

The Municipality of Calvin

Request for Proposal

For

IMPROVEMENT TO THE PUBLIC WORKS GARAGE ROOF AND EXTERIOR WALLS

Request for Proposal (RFP) Number: CAL 2021- 01 -
Public Works Building Improvement.

(RFP) Issued On: July 6th, 2021

Proposal is to be received no later than:

12:00 noon, Thursday, July 22nd, 2021 Local Time at the Municipal Office,
Calvin, Ontario.

THE MUNICIPALITY OF CALVIN

REQUEST FOR PROPOSAL

INVITATION TO SUBMIT PROPOSALS FOR IMPROVEMENT TO THE PUBLIC WORKS GARAGE ROOF AND EXTERIOR WALLS (1331 Peddlers Dr. R.R. #2 Mattawa, ON. P0H 1V0)

Request for Proposal, sealed in envelope clearly marked as to contents, will be received by the Municipal Clerk until:

Thursday, July 22nd, 2021 at 12:00 noon, local time.

Interested parties may obtain the complete Request for Proposal (“RFP”), including proposal form, from the Municipality of Calvin Office located at 1355 Peddlers Dr. R.R. #2 Mattawa, ON. P0H 1V0. This RFP may be requested digitally, however the submission must be in a sealed envelope.

Municipality of Calvin Contact:

Cindy Pigeau, Clerk-Treasurer
1355 Peddlers Dr. R.R. #2 Mattawa, P0H 1V0, Ontario
705-744-2700 Ext. 201
clerk@calvintownship.ca

Please be advised that all matters concerning this RFP, from the date of issuance until the contract awards are made, are to be directed in writing to the above-named contact person. Technical questions will be submitted to the acting Municipal Engineer, responses may be provided in an addendum format.

During working hours, bidders are to contact the Municipal Office and inform them of their presence on site before seeing the Public Works Building.

PROPOSAL ACCEPTANCE

The proposal **MUST** be received no later than Thursday, July 22nd, 2021 at 12:00 noon at the following address:

Municipal Clerk
1355 Peddlers Dr.
R.R. #2 Mattawa,
P0H 1V0
Ontario

Proposals will be opened publicly at the Municipal Offices at 12:10 pm.

The lowest or any proposal not necessarily accepted.

The Municipality reserves the right to accept or reject any proposals in whole or in part; to waive irregularities and omissions, if in so doing, the best interests of the Municipality will be served.

No liability shall accrue to the Municipality for its decision in this regard.

Bid submission shall include the bidder's anticipated completion date that **shall be no later than November 30th, 2021.**

Bidders are advised that they can be invited to the opening via teleconference call due to the COVID 19 restrictions as a in-person public opening will not be feasible. Furthermore, following the opening, all bidders providing a contact e-mail address will receive the results of the opening.

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1. STATEMENT OF PURPOSE

The Municipality of Calvin is requesting proposals to add a roof system to the Public Works Garage to stop water leaks and eliminate the creation of icicles during winter and provide new siding to the existing building. The existing roof is insulated. The Municipality also intends to improve the aesthetic of the Public Works Building altogether with the proposed work and expects attention to details by the Contractor.

The proposed work shall be submitted for approval by the Municipality of Calvin's Building Inspector. The Municipality will waive the building permit cost. In addition, all submissions will be reviewed for approval by a Professional Engineer retained by the municipality to verify that the proposed system satisfies the requirements of the Ontario Building Code.

The proposal shall ensure that the additional roofing system loadings to the existing roof will not increase the existing live and dead loadings beyond the capacity of the existing roof structure.

Warranties, Proponent qualifications and certifications meeting the Municipality of Calvin needs and total cost are all part of the evaluation and award process. A warranty period of ten years on materials and labour is required.

2. BACKGROUND INFORMATION

The Public Works Garage houses the equipment for the department and is used daily for public works operation. It presently houses repairs tools, a grader, a backhoe and a plow truck and the office of the Roads Superintendent. During construction, it is anticipated that the Public Works Garage will continue to be in use, although it can be arranged with the Roads Superintendent that equipment be temporarily parked outside if necessary. An addition was constructed some years ago and it is intended to provide the same treatment to both the main roof and the addition roof. The total square footage reflects the total roof area of the building.

