



REQUEST FOR PROPOSAL CONTRACT PW2019-23

REPAIRS TO SAND DOME ROOF

CHANTRY PUBLIC WORKS YARDS

**Requests For Proposals Will Be Received By:
Michelle Jones, Manager of Facilities & Env. Services
1439 County Rd 8
Delta, ON K0E 1G0
Until September 6, 2019 at 4:00 p.m.
By email or in a sealed envelope**

**Prepared by: Ryan Kinch
Garland Canada Inc.**

All RFP/Tenders Subject to Budget Approvals

REQUEST FOR PROPOSAL (RFP)

CONTRACT PW2019-23

1. PROPOSAL DOCUMENTS

Proposal documents are available from the Township for reroofing and repair of the sand dome at the Township's:

Chantry Dome – Located at 1439 County Rd 8, Chantry

Work includes:

Chantry

- 1) Repair and replace necessary shingles, along with any structural and decking deterioration

2. TOWNSHIP/OWNER

The Township of Rideau Lakes
1439 County Rd 8
Delta, ON
K0E 1G0
613-928-2251
X 230

Attention:
Michelle Jones
Manager of Facilities & Env. Services
mjones@rideaulakes.ca

3. CLOSING DATE

Closing date is September 6, 2019 at 4:00 p.m. EDT.

4. SITE VISIT

Garland Canada Inc. will conduct a mandatory site visit of the dome on Tuesday, August 27th at 10:00 a.m.

5.0 ACCEPTANCE

Acceptance of the successful proponent conforming to the proposal documents shall be at the sole discretion of the Township. The lowest or any proposal not necessarily accepted.

**PROPOSAL BID FORM
BIDDER INFORMATION FORM
CONTRACT PW2019-23**

REROOFING AND REPAIR OF SAND DOME

Chantry Municipal Office/Public Works Yard

Company Name

Address

Name - print or type

Signature

Position

Phone Number

Cell Number

Email Address

Fax Number

PROPOSAL BID FORM

CONTRACT PW2019-23

I/We hereby agree to supply all materials, labour, tools and equipment required to carry out the described work to reroof, repair and rehabilitate the sand dome at the Chantry, in accordance with this document, the Contract Specifications and the for the following prices.

1.0 LUMP SUMS (Excluding HST)

1.1 1439 County Rd. 8 Dome:

Reroofing.....\$ _____

HST.....\$ _____

TOTAL PROPOSAL PRICE..... \$ _____

2.0 UNIT PRICES

2.1 Replace a 1200 mm X 2400 mm (4 ft. X 8 ft.) sheet of plywood, or part thereof within the prefabricated dome components _____ per sheet.

2.2 Replace a 1200 mm X 2400 mm (4 ft. X ft.) sheet of plywood, or part thereof elsewhere, i.e., canopy roof or walls, @ \$ _____ per sheet.

2.3 Strengthen an existing 38 X 140 (2X6) or 89 X 89 (4X4) panel framing member or canopy framing member @ \$ _____ per bd. ft. of new lumber.

2.4 Replace an existing decayed or broken canopy roof joist @ \$ _____ per joist.

2.5 Replace an existing decayed or broken sill plate @ \$ _____ per sill plate, whether of standard configuration around the dome, or of special configuration at the doorway and/or at the wing walls.

I/We agree to complete all of the work for this project prior to **October 31, 2019** after which date I/we shall be subject to the liquidated damages of Clause GR 7.2 in the Contract.

I/We have exercised and hereby submit pages 3 to 6 inclusive of this Form of Proposal re the reroofing and repair of the dome at the Chantry Municipal Office/Works Yard.

Company name

Address

Name - print or type

Signature

Position

Witness or Seal

Latest Addendum received No. _____ dated _____, 2019.

Pages #3-#5 are part of the Form of Proposal and must be submitted in their entirety as part of the RFP.

Pages #12-#15 must also be submitted as part of this RFP.

