



## **REQUEST FOR QUOTES (RFQ)**

Recladding of Exterior Façade  
Durham Art Gallery  
Durham, Ontario

**Issue Date:** October 26, 2026

**Submission Deadline:** November 30, 2026

**Contact:**

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### **1. Overview**

The Durham Art Gallery, a public, nonprofit art gallery located in Durham, West Grey, Ontario, is seeking qualified contractors to provide quotes for the recladding of the building's exterior façade. The project aims to improve exterior weather protection, address aging materials, ensure public safety, and enhance the building's visual presence within the community.

The building is approximately 2,000 square feet. The north and east elevations are two storeys in height; the remaining elevations are single storey. The building is currently insulated. This project focuses on improving exterior weather protection and durability. No additional insulation is required.

Funding for this project is secured. Construction is anticipated for Spring 2027, subject to contractor availability and Board approval.

As a publicly accountable nonprofit organization, the Gallery is committed to transparent procurement practices, fair evaluation of submissions, and responsible stewardship of community resources.

## 2. Scope of Work

### Full Building Recladding

- Removal of existing wood siding on front and back elevations
- Inspection of underlying substrate
- Installation of continuous weather-resistant barrier
- Installation of strapping for drainage and ventilation
- Installation of new siding system from material proposed by proponent
- Integration of flashing at windows, doors, rooflines, and penetrations
- Sealants, trims, and finish detailing
- Repairs to underlying substrates as required
- Repairs to any window framing as required
- Repairs to front entranceway as required

### Optional additional elements

- Additional insulation underneath new cladding
- Improvements to drainage and waterproofing around foundation

Optional elements may be quoted on but the Board may choose to proceed without these elements in a final scope of work.

Proponents must include a clearly identified contingency allowance within their quote to address unforeseen substrate repair discovered after removal of existing siding. Use of contingency funds must be documented and approved prior to proceeding.

Contractors must include all lifts, scaffolding, fall protection, and safety systems required for two-storey elevations.

## 3. Proposal Requirements

- Company legal name and contact information
- Relevant experience and references (minimum two)
- Project approach and sequencing
- Approach to minimizing disruption and maintaining public safety
- Pricing for required and optional work
- Separate identification of contingency allowance

- Breakdown of materials, labour, equipment, and HST
- Proposed siding manufacturer, product line, warranties, and colour options
- Proof of Commercial General Liability insurance (minimum \$2,000,000)
- Proof of WSIB clearance certificate

#### Additional Requirements

- Coordination with gallery staff to ensure safe access and minimal disruption
- Compliance with all relevant municipal codes, heritage considerations (if applicable), building standards, and safety regulations
- Site cleanup and responsible disposal of all materials

Proponents are welcome to recommend cladding materials and systems, including high-performance, durable, and environmentally responsible options.

Shortlisted proponents may be required to provide physical material and colour samples. Final colour selection is subject to Gallery approval prior to installation.

The successful contractor must provide proof of Commercial General Liability insurance (minimum \$2,000,000) and a WSIB clearance certificate prior to award.

#### 4. Site Visit (Mandatory)

A site visit is mandatory. Only proponents who have attended a site visit will be eligible to submit a quote. To schedule a visit, contact [treasurer@durhamartgallery.com](mailto:treasurer@durhamartgallery.com).

#### 5. Construction Timing & Operations

The Gallery intends to remain open where possible during construction. The Gallery may close for up to two weeks where required, particularly when work occurs on the primary entrance façade. Proponents must outline their approach to ensuring public safety and minimizing disruption.

#### 6. Payment Terms

- Progress payments based on agreed milestones
- 10% statutory holdback in accordance with the Ontario Construction Act
- Final payment upon satisfactory completion and inspection

#### 7. Change Management

Any work outside the approved scope must be quoted and approved in writing prior to execution.

## 8. Evaluation & Governance

Submissions will be evaluated based on alignment with scope, cost effectiveness, experience, quality of materials, timeline, and overall clarity. Board approval is required prior to contract award.

The Gallery reserves the right to accept or reject any proposal, request additional information, or negotiate final scope and pricing in the best interest of the organization.

## 9. Proposal Validity

Proposals shall remain valid for a period of sixty (60) days from the submission deadline.

## 10. Site Visit and Questions

Scheduling of a site-visit for contractors to review existing conditions and ask questions regarding this call for proposals may be directed to:

[treasurer@durhamartgallery.com](mailto:treasurer@durhamartgallery.com)