3. SCOPE OF WORK

PROPOSAL REQUIREMENTS

The Municipality of Calvin shall reject proposals which do not meet the following minimum requirements. Alternatives will be evaluated and must meet all warranties identified herein, furthermore alternatives must show that they will resolve issues identified in the statement of purpose above.

- 1- The proposed system for the new roof system (approx. 3,000sq.ft.) consist of;**
 - a) To provide minimum 1.5" offset from the existing facia.
 - b) Place extruded polystyrene type 1 insulation (or approved equivalent) flute filler for an existing 1.5" standing seam metal roof.

- c) Place a 1.5" ISO type II insulation (or approved equivalent) mechanically fasten through the EPS into the existing metal roof.
- d) Mechanically fasten a new 60 ga PVC roof membrane.
- e) Install new 60 ga PVC drip edge flashings.
- f) Install new PVC drip edge metal at perimeter of roof.
- g) Install 8 new 8' chevrons made of 2 layers of 2" x 6" lumber over existing doors.
- h) Install Ice protection over garage doors (front of building).
- i) Provide the same Ice protection system for rear main roof (rear of building).
- j) Ensure all finish work remains bird and rodent proof.

2- The proposed new siding will consist of;

- a) Remove existing siding (approximately 2,800 sq. ft)
- b) Supply and Install New 24 ga- 4-150 siding profile by Agway metals (or approved equivalent) mechanically fastened to z-girts.
- c) Install New metal trim at windows and doors.
- d) Colour for the siding - blue - and that the Contract provides colour palettes of the siding material for final selection by the Municipality.

The successful proponent is to provide yearly roof inspections for a period of five years and is to do all repairs or adjustments required to maintain the integrity of the roofing system and the warranty of the roofing system.

Experience - Five (5) years of operation and experience with the installation of the proposed membrane roofing system. References and contact information will be required.

Provide copies of employee working at heights training and certification as required by the Ministry of Labour.

Provide a copy of the Proponents current WSIB clearance certificate.

Following award of contract, the successful proponent will be required to submit shop drawings to the municipality displaying how all flashings and connections are to be made.

The building permit will be required but at no cost to the Contractor.

The following pages are to be returned with your proposal:

- Cover Page
- Proposal Form
- Proposal Submission Requirements
- References & Copies of Required Certificates

The proposal must be received in the Clerks Department before the deadline for receipt of proposals and must be complete (must include or address all items specified in the Proposal Submission Requirements).

The successful Proponent will be required to enter into an agreement with the Municipality which will outline terms, responsibilities and obligations.

4. INSURANCE REQUIREMENTS

The successful Proponent will be required, prior to the commencement of services, to obtain, maintain and deposit with the Municipality of Calvin a certificate of Comprehensive General Liability Insurance.

The Comprehensive General Liability Insurance, such coverage shall include:

- (a) Third party bodily injury and personal injury and property damage coverage;
- (b) Not less than a \$2,000,000.00 per occurrence, limit of liability; and
- (c) The Municipality of Calvin named as an additional insured.

Indemnification

To the fullest extent permitted by law, the Proponent agrees to defend (including attorney's fees), pay on behalf of, indemnify and hold harmless the Corporation of the Municipality of Calvin, its elected and appointed officials, employees and volunteers and others working on behalf of the Corporation of the Municipality of Calvin against any and all claims, demands, suits or loss, including all costs connected therewith and for any damages which may be asserted, claimed or recovered against or from the Corporation of the Municipality of Calvin, its elected and appointed officials, employees,

volunteers or others working on behalf of the Corporation of the Municipality of Calvin, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this contract.

5. PROPOSAL EVALUATION CRITERIA

Proposals will be assessed on the basis of information provided by the Proponent at the time of submission as well as any additional information provided during subsequent meetings with the Proponent.

The evaluation of Proposals will be conducted by an evaluation team comprised of members of the municipal staff. The criteria used to evaluate the Proposals include, but are not limited to the following:

- A high level of compliance with all or most of the requirements noted in this RFP, or a willingness to make the necessary changes.
- The competence and proven experience of the Proponent in the marketplace. The Proponent must provide a brief description of past operations which may be relevant to this work.
- References for operations of a similar scope or magnitude are to be included with the Proponent's completed Proposal.
- The prices, warranties, quality and selection of the goods and services.
- Must confirm completion date prior to November 30th, 2021.

6. TECHNICAL SCOPE OF SERVICES

The following is a summary of the services the Municipality is requesting of the successful Proponent.

