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

**REQUEST FOR QUOTATION**

|  |  |
| --- | --- |
| **Project Name:** | Marina Restaurant Building Upgrades |
| **RFQ #** | 2022-04 |

**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 and perform minor upgrades to the Marina Restaurant building.

**2.0 SCOPE OF WORK for the Marina Restaurant Upgrades**

2.1 Visit site to verify materials and supplies required to perform upgrades

2.2 Provide Material and labour for patching and painting of entry area “galleria”. Colour to be verified with Township.

2.3 Provide Material and labour for patching and painting of Restaurant dining area walls. Colour to be verified with Township.

2.4 Provide Material and labour for patching and painting of Restaurant washrooms. Colour to be verified with Township.

2.5 Provide Material and labour for patching and painting of Boater’s Lounge room.

2.6 Provide material and labour to repair flooring section at service counter in restaurant dining area with matching vinyl.

2.7 Provide permits, labour, and supplies to remove and replace existing lighting in galleria area – owner to provide replacement fixtures - must be performed by qualified electrician.

2.8 Provide permits, labour, and supplies to remove and replace existing lighting in restaurant dining area – owner to provide replacement fixtures - must be performed by qualified electrician.

2.9 Provide recommendations, labour and supplies for the additional of acoustic paneling in the dining area.

2.10 Repair lighting (must be performed by qualified electrician), repair drywall, prime, and paint bulkhead area by restaurant service counter.

2.11 Repair swinging door to kitchen area.

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 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 – 2022-04 Marina Restaurant Building Upgrades, 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 - Marina Restaurant Upgrades** | $ |
| **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