

REQUEST FOR PROPOSAL

EXTERIOR SIDING SOLUTION FOR LONGLAC SENIORS CENTRE FOR THE MUNICIPALITY OF GREENSTONE

ISSUE DATE: **THURSDAY, JULY 8, 2021**

DEADLINE FOR ENQUIRIES/CLARIFICATION: **THURSDAY, JULY 22, 2021 at 4:00 p.m. EST**

POSTING OF ADDENDUM ANSWERS: **MONDAY, JULY 26, 2021 at 4:00 pm EST**

PROPOSAL SUBMISSION DEADLINE: **THURSDAY, JULY 29, 2021 at 3:00 p.m. EST**

RETURN TO:

Katherine Alton
Public Services Executive Secretary

EMAIL: katherine.alton@greenstone.ca
SUBJECT: **Submission for RFP PS-2021-08**

MAILING ADDRESS:
Municipality of Greenstone
Administration Office
1800 Main Street, P.O. Box 70
Geraldton, ON P0T 1M0





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EXTERIOR SIDING SOLUTION FOR LONGLAC SENIORS CENTRE FOR THE MUNICIPALITY OF GREENSTONE

Introduction

The Corporation of the Municipality of Greenstone invites qualified contractors to submit proposals for a replacement solution for the exterior siding of the Longlac Seniors Centre located at 121 Indian Road in Longlac, Ontario. The wooden siding currently on the building exterior requires replacement in 2021. As outlined in the Scope of Work, the Municipality seeks to procure a contractor capable of supplying and carrying out the construction necessary to replace the exterior materials with a quality durable product.

The project must be completed this year (2021) without exception.

Community Background

The Municipality of Greenstone was created in January 1, 2001, by the amalgamation of the former Town of Geraldton, the Town of Longlac, the Township of Nakina and the Township of Beardmore, and an extensive area of unincorporated territory (Caramat, Jellicoe, MacDiarmid and Orient Bay).

- Greenstone is located in the District of Thunder Bay and is 3,172 sq. km (1224 sq. mi) making it one of the largest incorporated municipalities in Canada.
- The Greenstone area is home to several First Nation communities – Aroland, Ginoogaming, Long Lake 58, Bingwi Neyaashi Anishinaabek, Biinjitiwaabik Zaaging Anishinaabek, and Animbiigoo Zaagi'igan Anishinaabek.

The local economy was built on a history of forestry and mining. The historic mines of the area largely ceased operations by 1970. Since the downturn of the forest industry in northwestern Ontario, Greenstone saw the closure of local mills and a declining population base. Currently we have seen a resurgent as we now have two sawmills in operation and there is potential for a new gold mine. Currently home to approximately 4,636 residents, estimates forecast the population to increase as new mining and tourism opportunities in the area are developed.

Definitions

Proponents(s)/Bidder(s)/Contractor(s): means all persons, partnerships or corporations who respond to this RFP and includes their heirs, successors, and permitted assigns.

Municipality/Owner: means The Corporation of the Municipality of Greenstone.



Contract: means the agreement to be entered into between the Successful Proponent and The Municipality with respect to the supply of the Goods and or Services. It shall be based upon this RFP, with any agreed upon amendments, and shall include any plans and specifications and will be held to cover the supply of any and all work, labour, implements and materials that could be reasonably required to properly and satisfactorily supply the Goods or Services.

Contract Administrator: means the person, partnership, or Corporation designated by the Owner to be the Owner's representative for the purposes of this contract.

Request for Proposal: means this Request for Proposal (RFP) document including all schedules, parts and attachments, as issued by The Municipality, including any addenda or amendments made to it after initial issue.

May: Used in this document denotes permissive.

Must/Shall/Will: Used in this document denotes imperative.

Successful Bidder/Proponent/Contractor: means the Proponent/Contractor/Bidder whose RFP submission is/are accepted and who has/have agreed to supply the Goods and/or Services as outlined herein.

Submission

Proponent to submit in electronic .pdf format or by mail no later than the RFP submission deadline, addressed as follows:

MAIL: Refer to Schedule B: Mandatory Submittal Form for mailing label.

