



THE MUNICIPALITY OF CENTRAL MANITOULIN

Request for Quote: RFQ 09-2024

**FOR: MINDEMOYA WELCOME CENTRE ROOFING AT 2207
HIGHWAY 551**

Sealed quotes clearly marked as to contents will be received until:

THURSDAY AUGUST 8, 2024 AT 2:00 PM EDT

QUOTES ARE TO BE SUBMITTED BY EMAIL TO: P. MADER, DEPUTY CLERK/ PROJECT MANAGER
at pmader@centralmanitoulin.ca

LATE QUOTES WILL NOT BE ACCEPTED

1.0 SUMMARY FORM

THIS PAGE MUST BE INCLUDED WITH THE QUOTE SUBMISSION

RFQ 09-2024 MINDEMOYA WELCOME CENTRE ROOFING AT 2207 HIGHWAY 551

PRICE: \$ _____

MUNICIPAL DISCOUNT (-) \$ _____ (subtract value)

HST \$ _____

TOTAL PRICE \$ _____

DATE: _____

FIRM NAME: _____

AUTHORIZED SIGNATURE: _____

PRINTED NAME OF SIGNING OFFICER: _____

ADDRESS: _____

CELL: _____

TELEPHONE: _____

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

This will acknowledge receipt of the following addenda and, that the pricing quoted includes the provision set out in such addenda:

ADDENDUM # DATE RECEIVED

Check here if NO Addendum received.

1.0 GENERAL SCOPE OF WORK

The Municipality of Central Manitoulin is requesting quotes from qualified and experienced contractors to supply all labour, materials, and equipment for the removal and replacement of the shingled roof at the Mindemoya Welcome Centre located at 2207 Highway 551, Mindemoya, Ontario. Photos are supplied in Schedule A. Proponents shall provide a quote to mobilize to site, remove and dispose of the existing roof shingles and other waste materials, then install underlayment, flashing, eavestrough and architectural shingles. Further details are provided in Section 2.0 Detailed scope of work.

2.0 DETAILED SCOPE OF WORK

The scope of work shall include the following items:

- Mobilization to site.
- Securing the work area to maintain public safety.
- Removal of existing roof materials and underlayment.
- Appropriate disposal of waste materials (note: the Municipality does not have a disposal site that can accept this material).
- Installation of new underlayment, ice and water barrier (minimum 2 rows)
- Installation of drip edge, hip & ridge caps.
- Installation of new architectural shingles IKO Dynasty OR approved equal. Proposed equals shall be submitted for approval at the time of bidding.
- Installation of new pipe flashing 3-4" as needed, installation of flashing.
- Replace and install eavestrough.
- Supply and install new gaskets on all stacks and skylights.
- Demobilization and site clean-up.

Proponents shall schedule the work to accommodate the public use of the facility as a seasonal public washroom facility as well as a community museum, open seasonally to the public until October 15, 2024. The ideal work window to maintain uninterrupted facility use is between October 15, 2024 and November 15, 2024. Proponents shall include a proposed work schedule in their submission package along with the quote.

3.0 SITE VISIT

Proponents may schedule an optional site visit during the week of July 29 to August 2, 2024. Site visits must be booked with 48 hours notice by calling and arranging a time with the maintenance department reachable at 705-348-8100.

It is the responsibility of each proponent to satisfy themselves by personal examination as to the local conditions to be met with during the scope of work outlined. The proponent shall make their own estimate of the facilities and difficulties to be encountered. Proponents shall not claim after submission of their tender that there was any misunderstanding of the terms and conditions of the Contract relating to site conditions or scope of work.

4.0 INQUIRIES

Any and all inquiries concerning this Quote must be submitted in writing to the following Municipal representative (the “**Contact Person**”):

Patricia Mader
Deputy Clerk & Special Project Manager
pmader@centralmanitoulin.ca | 1-705-377-5726

Information that is offered by or obtained from sources other than the Contact Person, including any other representative of the Municipality, is not official, may be inaccurate, and may not be relied on in any way by any Bidder.

Deadline for inquiries is Tuesday August 6, 2024 at 2:00 p.m.

5.0 DELIVERY OF QUOTES

Quotes will be received via Electronic Submission (email) to The Municipality of Central Manitoulin until **2:00pm, local time on Thursday August 8, 2024**. The submission deadline is the time that the submission is received and not sent by the sender. Confirmation of receipt can be requested by calling the Municipal Office at 705-377-5726.

Quotes shall be emailed to pmader@centralmanitoulin.ca with subject line: “RFQ 09-2024 MINDEMOYA WELCOME CENTRE ROOFING AT 2207 HIGHWAY 551”.

6.0 WITHDRAWAL OR ALTERATION OF QUOTES

A bidder who has submitted a quote may submit a further quote at any time up to the specified time and date for the RFQ closing. The last quote received shall supersede and invalidate all quotes previously submitted by that Bidder as it applies to this RFQ. Unsolicited alternative quotes will be accepted as long as the specifications are provided, and the alternative is submitted in addition to the solicited quote.

