



Naturally Spirited

KILLALOE-HAGARTY-RICHARDS

THE CORPORATION OF THE
TOWNSHIP OF KILLALOE, HAGARTY AND RICHARDS

MUNICIPAL OFFICE FRONT ENTRANCE REPAIRS

REQUEST FOR PROPOSAL (RFP)
RFP 2022-01

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)
2022-01

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 design work, administrative paperwork, machinery, materials, permits, approvals, and manpower necessary to repair the front entrance of Municipal Office in Killaloe, Ontario. The successful contractor also agrees to provide the client with all services, listed in RFP 2022-01 and contractor's submitted proposal package. The 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.

Date: _____

Start Date: _____

Contract Price: \$_____CDN

Completion: _____

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 request for additional information contact:

Dale Thompson
Facilities / 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) 401-1610- cell
E-mail: assetmanager@khrtownship.ca

REQUEST FOR PROPOSAL CLOSING

Date of Closing

RFP 2022-01 submissions can be made until **September 9th, 2022, at 4:30 PM Local Time**. 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 “**Municipal Office Front Entrance Repairs**”:

Tammy Gorgerat
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: tgorgerat@khrtownship.ca

Contractors are required to attend a **mandatory site visit** on **August 30th, 2022 at 2:00 PM** local time at the Municipal Office, 1 John St. Killaloe, prior to submitting any proposals. Only RFP's submitted after this site visit by contractors who have attended the same, will be considered valid for the purposes of this contract.

Lowest or any proposal not necessarily accepted.

**TOWNSHIP OF KILLALOE, HAGARTY AND RICHARDS
REQUEST FOR PROPOSAL
MUNICIPAL OFFICE FRONT ENTRANCE REPAIRS
KILLALOE, ON
2022-01**

1. Project Summary

The Township of Killaloe, Hagarty and Richards has budgeted \$15,000.00 in funding to be used for the repairs of the front entrance at the Municipal Office in Killaloe, Ontario.

Contractors are invited to submit an RFP for the Repairs to the Municipal Office Front Entrance. Submitted proposals shall not exceed **\$15,000.00 plus taxes.**

2. Property Description

Township of Killaloe Hagarty and Richards
[Municipal Office]
1 John Street, Killaloe, Ontario

3. Project Deliverables

a) Applicants are required to submit a proposal package that includes:

- ☐ A detailed proposal of all proposed work to be completed. Shall include proposed materials and general construction notes. Design shall also comply with all requirements of this RFP.
- ☐ List of all sub-trades that are to be used, including designer with BCIN number (if required). Must also provide past work references of related experience applicable to this project.
- ☐ WSIB Certificate.
- ☐ Proof of liability insurance.
- ☐ Certified cheque; made payable to the Township of Killaloe, Hagarty and Richards in the amount of 10% of the total proposed project cost.
- ☐ 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 lump sum price, including applicable taxes.

Following the selection of a successful bidder, the chosen contractor will then be required to supply construction drawings if needed for building permit issuance.

Design is to be completed by a professional designer who is qualified in design activities related to the occupancy classification of this building. Contract price shall include any minor alterations to drawings that are required by the Chief Building Official during permit review and construction processes.

- b) At a **minimum** on this project, contractors must:
 - a. Remove existing wooden soffit across entire front of the building and replace with vented Aluminum, **(Photo A1)**
 - b. Install aluminum fascia on entire front of building, **(Photo A2)**
 - c. handrailing to be sanded and repainted, **(Photo A3)**
 - d. Replace wooded roof support posts at front of steps, **(Photo A4)**
 - e. Concrete steps to be parged on both sides, **(Photo A5)**
 - f. Replace damaged bricks beside entry door, or with product that salt will not damage or to a height of 3 feet. **(Photo A6)**
 - g. Repaint or upgrade existing overhang, (option to paint existing painted wood or recover with vinyl) **(Photo A7)**
- c) All design and construction must comply with The Ontario Building Code, Accessibility for Ontarians with Disabilities Act and any other regulatory authority having jurisdiction.
- d) The construction fencing is to be installed around entire work area for the entire project.
- e) Contractor must clean up all debris and garbage and dispose of at the Killaloe Waste Disposal Site at the end each day and at the end of this project. The job will not be considered complete until a township designate gives approval that the site is returned to its original state. Waste site fees are waived for this project.
- f) The contractor must ensure that all health and safety measures are followed for workers, township employees and the public throughout the construction period.
- g) Contractor must maintain open communication with municipal staff in regard to progress, changes or any issues that may arise.
- h) Services may include any other tasks that may arise which both parties agree on.

4. **Project Schedule**

The municipality is requesting prospective contractors to state the start and end dates of this project if they were successful. Consideration may be given to proposals with earlier completion dates or shorter construction periods.

5. **Objectives for RFP 2022-01**

To provide a proposal and quote that includes all design work if needed, supplies required, completion of all applicable permits/approvals, perform all contracting and construction services for the revitalization of the Municipal Office Front Entrance Repair.

(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 is to be included wherever possible. Although overall cost is a main factor, functionality, improved life cycle, accessibility, consideration for low yearly maintenance, safety and aesthetics shall 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 2022-01 submission and will be considered a commitment by the applicant.

(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 \$2,000,000 at a minimum 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.

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

APPENDIX A

Figure A1:



Figure A2:



Figure: A3:



Figure A4:



Figure A5:



Figure A6:



Figure A7:

