



The Corporation of the Township of St. Joseph

1669 Arthur Street
Richards Landing, ON P0R 1J0
www.stjosephtownship.com
(705) 246-2625

REQUEST FOR QUOTATION

1.0 INVITATION AND INTRODUCTION

The Township of St. Joseph invites quotes from qualified contractors with WSIB and insurance coverage to construct shower facilities on an existing cement pad at the Centennial Grounds 1511 10th Side Road (HWY 548) in Richards Landing and re-roof adjacent existing washroom with asphalt shingles or metal roofing. The project also includes screening in of a shade structure's windows and creation of screen doors.

Project Details	
RFQ Reference #	2023-05
Project Name	Public Works Storage Garage Concrete Floor
Department	Public Works
Issue Date	May 9, 2023
Submission Deadline	Wednesday May 31, 2023, at 12:00 p.m.

2.0 SCOPE OF WORK

Shower Facility:

- 2.1 Construct 40' x 60' x 6" thick concrete slab inside existing building.
- 2.2 Provide and install adequate rebar and mesh in floor.
- 2.3 Proposals should provide a detailed explanation of the materials being recommended, specifications and warranty.
- 2.4 Clean up and dispose of any/all waste materials.

*Township Works Department will perform ground prep suitable for slab.

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:
 - a) The name, address, telephone number, cell number and email address of the proponent firm and its principal contact person.
 - b) 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.
 - c) A detailed breakdown of the total costs for materials/supplies and labour.
 - d) 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 on or before August 31, 2023.

5.0 SUBMISSION AND TIMING

- 5.1 The deadline for submitting proposals is **Wednesday May 31, 2023, at 12:00 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.

Submissions to be clearly marked as Request for Quotation – 2023-04 Public Works Storage Garage Concrete Floor, sealed and addressed to:

Amanda Richardson, Clerk Administrator
PO Box 187
1669 Arthur Street, Richards Landing, ON P0R 1J0
clerkadmin@stjoseph township.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:	Public Works Storage Garage Concrete Floor
RFQ #	2023-05

THIS PAGE MUST BE SUBMITTED AS PART OF YOUR OVERALL PROPOSAL

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

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

Project Total before HST

Public Works Storage Garage Floor	
Materials and Supplies – Provide Details:	\$
Labour	\$
Total before tax	\$
HST	\$
Total with HST	\$

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