- END OF FORM OF PROPOSAL -

CONTRACT PW2019-23

GENERAL REQUIREMENTS AND INFORMATION TO BIDDERS

1.0 Proposals

1.1 Proposals shall be submitted in a sealed envelope that is clearly marked with its contents and labeled RFP PW2019-23 and addressed OR sent by email to Michelle Jones

1.2 Owner Contact Information

1.2.1 Proposals will be received by the Township of Rideau Lakes (hereinafter the "Township and/or the "Owner") at the address shown below until **4:00 p.m. on September 6, 2019.**

1.2.1.1 Mailing Address:

Michelle Jones, Township of Rideau Lakes
Manager of Facilities & Env. Services
1439 County Rd 8, Delta, ON K0E 1G0

1.2.1.2 Delivery Address:

Michelle Jones, Township of Rideau Lakes
Manager of Facilities & Env. Services
1439 County Rd 8, Chantry ON, K0E 1G0

Contact Information

Michelle Jones
mjones@rideaulakes.ca
Phone: 613-928-2251 Ext 230
Cell: 613-213-1128
Fax: 613-928-3097

1.2.2. The final date for submittal of questions shall be **September 3, 2019.**

1.3 Late proposals will not be accepted.

1.4 For the proposal and the construction period the Township is represented by Michelle Jones or her designate. Michelle may be contacted at the numbers above.

1.5 Bidders must inspect the drawings and the specifications before submitting their proposal. Bidders are responsible for examining the sites and for assuring themselves of a complete understanding of the work that is to be performed. No claim for extra shall be permitted for the contractor's failure to inspect the work and working conditions prior to the submission of a bid. Prospective bidders shall contact the Township to arrange access to inspect the dome during regular working hours.

1.6 It shall be the responsibility of each bidder to inspect and to assess the dome prior to submitting a bid.

1.7 The work of this proposal is specialized in nature as to methods and materials. Contractors who are known to have expertise and experience in the work are being invited to bid. Proposals from other contractors are also invited, but all such contractors must be prepared to demonstrate having successfully completed work of a similar nature and similar complexity.

2.0 Proposal Security

Proposals shall remain open and valid for a period of thirty days following the date of proposal closing. After the expiration of thirty days the Contract may only be exercised with the specific consent of the proponent.

3.0 Right to Accept/Reject Proposals

3.1 The Township reserves the right to reject any or all proposals, or to accept any proposal should it be deemed to be in its best interest to do so. The award of the Contract is subject to the approval The Council of the Corporation of the Township of Rideau Lakes.

3.2 Proposals which are incomplete, illegible, unsigned, conditional or obscure, or which contain additions not called for, or erasures, alterations, or irregularities of any kind, may be rejected as informal.

3.3 All proposals are prepared at the sole risk and cost of the bidder. No payments shall be made to any bidder regarding the preparation and submission of the proposals.

3.4 Each item in the Form of Proposal shall be a reasonable price for such item. Under no circumstances will an unbalanced proposal be considered. The Township will be the sole judge in this matter.

3.5 The Township reserves the right to request proof of satisfactory experience and sufficient plans and capital to successfully prosecute and complete the work within the specified time. Failure to provide such information when requested will be a sufficient cause for rejection of the proposal.

5.0 Regulations and Permits

5.1 The Contractor shall obey all federal, provincial and municipal by-laws, The Ontario Building Code, standards and regulations that could in any way pertain to the work of this Contract or to its employees.

5.2 The work of this Contract is the reroofing, repair and rehabilitation of the dome at Chantry Works Yard. A Building Permits is required. The Township will provide the building permits at no cost to the Contractor.

5.3 The Contractor shall be responsible for notifying the Ministry of Labour regarding the project and for paying any Ministry fee that may apply.

5.4 The Contractor shall be responsible to constitute a health and safety committee where the numbers of staff at the site so warrant. The Occupational Health & Safety Declaration shall be completed and become part of the proposal submitted.

5.5 The Contractor is the sole "employer" for this project with regard to the Workplace Safety and Insurance Board (WSIB) and is solely responsible for payments to the Board. Prior to starting any work the contractor shall submit a WSIB Certificate of Clearance.

6.0 Schedule, Completion and Liquidated Damages

6.1 Time is of the essence in the completion of this Contract. This Contract shall be completed in its entirety by not later than 5:00 p.m. EDT on the Completion Date of **October 31, 2019**.

7.0 Site Services

7.1 The Contractor shall provide and maintain the necessary First Aid equipment on site as called for by the Workers' Compensation Act and the Occupational Health and Safety Act.

7.2 The Contractor shall provide portable generators to produce the electrical power required to complete the work. Where there is an existing live power source at the sites that is metered to the Township, the Contractor may use such power without charge, with prior permission. Power so provided by the Township will be of a reasonable quantity to undertake the work. The Contractor will be responsible for running and safe-guarding temporary power lines.

7.3 Neither potable water nor toilet facilities are available at/within the dome or at other Township facilities at the site.

