



Request for Proposal

STORAGE ROOM ADDITION TO THE ST. EDMUNDS COMMUNITY CENTRE **RFP FS 2013-01**

1. Introduction

The Municipality of Northern Bruce Peninsula is requesting a Request for Proposal (RFP) for a storage room addition at the St. Edmunds Community Centre.

It is the intent of this RFP for the Municipality to confirm pricing for the supply and construction of the addition to the St. Edmunds Community Centre.

The objective of this RFP is to provide the Municipality with qualified contractor(s) capable of carrying out the work defined herein.

2. Submission Details

One (1) copy of the proposal marked "St. Edmunds Community Centre Addition" shall be addressed to the Facilities Supervisor at:

Municipality of Northern Bruce Peninsula
Attention: Marshall Tigert, Facilities Supervisor
56 Lindsay Road 5, R.R. #2
LION'S HEAD, Ontario N0H 1W0

Until 12:00 Noon on Monday, October 21, 2013.

Submissions received after this date and time will be returned to the sender.

The Municipality reserves the right to cancel this RFP for any reason without any liability to any proponent or to waive irregularities at its own discretion.

Proposals will be irrevocable until the Municipality awards this contract or cancels this RFP, whichever occurs first.

Any interpretation of, additions to, deletions from, or any other corrections to the proposal document will be issued as a written addendum by the Municipality.

3. Inquiries

Clarification of terms, conditions and other such matters may be directed to:

Marshall Tigert (519) 793-3522, X 234
Facilities Supervisor
marshall.nbp@amtelecom.net

The Municipality, its agents and employees will not be responsible for any information given by way of verbal communication.

Any questions that are received by Facilities Supervisor that affect the proposal process will be issued as an addendum by the Municipality.

4. Background

The Facilities Supervisor has assembled professionally drawn blueprints of the addition to the facility.

The storage room addition of 20' x 16' will be comprised of the following requirements as indicated on blueprints:

- 2 x 6 rafters 16" O.C. - 5-12 slope
- 2 x 8 ceiling joist – 16" O.C.
- 32 x 24 awning window
- one (1) exterior steel door 3' x 6'8" with 9 lite window, finished with factory applied paint with brickmould to match
- one (1) interior steel door 6', finished with factory applied paint with brickmould to match, both sides operating
- 8' poured concrete foundation wall as per foundation plan to align with existing foundation wall
- asphalt shingles to match existing
- ½" plywood roof sheathing
- aluminum fascia and soffit to match existing
- steel siding to match existing
- tyvek air barrier
- 2 x 6 stud construction

5. Location

The Municipality of Northern Bruce Peninsula's facility known as the St. Edmunds Community Centre is located at 7420 Highway #6, Tobermory, Ontario, N0H 2R0.

6. Evaluation Criteria

RFP's will be evaluated to determine the best value offered to the Municipality and will be able to provide the following criteria:

1. Provide proof of liability insurance coverage in the amount of Two Million Dollars (\$2,000,000.00) naming the Municipality as an additional insured.
2. The Contractor will provide all equipment necessary to undertake performance of the contract.
3. The Contractor will provide proof of WSIB coverage.
4. The Contractor will ensure that all applicable health and safety laws and regulations are adhered to during the performance of the contract.
5. The Contractor will be in compliance with the Municipality of Northern Bruce Peninsula Accessible Customer Service Policy under the Accessibility for Ontarians with Disabilities Act (AODA), 2005 and provide proof that training requirements have been met.
6. All of the work shall be undertaken and completed by experienced tradesmen, in conformance and up to the minimum acceptance standards of all relevant codes and regulations.
7. The approved bidder(s) will be subject to a 10% Holdback on the project until final approval of completed works is granted by the Facilities Supervisor.
8. Please present HST as a separate expenditure.

7. Mandatory Site Visit

To confirm mandatory site visit, contact 519-793-3522 x 236, Deputy Clerk, Cathy Addison. Each proponent must attend the Site Visit before submitting his/her proposal and must satisfy him/herself through personal examination of the facility. No claim shall be allowed at any time after submission of the proposal that there was any misunderstanding of the terms and conditions of the contract relating to site conditions. Blueprints will be available at site visit. The Site Visit is scheduled for **Tuesday, October 15, 2013 at 9:30 a.m.**

8. Completion Date

This project must be completed by **Monday, December 16, 2013**. This time frame is flexible by one (1) week if granted prior approval by the Facilities Supervisor.

We are an Equal Opportunity Employer. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, and the Ontario Human Rights Code, the Municipality of Northern Bruce Peninsula will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the Municipality's Accessibility Coordinator of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation. We thank all applicants for their interest; however, only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act and will be used for the purpose of candidate selection.

**RFP FS 2013-01 STORAGE ROOM ADDITION TO THE ST.
EDMUNDS COMMUNITY CENTRE**

REQUEST FOR PROPOSAL BID FORM

Bidder _____

We, the undersigned, have carefully examined the proposed work and the Request for Proposal Documents for the supply and construction of the Storage Room Addition to the St. Edmunds Community Centre to the satisfaction of the Municipality of Northern Bruce Peninsula in conformity with the said documents for the following sum of:

Subtotal \$ _____

HST total \$ _____

Total Job Price \$ _____

Project to begin: _____ week (s) after the award of the contract

Signed _____ on behalf of:

COMPANY _____

ADDRESS _____

PHONE _____

EMAIL _____

PRINTED NAME _____