



*Naturally Spirited*

**KILLALOE-HAGARTY-RICHARDS**

THE CORPORATION OF THE  
TOWNSHIP OF KILLALOE, HAGARTY AND RICHARDS

KILLALOE & DISTRICT MEDICAL CENTRE RENOVATION  
REQUEST FOR PROPOSAL (RFP)

RFP 2018-04

**The Municipality of the Township of Killaloe, Hagarty and Richards is committed to integrating accessibility considerations into our procurement processes. We ask potential suppliers to tell us about the accessible options they offer. We include accessibility considerations in our evaluation.**

*The Request for Proposal (RFP) process within the Township of Killaloe, Hagarty and Richards is established to promote the exchange of new ideas between potential service providers and the Township. RFP's allow for more flexibility in delivering services and products to the Township of Killaloe, Hagarty and Richards than would the tendering process. RFP's utilize descriptive objectives and technical specifications as a guideline to suppliers rather than a direct agreement of detail. This affords the Township of Killaloe, Hagarty and Richards' access to technologically advanced products, innovative thinking, and new approaches to solving problems, utilizing the combined knowledge and experience of the Suppliers and Contractors. Suppliers and Contractors benefit through an open forum to exchange ideas, promote new products and demonstrate their capabilities without commonly present restraints.*

**TOWNSHIP OF KILLALOE, HAGARTY AND RICHARDS  
REQUEST FOR PROPOSAL (RFP)  
2018-04**

\_\_\_\_\_  
Contractor's Name

\_\_\_\_\_  
Contractor's Address

\_\_\_\_\_  
City Province Postal Code

\_\_\_\_\_  
Telephone Number Cell Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Email Address

The Contractor will be required to provide all administrative paperwork, machinery, materials, permits, approvals and manpower necessary to renovate the Killaloe & District Medical Centre by removing existing floor finishes, trim and doors and replacing with new. Successful contractor also agrees to provide the client with all services, listed in RFP 2018-04 and contractor's submitted proposal package. Chosen contractor will be required to sign a service agreement prior to commencement of project.

The Contractor is required to provide the Township with proof of insurance in the amount of \$2,000,000.00 at a minimum, and is responsible for all issues relating to WSIB coverage, insurance etc, for their employees with relation to this contract.

Start Date:	_____	Date:	_____
Completion:	<u>January 1, 2019</u>	Contract Price:	\$_____CDN
		Applicable Taxes:	\$_____CDN
		Total Contract Price:	\$_____CDN (including taxes)

\_\_\_\_\_  
Signature  
(I have the authority to bind the company)

## **TOWNSHIP CONTACTS AND ADMINISTRATION**

### **Any questions or any additional information contact:**

Tyler Mask  
Building/Asset Manager  
Township of Killaloe, Hagarty and Richards  
1 John St., P.O. Box 39  
Killaloe, Ontario K0J 2A0  
(613) 757-2300 - office  
(613) 757-3634 – fax  
(613) 401-1117 - cell  
E-mail: [tmask@khrtownship.ca](mailto:tmask@khrtownship.ca)

### **REQUEST FOR PROPOSAL CLOSING**

#### **Date of Closing**

RFP submissions can be made until **October 16<sup>th</sup>, 2018 at 4:30PM**. RFP submissions received after this deadline will not be given consideration.

#### **Package Submission Process**

RFP packages shall be submitted in a closed and sealed envelope clearly marked as to contents “Killaloe & District Medical Centre Renovation,” to:

Lorna Hudder, CMO, Dipl.M.M.  
CAO/Clerk-Treasurer  
Township of Killaloe, Hagarty and Richards  
1 John St., P.O. Box 39  
Killaloe, Ontario K0J 2A0  
(613) 757-2300 - office  
(613) 757-3634 – fax  
E-mail: [lhudder@khrtownship.ca](mailto:lhudder@khrtownship.ca)

**Please note that the successful proposal may not necessarily be the lowest submitted cost but the one that provides the best long-term solution for the Township of Killaloe, Hagarty and Richards.**

**TOWNSHIP OF KILLALOE, HAGARTY AND RICHARDS**  
**REQUEST FOR PROPOSAL**  
**KILLALOE & DISTRICT MEDICAL CENTRE**  
**45 MILL STREET**  
**2018-04**

**1. Project Summary**

To provide all supplies, complete all applicable permits/approvals, perform all contracting and construction services to renovate the Killaloe & District Medical Centre by removing existing floor finishes, trim and doors and replacing with new.

**2. Property Description**

45 Mill Street  
Killaloe, Ontario  
K0J 2A0

**3. Project Deliverables**

- a) Remove all existing floor finishes, trim, and doors entirely from the upstairs main level and dispose of at waste disposal site. Waste disposal fees are waived for this project. Waste site hours of operation are posted on the municipal website.
- b) Repair any structural deficiencies in subfloor. Removing any bounces, squeaks or uneven areas that may be required.
- c) Widen doorways to rear examining rooms so that they meet current accessibility requirements for doorway widths.
- d) The flooring for the entire level shall have commercial grade, luxury vinyl plank flooring installed as per manufacturer's instructions. Colour and style to be chosen with successful contractor prior to project commencement. Transition pieces shall be installed where required.
- e) Replace all trim including baseboards, window/door build outs with painted MDF moldings.
- f) All doors are to be replaced on main level with painted, solid core, sound dampening doors. They are to be equipped with new accessible door handles. Style to be chosen with successful contractor prior to project commencement.
- g) All walls, ceilings and trim are to be painted. Drywall patching may be required where needed prior to painting. Wall in waiting room done in lumber sheathing

shall be replaced with drywall and painted to match. Paint colour to be picked with chosen contractor prior to project commencement.

