



THE CORPORATION OF THE TOWNSHIP OF MCKELLAR

Invites

REQUESTS FOR PROPOSALS

2024-02

Community Centre Kitchen Renovation
located at 701 Hwy 124, McKellar, ON

Sealed Tenders, clearly marked
RFP – 2024-02
will be received by the undersigned
until 2:00 p.m.
on Thursday, February 29, 2024

Lowest or any Proposal not necessarily accepted.

Greg Gostick, Director of Operations
Township of McKellar
P.O. Box 69, 701 Hwy 124
McKellar, ON P0G 1C0
roads@mckellar.ca

Please Note: Prior to submitting a Proposal, further information may be obtained by contacting Greg Gostick, Director of Operations at roads@mckellar.ca

Accessible Formats and Communication Supports Are Available, Upon Request



TOWNSHIP OF MCKELLAR
REQUEST FOR PROPOSAL (RFP)
COMMUNITY CENTRE KITCHEN RENOVATION
RFP 2024-02

Submission Form

Contractor: _____

Address: _____

Telephone: _____ Email: _____

Contact Person: _____

Description of Work:

The contractor will be required to provide all machinery, materials, and manpower necessary to complete all work required as outlined in the project deliverables.

Location: Township of McKellar Community Centre, 701 Hwy 124, McKellar, ON P0G 1C0

Subtotal \$ _____

H.S.T. \$ _____

TOTAL CONTRACT PRICE: \$ _____

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

By signing below, I acknowledge that I have read and understand this Request for Proposal **2024-02** and I agree to abide by the terms and conditions contained here-in.

Authorized Signature: _____

Name: _____ (Please Print or Type)

Date: _____

Witness: _____

Date: _____

*Note that this submission form is not transferable and any alteration of the Company name entered hereon will be cause for considering the proposal irregular and subsequent rejection of the RFP.

TOWNSHIP CONTACTS AND ADMINISTRATION

Any questions or any additional information contact:

Greg Gostick
Director of Operations
Township of McKellar
701 HWY 124, P.O Box 69
McKellar, Ontario P0G 1C0
Email: roads@mckellar.ca
Fax: (705) 389-1244

REQUEST FOR PROPOSAL CLOSING

Date of Closing

RFP submissions can be made until February 29, 2024 at 2:00 PM. RFP submissions received after this date will not be given consideration and returned to the sender unopened. All proposals must be signed by an official agent or representative of the company submitting the proposal.

Package Submission Process

RFP packages shall be submitted by February 29, 2024 at 2:00 PM. in a closed and sealed envelope clearly marked as to contents "Community Centre Kitchen Renovation RFP 2024-02", to:

Greg Gostick
Director of Operations
Township of McKellar
701 Highway 124
P.O Box 69
McKellar, Ontario
P0G 1C0

*Please note that the lowest or any proposal may not necessarily be accepted.



TOWNSHIP OF MCKELLAR
REQUEST FOR PROPOSAL (RFP)
COMMUNITY CENTRE KITCHEN RENOVATION
RFP 2024-02

PROJECT SUMMARY

To provide all supplies, machinery, materials, contracting and construction services necessary for the installation of new flooring, baseboard, minor drywall repairs, paint, installation of new cabinetry or shelving and kitchen fixtures at the Township of McKellar Community Centre kitchen located at 701 Highway 124, McKellar, ON.

(See project deliverables)

PROPERTY DESCRIPTION

Township of McKellar Community Centre
701 Highway 124
McKellar, ON P0G 1C0

PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until February 29, 2024 at 2:00 PM local time. Any proposals received after this date and time will be returned to the sender unopened. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs.

All prices quoted shall be in Canadian funds and shall include all duty, custom clearances, fuel tax, shipping costs, and HST shall be extra where applicable.

Proponents agree to prepare and submit bids at their own cost. The Township of McKellar is not obligated in any way to pay costs of any kind or nature whatsoever that may be incurred by a Proponent or any third parties in the bid process relating to the RFP. All such costs shall be the Proponent's sole responsibility.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. Proponents are to supply the names of three clients with whom they have performed or are performing similar projects for.

All proposals received must remain valid for acceptance up to 90 days beyond the closing date. Should there be any discrepancies or omissions in the proposal document, or any doubt as to its meaning, inquiries should be made in writing to:

Greg Gostick
Director of Operations
Township of McKellar
701 HWY 124, P.O Box 69
McKellar, ON P0G 1C0

Phone: (705) 389-2891 Fax: (705) 389-1244 Email: roads@mckellar.ca

If a correction, explanation, or interpretation is deemed necessary or desirable, a written addendum will be issued to all proponents. Proponents should notify Greg Gostick in writing that they have taken this RFP in order to receive any addendums issued. A Site meeting, if required, can be arranged with the Director of Operations.

