



The Corporation of the Township of St. Joseph

REQUEST FOR QUOTATION

Project Name:	Trefry Center Commercial Kitchen Design and Equipment Procurement
RFP #	2025-01

1. INTRODUCTION

The Township of St. Joseph invites quotes from qualified firms with WSIB and insurance coverage to provide consulting and layout design for a renovation of a storage space to a commercial kitchen, as well as procure associated equipment within a specified budget for the Trefry Center at 1601 C Line, Richards Landing, ON.

2. SCOPE OF WORK

The project is located at the Trefry Center at 1601 C Line, Richards Landing, ON. The following scope of work is required for the upgrades to convert a storage space to a commercial kitchen. The project also includes the procurement of associated equipment including delivery to the Trefry Centre.

The Project will convert a food storage area in an addition at the Trefry Centre to a commercial kitchen. This kitchen will allow staff and volunteers to prepare meals on wheels client meals.

2.1. Review of Concept / Layout Development/ Equipment Specs

- 2.1.1. Review of Conceptual specifics and menu/program needs ideation provided by the client
- 2.1.2. Review of proposed Production flow and time of business flow
- 2.1.3. Review the current storage space layout and provide comments spatial planning ideology
- 2.1.4. Review current/potential needs for equipment
- 2.1.5. Redesign of storage room to convert to kitchen layout -- layout development in CAD, following constraints outlined in attached drawings related to a new door opening, plumbing tie in and electrical services. See page 6.
- 2.1.6. Specification of all equipment needs
- 2.1.7. Finalized Layout drawing for new commercial kitchen space with equipment legend
- 2.1.8. Specification book with equipment listing

2.2. Procurement and Install Coordination

2.2.1. Acquisition of bids for procurement including shipping for the following identified commercial kitchen equipment:

- fire suppressing range hood
- electric commercial range
- triple sink
- hand wash sink
- dishwasher
- commercial fridge
- commercial freezer(s)
- central prep tables with shelving
- associated shelving

- 2.2.2. Coordination of all cut sheets for mechanical and electrical to Township of St. Joseph Project Coordinator
- 2.2.3. Providing feedback and perspective on the different equipment bids
- 2.2.4. Finalizing the vendor (and or multiple vendors if applicable) with the client
- 2.2.5. Coordinate shipping with vendor to client
- 2.2.6. Overseeing the coordination of installation of the equipment

3. GENERAL

- 3.1. All information provided by a proponent in response to this RFQ must contain sufficient detail to support the work being proposed. The detail and clarity of the proponent's submission will be considered indicative of their expertise and competence to satisfactorily complete the proposed project.
- 3.2. The following specific requirements are identified for inclusion in the proposal:
 - 3.2.1. The name, address, telephone number, cell number and email address of the proponent firm and its principal contact person.
 - 3.2.2. Identification of the firm's experience in undertaking similar work, along with three references which shall include the name of the organization, the contact person, telephone number and address.
 - 3.2.3. A detailed breakdown of the total costs for materials/supplies and labour.
 - 3.2.4. Provide a timeline of the proposed start date and time to complete the work.
- 3.3. The successful bidder shall supply all labour, materials, and equipment necessary to complete the work in a satisfactory and professional manner.
- 3.4. All work shall be of the highest grade.
- 3.5. All work shall come with a minimum 1-year warranty (specify).
- 3.6. The successful bidder is to provide proof of WSIB and valid liability insurance with a minimum of \$2,000,000.00 (two million Canadian dollars).
- 3.7. Proposals must include labour and materials and include ALL applicable taxes.

4. COMPLETION DATE

Items in 2.1 should be completed 4 weeks from award date. Procurement 2.2 will be coordinated with associated construction timelines. Project must be complete by Dec. 31, 2025.

