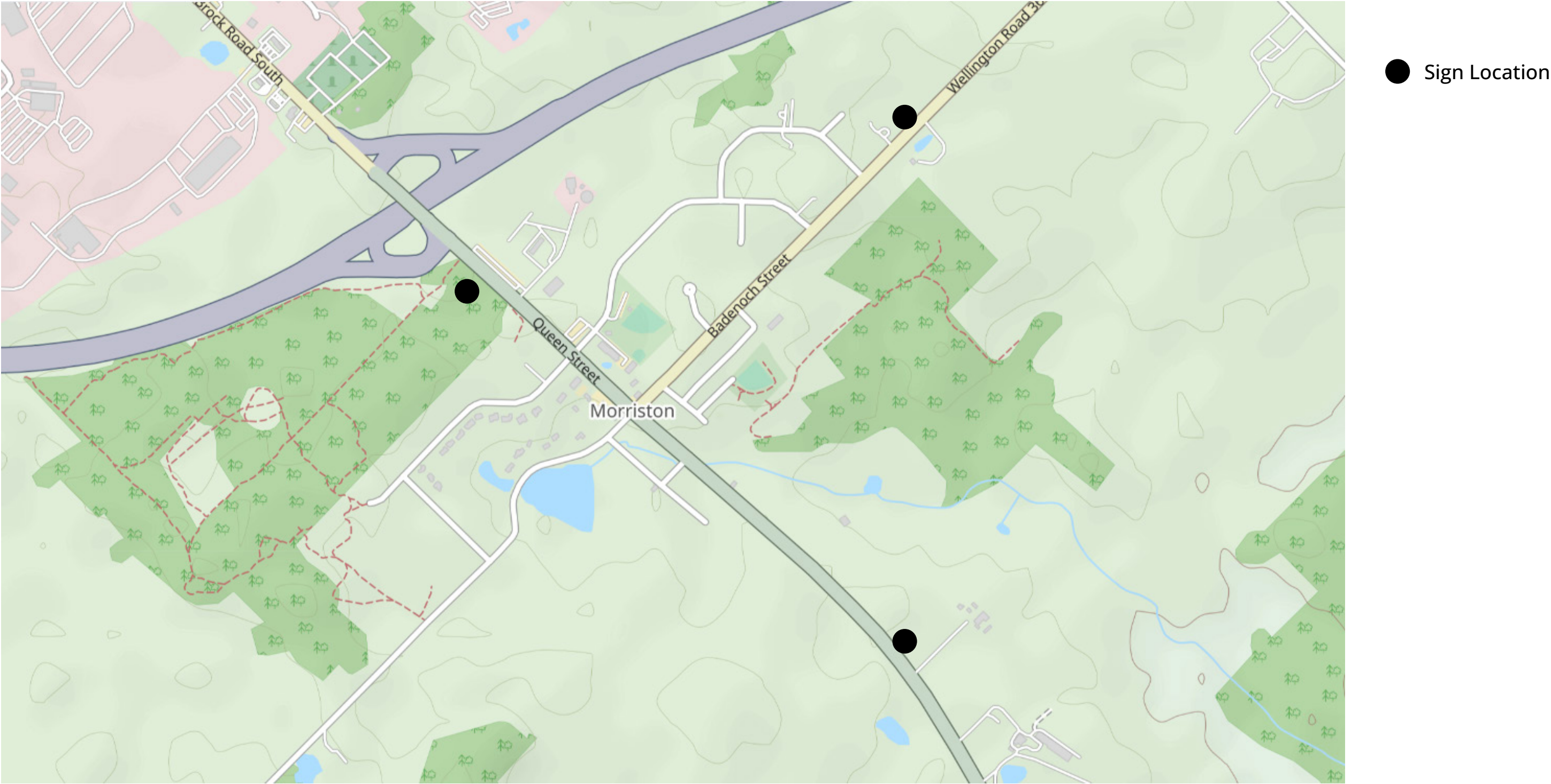
Gateway Sign Location Plan Aberfoyle



Note: Locations of all Gateway Signs are preliminary and subject to revision prior to installation.

