



**REQUEST FOR PROPOSAL (RFP)
PW2018-17
RENOVATIONS FOR THE WASHROOMS AND KITCHEN
AT NEWBORO COMMUNITY HALL
15 DRUMMOND STREET, NEWBORO**

Mandatory Site Meeting: Thursday, July 5, 2018 from 3:00pm-4:00pm

RFP DEADLINE: July 16, 2018 at 1:00pm

RFP Openings: Immediately following the closing deadline



RFPs Will Be Received By:
Michelle Jones, Manager of Facilities & Env. Services
Township of Rideau Lakes
1439 County Road 8
Delta, ON, K0E 1G0

ALL RFP's SUBJECT TO BUDGET APPROVAL

**REQUEST FOR PROPOSAL
PW2018-17**

The Township of Rideau Lakes is seeking proposals from qualified Contractors to complete renovations at the Newboro Community Hall, 15 Drummond Street (County Rd 42), Newboro, ON for the following:

1. Upgrades and improvements to the existing washrooms, including the installation of one new accessible washroom.
2. Upgrades and improvements to the existing kitchen, including the installation of kitchen cupboards and countertops.

Renovations to take place August 13 through September 2, 2018, at which time the Hall will be closed to the public.

Note:
The date for this project has been set for August 13 through September 2, 2018, however, if the bidding Contractor has an alternative time frame, please include the preferred date.

Site Meeting

There is a mandatory site meeting on Thursday, July 5, 2018 from 3:00pm-4:00pm at the Newboro Community Hall. All Contractors interested in bidding must attend this meeting. Please arrive before 3:00pm, as the meeting will start promptly at 3:00pm for a walk through and information session.

All RFP's are subject to Council budget approval.

Quotations must be submitted on the attached proposal form by mail, courier or hand delivery, in a sealed envelope, clearly marked with its contents, to the undersigned by the following deadline:

**Closing Date: July 16, 2018 at 1:00pm
RFP Opening: Immediately following**

**PW2018-17
Michelle Jones
Manager of Facilities & Environmental Services
Township of Rideau Lakes
1439 County Road 8
Delta, ON K0E 1G0**

Faxes or email will not be accepted.

INSTRUCTIONS TO BIDDERS

INTERPRETATION

In this document,

“RFP documents” refers to all pages in this RFP including the drawings/specs (Appendix A & B) and any Addenda thereto issued by the Township of Rideau Lakes.

“Township or Municipality” means The Corporation of the Township of Rideau Lakes.

“Bidder” means any qualified person or contractor submitting a price for this RFP.

“Bid” means the proposal as submitted and the related price.

“Contractor” means a person who contracts to perform work or furnish supplies at a certain price or rate.

“Project Manager” is Michelle Jones, Manager of Facilities & Environmental Services.

COMPLIANCE WITH INSTRUCTIONS

Bidders must comply with the following instructions and the drawings/specs. Those failing to do so may be subject to disqualification.

All Bidders interested in submitting a bid must attend the mandatory site meeting on Thursday, July 5, 2018 from 3:00pm to 4:00pm. All contactors in attendance must sign the attendance sheet.

COMPLETION OF THE BID

Bid must be received before **1:00pm** on **July 16, 2018**. Bids must be in hard copy form and in a sealed envelope, clearly marked with its contents. **Fax transmissions and emails will not be accepted.**

All entries in the Bid shall be clear and legible and made in ink. All items shall be bid according to any instructions in the RFP Documents and with entries made for a lump sum total, excluding HST.

Bids that are incomplete, conditional, illegible and obscure or have reservations, erasures, alterations, or irregularities of any kind may be rejected.

Erasures, overwriting or strike-outs are to be initialled by the person signing for the Bidder.

The Contractor shall complete and submit the following original documentation with the RFP:

- a) Declaration of Contract Offer
- b) Occupational Health & Safety Declaration
- c) Contractor's Information Sheet
- d) Bid Form
- e) Sub-contractor List

INQUIRIES DURING RFP PERIOD

All inquiries relative to this RFP shall be directed to Rob Hennessy, Properties Supervisor, at rhennessy@twprideaulakes.on.ca or call 1-800-928-2250 Ext 282, Cell 613-349-9031 up until July 9 at 4:00pm.

