

**THE CORPORATION OF THE MUNICIPALITY OF POWASSAN**  
250 CLARK STREET, POWASSAN, ONTARIO P0H 1Z0

# ***REQUEST FOR QUOTE***

**LEGION MODIFICATIONS – 62 KING STREET**

**THE CORPORATION OF THE MUNICIPALITY OF POWASSAN**

250 CLARK STREET , POWASSAN, ONTARIO P0H 1Z0

**“LEGION MODIFICATIONS”**

62 KING STREET , POWASSAN, ONTARIO

**REQUEST FOR QUOTE FOR:**

**Modifications to the building locally known as Legion Branch 453, located at 62 King Street Powassan, as outlined in the attached document.**

**The bidder will submit all bids in a sealed envelope clearly marked “Legion Modifications” to be received by:**

L. Marshall, Deputy Clerk  
Municipality of Powassan  
250 Clark Street  
Powassan, ON P0H 1Z0

Quotations received after this date and time will not be considered. E-mailed and/or Faxed proposals will not be accepted.

Please contact Mark Martin, CBO at 705-724-2813 or [MMartin@powassan.net](mailto:MMartin@powassan.net) to schedule a site meeting.

The Municipality reserves the right to accept or reject any proposal based upon its own evaluation. The lowest or any quotation will not necessarily be accepted.

## **1. Site Authority**

Mark Martin

Chief Building Official, 705-724-2813

All work must be performed to the satisfaction of The Site Authority or designate.

## **2. Clarifications**

a. All conditions and provisions of the RFQ are deemed accepted by the Bidder and incorporated by reference in his/her Quotation, except such conditions and provisions as are expressly excluded in the Quotation.

b. All contractual questions relating to this RFQ and all technical questions should be directed to the BRY-CO Engineering Ltd and Site Authority. Responses, if not already addressed in this RFQ, will be addressed in the form of an addendum, if required. No oral interpretations will be effective to modify any provisions of the Quotation, unless a written addendum has been issued by the Municipality of Powassan prior to the RFQ closing.

## **3. Acceptance or Rejection of Proposals**

The Municipality of Powassan reserves the right to accept or reject any or all Quotations submitted based upon its own evaluation.

## **4. Proposal Expiry Date**

Bidders hereby acknowledge that offers contained within their quotations shall remain open for acceptance by the Municipality of Powassan for a period of not less than sixty (60) business days from the closing date established for this RFQ.

## **5. Execution of Contract**

The Form of Proposal must be signed by the Bidder expressing interest or the authorized signing officer of the Bidder's company.

Should the Bidder fail to execute the Contract or provide the required document within twenty-one (21) business days of award notification, the Municipal Clerk may:

- a. Grant additional time to fulfill the requirement;
- b. Recommend award of the Contract to the another responsive and responsible Bidder; or
- c. Cancel the awarded Contract and seek damages accordingly.

## **6. Termination**

a. If the Bidder fails to comply with any request, instruction or order of the Municipality of Powassan; or fails to comply with or persistently disregards statutes, regulations, by-laws or directives of relevant authorities related to the work; or fails to execute the work with proper conduct, skill and diligence; or assigns or sublets the Contract or a portion thereof without the consent of the Municipality of Powassan; or refuses to correct deficiencies; or is otherwise in default in carrying out its part of any of the terms, conditions and obligations of the Contract; then, in any such case, the Municipality of East Ferris may, upon expiration of ten (10) days from the date of written notice to the Bidder, terminate the Contract. Upon termination for default, the payment may be withheld at the discretion of the Municipality of Powassan.

b. The Municipality of Powassan reserves the right to terminate the Contract, in whole or in part, whenever the Municipality of Powassan determines that such termination is in the best interest of the Municipality of Powassan without showing cause.

## **7. References**

Bidders are to provide references on a separate page, listing at least two references (preferably of similar services provided). The references listing shall be submitted with the Quotation.

## **8. Freedom of Information**

The Municipality of Powassan will comply with the requirements of the Municipal Freedom of Information and Protection of Privacy Act.

## **9. Prices**

All pricing shall be in Canadian Funds, all applicable taxes included with the exception of HST, which will be considered as extra to the cost.

## **10. Guarantee**

The Bidder hereby covenants and agrees:

- a. to perform the Contract in accordance with the RFQ and the RFQ submission as awarded;
- b. to save the Municipality of Powassan, its agents, or employees, harmless from liability of any kind for the use of any composition, secret process, invention, article or appliance furnished or used in the performance of the Contract of which the Bidder is not the patentee, assignee, or licensee;
- c. to guarantee the service as specified;

d. to furnish adequate protection from damage for all work and to repair damage of any kind to their own work or the work of the others for which their employees are responsible;

e. to pay for all permits, licenses and fees (where applicable), and to give all notices and comply with all by-laws and regulations of the Municipality of Powassan.

