

THE UNITED TOWNSHIPS OF HEAD, CLARA & MARIA



Municipal Building Upgrades

REQUEST FOR PROPOSAL DOCUMENTS RFP-ICIP2021

Sealed proposals will be received at:
The Townships of Head, Clara & Maria
15 Township Hall Road
Stonecliffe, Ontario, K0J 2K0

Proposal Closing Date: 12:00 h, Thursday, January 6, 2022

Once signed, this document becomes the official proposal and once accepted by Council/Staff, becomes part of the Agreement. The lowest or any proposal will not necessarily be accepted.

PROPOSAL DOCUMENT INSTRUCTIONS

1.0 GENERAL

- 1.1 Contact for the Municipality of the United Townships of Head, Clara & Maria is Crystal Fischer, Clerk/Treasurer, (613) 586-2526, fax (613) 586-2596, email clerk@headclaramaria.ca. Any inquiries regarding the interpretation of the plans or specifications shall be directed to Ms. Fischer.
- 1.2 Proposal documents must be received by the Municipality by 12:00 h on the closing date, Thursday, January 6, 2022. Proposals received after this time may not be considered.
- 1.3 Proposals which are incomplete, conditional, illegible, and obscure or have reservations, erasures, alterations, additions or irregularities of any kind may be rejected.
- 1.4 All prices (unless otherwise specifically requested in the Proposal Documents) shall be "Work Completed" prices, and shall be understood to include all materials, labour and other expenses including all sales taxes, fees, insurance, compensation and other items required by governing regulations, as well as overhead and profit for the work concerned.
- 1.5 Limited liability companies should affix their corporate seal, over the signature or signatures of authorized signing officer or officers.
- 1.6 Faxed proposal submissions will be rejected as they do not meet confidentiality or signature requirements.
- 1.7 Any proprietary or confidential information should be clearly identified as such and the desired treatment specified.

2.0 MANDATORY SITE VISIT

- 2.1 A mandatory site visit may be scheduled by emailing the Clerk, clerk@headclaramaria.ca, and must be on December 7 or 8, 2021 (unless otherwise mutually agreed upon between the Clerk and the proponent) at the Stonecliffe Community Centre - 15 Township Hall Road, Stonecliffe, ON K0J 2K0.

3.0 ALTERATIONS OR WITHDRAWAL OF PROPOSALS

- 3.1 A proposal may be altered by submitting another proposal at any time up to the specified time and date for proposal closing. The last proposal received shall supersede and invalidate all proposals previously submitted by the applicant for that Agreement.
- 3.2 The applicant may withdraw the proposal at any time up to the specified time and date for proposal closing by submitting a letter bearing the bidder's signature to the Clerk. Due to security, facsimile transmissions or telephone calls will not be accepted.

- 3.3 The Municipality reserves the right to waive irregularities and to reject any or all bids. The Municipality also reserves the right to negotiate with the selected Proponent in the event that the price exceeds available funds.

4.0 ACCEPTANCE OR REJECTION OF PROPOSALS

- 4.1 The Municipality reserves the right to reject any or all proposals and to waive formalities as the interest of the Municipality may require without explanation, **therefore, the lowest or any proposal may not necessarily be accepted.** Such circumstances may include, but are not limited to, the quote on all proposals received, being in excess of the anticipated Municipal budget resulting in lack of funds to complete the project.
- 4.2 The Municipality reserves the right to reject any proposals from any bidder, who in the Municipality's reasonable opinion, is deemed incapable of providing the necessary labour, material, equipment, financing and management of resources to perform the work in a satisfactory manner within the specified time frame.
- 4.3 The Municipality is not liable for any costs, expenses, losses or damages incurred, sustained or suffered by any applicant prior, or subsequent to, or by reason of the acceptance or non-acceptance by the Municipality of any proposal, or by reason of any delay in the acceptance of a proposal, except as provided in the proposal documents.
- 4.4 The proposal shall be irrevocable for a period of thirty (30) business days following the date of proposal closing.

5.0 AGREEMENT AWARD PROCEDURES

- 5.1 The Municipality will notify the successful bidder that the bid has been accepted within thirty (30) days of the proposal closing.
- 5.2 Notice of acceptance of proposal will be by fax or mailing of an Order to Commence Work Letter.
- 5.3 The successful bidder may commence work at the site immediately upon receipt of the Order to Commence Work letter, and must commence work within fifteen (15) days of receipt of same.
- 5.4 Failure by the successful bidder to meet the above requirements will entitle the Municipality to cancel the award of the contract. The Municipality may then award the Contract to one of the other proponents, or take such action as it chooses.