No information provided orally by the Township shall be binding, nor shall it alter the requirements in any way.

ACCEPTANCE OR REJECTION OF PROPOSALS

The Township reserves the right to accept or reject any or all proposals, for any reason whatsoever, and to consider only proposals that are in the best interest of the Municipality, and to waive formalities without stating reasons. Therefore, the lowest or any proposal may not necessarily be accepted. The Township will not be liable for any costs, expenses, loss or damage incurred, sustained or suffered by any Bidder prior, or subsequent to, or by reason of the acceptance or the non-acceptance by the Township of any proposal, or by reason of any delay in the acceptance of a proposal, unless as specifically provided in this RFP.

The proposal shall be irrevocable for a period of thirty days following the date of RFP closing.

CANCELLATION OF PROJECT

This RFP has been prepared with the intention of proceeding, however, due to financial constraints and other unforeseen factors, the Township may be unable to complete this project. The Bidder agrees to save harmless, the Township of Rideau Lakes, from any or all claims for monetary or any other types of compensation by the Bidder, if this project cannot be completed.

The Township reserves the right to discontinue this RFP process and review at any time and to not move forward with the project.

PROCEDURES

The Township shall notify the successful Bidder that the proposal has been accepted within fifteen (15) Days of the RFP closing date.

Notice of acceptance of Bid may be by telephone, fax transmission, email or mail.

The successful Bidder shall deliver by hand or by mail, within seven (7) Days of receiving notice to the Township of Rideau Lakes at the address specified in the RFP, the following documents:

- a) Workplace Safety and Insurance Board Certificate of Clearance or Exemption Certificate with proof of self-insurance if granted independent status by WSIB.
- b) Satisfactory proof of General Liability Insurance.

Following receipt of the properly executed documents, Certificate of Liability Insurance and the contract security, the Contractor shall enter into an Agreement with the Township and will receive authority to proceed with the work during the preferred time frame of August 13-September 2, 2018 or another time frame, agreed upon by the Township.

PAYMENT TERMS

The Township shall pay for the work upon completion of the project and receipt of an itemized invoice. The Township's standard payment term is net thirty (30) days. The Township pays the HST.

SCOPE OF WORK – WASHROOMS

The successful Bidder shall be responsible for improving and upgrading the existing washrooms and building a new accessible washroom at the Newboro Community Hall.

The improvements and upgrades shall be completed exactly to the Drawings/Specs included in the RFP.

- Improve and upgrade the existing men's and women's washrooms
- Build one new accessible co-ed washroom
- Drawings/Specs are included and must be followed
- Items over and above and not listed/detailed in this RFP must be identified and reviewed with the Township for approval, prior to proceeding
- The work must be completed in the specified time frame of **August 13 to September 2, 2018**, unless the Contractor recommends an alternative time frame in the Bid and the Township agrees

SPECIAL PROVISIONS - WASHROOMS

A mandatory site meeting for all interested contractors will be held Thursday, July 5, 2018 from 3:00pm-4:00pm at the Newboro Community Hall. Contractors must be in attendance in order to be eligible to bid, and must sign the attendance sheet.

Drawings/specs are included in this RFP document, detailing the specifications for washrooms and must be followed, due to available space and in order to meet the requirements of the Ontario Building Code.

The Township shall obtain the Building Permit. The Contractor must obtain the ESA permit.

The Township has purchased one baby change table for installation in the accessible washroom, which is to be installed by the Contractor.

The Township will chose all colour schemes. All materials, faucets, accessories, etc, must meet the Township's approval and the Ontario Building Code and Accessible Standards. The work must be compliant with the Drawings/Specs and with the requirements of the Ontario Building Code.

The Contractor shall supply and install soap dispensers, paper towel, holders, toilet paper holders (small single rolls), sanitary napkins holders, grab bars, mirrors, lights, etc. All accessories must be coordinated with the colour scheme and be the same in all washrooms. The mirror in the accessible washroom must be accessible, while the other ones in the men's and women's are not required to be accessible.

The successful Contractor and the Project Manager shall discuss and agree upon fixtures, taps, faucets, accessories, tiles, etc. and all shall match in each washroom.

The Contractor shall supply and install toilets in each water closet that are low flush and 17 inches high from the floor to the bottom of the seat. All toilet seats must be slow closing seats.

The Contractor shall supply and install commercial grade tiles on the walls and floors. Tiles should measure 1'x2'. The walls will be tiled to a height of four (4)± feet. The tiles on the walls will match the floor tiles. The Contractor will purchase the tiles following the Township's choice of tile and colour scheme. The Contractor shall include information and specifications on tiles recommended for use.

The Contractor shall supply and install three (3) new washroom entry doors, with a door stop behind each door.

The Contractor shall supply and install door knobs on washroom doors with lever handles that lock.

The Contractor shall supply and install washroom stalls, as per the Drawing/Specs.

The Contractor shall supply and install signs on washroom doors identifying men's, women's accessible co-ed.

The attic access location will be determined with the successful Contractor and the Contractor will supply and install materials to frame and finish.

The Contractor shall supply and install materials to finish the doorway from main hall to washroom hallway to scale, and finish with frame and casing.

The Contractor shall upgrade electrical as required to meet drawings, specifications and the Ontario Building Code and ESA.

Lights and fans - The Contractor shall supply and install LED fluorescent lights, consistent with the established aesthetics of the existing hall interior (existing hall (new) lighting). The Contractor shall supply and install three (3) exhaust fans, as per the Ontario Building Code. The fans and lights will be on one switch in each washroom. Presently there is a light switch in the kitchen for the washroom lights and fans. The Contractor shall remove the switch from the kitchen and place the switches for lights and fans in each washroom.

Heaters – The Contractor shall remove the existing wall heaters and supply and install one energy efficient baseboard heater in each washroom.

The Contractor shall supply and install smoke detectors/CO2 detectors as required under the Ontario Building Code.

The Contractor shall supply and install emergency lighting and exit signs, as required under the Ontario Building Code.

The Contractor shall upgrade plumbing as required, to meet drawings/specs and the Ontario Building Code.

The Township will provide in-kind assistance in the form of access to landfill, waiving landfill fees and disposal of debris. Pre-arrangements must be made by the Contractor for said services if access is required outside regular hours of operation. Location: Portland Transfer Station, 4427H Old Kingston Road, Portland. Regular hours of operation: Wednesday and Saturday 8:00am-4:00pm.

The work shall be completed between August 13 and September 2, 2018, including final inspections and the Hall must be ready for occupancy on September 3. However, if the Contractor puts forth a recommendation for an alternative time frame in the Bid, that alternative project time frame will be considered.

It is the intention of the Municipality that the washrooms will be a standard, institutional grade finish, but must be consistent with the established aesthetics of the existing hall interior.

It shall be the responsibility of the Contractor to schedule building inspections as required.

The Contractor shall be responsible to obtain the ESA permit and schedule the required inspections, and submit a final.

Any questions regarding the drawings/specs and this project should be directed to Rob Hennessy, Properties Supervisor, at rhennesy@twprideaulakes.on.ca or call 1-800-928-2250 Ext 282, Cell 613-349-9031 up until July 9 at 4:00pm.

SCOPE OF WORK – KITCHEN

- Upgrade and make improvements to the existing kitchen with a new layout
- The drawings/specs are included in this document
- Remove existing kitchen cabinets and countertops
- Supply and install new linoleum flooring
- Install kitchen cupboards provided by the Township
- Supply and install new post form countertops
- Supply and install tile backsplash
- Supply and install new sinks and fixtures as per the drawings/specs
- Supply, install and/or repairs drywall as required, mud, tape, etc
- Supply and apply paint for the kitchen walls and ceiling
- Items over and above and not listed/detailed in this RFP must be identified and reviewed with the Project Manager for approval prior to proceeding
- The work must be completed in the specified time frame of **August 13 to September 2, 2018**, unless the Contractor recommends an alternative time frame in the proposal and the Township agrees to it

SPECIAL PROVISIONS - KITCHEN

A mandatory site meeting for all interested contractors will be held Thursday, July 5 from 3:00pm-4:00pm at the Newboro Community Hall. Contractors must be in attendance in order to be eligible to bid, and must sign the attendance sheet.

