



Naturally Spirited

KILLALOE-HAGARTY-RICHARDS

THE CORPORATION OF THE
TOWNSHIP OF KILLALOE, HAGARTY AND RICHARDS

ROOFING, SOFFIT & FACIA REPLACEMENT
KILLALOE WASTEWATER TREATMENT PLANT
REQUEST FOR PROPOSAL (RFP)
RFP 2017-02

The Municipality of the Township of Killaloe, Hagarty and Richards is committed to integrating accessibility considerations into our procurement processes. We ask potential suppliers to tell us about the accessible options they offer. We include accessibility considerations in our evaluation.

TOWNSHIP OF KILLALOE, HAGARTY AND RICHARDS
REQUEST FOR PROPOSAL (RFP)
2017-02

Contractor's Name

Contractor's Address

City

Province

Postal Code

Telephone Number

Cell Number

Fax Number

Email Address

The Contractor will be required to provide all administrative paperwork, machinery, materials, and manpower necessary to remove and supply new roofing, soffit and fascia materials at Killaloe's Wastewater Treatment Facility at 113 Keetch Street, Killaloe, Ontario. Successful contractor also agrees to provide the client with all services, listed in RFP 2017-02 and contractor's submitted proposal package. Chosen contractor will be required to sign a service agreement prior to commencement of project.

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 coverage, insurance etc, for their employees with relation to this contract.

Start Date:	_____	Date:	_____
Completion:	<u>November 30, 2017</u>	Contract Price:	\$_____CDN
		Applicable Taxes:	\$_____CDN
		Total Contract Price:	\$_____CDN (including taxes)

Signature
(I have the authority to bind the company)

TOWNSHIP CONTACTS AND ADMINISTRATION

Any questions or any additional information contact:

Tyler Mask
Building/Asset Manager
Township of Killaloe, Hagarty and Richards
1 John St., P.O. Box 39
Killaloe, Ontario K0J 2A0
(613) 757-2300 - office
(613) 757-3634 – fax
(613) 401-1117 - cell
E-mail: tmask@khrtownship.ca

REQUEST FOR PROPOSAL CLOSING

Date of Closing

RFP submissions can be made until **October 16th, 2017 at 4:30 PM Local Time**. RFP submissions received after this deadline will not be given consideration.

Package Submission Process

RFP packages shall be submitted in a closed and sealed envelope clearly marked as to contents “Killaloe Wastewater Treatment Plant Roof,” to:

Lorna Hudder, CMO, Dipl.M.M.
CAO/Clerk-Treasurer
Township of Killaloe, Hagarty and Richards
1 John St., P.O. Box 39
Killaloe, Ontario K0J 2A0
(613) 757-2300 - office
(613) 757-3634 – fax
E-mail: lhudder@khrtownship.ca

Please note that the successful proposal may not necessarily be the lowest submitted cost but the one that provides the best long-term solution for the Township of Killaloe, Hagarty and Richards.

TOWNSHIP OF KILLALOE, HAGARTY AND RICHARDS
REQUEST FOR PROPOSAL
KILLALOE WASTEWATER TREATMENT PLANT
113 KEETCH STREET, KILLALOE, ONTARIO
2017-02

1. Project Summary

To provide all supplies, contracting and construction services for the removal and replacement of the roofing, soffit and fascia materials at the Killaloe Wastewater Treatment Plant. The municipality is looking for a long lasting and economical roofing system to be installed. The township requests that contractors provide two quotes; one quote shall be for the re-installation of shingles and the other for the installation of a metal tin roof. Both quotes shall contain prices for the replacement of venting, soffits and fascia.

2. Property Description

Killaloe Wastewater Treatment Plant
113 Keetch St
Killaloe, ON
K0J2A0

3. Project Deliverables

- a) Supply two separate quotes; one being the roofing replacement with 40 year shingles, the other being for the replacement with metal tin roofing. The metal tin roofing quote shall contain pricing for the installation of an ice breaker on the roof in locations where personnel may be present underneath. Both quotes must contain pricing for project deliverables from points b) through to J) as well.
- b) Remove all existing shingles, vents, fascia boards, and soffits and dispose of at the local waste site. Waste disposal fees are waived for these items and are not necessary to involve in the quote.
- c) Install ice and water shield at eaves of roof as per requirements of the Ontario Building Code. 100% synthetic underlayment is to be installed on the remainder of the roof decking.
- d) Replace and install roof ventilators with Maximum vents type 301 or equal. One ventilator per 1000 square feet is required at a minimum.