6.0 PROPOSAL OPENING

- 6.1 Proposals shall be opened at the Municipal office at 2:15 on the same day that the proposal closes. The meeting will be open to the public and all proposal submitters are invited to attend.
- 6.2 No announcement concerning the successful Proposal shall be made until a complete proposal report and analysis is completed by staff and if applicable

(as per the Procurement By-Law), approved by Council.

7.0 REQUIREMENTS AT TIME OF EXECUTION

- 7.1 The successful bidder is required to submit the following documentation, at his or her own expense, in a form satisfactory to the Municipality, for execution within ten (10) working days after being notified to do so in writing.
 - 7.1.1 Insurance Documents (Valid Certificate of Insurance)
 - 7.1.2 Letter of Good Standing with the Workplace Safety and Insurance Board (WSIB).
 - 7.1.3 A declaration that all assessments or compensations payable to the appropriate authorities (employee remittances) have been made.
- 7.2 Upon acceptance of proposal by the Municipality, the successful bidder shall submit properly executed Certificates of Liability and All Risk Insurance, and all other documents as requested.
- 7.3 The successful proponent shall indemnify and hold the Municipality, its officials, agents and employees harmless from and against any liability, loss, injuries, claims, demands, costs and expenses, including reasonable legal fees, occasioned wholly or in part by any acts or omissions either in negligence or in nuisance whether willful or otherwise by the Proponent, its agents, officers, employees or other person for whom the Proponent is legally responsible.
- 7.4 A contract between the successful Proponent(s) and the Municipality will be required. The Municipality will prepare the draft contract, and the Request for Proposals and Project Proposal shall form appendices.
- 7.5 Once awarded the contract, the Contractor must obtain all necessary permits to complete the project.

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Name of firm or individual (hereafter referred to as the “Contractor”)

Address

Name of person with signing authority (printed and signed)

Office of person signing for firm

Phone number Fax number Other

FORM OF PROPOSAL - IDENTIFICATION

Proposal submitted by _____ residing at (or place of business)
(name of proponent)

_____ and comprising the firm of _____
(home or business address)

_____ a company duly incorporated under the laws of _____
(company name)

_____ or being a sole proprietor _____
(province/country) (business name)

and having its head office at _____ hereinafter called "the
(business address)
"proponent".

Signature

Date

FORM OF PROPOSAL – TOTAL BID

To: The United Townships of Head, Clara & Maria

I/We _____ have fully and carefully examined the locality and site of the proposed work, and all contract documents relating thereto, including: The Proposal Document Package, any addenda # _____*, Information for Proponent, General Conditions, Contract and hereby offer in accordance therewith to enter into a contract within the prescribed time to construct the said works in strict accordance with the contract schedule, contract documents, and such further detail drawings as may be supplied from time to time and to furnish all materials, labour, tools, matters and things necessary therefore complete and ready for the use within the time specified for the sum of _____ dollars plus HST.

(\$ _____ plus HST) or such other sum as may be ascertained in accordance with the contract.

GST/HST Registration Number _____

* Please insert any and all addenda that have been considered in coming to the total price.

PROPOSAL SUMMARY

The Proponent shall include a proposal that demonstrates their understanding of the requirements of the scope of work as outlined. This RFP requires the Proponents to design a plan and installation that will accommodate the needs of the facility users and staff in the building including: installing a permanent, transparent barrier at the municipal office front counter; updating the public washrooms with modern, touchless fixtures; and levelling the floors in the main municipal offices.

Background

The site consists of a community centre, adjoining library facility and municipal office. In 2017, a 28' extension was added to the municipal office building creating two new offices, a meeting room, storage room and records vault. There is a "step up" as you enter the hallway to the printer room, and a "step down" as you enter into the extension area; both of which create safety and tripping hazards. Currently, a temporary plexiglass barrier that was installed to reduce risk of transmission of COVID-19 provides separation between the public and members of staff; however, the facility requires a permanent solution. Two separate washroom facilities located in the community centre require upgrading to consist of a modern look and new, touchless fixtures. There are ongoing plumbing blockage issues between the washroom in the municipal office and one of the washrooms in the community centre. It is believed that a 90-degree joint in plumbing is the cause of the issues (possible breakage/ crushing of pipes), and the flooring needs to be removed in order to remedy the situation.