EMAIL:

TO: katherine.alton@greenstone.ca
SUBJECT: Submission for RFP PS-2021-08

Acknowledgement of receipt of submission will be provided via email by the above-named recipient. The Municipality assumes no responsibility for emails not received or received after the stated deadline. Late submissions will be disqualified.

Proposals will be held by the recipient and kept confidential until the submission deadline has passed, at which time Proposals will be distributed to the Evaluation Committee.



Late Submissions

Submissions received after the deadline will not be considered. The Municipality will assume no responsibility for submissions that do not arrive by the specified closing date and time. Late submissions will be returned unopened to the Proponent.

Grounds for Disqualification of Submission

The Municipality will disqualify or deem submissions non-compliant for the following reasons, unless otherwise noted in this document:

- Failure to submit documents in accordance with the closing date and time on the cover page or any subsequent addenda.
- Failure to complete, sign and return the mandatory submittal form included as Schedule “B”.
- Failure to comply with any of the mandatory requirements.

Acknowledgement of Addenda

Any and all changes will be issued in the form of a written addendum. If addenda are issued, their receipt is to be acknowledged by the Proponent in the Request for Proposal document. The Municipality will assume no responsibility for oral instructions or suggestions.

Review of Requirements

All Proponents should carefully review this solicitation for defects or questionable matter. Comments or the need for clarification or questions must be directed through the contact person named within this document. Protests based on any omission or error, or on the content of the solicitation, will be disallowed if these faults have not been brought to the attention of the Municipality as per the terms set out in this Request.

References

The submission of a Proposal authorizes the Municipality to contact all references provided. Failure to provide references and details of experience may result in this Proposal not being considered. Municipal staff or elected officials are not to be used as references.

Proponent Debriefings

Proponent debriefings will be offered after the final award of business.



Freedom of Information

All Proposals submitted to the Municipality will become the property of the Municipality, and are subject to the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*.

This will confirm that the Municipality will not use/disclose the information provided, without proper authorization, and will keep the information in a physically secure location to which access is given only to staff requiring access.

Indemnity

The successful Proponent shall indemnify and hold the Municipality harmless from and against any liability, loss, claims, demands, costs and expenses, including reasonable legal fees, occasioned wholly or in part by any acts or omissions either in negligence or in nuisance whether wilful or otherwise by the Proponent, its agents, officers, employees or other persons for whom the Proponent is legally responsible.

Ownership of Materials, Reports, Designs, Specifications & Training Materials

Any work completed under any contract awarded pursuant to this RFP, whether on-site or remotely during the course of the contract, including training materials, reports, designs, custom applications, specifications or otherwise shall become the exclusive property of the Municipality.

The Municipality Reserves the Right to:

- Make public the names of any or all Proponents
- Inspect the Proponent's facility and to perform such investigations as may be deemed necessary to ensure that competent personnel and management and suitable equipment/material will be used in the performance of this contract
- Without prejudice, reject any or all Proposals and to determine, in its own best judgement, the firm best qualified to undertake this contract
- Waive formalities and accept Proposals which substantially comply with the requirements of this RFP
- Unless it otherwise states, to reject any and all submissions in whole or in part; to waive technical defects, irregularities and omissions and to negotiate minor changes, if in so doing, the best interest of the Municipality will be served