## **11. Warranties**

a. All materials used must carry a minimum of one year (1) unlimited warranty from manufactures defect.

b. The successful contractor will warranty all workmanship for a minimum of one (1) year in writing to the owner.

## **12. Facility Access**

Facility access must be arranged by the Bidder with the Site Authority.

## **13. Protection of Property**

The Bidder shall be held responsible for any damages, including fire, as the result of their performance of the work described herein.

## **14. Workplace Safety & Insurance Board**

The Bidder must supply proof of good standing with the Workplace Safety & Insurance Board.

## **15. Insurance**

a. The Bidder agrees to indemnify and save harmless the Corporation of the Municipality of Powassan for any claim demand arising out of the performance by the Bidder of the Contract. The Bidder agrees to maintain comprehensive liability insurance covering all operations and liability assumed under the Contract (naming the Municipality of Powassan as an additional insured).

b. The Bidder agrees to have a limit of liability of not less than **\$2,000,000** inclusive for any one occurrence.

## **16. Licensing**

The Bidder will be responsible for a strict adherence to all Federal, Provincial, and Municipal codes, by-laws and regulations, and must obtain all permits and licenses as required by law.

**17. Safety Regulations and Labour Codes**

The Bidder must adhere to all safety rules, regulations, and labour codes required by law.

**18. Influence**

- a. No person, company, corporation, or organization shall attempt in any way, either in private or in public, to influence the outcome of any Municipality purchasing process.
- b. The bid, quotation or proposal of any person, company, corporation, or organization that does attempt to influence the outcome of any Municipality purchasing process will be disqualified, and the person, company, corporation or organization may be subjected to exclusion or suspension under the Vendor Performance Policy.

**19. Omission**

The Municipality of Powassan reserves the right in its sole discretion to accept or reject all or part of any proposal which is non-compliant with the requirements of this RFQ.

**PROJECT SCOPE STATEMENT**

Contractor is to:

- 1. Review and consider all attached documentation.
- 2. Review site conditions to ensure familiarity with work requirements. Verify all measurements prior to commencement of work and report any discrepancies to the Site Authority
- 3. Coordinate work dates and hours with the Site Authority and Legion.
- 4. Provide all of the materials, equipment, and labour necessary to complete the work.
- 5. Ensure that all work, is verified by the Site Authority.
- 6. Ensure that all work is done in accordance with the Ontario Building Code and the Ontario Ministry of Labour Health and Safety Act.

7. Once work is completed, remove all equipment and excess materials and leave the area in the same condition that it was found.
8. The successful contractor will be responsible for all permits required by law.
9. All electrical/ mechanical work will be performed by qualified personnel as per the regulation set out by the governing bodies.

**Authorization of Bidder**

NAME of COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NO: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

DATE: \_\_\_\_\_

NAME (Print) \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

**Price to Supply & Install**

Cost \_\_\_\_\_

HST \_\_\_\_\_

Total Cost \_\_\_\_\_

## Quote for Legion Basement Improvement

A) East exit requires waterproofing the foundation to stop ingress of water, to prevent decay of stairs and wall framing. Decay of existing exit door frame and wall plate to be repaired. Hand rail to be installed.

Note: Both the east and west stairwells to have the ceilings built down with 2 x 4 framing with more vents leading to the eaves with venting added to exterior wood soffit. Walls and ceiling to be finished with R-20 insulation with 6 mil poly and 5/8 Type X drywall.

B) West exit requires new entrance hardware to be installed by Jims Locksmithing.

C) Ladies washroom requires deteriorated subfloor to be replaced and new flooring to be installed (similar vinyl flooring), reinstall existing toilet.

D) Interior fire door between North basement and South basement to be reinstalled to close off the rest of basement using the existing dead bolt.

E) Interior fire rated doorway to have the concrete curb cut out and new fire door installed, floor in east room to have drain pipe of at least 1/2 installed in floor cut out and the floor to be leveled out with concrete in the path of travel to the East exit door.

F) Electrician required to, tie up open boxes and loose wires in main basement, install occupancy sensors in both stairwells for lighting, Install properly placed switches for bathrooms and main basement area. (Electrical to be completed by other – not to be included in this bid quote)

G) Vent to be installed in service room door.