- e) Install new fascia board and cover with aluminum fascia and drip edge on entirety of building.
- f) Replace the soffits with new aluminum perforated soffits. Soffits must be supported at no more than 2' centres. Contractor is advised that the current soffit material may contain asbestos. If so they must be removed and disposed of using approved methods. Please note that the township waste site does not accept asbestos materials.
- g) Contractor must clean up all debris and garbage and dispose of at the proper waste disposal site at the end of this project. Job will not be complete until a township designate gives approval that site is returned to its original state.
- h) The contractor must ensure that all health and safety measures are followed for workers, and ensure the safety of township/OCWA employees and the public when they are on site throughout the construction period. It is the sole responsibility of the contractor to ensure that all workers follow all working at heights regulations while working on this project. This includes proper scaffolding set up and appropriate harnesses worn and secured to the building structure at all times while on the roof.
- i) Contractor must maintain open communication with municipal staff in regards to progress, changes or any issues that may arise. A township employee will be present to open and close the gates at the beginning and end of each work day.
- j) Services may include any other tasks that may arise which both parties agree on.

4. Project Schedule

The project must be completed by **November 30th, 2017.**

5. Objectives for RFP 2017-02

To provide two quotations for contractor and construction services related to the supply of material and the roofing replacement at Killaloe's Wastewater Treatment Plant at 113 Keetch Street, Killaloe.

(a) Completion Definition

This project will be deemed to be complete upon final inspection of the completed project by the Building/Asset Manager or his/her designate, with all deficiencies resolved to the satisfaction of the Township of Killaloe, Hagarty and Richards prior to the release of final project payment and proposal deposit cheque.

(b) Common Requirements

Integration of innovation and products that will supply the longest life cycle possible is to be included wherever possible. Although overall cost is a main factor, functionality, improved life cycle, safety and esthetics should be included as an overall philosophy.

(c) Specific Requirements

The Township of Killaloe, Hagarty and Richards specifically enforces a code of conduct for contractors and sub-trades. Specifically, there is **no** tolerance for:

- offensive language
- horseplay, fighting
- inappropriate clothing
- posting of inappropriate images
- smoking
- alcohol or drug use

The Township of Killaloe, Hagarty and Richards, in its sole opinion, reserves the right to immediately remove and restrict further access to any person not complying with approved practices, without any further recourse or liability.

(d) Time Limitations

The start date of the project must clearly specified in the RFP submission and will be considered a commitment by the applicant. The completion date must be by November 30th, 2017.

(e) Permits and Approvals

The Contractor will be responsible for all applicable permits (including costs), arranging for inspections and final certification of the system.

(f) Contract

The successful contractor will be required to enter into a service agreement with the Township of Killaloe, Hagarty and Richards. Prior to the commencement of the project, contractors must provide to the Township, proof of valid, current WSIB coverage (which must remain in effect for the duration of the project), and must also name the municipality as an additional insured on the firm's public liability and property damage insurance policy. Coverage shall be at least \$2,000,000 per accident and remain valid for the duration of the contract.

(g) Additional RFP requirements

A certified cheque, made payable to the Township of Killaloe, Hagarty and Richards in the amount of **10%** of the submitted total contract amount must be submitted with the proposal.

Deposit cheques of unsuccessful bidders will be returned within **ten (10)** business days of the proposal opening. The cheque of the successful bidder shall be retained until the municipality's acceptance of the completed work.

6. Miscellaneous

Contractors are required to attend a **mandatory site visit** on **October 13th, 2017 at 2:30 PM local time** prior to submitting any proposals. Only RFP's submitted after this site visit by contractors who have attended same, will be considered valid for the purposes of this contract.

(a) Submission Checklist

- Proposed project plan that complies with all objectives in this RFP
- WSIB Certificate
- Proof of Liability Insurance
- Commencement and completion dates
- Page 2 of this document fully completed and signed by company representative
- Certified cheque; made payable to the Township of Killaloe, Hagarty and Richards in the amount of 10% of the total proposal
- Project Cost clearly specified without need for interpretation
Your submission must clearly provide a breakdown of the costs pertaining to the project, and include an overall cost of the project as a lump sum price, including applicable taxes.

(b) Township Contacts and Administration

Inquiries with regard to this contract shall be directed to:

Tyler Mask
1 John Street, Killaloe, ON K0J 2A0
(613) 757-2300 – Office
(613) 401-1117 – Cell
E-mail: tmask@khrtownship.ca

9. Request for Proposal Closing

(a) Date of Closing

RFP submissions can be made until **October 16th, 2017 at 4:30 PM local time**. No RFP submissions will be considered if received after this deadline.

(b) Package Submission Process

RFP packages shall be submitted in a closed and sealed envelope, clearly marked “**Killaloe’s Wastewater Treatment Plant**” to:

Lorna Hudder, CMO, Dipl.M.M.
CAO/Clerk-Treasurer
Township of Killaloe, Hagarty and Richards
1 John St., P.O. Box 39
Killaloe, Ontario K0J 2A0
(613) 757-2300 - office
(613) 757-3634 – fax
E-mail: lhudder@khrtownship.ca

Lowest or any proposal not necessarily accepted.