- h) Chosen contractor will be required to work around Medical Centre business hours so as to not disturb the regular flow of day to day operations. Dr. Tiedje does not work Wednesdays or afternoons during the week. Dr. Voyvoydic has stated he can close his portion of the building for a week at a time if needed.
- i) Chosen contractor will be required to sign a confidentiality agreement prior to project commencement. Medical Centre staff will assist in moving confidential files into storage for the project, but chosen contractor will have to relocate remaining items as needed to install materials in each room.
- j) Contractor must clean up all debris and garbage and dispose of in the Killaloe Waste Disposal Site at the end of this project. Job will not be complete until a township designate gives approval that site is returned to its original state.
- k) The contractor must ensure that all health and safety measures are followed for workers, and ensure the safety of township employees, medical centre staff, and the public when they are on site throughout the construction period.
- l) Contractor must maintain open communication with municipal staff in regards to progress, changes or any issues that may arise.
- m) Services may include any other tasks that may arise which both parties agree on.

#### **4. Project Schedule**

The project must be completed by **January 1<sup>st</sup>, 2019.**

5. **Objectives for RFP 2018-04**

To provide a quote that includes all administrative paperwork, machinery, materials, permits, approvals and manpower necessary to renovate the Killaloe & District Medical Centre by removing existing floor finishes, trim and doors and replacing with new.

(a) **Completion Definition**

This project will be deemed to be complete upon final inspection of the completed project by the Building/Asset Manager or his/her designate, with all deficiencies resolved to the satisfaction of the Township of Killaloe, Hagarty and Richards prior to the release of final project payment and proposal deposit cheque.

(b) **Common Requirements**

Integration of innovation and products that will supply the longest life cycle possible is to be included wherever possible. Although overall cost is a main factor, functionality, improved life cycle, accessibility, safety and esthetics should be included as an overall philosophy.

(c) **Specific Requirements**

The Township of Killaloe, Hagarty and Richards specifically enforces a code of conduct for contractors and sub-trades. Specifically, there is **no** tolerance for:

- offensive language
- horseplay, fighting
- inappropriate clothing
- posting of inappropriate images
- smoking
- alcohol or drug use

The Township of Killaloe, Hagarty and Richards, in its sole opinion, reserves the right to immediately remove and restrict further access to any person not complying with approved practices, without any further recourse or liability.

(d) Time Limitations

The start date of the project must clearly be specified in the RFP submission and will be considered a commitment by the applicant. The completion date must be by January 1<sup>st</sup>, 2019.

(e) Permits and Approvals

The Contractor will be responsible for all applicable permits (including costs), arranging for inspections and final certification of the project.

(f) Contract

The successful contractor will be required to enter into a service agreement with the Township of Killaloe, Hagarty and Richards. Prior to the commencement of the project, contractors must provide to the Township, proof of valid, current WSIB coverage (which must remain in effect for the duration of the project), and must also name the municipality as an additional insured on the firm's public liability and property damage insurance policy. Coverage shall be at least \$2,000,000 per accident and remain valid for the duration of the contract.

(g) Additional RFP requirements

A certified cheque, made payable to the Township of Killaloe, Hagarty and Richards in the amount of **10%** of the submitted total contract amount must be submitted with the proposal.

Deposit cheques of unsuccessful bidders will be returned within **ten (10)** business days of the proposal opening. The cheque of the successful bidder shall be retained until the municipality's acceptance of the completed work.

## 6. Miscellaneous

Contractors are required to attend a **mandatory site visit** on **October 5<sup>th</sup>, 2018 at 2:30 PM local time** prior to submitting any proposals. Only RFP's submitted after this site visit by contractors who have attended same, will be considered valid for the purposes of this contract.

### (a) Submission Checklist

- Proposed project plan that complies with all objectives in this RFP
- WSIB Certificate
- Proof of Liability Insurance
- Commencement and completion dates
- Page 2 of this document fully completed and signed by company representative
- Certified cheque; made payable to the Township of Killaloe, Hagarty and Richards in the amount of 10% of the total proposal
- Project Cost clearly specified without need for interpretation  
**Your submission must clearly provide a breakdown of the costs pertaining to the project, and include an overall cost of the project as a lump sum price, including applicable taxes.**

### (b) Township Contacts and Administration

Inquiries with regard to this contract shall be directed to:

Tyler Mask  
1 John Street, Killaloe, ON K0J 2A0  
(613) 757-2300 – Office  
(613) 401-1117 – Cell  
E-mail: [tmask@khrtownship.ca](mailto:tmask@khrtownship.ca)

## 9. Request for Proposal Closing

### (a) Date of Closing

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(b) **Package Submission Process**

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Lorna Hudder, CMO, Dipl.M.M.  
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E-mail: [lhudder@khrtownship.ca](mailto:lhudder@khrtownship.ca)

**Lowest or any proposal not necessarily accepted.**