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**The Corporation of the Township of St. Joseph**

Public Library  
**REQUEST FOR QUOTATION**

|  |  |
| --- | --- |
| **Project Name:** | Renovation of Existing Washrooms to Accessible Washrooms – Trefry Centre |
| **RFQ #** | 2023-03 |

**1.0 INTRODUCTION**

The Township of St. Joseph invites Request for Quotations (RFQ) from qualified contractors for installation of two Accessible Washrooms and automatic doors. All work to take place at the Dr. H.S. Trefry Centre, 1601 C Line, in Richards Landing.

**2.0 SCOPE OF WORK**

2.1 Supply labour, materials, and equipment to remove existing washroom and install two accessible washrooms as seen in the David Ellis Designs Drawings (attached). Includes automatic door, fixtures, plumbing electrical, lighting and emergency call system.

2.2 All workmanship and construction materials shall conform to the latest edition of the Ontario Building Code.

2.3 Contractor shall provide all solid blocking in walls as required by O.B.C for grab bars and washroom accessories, etc.

2.4 Contractor shall check for all underground service locations prior to demolition or excavation and shall be responsible for any damage to existing services.

2.5 Contractor shall patch and repair all surfaces affected by removals to a like new condition ready for finishes. Patch and restore finishes at all penetrations required for new work, such as piping, wiring, lintels, etc.

2.6 Contractor to patch/repair all walls/ceilings/floors where affected by new construction to “like new finish”

2.7 Clean up and dispose of all other materials and residue from the renovation process. List the landfill site to be used.

**3.0 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:

1. The name, address, telephone number, cell number and email address of the proponent firm and its principal contact person.
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. Provide the name of the Master Plumber and Electrical Contractor.
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 material and work shall be of the highest grade. Any improper material or workmanship entering into the work shall be removed by the contractor immediately upon discovery or notice by the Township of St. Joseph or the Trefry Centre.

3.5 All work and materials 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 separately and include ALL applicable taxes. The building permit will be provided by The Township of St. Joseph. Electrical permit is the responsibility of the contractor.

**4.0 COMPLETION DATE**

In order to minimize the disruption to the Trefry Centre operations, the work is to be completed in a safe and appropriate manner so disturbance to Clients is kept to a minimum. A two-week notice is required prior to start of work. Work is expected to commence when all fixtures are in inventory so that closure period is as short as possible. All work must be completed before December 31, 2023.

**5.0 SUBMISSION AND TIMING**

5.1 The deadline for submitting proposals is **Friday,** **May 26, 2023, at 4:00 p.m.**

5.2 Envelopes may be dropped off at 1669 Arthur Street, Richards Landing. Proposals may also be emailed to the contact person below. PLEASE DO NOT ASK THE TREFRY STAFF FOR INFORMATION REGARDING THIS PROJECT, CONTACT BELOW.

Submissions to be clearly marked as Request for Quotation – The Township of St. Joseph Renovation of Existing Washrooms to Accessible Washrooms – Trefry Centre, sealed and addressed to:

Amanda Richardson, Clerk Administrator

PO Box 187

1669 Arthur Street, Richards Landing, ON P0R 1J0

[clerkadmin@stjosephtownship.com](mailto:clerkadmin@stjosephtownship.com?subject=RFQ%20-%20Public%20Library%20Accessible%20Washroom)

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 Library Board 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.

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**The Corporation of the Township of St. Joseph**

Public Library  
**REQUEST FOR QUOTATION**

|  |  |
| --- | --- |
| **Project Name:** | Installation of Accessible Washroom – Public Library |
| **RFQ #** | 2023-04 |

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: |  |

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**Quotation Details**

Site Inspection:

|  |  |
| --- | --- |
| Date Site Inspection Conducted: |  |
| Name of Township staff member in Attendance: |  |

Warranty:

|  |  |
| --- | --- |
| Materials and Supplies |  |
| Labour |  |
| Start Date |  |
| Estimated Completion Date |  |

|  |  |
| --- | --- |
| **MATERIALS**  (See attached blueprints for David Ellis Designs for specific products)  Including:   * slab-on-grade construction, * emergency call button system, * lighting, * shelving, * flooring repairs, * hardware, etc. | $ |
| **LABOUR** | $ |
| **PERMITS, Disposal Fees** | $ |
| **SUBTOTAL** | $ |
| **TAXES** | $ |
| **TOTAL** |  |

PLEASE NOTE THAT THE SUCCESSFUL CONTRACTOR WILL HAVE ACCESS TO A DAVID ELLIS DESIGN TECHNICIAN 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