The Township will obtain the Building Permit. The Contractor must obtain the ESA permit.

The Township will approve all materials, fixtures, accessories and colour scheme.

All materials must be compliant with the Ontario Building Code. The successful Contractor and the Project Manager shall discuss and agree upon fixtures, sinks, accessories, colour scheme, etc.

It is the intention of the Municipality that the kitchen will be a standard, institutional grade finish, but must be consistent with the established aesthetics of the existing hall interior.

The Township will provide the kitchen cupboards/cabinets to be installed by the Contractor.

The Contractor shall supply and install kitchen sinks (3) as per the drawings/specs.

The Contractor shall supply and install new post form countertops, as approved by the Project Manager. The Contractor shall supply and install tile backsplash. Alternative materials may be included in the Bid.

The Contractor shall supply and install new linoleum flooring in the kitchen. More information regarding different types of flooring can be included in the Bid. The kitchen floor may require the Contractor to supply and install thin plywood over existing floor. Floor colour will be chosen by the Project Manager.

The Contractor shall supply and install the materials necessary for plumbing upgrades. The Contractor shall supply and install the materials required for the installation of a commercial dishwasher (future installation).

The Contractor shall supply all materials required for drywall repairs and/or replacement. The Contractor shall be responsible for repairing and or replacing drywall as required.

The Contractor shall supply the paint and apply to the kitchen walls and ceiling.

The Contractor shall decrease the size of the serving window to three (3) feet in width, as per the drawing/specs. Refinish hall side of the new partial wall to be consistent with the established aesthetics of the existing hall interior.

The Contractor shall supply and install a metal cabinet, approximately 4 feet in length and 3 feet in height, and it will include a lockable storage area underneath, with one sink and faucet/taps. Location: water room (must meet requirements for UV purge valve line – drainage).

Existing amp service is 200. Electrical upgrades may be required to meet the requirements of the renovations, as well as the Ontario Building Code and ESA. The Contractor shall supply and install outlets required and split plugs. The Contractor shall upgrade the kitchen split amperage from 15 to 20. The Contractor shall supply and install four to six (4-6) LED fluorescent lights to match the new lights in the main hall.

The Contractor shall supply and install LED pot lights over the sink area.

The Contractor shall supply and install emergency exit lighting and exit signs as required under the Ontario Building Code.

The Contractor shall remove the existing ceiling fans (2). The Contractor shall supply and install one new ceiling fan in the centre of the kitchen ceiling.

The Contractor shall upgrade the plumbing as required to meet specifications and the Ontario Building Code.

The Township will provide in-kind assistance in the form of access to landfill, waiving landfill fees and disposal of debris. Pre-arrangements must be made by the Contractor for said services if access is required outside regular hours of operation. Location: Portland Transfer Station, 4427H Old Kingston Road, Portland. Regular hours of operation: Wednesday and Saturday 8:00am-4:00pm.

The work shall be completed between August 13 and September 2, 2018, including final inspections and the Hall must be ready for occupancy on September 3. However, if the Contractor puts forth a recommendation for an alternative time frame in the proposal, that alternative project time frame will be considered.

It shall be the responsibility of the Contractor to schedule building inspections as required.

The Contractor shall be responsible to obtain the ESA permit and schedule the required inspections, and submit a final.

Any questions regarding the drawings/specs should be directed to Rob Hennessy, Properties Supervisor, at rhennessy@twprideaulakes.on.ca or call 1-800-928-2250 Ext 282, Cell 613-349-9031 up until July 9 at 4:00pm.

Criteria for Choosing the Successful Bidder

In arriving at a decision on a successful Bidder, the following criteria shall be used to assess all received (prior to deadline) bids:

Price - preference will be given to Bids that meet all specifications, with cost being a major factor.

Time frame of Construction and Completion - preference will be given to the Contractor that can meet the project schedule and deadline. The Township will however consider an alternative time frame for this project, if it is recommended during the RFP period and agreed upon by the Township.