7.4 The Contractor shall appoint a competent superintendent for the project. The Contractor shall ensure that the site is equipped with a telephone and that there is access to a FAX machine or email.

7.5 The Contractor will arrange with the Township re site access and security. The Contractor is responsible for security and clean-up during the construction period.

8.0 Taxes

8.1 Harmonized Sales Tax (HST) will be invoiced by the Contractor as a separate line item in accordance with the Form of Proposal.

9.0 Schedule of Work

9.1 The Contractor shall provide a detailed breakdown of the intended schedule prior to the start of work.

9.2 The Contractor shall notify the Township or its designate a minimum of 48 hours prior to the intended starting date.

9.3 The Contractor shall notify the Township or its designate of any significant change of schedule.

9.4 The Contractor shall notify the Township or its designate and/or the authorities having jurisdiction in advance so that required inspections can be undertaken without affecting the work schedule. Failure of the Contractor to provide sufficient notice shall not relieve the Contractor of the requirement to complete the work promptly and expeditiously.

9.5 The Contractor shall be solely responsible for scheduling the work within the access and security requirements of the Township. In general, work may be undertaken between the hours of 7:00 a.m. and 7:00 p.m., Monday to Friday.

10.0 General Conditions

10.1 These **General Requirements and Information to Bidders** are the General Conditions.

10.2 The successful bidder shall enter into an Agreement with the Township prior to the commencement of the work.

11.0 Insurance

11.1 The Contractor shall provide Certificates of adequate insurance as a condition of the award of the Contract and prior to the commencement of any work under the Contract. Insurance shall conform to normal contractor's all-risk, all-perils coverage. The limits for general liability and automobile liability shall be not less than \$2,000,000 each inclusive per occurrence.

11.2 The Certificate shall name the Owner, "The Township of Rideau Lakes" and "Garland Canada Inc." as additional named insureds.

11.3 The insurance shall not be cancelled for the duration of the Contract.

12.0 Contract Location

12.1 There are two contract locations at two works yards in the Township of Rideau Lakes, with one dome at each of the two sites.

13.0 Safety

13.1 The Contractor assumes full responsibility for conforming with all legislation regarding the safety of its employees, of other contractors' employees, of the Township's employees, and of members of the public on site.

13.2 The Contractor assumes responsibility for governing access to the work site. Refer also to Clause GR 10.5 above.

14.0 Executed Agreement

14.1 All proposals shall be open for acceptance for a period of 30 days after the closing date. After this date the proposal may only be accepted with the consent of the bidder.

14.2 The successful bidder shall furnish the required insurance certificates within ten (10) working days after receipt of the Township's intent to award.

14.3 The contractor's supply of the insurance certificates of Clause GR 15.2, coupled with the Township's written notification to the Contractor of the intent to award, shall *together* suffice to cause a contract to exist between the Township and the Contractor. Said Contract shall be in accordance with these "**General Requirements and Information to Bidders**". The Township may elect to further confirm the contract by entering into an Agreement with the successful contractor, prior to commencement of the work.

14.4 Failure of the successful proponent to meet the above requirements will entitle the Township to cancel the award of the Contract and to retain the proposal deposit as compensation for damages sustained due to the default of the successful proponent. The Township may then elect to award the contract to one of the other bidders, to not award the contract, and/or to take such other action as it may elect.

15.0 Stored Salt, Sand and Other Materials

15.1 The Township will not be removing sand/salt mixture from Phillippsville Dome. The Township will move any items surrounding the buildings to facilitate the work of the Contractor. The Contractor will provide reasonable notice of when the items are required to be moved.

15.2 The Township will move any asphaltic, granular and other materials and/or equipment that are stored against or in close proximity to the exterior of the dome. The Contractor will provide reasonable notice of when and where the materials are to be moved.

16.0 Warranty

16.1 Shingles shall be warranted for minimum 10 years, and the Contractor shall provide a written record.

16.2 Notwithstanding any other warranties that may exist under law and/or as may be provided by the manufacturers of the components that are incorporated in the work, the Contractor expressly warrants his work, labour and materials for a period of 24 months following the date of acceptance of the finished work.

17.0 Indemnification

17.1 The Contractor shall indemnify and hold the Township harmless from and against all claims, liabilities, 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 persons for whom the contractor is legally responsible in the performance of the contract.

18.0 Damages Caused by Contractor

The Contractor's insurance must cover all damages caused by the Contractor's staff or equipment. The Contractor and the Township will inspect the areas of work prior to commencement of work.