All bids will be irrevocable for a period of thirty (30) days.

7.0 SIGNED QUOTE TO BE CONSIDERED AN OFFER

Each proposal will be received with the understanding that the acceptance in writing by the Municipality of the offer to furnish all or any part of the commodities or services described therein shall constitute a contract between the Bidder and the Municipality.

The proponent acknowledges that it has read this RFQ, and all addenda, in their entirety, and understand and agrees to be bound by its requirements and comply with all sections of the RFQ contemplated herein as well as all other terms, conditions and Specifications stated within the RFQ, without qualification.

Upon acceptance of the bid, both parties hereto agree to do everything necessary to ensure that the terms of this agreement take effect.

No alterations or variations of the terms of the contract shall be valid or binding upon the Municipality unless authorized in writing.

8.0 PRICES AND TAX

Unless otherwise stipulated, all prices bid must be stated in Canadian funds and are to be quoted F.O.B. Prices will be inclusive of labour, any parts not specified as being supplied by the owner, materials, fees, disbursements, and all other costs. Harmonized Sales Tax (HST), and all other applicable taxes shall be listed separately from the price(s) quoted on this tender at the rate in effect at time of bidding. No variation in Bid Price(s) shall be permitted after the closing date.

9.0 RIGHT TO ACCEPT OR REJECT QUOTE

The Municipality reserves the right to reject any or all quotations or to accept any quotation should it be deemed in the best interest of the Corporation to do so. The Municipality reserves the right to reject all quotes, whether whole or in part.

Quotes must be legible, submitted on the forms provided, signed by an authorized official of the bidding organization and the products on which the price is submitted must meet all the requirements of the specification and/or legislation.

10.0 REGULATION COMPLIANCE AND LEGISLATION

The Successful Proponent shall ensure all services and products provided in respect to this project are in accordance with and under authorization of all applicable authorities, Municipal, Provincial and Federal legislation, including but not limited to:

- The Occupational Health and Safety Act and its regulations;
- The Workplace Safety & Insurance Act and its regulations;
- The Canadian Environmental Protection Act and its regulations;
- The Municipal Act and its regulations.

Any Contract resulting from this Request for Tender will be governed by and will be construed and interpreted in accordance with the laws of the Province of Ontario.

11.0 WORKPLACE SAFETY AND INSURANCE BOARD

The successful tenderer shall at the time of entering into any Contract or Agreement with the Owner, furnish a satisfactory clearance certificate from the Workplace Safety & Insurance Board stating that all assessments or compensation payable to the WSIB have been paid and the Owner may at any time during the performance or upon completion of the contract require further proof that such assessments have been paid.

The selected tenderer shall submit clearance a certificate to the Owner in duplicate together with the Contract or Agreement executed by the said tenderer. One copy of the clearance certificate shall be bound into each of the two executed sets of the Contract.

12.0 OCCUPATIONAL HEALTH AND SAFETY

For the purposes of the Occupational Health and Safety Act, the successful bidder is considered to be the "Constructor" as defined in the Act.

It is specifically drawn to the attention of the tenderer that the Occupational Health and Safety Act provides in addition to other things that:

"A Constructor shall ensure, on a project undertaken by the constructor that:

- (a) the measures and procedures prescribed by this Act and the regulations are carried out on the project.
- (b) every employer and every worker performing work on the project complies with this Act and the regulations; and
- (c) the health and safety of workers on the project is protected."

The successful proponent will be required to submit certificates for working at heights and scissor lift training for the workers on-site performing the work.

13.0 INSURANCE

The successful Bidder shall provide, maintain, and pay for the insurance coverage as detailed below. Proof of insurance shall be submitted to the Owner within ten (10) days of notice of award of the Contract and prior to the start or work.

Commercial General Liability Insurance:

Commercial General Liability, underwritten by an insurer licensed to conduct business in the Province of Ontario, for a limit of not less than \$5 Million per occurrence, an aggregate limit of not less than \$5 million, within any policy year with respect to completed operations and a deductible of not more than \$5000.00. The insurance coverage shall not be less than the insurance provided by IBC Form 2100 and IBC Form 2320. The policy shall include an extension for a standard provincial and territorial form of non-owned automobile liability policy. This policy shall include but not be limited to:

- (a) Name the Owner as an additional insured
- (b) Cross-liability and severability of interest
- (c) Blanket Contractual
- (d) Products and Completed Operations
- (e) Premises and Operations Liability
- (f) Personal Injury Liability
- (g) Contingent Employers Liability
- (h) Work performed on Behalf of the Named Insured by Subcontractors
- (i) Firefighting Expenses
- (j) Elevator and Hoist Liability

(k) Attached Machinery – while loading and unloading

The CCDC under GC 11.1 Insurance includes the following verbiage:

“General liability insurance shall be maintained from the date of commencement of the Work until one year from the date of Substantial Performance of the Work. Liability coverage shall be provided for completed operations hazards from the date of Substantial Performance of the Work, as set out in the certificate of Substantial Performance of the Work, on an ongoing basis for a period of 6 years following Substantial Performance of the Work.”