Experience & Conformation with Specifications - preference will be given to the Contractor with a proven experience in construction and to bids that fully comply with or exceed specifications (including Ontario Regulation 413/12, Integrated Accessibility Standards).

Addendums

Further additions, deletions, modifications or other changes to the RFP, if required, will be issued by the Township. Addendum information will be posted on the municipal website www.twprideaulakes.on.ca and sent via email to Contractors who attended the site meeting and signed the attendance sheet. It is the responsibility of the bidding Contractors to have received all addendum information that has been issued by the Township of Rideau Lakes. The Township will accept RFP inquiries up until July 9 at 4:00pm. Contact number: 613-349-9031.

Optional

- Contractors are encouraged to submit photographs and/or references for similar completed projects.*
- Contractors who would like to recommend an alternative project time frame must include it in their RFP submission. The Township will consider recommendations.*
- Contractors with recommendations and information on alternative materials should include details and specs with their bid.*

Project Guarantee

The successful Contractor shall provide a certified cheque for 10% of the total Bid price to ensure the project is complete to the satisfaction of the Township of Rideau Lakes. The cheque will be returned to the Contractor upon sufficient completion of the project.

Contractor Responsibilities

An onsite inspection will be scheduled prior to the work commencing. Any damages to the site that result from the construction shall be repaired by the Contractor to the satisfaction of the Chief Building Official or Manager, at no extra cost to the Township.

The Contractor will be responsible for ensuring any necessary locates are done prior to construction.

The Contractor will be responsible for booking building inspections with the CBO's office, as required under the permit.

The Contractor will be responsible for the ESA inspection and final.

Compliance included, but not limited to:

Included Drawings

Ontario Building Code, 2012

The Ontario Regulation 413/12 made under the Accessibility for Ontarians with Disabilities Act, 2005

Ontario Regulation 278/05: Designated Substance- Asbestos on Construction Projects and in Buildings and Repair Operations as required

If any information provided by the Contractor changes, the Contractor must immediately notify the Township and provide updated, accurate information.

If at any time the Contractor fails to comply with the above listed requirements or provides sub-standard work or is not in compliance with the Township's By-laws or Policies, the Contractor may be removed from the approved list.

Liquidated Damages

Since it is and will be impracticable and extremely difficult to ascertain and determine the actual loss or damage in which the Township will suffer in the event of and by reason of delay, the parties hereto agree that the Contractor will pay to the Township the sum of **\$500.00**, as liquidated damages, for each and every 24 hour delay in completion, beyond September 2, 2018 (or the agreed upon deadline of the project).

Commercial General Liability

Insurance issued on an occurrence basis for an amount of not less than \$5,000,000 per occurrence for any negligent acts or omissions by the Contractor relating to its obligations under this Agreement. Such insurance shall include, but is not limited to, bodily injury and property damage including loss of use; personal injury; contractual liability; premises, property & operations; non-owned automobile; broad form property damage; broad form completed operations; owners & contractors protective; occurrence property damage; products; employees as Additional Insured(s); contingent employers liability; tenants legal liability; cross liability and severability of interest clause.

Such insurance shall add the Township of Rideau Lakes as Additional Insured with respect to the operations of the Contractor. This insurance shall be non-contributing with and apply as primary and not as excess of any insurance available to the Township.

Automobile Liability Insurance

With respect to owned or leased vehicles used directly or indirectly in the performance of the services covering liability for bodily injury, death and damage to property with a limit of not less than \$5,000,000. inclusive for each and every loss.

Contractor's Environmental Impairment Liability (if applicable)

The Contractor shall effect and maintain Environmental Impairment Liability with a limit of not less than \$2,000,000 Per Incident /Annual Aggregate. Coverage shall include Third Party Bodily Injury and Property Damage including on-site and off-site clean-up. If such insurance is written on a claims made basis, coverage shall include a 24 month extended reporting period or be maintained for a period of two years subsequent to conclusion of services provided under this Agreement.

The Policies shown above shall not be cancelled unless the Insurer notifies the Township in writing at least thirty (30) days prior to the effective date of the cancellation. The insurance policy will be in a form and with a company which are, in all respects, acceptable to the Township.