The Proponent is responsible for providing all equipment required for the work. All equipment must meet the requirements of the Building Code and Labour Code, as well as, any other regulations that may apply.

1. FINANCIAL SCOPE OF SERVICES

The Financial Scope of Services must include any information that would assist the evaluation committee in selecting the best-suited proposal.

2. PROPOSAL CONTENT

This proposal content list is not intended to limit the Proponent's proposal but rather to provide a framework for the Municipality to evaluate each proposal and determine which submission most closely addresses our needs.

Proponents are encouraged to provide any additional information or innovative approaches not specifically outlined in the context of this proposal.

If so, The Proponent shall provide a history of previous experience, type of service. Include name and location of the establishments.

References - Please provide at least three references with contact phone numbers. These references should be able to accurately vouch for your ability to meet the scope of this proposal.

Definitions

Unless otherwise specified in this RFP, capitalized words and phrases have the meaning set out in the Form of Agreement attached as Appendix "A" to this RFP.

APPENDIX “A”

The following definitions apply:

“**Agreement**” upon award by council resolution, the selected Contractor will enter into an agreement to complete the scope of work identified within their RFP submission based on the submitted bid price and the scope of work completion timelines.

“**Applicable Law**” and “**Applicable Laws**” means any common law requirement and all applicable and enforceable statutes, regulations, directives, policies, administrative interpretations, orders, by-laws, rules, guidelines, approvals and other legal requirements of any government and/or regulatory authority in effect from time to time.

“**Business Day**” or “**Business Days**” means Monday to Friday between the hours of 8:30 a.m. to 4:00 p.m., except when such a day is a public holiday, as defined in the *Employment Standards Act* (Ontario), or as otherwise agreed to by the parties in writing.

“**Conflict of Interest**” means any situation or circumstance where, in relation to the performance of its obligations under the Agreement, the Proponent’s other commitments, relationships or financial interests (i) could or could be seen to exercise an improper influence over the objective, unbiased, and impartial exercise of its independent judgement; or (ii) could or could be seen to compromise, impair, or be incompatible with the effective performance of its obligations under the Agreement.

“**Days**” means calendar days.

“**Eligible Proposal**” means a Proposal that meets or exceeds a prescribed requirement, allowing it to proceed to the next phase.

“**Evaluation Team**” mean’s the individuals who have been selected by the Purchaser to evaluate the Proposals.

“**Preferred Proponent**” means the Proponent(s) that the Purchaser has identified as the highest-ranked Proponent(s) in accordance with the evaluation process.

“**Proponent**” or “**Proponents**” means an entity that submits a Proposal in response to this RFP and, as the context may suggest, refers to a potential Proponent.

“**Proposal**” or “**Proposals**” means all of the documentation and information submitted by a Proponent in response to the RFP.

“**Proposal Submission Deadline**” means the Proposal submission date and time as set out in accordance with the terms of this RFP.

“**Purchaser**” means the entity whose name appears on the cover page of the RFP, and which is the purchasing authority pursuant to this RFP.

“**Request for Proposals**” or “**RFP**” means this Request for Proposals issued by the Purchaser for the purchase of the Services, and all addenda thereto.

“Services” means the services intended to be procured pursuant to this RFP.

“Unfair Advantage” means any conduct, direct or indirect, by a Proponent that may result in gaining an unfair advantage over other Proponents, including but not limited to (i) possessing, or having access to, information in the preparation of its Proposal that is confidential to the Purchaser and which is not available to other Proponents, (ii) communicating with any person with a view to influencing, or being conferred preferred treatment in, the RFP process, or (iii) engaging in conduct that compromises or could be seen to compromise the integrity of the RFP process and result in any unfairness.

THE CORPORATION OF THE MUNICIPALITY OF CALVIN

PROPOSAL FORM

I/We, the Proponent(s) _____/_____ do hereby offer to and agree to enter into an agreement with the Municipality, all in accordance with the attached specifications forming part of this RFP and future terms to be negotiated.

Agree to offer the supply and delivery of an effective solution and work plan to the Municipality.

Furthermore, it is certified that the undersigned is/are authorized and empowered to sign and submit this Proposal.

Executed by me/us on this ____ day of _____, 2021.