- END OF GENERAL REQUIREMENTS AND INFORMATION TO BIDDERS

OCCUPATIONAL HEALTH AND SAFETY

STATUTORY DECLARATION

The Township is statutorily obligated to ensure that the work completed by the Contractor is undertaken in a safe manner. Before awarding this Contract, the Township 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 form as part of the RFP proposal.

The Owner reserves the right to reject any Bid for tendered Work if the information herein is not complete or specific to the 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.

Will you employ workers for this contract?

No_____ Yes_____

If yes, what is your WSIB Firm Number_____

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").

*The requirements in (a) do not apply to employers with five (5) or less employees. However, all Contractors are still required to submit a safety plan as requested on the "Contractor's Information Sheet".

Attach a separate sheet if insufficient room to respond.

SAFETY PLAN

- 1) What training will be provided to staff before and during the Contract (personnel and equipment)?

- 2) What is your annual and routine policy (plan) to ensure the equipment is maintained in good mechanical condition (preventative maintenance)?

- 3) What certificates and licences will all operators have before starting work (eg. DZ license, WHIMS)?

- 4) What is your procedure when an accident occurs (vehicle or personal)?

- 5) What is your procedure if an employee has a health and safety concern?

- 6) What safety equipment will the employees wear (eg. safety vest, safety boots) and when?

- 7) If a critical injury or fatality occurs or you are issued a MOL order, how would you handle these situations and how would they be reported to the Roads Coordinator?

Dated at _____ this _____ day of _____, 2019.

(Signature of an authorized signing officer)

DECLARATION OF CONTRACT OFFER
CONTRACT PW2019-23

The Contractor has carefully examined the RFP Documents and has carefully examined the site and location of the work to be completed under this Contract and the Contractor understands and accepts the said RFP Documents and for the prices set forth in this Bid, hereby offers to furnish all labour, material and equipment, except as otherwise specified in the Contract and to complete the Work in strict accordance with the RFP Documents.

The Bidder expressly warrants that the prices contained in the Bid whether as unit prices or lump sums, and whether for transportation or supply of materials or for services, are quoted in utmost good faith on the bidders part, without any collusive arrangement or agreement with any other person, or partnership or corporation.

The Bidder expressly represents that in submitting the Bid they were not party or privy to any deceit tending to mislead the Township of Rideau Lakes into accepting the Bid as a truly competitive Bid whether to the prejudice, injury or benefit of the Township of Rideau Lakes.

THE CONTRACTOR BY THIS BID OFFERS TO COMPLETE THIS CONTRACT IN ACCORDANCE WITH THE TERMS CONTAINED HEREIN.

DATED AT _____ this ____ day of _____, 2019.

Contractor signs here

Position

Pages #3-#5 and pages #13-#15 are part of the Form of Proposal and must be submitted in their entirety as part of the RFP.

SCOPE OF WORK

The Work includes all labour, equipment and material required to complete the roof replacement at the described dome. All missing and damaged shingles are to be replaced and any structural repair and upgrading required.

1. Re-roofing, including the stripping and disposal of the existing damaged, and the supply and installation of new roofing where required. As it is impossible to ascertain the extent of repair necessary until damaged shingles have actually been removed, unit prices have been requested for the structural items. Payment will be based on actual requirements. All items must be reviewed and approved by the Owner before proceeding with unit costs.
2. Over the low slope entrance area, supply and install self-adhering underlayment for ice and water shield before installing the shingles.
3. At the bottom of the dome up to 3' high, install self-adhering underlayment for ice and water shield before installing the shingles.
4. Structural repair and upgrading of dome components as required.
5. The Township will provide the building permit.
6. The contractor will be responsible for notifying the Ministry of Labour regarding the project and for paying any Ministry fee.
7. The contractor is responsible for security, clean-up, equipment and supplies during the construction period. The Township will accept the clean-up material at the Portland Transfer Station, at 4427H Old Kingston Road, Portland, free of charge. Arrangements for disposal must be made at least 1 day in advance.
8. No claim for extra work shall be permitted for the contractor's failure to inspect the work and working conditions prior to the submission of the tender.

Materials:

Any new shingles shall be 3-tab asphalt shingles equivalent in quality to Supreme AR by Owens Corning.

Self-adhering underlayment shall be 60 Mil thick minimum with fiberglass reinforcement equivalent in quality to HPR Aqua Shield by Garland Canada Inc.

Follow all material data sheets and installation instructions as required.