



# Request for Tender

For: Replacement of Steel Roof & Insulation  
Public Works Garage

Request #2018-004

March 21, 2018

Municipality of French River  
44 St. Christophe Street  
Suite #1  
P.O. Box 156  
Noelville, ON.  
P0M 2N0

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## Confidentiality Statement

This document, and any attachments thereto, regardless of form or medium, is intended only for use by the addressee(s) and may contain legally privileged and/or confidential, copyrighted, trademarked, patented or otherwise restricted information viewable by the intended recipient only. If you are not the intended recipient of this document please respond to the originator of this message and permanently dispose any copies and any attachments. Thank you for your consideration, Municipality of French River. Please respond to [accounting@frenchriver.ca](mailto:accounting@frenchriver.ca) with any questions or concerns.

## Submission Details

### Submission Deadlines and Methods

All submissions for responding to this request must be submitted to our office, as stated below, no later than

**April 11<sup>th</sup>, 2018-No later than 2:00pm Local Time**

Successful candidate will be notified within 30 days of the proposal closing date

The use of mail for delivery of a tender will be at the risk of the respondent. Submissions sent in electronic format will **not** be accepted.

Tenders must be submitted in a sealed envelope and shall be clearly marked with the following:

- Name and address of the Respondent
- Request Number :2018-004
- Project title: Replacement Roof & Insulation for Public Works Garage

Administration staff will affix on the sealed envelope:

- Date and time of receipt

### Submission Delivery Address, Submission Questions and Clarifications

You may contact the following person if you have any questions or require clarification on any topics covered in this Request for Tender. The delivery address to be used for all submissions is:

**Robert Martin**

Acting Director, Public Works

Municipality of French River

44 St. Christophe Street

P.O. Box 156

Noelville, ON, P0M 2N0

Tel: 705-898-2900

Fax: 705-898-2191

Email: [rmartin@frenchriver.ca](mailto:rmartin@frenchriver.ca)

## **Submission Opening**

Tenders will **NOT** be publicly opened. Two staff members will open the tenders. Staff will then review the tenders and the successful candidate will be contacted.

## **Amendment and Withdrawal of Tenders**

Requests for withdrawal of a tender shall be allowed if the request is made before the closing time for the contract to which it applies. Requests shall be directed to the CAO/Clerk by letter or in person, by a Senior Official of the company, with a signed withdrawal confirming the details. Telephone requests shall not be considered. The withdrawal of a tender does not disqualify a bidder from submitting another tender on the same contract.

## **Introduction and Executive Summary**

The Municipality of French River (herein after referred to as the municipality), is requesting tenders for the replacement of roof and insulation at the Public Works garage. The municipality is now accepting tenders for this job.

## **Business Overview & Background**

The Municipality of French River is a vibrant, welcoming and family-based community that is committed to positive, sustainable growth. A scenic environment, friendliness of neighbors, diversity of cultures and small town feel make French River the community of choice to live, work, visit and vacation. The Public Works Department of French River has a need for a new roof and insulation on its garage.

## **Detailed Specifications**

The detailed specifications are attached in Schedule "A"

## **Assumptions & Constraints**

The Municipality will not be held liable for any errors or omissions in any part of this RFT. The information contained herein is supplied solely as a guideline for responding vendors. The information is not guaranteed or warranted to be accurate by the Town, nor is it necessarily comprehensive or exhaustive. Nothing in the RFT is intended to relieve vendors from forming their own opinions and conclusions with respect to the matters addressed in the RFT. Should the Municipality be contacted, no oral explanation or interpretation will modify any of the requirements or provisions of the tender documents. No addenda to this RFT will be issued. Should changes be required this RFT would be voided and re-released under a new RFT number.

**For New Steel Roof/Insulation, Public Works Garage**

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The successful vendor will provide continuous and adequate protection of all work from damage and will protect the Municipality's property from injury or damage arising from or in connection with this work. The successful vendor will make good any such damage or injury.

The successful vendor will employ only orderly, competent and skillful employees to ensure that the services are carried out in a confidential and respectable manner.

The successful vendor will ensure all services and products provided in respect to this tender are in accordance with, and under authorization of all applicable authorities, municipal, provincial and/or federal legislation.