Signature of Authorized Signing Officer

Signature of Authorized Signing Officer

(I/We have authority to bind the Corporation)

Print Name of above Signing Officer

Print Name of above Signing Officer

Position

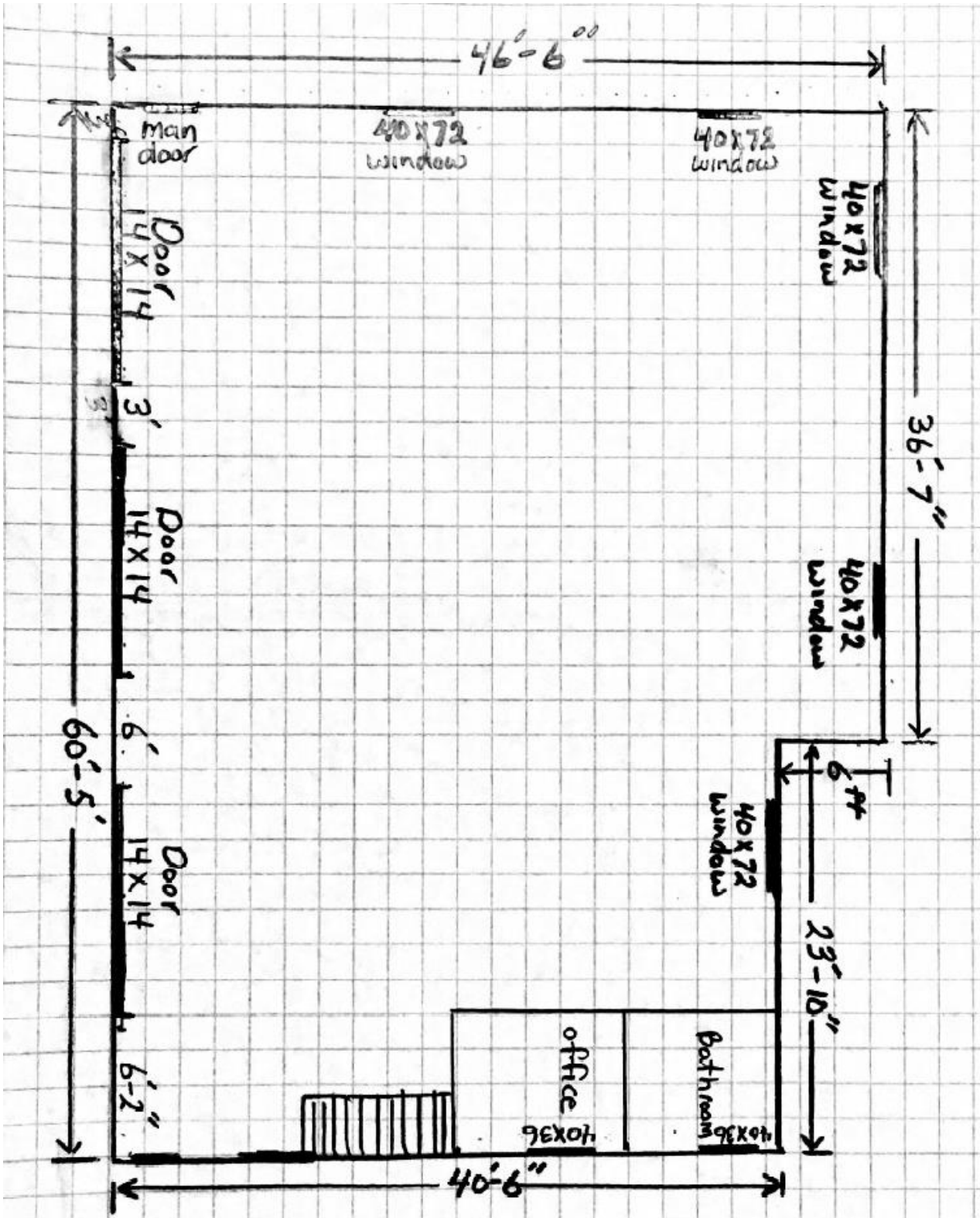
Position

Name of Business

Name of Business

THIS DOCUMENT MUST BE SIGNED TO BE A VALID OFFER.

MUNICIPALITY OF CALVIN
 PUBLIC WORKS GARAGE
 SKETCH 1 – PLAN VIEW



MUNICIPALITY OF CALVIN
PUBLIC WORKS GARAGE
SKETCH 1 – SIDE VIEWS