Appendix C

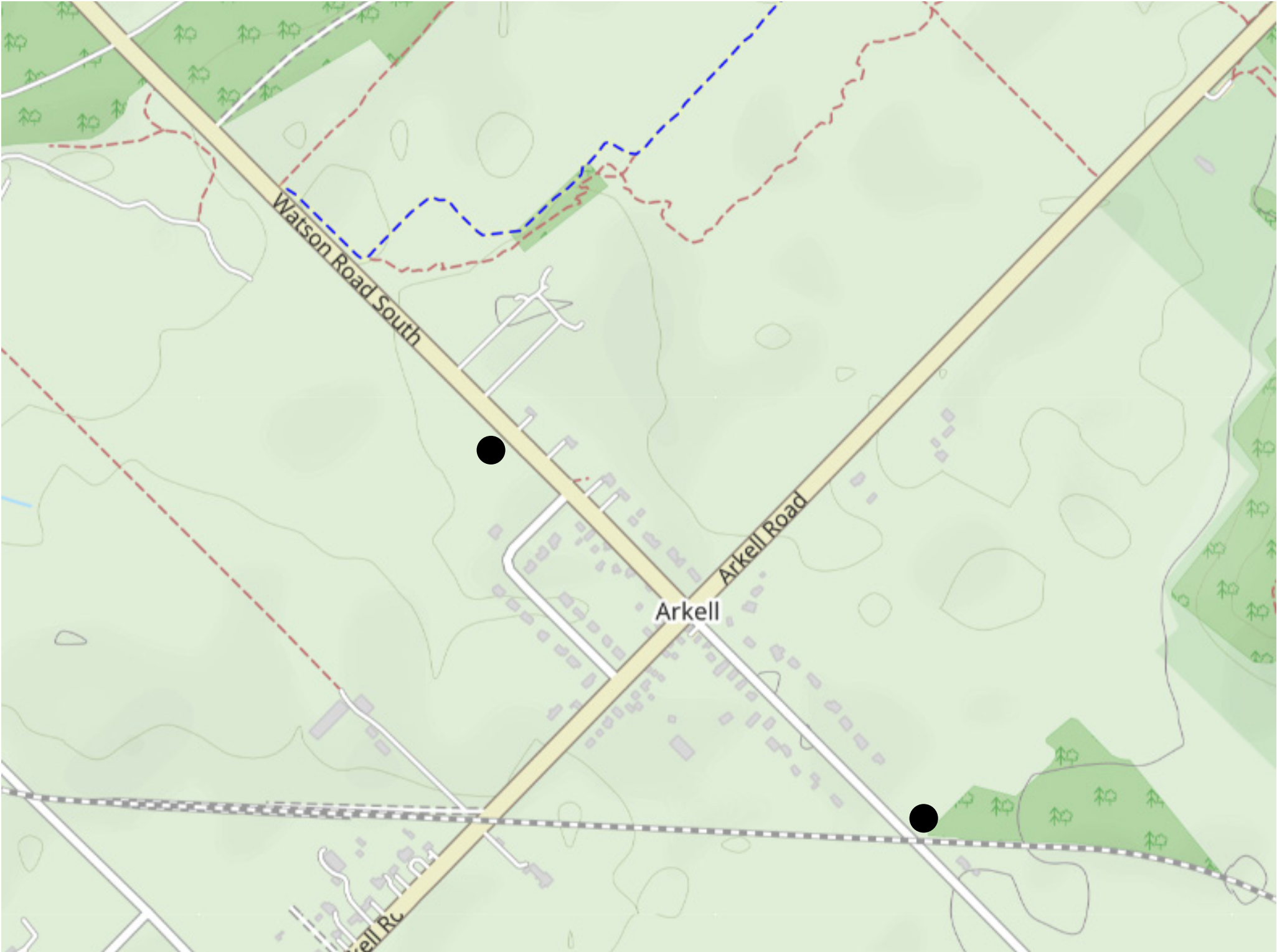
Gateway Sign Location Plan Morriston



Note: Locations of all Gateway Signs are preliminary and subject to revision prior to installation.

Appendix D

Gateway Sign Location Plan Arkell



● Sign Location

Note: Locations of all Gateway Signs are preliminary and subject to revision prior to installation.

THE TOWNSHIP OF PUSLINCH FABRICATION AND INSTALLATION OF
GATEWAY SIGNS

QUOTATION FORM – F-1

ITEM NO.	DESCIRPTION	EST. QTY	UNIT	TOTAL
1.0	Design Visual Development / Technical Drawings 1.1 Supply all labour, material, and equipment to adapt the design previously created for the Township of Puslinch sign to reflect the noted ‘host’ community/settlement areas, ie. Aberfoyle, Morriston, and Arkell. 1.2 Provide technical drawings (Shop Drawings) for sign designs and installation. 1.3 Assess the eligibility of approximate locations for the eight (8) Gateway Signs.	Lump Sum	Lump Sum	
2.0	Permit Coordination 2.1 Align with Township goals and needs, including the process of obtaining necessary municipal permits for each Gateway Sign.	Lump Sum	Lump Sum	
3.0	Sign Fabrication & Installation 3.1 Fabricate and install at designated locations all eight (8) Gateway Signs.	Lump Sum	Lump Sum	
SUBTOTAL				
HST 13 %				
TOTAL				

Company Name	
Phone Number	
Email	

Signature	
Printed Name	
Date	
HST Registration #	
Company Seal (if incorporated)	

COMPLETE AND SUBMIT THIS PAGE

THE TOWNSHIP OF PUSLINCH FABRICATION AND INSTALLATION OF
GATEWAY SIGNS

Bidder's Subcontractors – F-2
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 Fabrication and Installation of Gateway Signs 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 Fabrication and Installation of Gateway Signs RFQ.

Total Upset Limit	\$ _____
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COMPLETE AND SUBMIT THIS PAGE