The successful vendor will, throughout the term of the contract, obtain and maintain in force a General Liability Insurance of not less than \$2,000,000 (per occurrence) inclusive, to indemnify and hold harmless the Municipality of French River against any liability for property damage or personal injury, including death which may arise from the vendor's operations under this contract; and/or The successful vendor will be required to provide Professional Liability Insurance coverage in the amount of not less than \$2,000,000.00 per occurrence.

The successful vendor and its employees may have access to information confidential to the Municipality. This information may include, but is not limited to, terms of this agreement, business methods and systems, contractual terms, pricing, personal information, etc. subject to disclosure by force of law, the successful vendor agrees that it and its employees who have access to this information will not either during the term of the agreement or at any time thereafter reveal to any third party any of this confidential information or use in any way, whether on the successful vendor's behalf or on behalf of any third party, any such information

The information, reports, documentation, plans, etc. that are a product of this award by the successful vendor, will become the exclusive property of the Municipality of French River.

## Terms and Conditions

Relating to the submission document:

- **Provincial and Federal Taxes (H.S.T.)** - Tenders shall include applicable H.S.T. taxes. This tax shall be shown separate from the unit price. The proponent shall include with the executed documents, at the time of submission, on company letterhead, notification to the Municipality of their H.S.T. Registration Number (if any)
- **Costs, Deliverables & Timelines** – as set out in Schedule A (Page #11)
- **Declaration** - Signed declaration must be submitted (Page #9)
- **Other** - Vendors may include any addition information regarding their firm and/or services that may prove beneficial to the evaluation of the tender. These would be provided in the form of appendices.

Relating to the Successful Candidates:

- **Contract** - The successful proponent may, within ten (10) days after being advised that they are the successful proponent, execute a contract in duplicate to the Municipality. A completion date will also be agreed upon when granted. A ten percent (10%) holdback will be retained until the completed job is accepted by the Municipality of French River, to ensure that the quality standard meets the specifications within this tender package.
- **Notice of Acceptance** - Notice of acceptance may be made by fax or telephone, with written confirmation of same to follow, to the successful proponent at the number given by the proponent.
- **Payment** - shall be made upon receipt of invoice following the receipt of the product (net 30 days) with completion of the work to the satisfaction of the Municipality. The security deposit will be released upon completion of any deficiencies and receipt of payment by the Municipality of French River of any late fees owing as per the contract clause above.
- **Price** - The vendor shall abide by the total price stated in the submission document. No further payments beyond the contract amount will be made for any additional services required to provide a satisfactory deliverable. If additional requirements are requested by the Municipality beyond the original scope of work described in this RFT, the cost of these services would be negotiated between the Municipality and the company that has been selected to perform the work. Any additional work will only be undertaken based on a request in writing from the Municipality of French River.

- **Termination** - The Municipality reserves the right to immediately terminate the contract for sufficient cause, including but not limited to such items as non-performance, late deliveries, inferior quality, pricing problems, etc.
- **Public Record** - Any personal information required on the tender form is received under the authority of the Municipality of French River. This information will be an integral component of the tender submission. All written tenders received by the Town become a public record; once a tender is accepted by the Town, and a contract is signed, all information contained in it is available to the public including personal information.

## **Selection Criteria**

A combination of quality, experience and price will determine the successful firm. More specifically:

- The vendor's experience overall and particularly in relation to similar projects.
- The vendor's project management experience in managing subcontractors and delivering a seamless product to the client.
- The quality of the tender submitted.
- The proven ability to stay within project budget and meet project completion target date.
- Any additional features or advantages uniquely proposed by the vendor which the Municipality has not identified in the project deliverables or description.
- The vendor's financial proposal.

The Municipality of French River is not obligated to award the service contract to the lowest or any firm. The municipality reserves the right to reject any or all tenders and to waive formalities as the interests of the Town may require without stating reasons. The Municipality will not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any vendor by reason of the acceptance or the non-acceptance by the Town of any tender or by reason of any delay in the acceptance of a tender as well any expenses incurred by the vendor in the preparation of the tender submission are entirely the responsibility of the vendor and will not be charged to the Municipality.