- Make changes, including substantial changes, to this RFP provided that those changes are issued by way of addenda in the manner set out in this RFP
- Select any Proponent other than the Proponent whose Proposal reflects the lowest cost or the highest score
- Negotiate minor changes with the Proponent that presents the most attractive Proposal
- Request written clarification or the submission of supplementary written information in relation to the clarification request from any Proponent and incorporate a Proponent's response to that request for clarification into the Proponent's Proposal
- Verify with any Proponent or with a third party any information set out in a Proposal
- Disqualify any Proponent whose Proposal contains misrepresentations or any other inaccurate or misleading information
- Disqualify any Proponent who has engaged in conduct prohibited by this RFP
- Terminate the contract without notice if due to non-performance and unsatisfactory service and unsatisfactory product performance
- Call in alternate services if the Proponent/contractor is unable to provide the service when it is requested
- Cancel the project without cause and without incurring any liability whatsoever if deemed in the best interest of the Municipality to do so
- Cancel this RFP process at any stage and, if required, issue a new RFP for the same or similar deliverables
- In its discretion, take any one or more of the following steps, at any time and from time to time, in connection with the review and evaluation, including ranking, of any aspect of a Proposal:
 - Independently consider, investigate, research, analyze, request or verify any information or documentation whether or not contained in any Proposal
 - Conduct reference checks relevant to the Project with any or all of the references cited in a Proposal, or with any other person not listed in a Proposal, to verify any and all information regarding a Proponent, including its directors, officers and Key Individuals
 - Conduct any background investigations that it considers necessary in the course of the Competitive Selection Process
 - By submitting its Proposal, the Proponent authorizes the collection of information by the Municipality
- Assess a Proponent's submission on the basis of:
 - A financial analysis determining the actual cost of the Proposal when considering factors including transition costs arising from the replacement of existing goods, services, practices, methodologies and infrastructure
 - Information provided by references
 - The Proponent's past performance on previous contracts awarded by the Municipality
 - The information provided by a Proponent pursuant to the Municipality exercising its clarification rights under this RFP process



- Other relevant information that arises during this RFP process.

The Municipality is not responsible for any costs incurred by the Proponents in the preparation of their response to the Proposal call or attendance at any selection interviews. The Municipality will not accept responsibility for any delays or costs with any reviews or approval process. This is an invitation for Proposals and not a tender call.

Accessibility for Ontarians with Disabilities

The Proponent shall comply with the provisions of the *Accessibility for Ontarians with Disabilities Act, 2005*, and the Regulations there under with regard to the provision of its goods, services or facilities to persons with disabilities. The Proponent acknowledges that pursuant to the *Accessibility for Ontarians with Disabilities Act, 2005*, the Municipality must, in deciding to purchase goods or services through its procurement process, consider the accessibility for persons with disabilities to such goods or services.

Prior to the commencement of any work, the successful contractor/consultant shall furnish evidence of compliance with the most current Integrated Accessibility Standards Regulation specifically the section(s) pertaining to Training of Staff.

Agents or Consultants acting on behalf of the Municipality will incorporate accessibility criteria and features when developing specifications and/or procuring goods and services, except where it is not practical to do so. If it is not practicable to incorporate accessibility criteria and features when procuring goods or services, an explanation shall be provided.

Insurance

The successful Proponent shall, at its own expense, obtain and maintain until the termination of the contract, and provide the Municipality with evidence of:

Comprehensive general liability insurance on an occurrence basis for an amount not less than Two Million (\$2,000,000) dollars and shall include "The Corporation of the Municipality of Greenstone" as an additional insured with respect to their operations, acts and omissions relating to its obligations under this Agreement, such policy to include non-owned automobile liability, personal injury, broad form property damage, contractual liability, owners' and contractors' protective, products and completed operations, contingent employers liability, cross liability and severability of interest clauses.

Automobile liability insurance for an amount not less than Two Million (\$2,000,000) dollars on forms meeting statutory requirements covering all vehicles used in any manner in connection with the performance of the terms of this Agreement.



Professional Liability (Contractor): The successful Proponent shall carry insurance covering the work and services described in this agreement. Such policy shall provide coverage for an amount not less than Two million (\$2,000,000) dollars. The Owner will not accept an agreement, which limits the liability of the Proponent to the amount of its liability insurance coverage.

The policies shown above will not be cancelled or permitted to lapse unless the insurer notifies the Municipality in writing at least thirty (30) days prior to the effective date of cancellation or expiry. The Municipality reserves the right to request such higher limits of insurance or other types of policies appropriate to the work as the Municipality may reasonably require.

The successful Proponent shall not commence work until evidence of insurance has been filed with and approved by the Municipality. The successful Firm shall further provide that evidence of the continuance of said insurance be filed at each policy renewal date for the duration of the contract.