5. SUBMISSION AND TIMING

5.1. The deadline for submitting quotes is March 12, 2025, at 3:00pm

5.2. Proposals to be emailed to the contact person below:

Submissions to be clearly marked as "RFP 2025-01: Trefry Center Commercial Kitchen Design and Equipment Procurement" and addressed to:

Amanda Richardson, CAO Clerk/Treasurer
PO Box 187
1669 Arthur Street, Richards Landing, ON P0R 1J0
clerkadmin@stjosephtownship.com

- 5.3. Enquiries/Contacts – Any questions regarding this Request for Quotations shall be directed to the contact above.
- 5.4. The work is to be completed in a timely fashion using the most efficient and safe methods available. Anticipated start and completion dates are to be included in your submission.

- 5.5. The Township reserves the right to request proponents to clarify information provided or to address specific requirements not adequately covered in their submission.
- 5.6. The lowest, or any bid, may not necessarily be accepted and the Township of St. Joseph reserves the right to accept or reject any or all proposals.
- 5.7. The successful bidder is to provide proof of WSIB and valid liability insurance upon notice of successful award. WSIB and Insurance for each subtrade or subcontractor must also be provided to the Township prior to the commencement of work.



The Corporation of the Township of St. Joseph

REQUEST FOR QUOTATION

Project Name:	Trefry Center Commercial Kitchen Design and Equipment Procurement
RFP #	2025-01

THIS PAGE MUST BE SUBMITTED AS PART OF YOUR OVERALL PROPOSAL

Proponent Firm Name:	
Principle Contact Person:	
Address:	
Phone Number:	

References

Three references that can attest to your experience and knowledge of work:

Company Name

Contact Person Name

Telephone and/or email Contact:

Company Name

Contact Person Name

Telephone and/or email Contact:

Company Name

Contact Person Name

Telephone and/or email Contact:

THIS PAGE MUST BE SUBMITTED AS PART OF YOUR OVERALL PROPOSAL

Quotation Details

Warranty	
Estimated Start Date	
Estimated Completion Date	

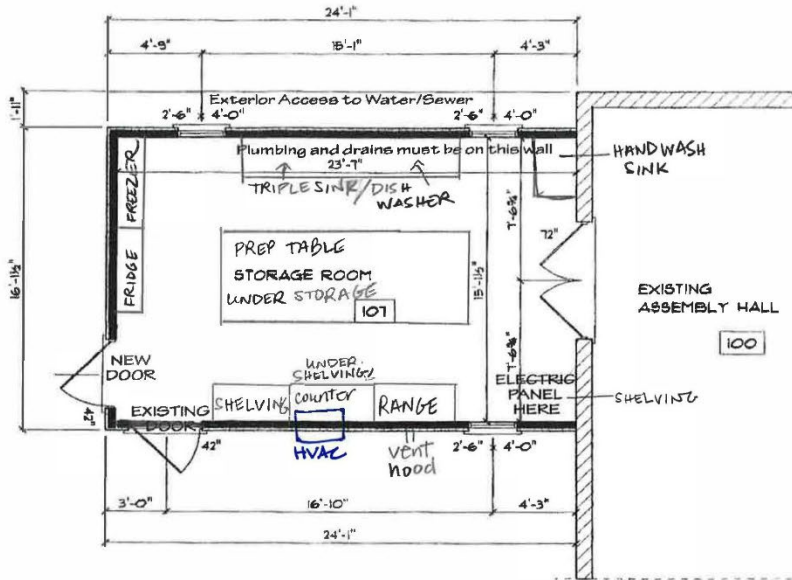
MATERIALS AND SUPPLIES	\$
LABOUR	\$
SUBTOTAL	\$
TAXES	\$
TOTAL WITH HST	\$

PLEASE NOTE THAT THE SUCCESSFUL FIRM WILL HAVE ACCESS TO CURRENT DRAWINGS FOR ANY CLARIFICATION AND/OR QUESTIONS ON THE DESIGNS AND SPECIFIC PRODUCTS LISTED.

I, _____ (print name) do solemnly attest that I have the authority to bind the corporation and submit that I will be responsible for any and all assertions made herein.

Signature

Date



PREFERRED DRAFT LAYOUT (PLUMBING AND ELECTRICAL CONSTRAINTS)

Constraints noted in 2.1.5