



# THE CORPORATION OF THE TOWNSHIP OF MCKELLAR

Invites

## REQUESTS FOR PROPOSALS

### RFP No. PW-2023-10

Municipal Complex Building Shingle Replacement  
located at 701 Hwy 124, McKellar, ON

Sealed Proposals, clearly marked  
**RFP No. PW-2023-10**  
will be received by the undersigned  
until 2:00 p.m.  
on Thursday, June 1<sup>st</sup>, 2023

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](mailto: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](mailto:roads@mckellar.ca)



TOWNSHIP OF MCKELLAR  
REQUEST FOR PROPOSAL (RFP)  
MUNICIPAL COMPLEX BUILDING SHINGLE REPLACEMENT  
**RFP PW-2023-10**

**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 Municipal Building, 701 Hwy 124, McKellar, ON P0G 1C0**

**Subtotal** \$ \_\_\_\_\_

**H.S.T.** \$ \_\_\_\_\_

**TOTAL CONTRACT PRICE:** \$ \_\_\_\_\_

**An Itemized Quotation Must Be Attached or Included In the Proposal Package**

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 **PW-2023-10** 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](mailto:roads@mckellar.ca)  
Fax: (705) 389-1244

## **REQUEST FOR PROPOSAL CLOSING**

### **Date of Closing**

RFP submissions can be made until June 1, 2023 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 June 1, 2023 at 2:00 PM. in a closed and sealed envelope clearly marked as to contents "Municipal Complex Building Shingle Replacement", 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)  
MUNICIPAL COMPLEX BUILDING SHINGLE REPLACEMENT  
**RFP PW-2023-10**

### **PROJECT SUMMARY**

To provide all supplies, machinery, materials, contracting and construction services necessary for the replacement of the Municipal Complex Building's roof. **(See project deliverables)**

### **PROPERTY DESCRIPTION**

CON B, PT LOT 21, PLAN 42R-10688 Part 1, and 42R-12161, Part 1 701 Highway 124, McKellar, ON

### **PROPOSAL GUIDELINES**

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until June 1, 2023 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 the start date of the project. 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](mailto: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**

It is the responsibility of the bidder before submitting a proposal to complete a site inspection and carefully examine and measure the site of the proposed work.

- (a) Remove, supply and install the materials needed to replace the roof of the Municipal Complex building, including but not limited to:
  - (i) Asphalt Shingles (30 Year)
  - (ii) Underlayment (Ice and Water Shield, Sheathing, etc.)
  - (iv) Roof Vents
  - (iv) Other material found damaged and recommended to be replaced (Aluminum Drip Edge, Flashing, Pipe Collars, Fascia Boards, etc.);
- (b) Project work must not interfere with the day to day operations of the Municipal Complex Building (Municipal Office, Library, Community Centre, Post Office). Access to the building shall always remain available for the duration of the project;
- (c) Provide a complete cleanup of the total work area **daily**; including the use of a magnet sweep to pick up any metal debris;
- (d) Responsible to supply and install any appropriate sediment control measures to prevent sediment runoff from entering any watercourse within the working area;
- (e) Responsible for the condition of the job site while completing work;
- (f) Restore construction site to its original condition after work is completed. All affected area shall be returned to its original condition including be not limited to: grading, topsoil, grass, pavement, fencing, etc;
- (g) Provide, erect, and maintain adequate temporary barricades, warning signs, and

lights where required for the protection of the public at all times.

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

Placement of the waste disposal bin must be approved by the Director of Operations.

Bidders shall fully inform themselves as to the existing site conditions and limitations to determine all factors relating to the place of work that may affect the performance of the work, conditions such as weather and availability of labour, the ground, quality and quantity of the material, the equipment and facilities needed preliminary to and during the execution of the work, the general local conditions, and all matters which are necessary for the full and proper completion of the work and the conditions under which it will be performed.

### **PROJECT SCHEDULE**

Upon award of the contract, the contractor shall determine the delivery time necessary for all products and equipment required for the project. The contractor shall order items to ensure that delivery is such that the agreed construction schedule is maintained. All delivery costs shall be included in the bid.

The project may begin on September 25, 2023. The project must be completed by October 30, 2023.

### **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 following delivery, inspection and acceptance of the Work, and following presentation of an invoice (minus a 10% holdback per invoice) which correctly corresponds with the work provided. 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. Payment of all holdbacks will be made after successful completion and inspection by the Township of McKellar of all Work required to complete the project. 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.

## **Warranty**

Minimum of one-year labour and materials from date of completion in addition to manufacturer roof warranty. Mileage and travel time to be covered under warranty if warranty work is completed on site.