## Declaration

To: The Municipality of French River

Sirs: I/We the undersigned acknowledge receipt of and having carefully examined the Request for Tender, and "Specifications" set forth in schedule "B" and hereby offer to submit this tender for the Compensation and Pay Equity Review in accordance with, and as required by the said documents at the price set forth in "Schedule "A" hereto.

I/We understand and accept that the prices set forth in this Tender Form include full compensation to furnish all labour, equipment, materials and supplies and transportation necessary or incidental to completing the work in strict accordance with said documents.

I/We understand that this Agreement terminates in the event that I fail to perform the work to the satisfaction of the Municipality.

I/We understand that the lowest or any tender will not necessarily be accepted and that TO BE CONSIDERED, Tender Forms must be in the Municipal Office by **2:00 p.m.**, Local Time, on **April 11th, 2018**.

### GENERAL CONDITIONS

1. The respondent shall discharge all liabilities incurred by him for labour, materials and services used or reasonably required for use in the performance of this Agreement on the date upon which each becomes due and all liabilities incidental thereto.
2. The respondent understands and agrees that he is not, nor is anyone hired by him, covered by the Municipality under The Workers' Compensation Act, and he shall be responsible for, and shall pay all dues and assessments payable under The Workers' Compensation Act, The Unemployment Insurance Act or any other Act, whether Provincial or Federal, in respect of himself, his employees and operations, and shall, upon request, furnish the Municipality with satisfactory evidence that he has complied with the provisions of any such Act. If he fails to do so, the Municipality shall have the right to withhold payment of such sum or sums of money due to him/her that would be sufficient to cover his/her default and the Municipality shall have the right to same.
3. The Contractor to supply proof of Workers' Compensation and \$2,000,000 liability insurance.
4. The respondent covenants and agrees with the Municipality to indemnify it and save it harmless from all claims by third parties arising out of the performance of this Agreement.
5. The price, as proposed by the respondent, includes all limits of the work project.
6. The respondent declares that he has or will pay forthwith all Provincial and Federal Taxes that apply to the said job.
7. Notice of acceptance may be made by fax or telephone, with written confirmation of same to follow, to the respondent at the numbers given by the respondent.

**Name and Address of the Respondent**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Phone:**

**Fax:**

**Email:**

\_\_\_\_\_

**The Respondent declares:**

- No person, firm or Municipality other than the Respondent, has any interest in this tender or in the proposed services for this tender;
- This tender is made without any connection, comparison of figures or arrangements with or knowledge of any other Municipality, firm or person making a tender for the same service and is in all respect fair and without collusion or fraud;
- No member of the staff of the Municipality of French River is, or will become interested directly or indirectly; as a contracting party, partner shareholder, surety or otherwise; or in the performance of the service; or in the supplies, service or business to which it relates; or in any portion of the profits thereof; or in any of the monies to be derived there from;
- The content and requirements of this tender document have been read and understood.
- All prices are quoted in Canadian funds.

**All or any tenders not necessarily accepted.**

Signed at \_\_\_\_\_ this \_\_\_ day of \_\_\_\_\_ 2018.

\_\_\_\_\_  
Print Name - Witness

\_\_\_\_\_  
Print – Respondent,

\_\_\_\_\_  
Title - Respondent

\_\_\_\_\_  
Signature - Witness

\_\_\_\_\_  
Signature – Respondent

<b>Schedule "A"</b>
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**Price** – for the replacement of roof and it's insulation at the public works garage (approx.537.4 sqm.)

	QTY	Unit Price	Total
Removal & proper disposal of existing roofing materials & insulation.			
New insulation R40 value.			
New galvanized steel roof. **			
Other (Please list)			
Subtotal:			
HST			
Total			

\*\*Alternative to plain galvanized roofing material: light in color, ex: light gray, beige.

**Site located at 142 St. David Street South, Noelville. Please call to schedule any site visits.**

**Timetable and Deliverables** - (Please provide details in the following format)

Task	Start Date	Completion Date
•		
•		
•		
• Proposed completion*:		

\*An agreeable completion date will be chosen upon award

Contractor/vendor **MUST** have appropriate training (**Working at Heights**) and must provide own equipment.



