



MUNICIPALITY OF
GREENSTONE

REQUEST FOR QUOTATION

THIS IS NOT A PURCHASE ORDER

To : Open Invitation	Reference # RFQ PS-2022-15
Date : August 11, 2022	Location / Details – Roof Replacement and Renovations for Beardmore Post Office

Contractors are invited to quote the lowest net price for which you are prepared to supply the goods or services described as follows:

Provision of Materials and Services for the Roof Replacement and Interior Renovations at the Municipal Facility at 226 Main Street, Beardmore, Ontario, known as the Beardmore Post Office.

Project Scope:

The project consists of two parts: Part 1 – Roof Replacement, and Part 2 – Interior Renovations. Qualified contractors are required to provide a quote for both Part 1 and Part 2, with the understanding that Part 1 is the priority project and Part 2 is subject to the availability of funds and may not proceed. The project will be awarded on the basis of pricing for Project 1.

PART 1 – Roof Replacement

- Removal and disposal of existing roof materials, exempting the metal-roof building addition.
- Replace all associated flashing
- Installation of new shingles as specified according to manufacturers and Ontario Building Code requirements, including drip edge and ice and water shield, no venting required.
- Delivery of debris to Beardmore landfill site during regular operating hours. (Tipping Fees waived)
- The Contractor shall provide to the Manager of Facilities photographic documentation of each stage of the new roof installation, illustrating all layers of roofing materials applied in sequence.
- Work must be performed always ensuring the continuity of business operations and contingencies for wet weather events ensuring building integrity.

Shingles:

- Shingles shall be compliant with current CSA standards
- Type shall be BP Mystique 42 or an approved alternative
- Shingle colour to be 2-tone brown

Cost Plus Work:

- Inspection and repair of deficiencies

Warranty:

- Contractor shall provide a manufacturer's certificate warranting the materials supplied.
- Contractor shall provide a Five (5) year written warranty for the roofing work, certifying that materials associated with the Scope of Services shall remain intact and water-tight for duration of the warranty.

Project Completion Deadline: September 30, 2022

PROVISIONAL ITEM - PART 2: Interior Renovations for Washroom and Janitorial Rooms

Project Scope:

- Removal and disposal of existing flooring, toilets, lighting and perform aesthetic improvements to walls (patch and paint existing drywall).
- Install new Tarkett vinyl flooring (or similar product), covered up the walls to 4".
- Install new low-flush toilets and LED light fixtures in both rooms.
- Install basic backsplashes for the sinks.
- Patch drywall, paint walls and paint doors/door frames.
- Delivery of building material to the Beardmore landfill site during regular operating hours (unless alternative arrangements are made with the Facilities Manager). Tipping fees are not applicable.

Photos are included in Schedule 1 for reference.

Work authorized by Building Permits issued at Municipality's cost (if required).

No salvaging of materials from the site is permitted. All work to be done according to all applicable Standards, Codes and Regulations including the Ontario Building Code, Electrical Safety Code and the Occupational Health & Safety Act.

Vendors must meet contractor eligibility requirements.

The contract shall commence upon notification of Purchase Order.

CLARIFICATION:

Questions will be received up to the submission deadline by:

Greg Olson, Manager of Facilities via Email: greg.olson@greenstone.ca

Municipal procurement rules established via By-law 22-54 Purchasing of Goods, Services and Construction Policy are available by request or on the municipal website:

<https://www.greenstone.ca/en/our-government/bid-opportunities.aspx>

SUBMISSION:

- Schedule A and Schedule B shall be submitted as the Bid Documents.
- If you do not supply or are unable to supply the described item(s) and wish to submit a quote for a product equal to the one described, please submit complete specifications for the product with your quote.
- Submissions will be accepted up to 1:00 p.m. local time on August 25, 2022.
- Submit quotation via email with subject heading as: RFQ PS-2022-15 Roof Replacement and Renovations for Beardmore Post Office to:

Katherine Alton, Public Services Executive Secretary
Email: katherine.alton@greenstone.ca

TERMS:

This Service Contract shall start upon notification of contract award.

Contract award to be conducted via Purchase Order, conditional upon the provision of valid proof of insurance satisfactory to the Municipality, a valid WSIB Clearance Certificate, and completion of the Municipality's Health & Safety pre-qualification questionnaire for Contractors.

Any or all quotation submissions will not necessarily be accepted.

The Municipality reserves the right to cancel this service contract within 30 days of written notice.

SCHEDULE A - BID FORM

RFQ PS-2022-15 Roof Replacement and Renovations for Beardmore Post Office

DESCRIPTION	CONTRACT BID	HST	TOTAL
PART 1: Roof Replacement	\$ _____ Lump Sum Bid	\$ _____	\$ _____
PROVISIONAL ITEM PART 2: Interior Washroom and Janitors Room Renovations	\$ _____ Lump Sum Bid	\$ _____	\$ _____

Earliest Start Date (Part 1 Project) _____

The Contractor has carefully examined the conditions and specifications attached and referred to in this contract, and has carefully examined the site and work location and understands and accepts the said conditions and specifications, and for the prices set forth in this quote, hereby offers to furnish all labour, equipment and materials, except as otherwise specified in the contract, to complete the work in strict accordance with said conditions and specifications.

It is also agreed that, upon acceptance in writing by the Municipality this form becomes the "Contract for the Performance of Work" between the Contractor and the Municipality. This offer shall be irrevocable for a period of thirty (30) calendar days following the RFQ Submission Deadline.

I/We (the Contractor) promise to perform the work without undue delay and complete the work as stated in Request for Quotation PS-2022-15.

Name of Individual or Firm
hereafter referred to as the "Contractor"

Witness or Firm Seal

Signature and Title of Person Signing for Firm

Date

SCHEDULE B – CONTRACTORS INFORMATION
RFQ PS-2022-15 Roof Replacement and Renovations for Beardmore Post Office

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PRINT LEGAL NAME OF FIRM		
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MAILING ADDRESS		
<hr/>		
CITY	PROVINCE	POSTAL CODE
<hr/>		
NAME OF CONTACT PERSON (PRINT)		PHONE NUMBER
<hr/>		
FAX NUMBER		CELLULAR NUMBER
<hr/>		
EMAIL ADDRESS		
<hr/>		
SIGNATURE OF AUTHORIZED OFFICIAL		
<hr/>		
NAME OF AUTHORIZED OFFICIAL (PRINT)		
<hr/>		
DATE		

SCHEDULE 1 – SITE PHOTOS

PART 1: Roof Replacement, Photos 3 of 3

Photo 1 – Front of Building



Photo 2 – Shingled Roof



Photo 3 – Rear of Building



PART 2: Interior Washroom and Janitors Room, Photos 2 of 2

Photo 1 - View of Washroom



Photo 2 – View of Janitors Room