WSIB

Proof of a WSIB Clearance certificate is required to ensure that the employees of the Contractor are adequately protected in the event they are injured on the job. This proof must be submitted to the Township prior to commencement of work.

Indemnification

The Contractor shall indemnify and hold the Municipality harmless from and against all claims, liability, losses, actions, demands, damages, costs and expenses, including reasonable legal fees, occasioned wholly or in part by any negligence acts or omissions, whether willful or otherwise by the Contractor, its agents, officers, employees or other persons for whom the Contractor is legally responsible in the performance of this agreement.

**Declaration of Contract Offer
RFP PW 2018-17**

The Township of Rideau Lakes is obligated to ensure that the work completed by the Contractor is undertaken in a safe manner. Before awarding this Contract, the Township of Rideau Lakes must be satisfied that the Bidder has available resources and understands the work adequately, to be able to complete the undertaking to meet the Township's obligation. The Contractor shall complete, including a signature, and submit this Sheet as part of the submitted RFP.

The Township reserves the right to reject any Bid for work if the information herein is not complete or specific to the Scope of Work or operation, or does not meet an adequate level, as determined by the Township. If necessary, the Township also reserves the right to address with the low Bidder, minor deficiencies with the information provided and require the Bidder to make the necessary changes to this information. Any additional equipment, labour or material adjustments required by the Township shall not increase the Bid price.

The Township retains the right to negotiate with suppliers on any procurement.

The Township is not responsible for costs related to preparing RFPs.

There will be no assignment of Contract if one is provided, without express, written permission from the Township.

The Bidder fully understands and agrees to the above terms.

Bidder's Signature

THIS PAGE MUST BE COMPLETED AND RETURNED WITH RFP

**OCCUPATIONAL HEALTH AND SAFETY
BIDDER'S DECLARATION
RFP PW2018-17**

In submitting this proposal, I/we, on behalf of

(Legal Name of Company)

certify the following:

- (a) I/We have a Health and Safety Policy and will maintain a program to implement such policy as required by clause 25(2)(j) the *Occupational Health and Safety Act*, R.S.O. 1990, c.O.1, as amended, (the "OHSA").

Dated at _____ this _____ day of _____ 2018.

Authorized Signing Officer (please print)

Title

Signature

THIS PAGE MUST BE COMPLETED AND RETURNED WITH RFP

**CONTRACTOR'S INFORMATION FORM
RFP PW2018-17**

By: _____
Name of Firm or Individual (Hereafter referred to as "THE CONTRACTOR")

Address

Phone Number

Fax

Email

Name of Person Signing for Firm (please print)

Office of Person Signing for Firm

Signature

GST/HST NO.

THIS PAGE MUST BE COMPLETED AND RETURNED WITH RFP

**RFP PW2018-17
BID FORM**

In accordance with the RFP Documents, the Contractor hereby offers to complete the work for the following prices:

GENERAL DESCRIPTION		RFP PRICE
<ul style="list-style-type: none">• Construct three (3) washrooms at the Newboro Community Hall – one washroom is accessible (as per drawings)		\$
<ul style="list-style-type: none">• Kitchen Renovations		\$

BID NOT TO INCLUDE HST

NAME OF BIDDER: _____

SIGNATURE OF BIDDER: _____

AS A BIDDER, ARE YOU ABLE TO COMPLETE THE WORK WITHIN THE STIPULATED TIME PERIOD? _____

ALTERNATIVE DATES SUGGESTED: _____

AS A BIDDER, WILL YOU BE SUB-CONTRACTING ANY PORTION OF THIS WORK? _____
If yes, please list all Sub-Contractors on the "Sub-Contractor List"

DATE: _____

THIS PAGE MUST BE COMPLETED AND RETURNED WITH RFP

**SUB-CONTRACTOR LIST
RFP PW2018-17**

Name of Sub-Contractor:

Phone Number:

Address:

HST No.

Name of Sub-Contractor:

Phone Number:

Address:

HST No.

Name of Sub-Contractor:

Phone Number:

Address:

HST No.

Name of Sub-Contractor:

Phone Number:

Address:

HST No.