



MUNICIPALITY OF
GREENSTONE

REQUEST FOR QUOTATION

THIS IS NOT A PURCHASE ORDER

To : Open Invitation	Reference # RFQ PS-2022-22
Date : September 6, 2022	Location / Details – Supply and Install Ventilation Systems for Airport Garage and Fuel Testing Shed

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 to Install Ventilation Systems at the Municipal Facility at 102 MacOdrum Drive, Geraldton, Ontario, known as the Greenstone Regional Airport, specifically the Operations Garage and the Fuel Testing Shed.

Project Scope:

The Operations Garage and the Aviation Fuel Testing Shed are older facilities at the Greenstone Regional Airport and are not outfitted with ventilation systems that would provide improved air quality. The Municipality seeks to make these air quality improvements to address the recommendations of building inspections. Qualified suppliers are requested to quote on the supply and install of air ventilation systems as described for each building, as a lump sum bid.

The following criteria must be met:

All work must be performed to ensure the continuity of business operations at the Greenstone Regional Airport.

Operations Garage:

- Supply and install a fresh air vent and a wall-mounted exhaust fan sufficient to supply fresh air and exhaust fumes for the building (approximately 3,400 sq ft in size).
- The wall exhaust fan size is estimated at 24" to 30". The Contractor shall determine the size of fan necessary to produce at minimum 6000 CFMs (according to the CFM calculator).
- The installation shall include a local disconnect switch for fan operation.

Fuel Testing Shed:

- Supply and install an explosion-proof wall-mounted exhaust fan sufficient in size to exhaust fumes from the enclosed building during fuel testing procedures.
- The install shall include an explosion-proof LED light fixture on the ceiling and an electric baseboard type heat source complete with a wall-mounted thermostat temperature control.
- The installation shall interlock the light switch with the fan operation.

Site visits can be arranged upon request to the Manager of Facilities.

Desired Project Completion Deadline: October 28, 2022

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 Friday, September 16, 2022.
- Submit quotation via email with subject heading as: RFQ PS-2022-22 Supply and Install Ventilation Systems 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-2022-22 Supply and Install Ventilation Systems

DESCRIPTION	CONTRACT BID	HST	TOTAL
Supply and Installation of Ventilation Systems at the Greenstone Regional Airport Facilities	\$ _____ Lump Sum Bid	\$ _____	\$ _____

Earliest Start Date: _____

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-2022-22.

 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-2022-22 Supply and Install Ventilation Systems

PRINT LEGAL NAME OF FIRM

MAILING ADDRESS

CITY

PROVINCE

POSTAL CODE

NAME OF CONTACT PERSON (PRINT)

PHONE NUMBER

FAX NUMBER

CELLULAR NUMBER

EMAIL ADDRESS

SIGNATURE OF AUTHORIZED OFFICIAL

NAME OF AUTHORIZED OFFICIAL (PRINT)

DATE