



7 Third Avenue, P.O. Box 217  
Whitney, ON  
K0J 2M0

**REQUEST FOR TENDER**

**SA2021-05**

***LESTER B. SMITH COMMUNITY CENTRE ROOFING REPLACEMENT***

The Township of South Algonquin requires quotation for the removal and disposal of existing asphalt shingles and the installation of new Asphalt Laminated Shingles at the Lester B. Smith Community Centre, located at 32 Hay Creek Road Whitney, Ontario.

Tender documents will be received at the Township of South Algonquin Municipal Office located at 7 Third Avenue in Whitney until **Thursday, September 9<sup>th</sup>, 2021 at 3:00 p.m.**

Please note that all bids must be delivered in a sealed envelope clearly labelled with the project description.

Please note that the lowest or any tender not necessarily accepted.

**For Further Information Please Contact:**

Dave Gatley, Works Superintendent  
Township of South Algonquin  
Telephone: 613-637-2650 (Ext. 205)  
Cell: 613-334-5447  
Email: [works@southalgonquin.ca](mailto:works@southalgonquin.ca)

## **1. Site Authority**

Dave Gatley, Works Superintendent

All work must be performed to the satisfaction of the Site Authority.

## **2. Clarifications**

- a. All conditions and provisions of the Request For Tender (RFT) are deemed to be accepted by the Bidder and incorporated by reference in his/her Quotation, except such conditions and provisions as are expressly excluded in the Quotation.
- b. All contractual questions relating to this RFT and all technical questions should be directed to the Site Authority. Responses, if not already addressed in this RFT, will be addressed in the form of an addendum, if required. No oral interpretations will be effective to modify any provisions of the Quotation, unless a written addendum has been issued by the Township of South Algonquin prior to the RFT closing.

## **3. Acceptance or Rejection of Proposals**

The Township of South Algonquin reserves the right to accept or reject any or all tenders submitted based upon its own evaluation.

## **4. Proposal Expiry Date**

Bidders hereby acknowledge that offers contained within their quotations shall remain open for acceptance by the Township of South Algonquin for a period of not less than sixty (60) business days from the closing date established for this RFT.

## **5. Execution of Contract**

- a. The Form of Proposal must be signed by the Bidder expressing interest or the authorized signing officer of the Bidder's company.
- b. Should the Bidder fail to execute the Contract or provide the required document within twenty-one (21) business days of award notification, the Works Superintendent may:

Grant additional time to fulfill the requirement;

Recommend award of the Contract to the another responsive and responsible Bidder; or

Cancel the awarded Contract and seek damages accordingly.

## **6. Termination**

- a. If the Bidder fails to comply with any request, instruction or order of the Township of South Algonquin; or fails to comply with or persistently disregards statutes, regulations, by-laws or directives of relevant authorities related to the work; or fails to execute the work with proper conduct, skill and diligence; or assigns or sublets the Contract or a portion thereof without the consent of the Township of South Algonquin; or refuses to correct deficiencies; or is otherwise in default in carrying out its part of any of the terms, conditions and obligations of the

Contract; then, in any such case, the Township of South Algonquin may, upon expiration of ten (10) days from the date of written notice to the Bidder, terminate the Contract. Upon termination for default, the payment may be withheld at the discretion of the Township of South Algonquin.

- b. The Township of South Algonquin reserves the right to terminate the Contract, in whole or in part, whenever the Township of South Algonquin determines that such termination is in the best interest of the Township of South Algonquin without showing cause.

## **7. References**

Bidders are to complete the applicable section of the Form of Proposal, listing at least two references (preferably of similar services provided). The Form of Proposal shall be returned with the Quotation submitted.

## **8. Freedom of Information**

Township of South Algonquin will comply with the requirements of the Municipal Freedom of Information and Protection of Privacy Act.

## **9. Prices**

All pricing shall be in Canadian Funds, all applicable taxes included with the exception of HST which will be considered as extra to the cost.

