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

**REQUEST FOR QUOTATION**

|  |  |
| --- | --- |
| **Project Name:** | Municipal Office Reception Renovation |
| **RFQ #** | 2022-03 |

**\*Amended items 2.3 and 2.6 March 21, 2022**

**1.0 INTRODUCTION**

The Township of St. Joseph invites quotes from qualified contractors with WSIB and insurance coverage to provide plans, labour and materials to renovate the Municipal Office reception area.

**2.0 SCOPE OF WORK for the Municipal Office**

2.1 Review drawings of current building

2.2 Visit site to verify existing layout and materials.

2.3 Provide drawings for CBO review for permit to allow for relocation of office door in a non load bearing partition wall. Also provide drawings indicating a header and point load detail from a BCIN qualified person to remove a 42” high by 76” long area of loadbearing wall to permit installation of a service window.

2.4 Relocate one office door on partition wall, relocate one electrical plug, repair drywall and paint.

2.5 Relocate exterior sensor for automatic door operator.

2.6 Remove 42” x 76” portion of loadbearing wall, brace according to building code using drawings above.

2.7 Supply and install lockable sliding 2-piece reception window, to slide open to left from inside.

2.8 Repurpose current reception counter with alterations to new counter window area.

2.9 Repair tile carpet flooring under current reception counter area

2.10 Repurpose and install accessible counter, 32” in height on exterior hallway wall for customer service.

2.11 Supply any painting or trim required to complete installation.

2.12 Remove any waste materials and leave site in clean condition including any dust, debris created by the project.

**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 a timeline of the proposed start date and time to complete the work.

3.3 The successful bidder shall supply all drawings to support building permit applications, electrical permits, 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 separately and include ALL applicable taxes.

**4.0 COMPLETION DATE**

All work must be completed before May 31st, 2022.

**5.0 SUBMISSION AND TIMING**

5.1 The deadline for submitting proposals is **Friday April 1, 2022, at 9:00 a.m.**

5.2 Envelopes may be dropped off at 1669 Arthur Street, Richards Landing. Proposals may also be emailed to the contact person below.

Submissions to be clearly marked as Request for Quotation – 2022-03 Municipal Office Reception Renovation, 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)

6.3 Enquiries/Contacts – Any questions regarding this Request for Quotations shall be directed to the contact above.

6.4 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.

6.5 The Township reserves the right to request proponents to clarify information provided or to address specific requirements not adequately covered in their submission.

6.6 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.

6.7 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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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**

Warranty:

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

|  |  |
| --- | --- |
| **MATERIALS AND SUPPLIES - Municipal Office Reception Renovation** | $ |
| **LABOUR** | $ |
| **SUBTOTAL** | $ |
| **TAXES** | $ |
| **TOTAL** |  |

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