The Municipality is requesting proposals for the following:

- **Installation of a permanent, transparent barrier at the municipal office reception desk.**
- **Levelling of floors in the municipal office and entrance way to ensure flooring throughout the building is seamless, accessible and hazard-free.**
- **Removal of current bathroom fixtures that are not hands-free and/or working properly (four sinks, two urinals);**
- **Installation of new, touchless sinks (4), installation of automatic soap and paper-towel dispensers.**
- **Repair plumbing blockage issues that are occurring in the washroom(s), including removal of section of floor where the 90-degree pipe meets to exit building, repair of plumbing issues and repair of floor.**

The preceding sum is comprised of the following:

ESTIMATED TOTAL COST OF LABOUR \$ _____ + HST

ESTIMATED TOTAL COST OF MATERIALS \$ _____ + HST

CONTRACTOR'S PROPOSAL STATEMENT

The Proponent agrees that, if this proposal is accepted by the Municipality:

- The Municipality shall have the right to choose the most beneficial/advantageous lump sum price proposed for this project.
- Extended time for completion of the project must be approved in writing by the Municipality in agreement with the Contractor.
- The Proponent shall not assign the contract or any portion thereof without the prior written consent of the Municipality.
- The Proponent shall comply with relevant Federal, Provincial and Municipal statutes, regulations and By-laws pertaining to the work and its performance. The company shall be responsible for ensuring similar compliance by its subcontractors.
- The Proponent recognizes and agrees to the right to reject any or all proposals in whole or in part or to accept the proposal or parts thereof, judged most satisfactory is expressly reserved by the United Townships of Head, Clara & Maria without liability on the parts of the Council, committee or any consultant. The lowest proposal will not necessarily be accepted.
- The anticipated date for work to begin is January 24th, 2022.
- The entire project is to be substantially completed by May 31st, 2022.
- The proposal will be valid for a period of 30 days after the date of closing of Proposals – but will likely be awarded by January 13th, 2021.
- The Proponent agrees that he will furnish to the Municipality copies of all Sub-Contractor Performance Bonds and Labour and Material Payment bonds forthwith upon execution of sub-contracts with his Municipality approved sub-contractors.
- The Proponent agrees that this proposal is subject to a formal contract being prepared and executed.

ATTESTATION

My/Our signature below attests to the fact that this bid is prepared and submitted without collusion or deceit.

That I/we expressly warrant that the prices contained in this proposal are quoted in utmost good faith on my/our part, without any collusive arrangements or agreement with any other person, partnership or corporation.

I/we expressly represent that I/we am not party or privy to any deceit intending to mislead the Municipality into accepting my/our proposal as a truly competitive proposal whether to the prejudice, injury or benefit of the Municipality.

I/We, by this proposal, offer to complete this Agreement in accordance with the terms contained herein.

I/We have carefully examined the provisions, plans, specifications and general conditions of this Agreement and have carefully examined the site and locations of the work to be done. I/we understand and accept said provisions, plans, specifications and conditions.

For the prices set forth in this proposal, I/we hereby offer to furnish all machinery, tools and materials, except as otherwise specified in the Agreement, to complete the work in strict accordance with the provisions, plans, specifications and general conditions referred to in the contract.

I/We agree to have the work completed within a time, to be known as the "time of Completion" in accordance with the project schedule from the date of the written order to commence work.

Signature

Date

SUMMARY OF PROPONENT'S EXPERIENCE IN SUCCESSFULLY COMPLETED SIMILAR PROJECTS

The Proponent must demonstrate their ability to complete projects with a similar scope of work by providing a brief description of a minimum of two (2) projects for each deliverable completed within the past five (5) years including references in Appendix E of the RFP.

DESCRIPTION OF CONTRACT	YEAR	ENTITY/PERSON RESPONSIBLE FOR PROJECT	OTHER COMMENTS

LIST OF PROPOSED SUBCONTRACTORS

The Proponent shall make an entry against each possible subtrade listed either by naming the proposed subcontractor or by entering "by own forces" whichever applies.

SUBTRADE	ADDRESS	PROPOSED SUBCONTRACTOR

PROPOSAL SUBMISSION SIGNATURE PAGE

Dated at _____ this _____ day of _____, 20 .

Contractor signature

Position/Title

Signature of Witness

Company Seal (if applicable)

Note: If the proposal is submitted by, or on behalf of a corporation it must be signed in the name of such corporation by the duly authorized officers and the seal of the corporation must be affixed. If the proposal is submitted by a sole proprietor, the signature must be witnessed.