## **10. Guarantee**

The Bidder hereby covenants and agrees:

- a) to perform the Contract in accordance with the RFT and the RFT submission as awarded;
- b) to save the Township of South Algonquin, its agents, or employees, harmless from liability of any kind for the use of any composition, secret process, invention, article or appliance furnished or used in the performance of the Contract of which the Bidder is not the patentee, assignee, or licensee;
- c) to guarantee the service as specified;
- d) to furnish adequate protection from damage for all work and to repair damage of any kind to their own work or the work of the others for which their employees are responsible;
- e) to pay for all permits, licenses and fees (where applicable), and to give all notices and comply with all by-laws and regulations of the Township of South Algonquin .

## **11. Facility Access**

Facility access must be arranged by the Bidder with the Site Authority.

## **12. Protection of Property**

The Bidder shall be held responsible for any damages, including fire, as the result of their performance of the work described herein.

### **13. Workplace Safety & Insurance Board**

The Bidder must supply proof of good standing with the Workplace Safety & Insurance Board.

### **14. Insurance**

- a. The Bidder agrees to indemnify and save harmless the Corporation of the Township of South Algonquin for any claim demand arising out of the performance by the Bidder of the Contract. The Bidder agrees to maintain comprehensive liability insurance covering all operations and liability assumed under the Contract (naming the Township of South Algonquin as an additional insured).
- b. The Bidder agrees to have a limit of liability of not less than **\$2,000,000** inclusive for any one occurrence.

### **15. Licensing**

The Bidder will be responsible for a strict adherence to all Federal, Provincial, and Municipal codes, by-laws and regulations, and must obtain all permits and licenses as required by law.

### **16. Safety Regulations and Labour Codes**

The Bidder must adhere to all safety rules, regulations and labour codes required by law.

### **17. Influence**

- a. No person, company, corporation or organization shall attempt in any way, either in private or in public, to influence the outcome of any Municipality purchasing process.
- b. The bid, quotation or proposal of any person, company, corporation or organization that does attempt to influence the outcome of any Municipality purchasing process will be disqualified, and the person, company, corporation or organization may be subjected to exclusion or suspension under the Vendor Performance Policy.

### **18. Omission**

The Township of South Algonquin reserves the right in its sole discretion to accept or reject all or part of any proposal which is non-compliant with the requirements of this RFT.

**19. Authorization of Bidder**

NAME of COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NO: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

FAX NO: \_\_\_\_\_

DATE: \_\_\_\_\_

NAME (Print): \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

ESTIMATED DATE TO START WORK: \_\_\_\_\_

ESTIMATED DAYS TO COMPLETE WORK: \_\_\_\_\_

**Form of Proposal**

Total Lump Sum Price (excluding HST): \_\_\_\_\_

HST Amount: \_\_\_\_\_

The Total Lump Sum Price shall including all labour and material required to supply and install new roofing in accordance with this RFT and the Ontario Building Code.

Please provide warranty information for Workmanship, Total Replacement, Limited Lifetime and any available Extended Warranties.

\_\_\_\_\_  
\_\_\_\_\_

Please provide two references:

1. \_\_\_\_\_
2. \_\_\_\_\_

## **Project Specifications & Scope of Work**

1. Remove existing roofing material & dispose in the Townships Landfill Site.
2. Remove existing Whirly Bird vents & fill in roof deck with plywood as required.
3. Supply & install two rows of Ice & Water Shield along the eaves of the roof.
4. Supply & install synthetic felt underlayment on the remaining roof decking up to the peak.
5. Supply & install aluminum Drip Edge around the perimeter of the building. Colour to reasonably match existing fascia.
6. Supply & install new Three Tab starter shingles around the perimeter of roof.
7. Supply & install one Maximum Ventilator 301-12 or equivalent per 1000 square feet of roof deck.
8. Supply & install new two tone or double brown Asphalt Laminated Fiberglass Shingle such as BP Mystique, IKO Cambridge or equivalent
9. Supply & install new plumbing flanges as required.
10. Re-use or supply & install new flashings as required.
11. Supply & install roof caulking as required.
12. Provide a complete cleanup of the total work area including eaves troughs and a magnet sweep to pick up nails. Dispose of all cleanup and construction waste material in the Township Landfill Site.
13. All Construction and Demolition waste generated from this project will be exempt from Municipal Tipping Fees.