Certificates Required (From Successful Proponent Only)

Prior to the commencement of any work under this contract, the successful Proponent will file with the Municipality:

- WSIB Clearance Certificate
- Certificate of Insurance listing “The Corporation of the Municipality of Greenstone” as Additional Insured
- Contractor Prequalification Questionnaire (Municipal Health & Safety Policy)
- A fully executed Declaration (provided by the Municipality) affirming compliance with the most current Integrated Accessibility Standards Regulation specifically the sections(s) pertaining to Training of Staff.

Evaluation

Proposals will be evaluated by the Municipality utilizing the following criteria/scoring:

Quality of Workmanship – Contractors shall demonstrate their construction experience in completing similar projects of similar scale. References from recent clients to be included.	30%
Quality of Materials & Aesthetic Design – Contractors shall supply building materials that exhibit longevity and durability. Points will be awarded for aesthetic appeal of the installation design.	30%



Completion Date & Warranty – Points awarded for expedient completion in 2021 and term of warranty.	15%
Overall Project Cost – Proposals will be evaluated for a cost-effective solution that offers best value within the project budget.	25%

Upon selection of the finalist, the Municipality may, if necessary, begin scope clarifications, draft contract revisions, and final price negotiations. Should the negotiations fail to result in an executed contract with the preferred respondent, the Municipality of Greenstone may, in its sole discretion, elect to terminate negotiations with the preferred respondent and begin negotiations with the second most preferred respondent (and so on) or cancel the procurement process. Prior to commencing any work, the successful respondent will be required to enter into a contract with the Municipality. Price adjustments to reflect process and/or scope modifications may be negotiated after selection by the Municipality.

Scope of Work

The Municipality's intent of this RFP is to solicit Proposals from Contractors who have the necessary qualifications and experience to complete the Scope of Work described herein. The Proposal should be clear, detailed, specific, and completed and submitted in the format described in Submission Requirements. The Municipality reserves the right to amend the scope as necessary prior to the RFP closing date.

The municipal facility at 121 Indian Road in Longlac serves as a recreational and social programming facility asset for multiple user groups, the main user group being the Longlac Seniors Club. The exterior of the building is wood siding that exhibits signs of rot and deterioration. The Municipality has successfully sourced provincial funding for the restoration of the facility, however as a condition of this financial support, the project must be completed this year (2021). Contractors should base their estimates on a project budget of \$40,000 plus HST.

Aesthetic appeal is an important consideration for the replacement solution. The facility promotes community well-being and there is a sense of pride among its users associated with the building that would be heightened with the beautification of the building exterior. This year, the main entrance of the building is undergoing renovations to provide for AODA compliant access to the facility; this work is expected to be completed by the time this solicitation is awarded.



Photos of the exterior of the facility are provided in Schedule A. Contractors may wish to conduct a site visit prior to submitting a Proposal, however it is not a mandatory requirement of the Municipality. The building is approximately 3000 square feet in size.

Contractors are requested to submit pricing for the supply and installation of new siding in consideration of the following details of the Scope of Work:

1. The Contractor shall remove and dispose of the existing exterior wooden siding. The Municipality will be responsible for costs associated with building permits and landfill tipping fees, retaining the right to instruct when and where materials are disposed of.
2. The Contractor shall supply and install new material to replace the exterior finish. Contractors are not restricted in their choice of materials, however a budget-friendly, low maintenance option(s) that provides both aesthetic appeal and maximizes the life of the asset is most desirable. Contractors may wish to include a concept drawing(s) or material brochures to support their Proposals.
3. Total pricing shall be presented as a lump sum bid plus HST. If multiple material and design options are provided, they shall be identified as Option #1, 2, etc. Contractors must include a breakdown of the pricing to show costs for materials separately from labour. It is recognized that upon removal of the existing siding and building inspection, corrective repairs may be necessary to address possible water damage. Fees associated with Additional Work shall be addressed in pricing separate from the Total Price, as “Provisional Items”.
4. In order to comply with funding conditions, project completion must be this year (2021). Contractors must provide in their Proposals a project timeline detailing estimated dates for stages of completion. It is expected that Contractors assist the Municipality in formalizing the warranty periods for materials and workmanship.
5. A representative of the Municipality shall inspect the Work and shall retain authority over determining satisfactory completion of the project.