PROJECT DELIVERABLES

To provide all supplies, machinery, materials, contracting and construction services necessary for the kitchen renovation, and for the removal and disposal of all construction debris. *Note – debris will not be accepted at the Township's Transfer Station.*

- (a) Remove, supply and install new commercial grade vinyl flooring in the kitchen, bathroom and pantry area of the Community Centre totaling approximately 755 square feet;
- (b) Remove, supply and install new kitchen lower cupboards (including 2 bar areas) to include stainless steel countertops;
 - (i) Include dividers in drawers for utensils; a place for sharp knives.
- (c) Remove, supply and install new kitchen island with cupboards or shelving, including stainless steel countertop and 3 new super single sinks and faucet;
- (d) Supply and install a new commercial grade gas range (comparable to current range) with electric start therefore no pilot lighting is required, in addition to removing and disposing of the existing range;
- (e) Supply and install approximately 100' of new vinyl baseboard;
- (f) Complete minor drywall repairs where necessary to remove all defects, cracks, chips etc. to also include replacement of rotten fascia boards (if any);
- (g) Remove two old pantries and install two new 8' x 10' pantries;
- (h) Paint all walls in kitchen, pantry area and bathroom;
- (i) Reuse existing bar and hand washing sinks and faucets.

The Contractor will be responsible to remove any and all required tables and/or appliances for the installation of the new flooring.

All construction must be in compliance with the latest version of the Ontario Building Code.

PROJECT SCHEDULE

The project timeline is to be negotiated with the Township so that it does not conflict with bookings for the kitchen. The project must be completed within 6 weeks from the start of the project.

COMPLETION DEFINITION

This project will be deemed to be complete upon final inspection of the completed project by the Township's Chief Building Official, with all deficiencies resolved to the satisfaction of the Township of McKellar prior to the release of final project payment.

TIME LIMITATIONS

The start and end dates of the project need to be clearly specified as a commitment by the applicant.

PERMITS AND APPROVALS

The contractor will be responsible for all applicable permits (including costs), and arranging for inspections. The successful contractor shall provide detailed drawings of proposed work.

CONTRACT

The successful contractor will be required to enter into an agreement with the Township of McKellar. Prior to the commencement of the project, contractors must provide the Township with proof of valid, current WSIB coverage, and liability insurance, both of which must remain valid for the duration of the contract.

SUBMISSION CHECKLIST

- Proposed project plan
- WSIB Certificate
- Proof of liability insurance
- Commencement and completion dates
- Proposal signed (sealed) by company rep.
- Project cost clearly specified and itemized

REFERENCES

Client 1

Name: _____ Phone: _____

Scope of Work: _____

Contract \$ Amount: _____ Term: _____

Client 2

Name: _____ Phone: _____

Scope of Work: _____

Contract \$ Amount: _____ Term: _____

Client 3

Name: _____ Phone: _____

Scope of Work: _____

Contract \$ Amount: _____ Term: _____

GENERAL CONDITIONS

Interpretation

In the contract "Work" means the whole of the work, services and materials required to be done, furnished and or performed by the Contractor in order to carry out the Contract.

Status of the Contractor

The Contractor is engaged as an independent contractor for the sole purpose of performing the Work. Neither the Contractor nor any of its personnel is engaged as an employee, servant or agent of the Township of McKellar.

Compliance with Applicable Laws

The Contractor shall comply with all laws applicable to the performance of the Work.

Subcontracting

Unless otherwise provided in the Contract and RFP, the Contractor shall obtain the consent of the Township of McKellar or designate in writing prior to subcontracting or permitting the subcontracting of any portion of the Work at any tier.

Time of the Essence

Time is of the essence of the Contract.

Inspection of the Work

The Work and any and all parts thereof shall be subject to inspection and acceptance by the Township of McKellar staff.

Infringement

The Contractor warrants that no Work furnished in accordance with this contract shall infringe upon any patent, registered industrial design, trademark, trade secret, copyrighted work or other intellectual property right. The Contractor at its sole cost and expense shall defend and hold harmless the Township of McKellar, its agents, employees and customers against any and all suits, actions and claims arising out of any and every charge of infringement.

Indemnification

The Contractor shall indemnify and save harmless the Township of McKellar from any and all claims, demands, causes of action, loss, costs or damages that the Township may suffer, incur or be liable for resulting from the performance or non-performance of the Contractor of his/her obligations under any resulting contract.

Payment

Payment by the Township of McKellar for the Work shall be made in 4 payments upon successful completion of specific milestone detail below;

Payment 1	Demolition, Prep Work and Painting Completed
Payment 2	Cupboards and Kitchen Fixtures Installed
Payment 3	Gas range installed
Payment 4	Final Inspection Completed

Payment can be made in 4 equal payments or, pre-determined payment amounts can be negotiated between the Contractor and the Township. Unless otherwise stated, the period for payments will be within thirty (30) days, calculated from the date the invoice is received, or delivery and acceptance of the work, whichever date is later. All payments will be in full compliance with the provisions of The *Construction Lien Act*.

Conflict of Interest

All firms are required to disclose to the Township of McKellar prior to accepting the assignment any potential conflict of interest. If a conflict of interest does exist, the Township of McKellar may, at its discretion, withhold the assignment from the Contractor until the matter is resolved to the satisfaction of the Township. If, during the contract, a contractor is retained by another client giving rise to a potential conflict of interest, then the Contractor shall so inform the Township and if a significant conflict of interest is deemed to exist by the Township, then the Contractor shall:

1. Refuse the new assignment, OR
2. Take such steps as are necessary to remove the conflict of interest.

Fraud or Bribery

Should the Contractor, any of his/her agents give or offer any gratuity to, or attempt to bribe any member of the awarding body, officer or servant of the Township of McKellar, or to commit fraud against the Township of McKellar, the Township shall be at liberty to declare the RFP void forthwith.