Automobile Insurance:

Standard Form Automobile Liability Insurance that complies with all requirements of the current legislation of the Province of Ontario, having an inclusive limit of not less than \$2 Million per occurrence for Third Party Liability, in respect of the use or operation of vehicles owned, operated or leased by the Contractor.

All required insurance would be endorsed to provide the Municipality within 30 days advance written notice of cancellation or material change. The Service provider will provide the Municipality with evidence of the required insurance, in the form of a completed Certificate of Insurance, immediately following execution and delivery of the Contract, with the Municipality listed as additional insured. The Policies described above will not be cancelled or permitted to lapse unless the insured notifies the Municipality in writing at least thirty days prior to the effective date of cancellations or expiry. The submitted Certificate of Insurance is subject to review by the Owner. The Owner reserves the right to request additional forms of coverage and coverage limits, which if not supplied may be deemed grounds to terminate the contract.

Indemnity:

Notwithstanding the providing of insurance coverage the Contractor shall hereby agree to indemnify and save harmless the Municipality, its successor(s), assign(s) and authorized representative(s) and each of them from and against losses, claims, damages, actions and causes of action (collectively referred to as “Claims”) that the Municipality may sustain, incur, suffer or be put to at any time either before or after the expiration or termination of this Agreement, that arises out of errors, omissions or negligent acts of the Contractor or their subcontractors, servants, agents, or employees under this Agreement, excepting always that this indemnity does not apply to the extent, if any, to which the Claims are caused by errors, omissions or the negligent acts of the Municipality, its other contractors, assigns and authorized representations or any other person.

14.0 FORM OF AGREEMENT

Attached in Schedule B

15.0 FORM OF PAYMENT

Payment shall be made by cheque upon submission of invoices to the Municipality from the Successful Proponent for work completed to the satisfaction of the Municipality in fulfillment of the agreed upon scope of work. Invoices shall be payable within 30 days of receipt.

SCHEDULE A – MINDEMOYA WELCOME CENTRE

Photo 1



Photo 2



Photo 3



Photo 4



**SCHEDULE B – FORM OF CONTRACT
AGREEMENT**

THIS AGREEMENT made this _____ day of _____, 2024.

BETWEEN

THE MUNICIPALITY OF CENTRAL MANITOULIN

Hereinafter called the “Owner”,

AND

Hereinafter called the “Proponent”

WHEREAS the Owner has awarded to the Proponent the Tender for;

‘Contract Agreement: RFQ xx- xxxx’

For the agreed upon price submitted in response to “*RFQ XX-XXXX*” submitted by {authorized representative} for {name of company} for the amount of {bid- price}.

According to the terms and conditions herein referred to, the Proponent having put in a Quotation therefore, a copy of which is hereto annexed, which Quote was accepted by the “Owner” on the;

___ day of _____, 2024.

THE Proponent covenants and agrees with the Owner to provide such materials, goods, services, and labour of all kinds whatsoever as may be necessary for Supplying the said equipment, materials and services, in accordance with the conditions and requirements prepared therefore and attached hereto and which are expressly acknowledged and made part of this Tender.

IN witness where of the parties hereto have hereunto set their hand and seals on the above date.

PROPONENT

SIGNED, SEALED AND
DELIVERED

)
) By: _____
) Position: _____
) (I have authority to bind the Company)
) Witness: _____
) (If not under Seal)

THE MUNICIPALITY OF CENTRAL MANITOULIN

) Per: _____
) Denise Deforge CAO/Clerk
(I have authority to bind the Municipality)

SCHEDULE C – BID FORM & PROPOSED SCHEDULE OF WORK

THIS INFORMATION MUST BE INCLUDED WITH THE QUOTE SUBMISSION BUT MAY BE SUPPLIED EITHER ON THE FORM PROVIDED OR IN THE PROPONENT’S STANDARD QUOTE FORMAT AS LONG AS ALL THE INFORMATION IS PROVIDED.

Provide the company’s website address: _____

Provide details on the Scope of work, deliverables, and proposed schedule:

Scope	Schedule	Cost (excluding HST)
Mobilization and site security		
Removal and disposal of existing roofing, underlayment and other waste materials.		
Supply and installation of new: <ul style="list-style-type: none"> • underlayment, ice and water barrier (minimum 2 rows) • drip edge, hip & ridge caps. • Architectural shingles IKO Dynasty OR approved equal. Proposed equals shall be submitted for approval at the time of bidding. • Pipe flashing 3-4” as needed, installation of flashing. • Eavestrough and new gaskets on all stacks and skylights. 		
Demobilization and site clean-up		
Other – Specify:		
	TOTAL:	

Provide three references for relevant projects:

Project Details	Date	Contact Information

Work Plan/ Proposed Schedule:

Proposed Start Date	Proposed Completion Date

List of Sub-Contractors

Company name: _____

Authorized Individual/ Contact Person: _____

Title of Authorized Individual: _____

SIGNATURE OF BIDDER: _____

DATE SIGNED: _____, 20____