Submission Requirements

Each Proposal must be arranged as follows:

Title Page: Showing the closing date and time, proponent name, address, and contact persons.



Mandatory Submittal Form: The submittal form (Schedule B) must be fully completed and signed.

Letter of Introduction: One page, introducing the proponent and signed by the person(s) authorized on behalf and to bind the proponent to statements made in response to this RFP.

Proposal: Respondents should provide the Municipality with detailed specifications for the product(s) and services being offered. Sales brochures or supplementary product information, and design concepts may be included. Proposals shall provide the following information and be organized into sections that include, at a minimum, the following:

a. Cover letter - The cover letter (maximum one (1) page) must provide the name, address, telephone, as well as the email address of the Respondent.

b. Statement of Experience/References - Respondents shall demonstrate their ability to supply and install the required goods by providing details about their construction experience dealing with building renovations. Respondents shall provide convincing evidence that they are best suited, qualified candidate dedicated to customer service. The Municipality reserves the right to conduct an independent investigation of the respondent's experience by contacting references, accessing public information, or contacting independent parties. Additional information may be requested during the evaluation of qualifications.

c. Corporate Profile – Respondents shall include a description of the Company and personnel that will serve as the contracting party and any additional staff members that may be associated with ongoing service.

d. Proposed Approach - In this section, Respondents will detail their solicitation for the goods and services that meet the scope described in this RFP. Respondents shall also detail a construction timeline, warranty term, and ability to address issues that may be encountered during the project. Pricing shall be provided as a lump sum bid with HST as a separate cost; multiple options based on material type may be presented. Any additional services or extended warranty offer shall be noted in the pricing.

Attachments

Schedule A: Photos

Schedule B: Mandatory Submittal Form



Closing Details

Questions can be addressed to:

Al Clarke, Manager of Facilities & Parks

Tel: (807) 854-1100 ext. 2032

Email: al.clarke@greenstone.ca

All clarification requests are to be sent in writing or via e-mail to the individual mentioned above. No clarification requests will be accepted by telephone.

Amendments or changes to this RFP prior to the closing date and time stated herein will only be in the form of written addenda. Any Addenda will be distributed through www.greenstone.ca. It is the Proponent's sole responsibility to check this Web Site regularly to inform itself of any posted Addendum. The Municipality makes no promise or guarantee that addenda will be delivered by any means to any Proponent. By submitting a proposal submission in response to this RFP, the Proponent acknowledges and agrees that addenda shall only be posted on www.greenstone.ca and it is the sole responsibility of the Proponent to check this Web Site for said addenda.

Submissions must be received via email or by mail or courier no later than 3:00 pm EST on THURSDAY, JULY 29, 2021, as per instructions on the RFP cover page.

Deadline for questions no later than 4:00 p.m. EST on: THURSDAY, JULY 22, 2021

Submissions received after the above time will be considered late. Late submissions will be returned unopened.



SCHEDULE A

PHOTOS



1. Front of Building



2. North Side



3. Rear of Building



4. South Side



SCHEDULE B

MANDATORY SUBMITTAL FORM

(This **FORM must be** completed and returned with the Submitted Proposal)

Proponent Covenant:

I/We the undersigned authorized signing officer of the Proponent, hereby declare that no person, firm or corporation other than the one represented by the signature below, has any interest in this submission.

I/We further declare that all statements, schedules and other information provided in this submission are true, complete and accurate in all respects to the best knowledge and belief of the Proponent.

I/We further declare that this submission is made without collusion, connection, knowledge, or comparison of figures or arrangement with any other company, firm or persons making a submission and is in all respects fair.

I/We understand that this may result in the rejection of our submission if this declaration is found to be untrue.

I/We have received, allowed for and included as part of our submission all issued Addenda.

I/We have received _____ (state number) addenda.

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

Use this mailing label to identify the submitted Proposal:

From:

Ph:

Municipality of Greenstone

P.O. Box 70

1800 Main St

Geraldton ON P0T 1M0

Attention: Gabrielle Lecuyer, Clerk

PROPOSAL # _____

CLOSING DATE
