



**REQUEST FOR QUOTATION  
Window & Door Replacement 2017**

<b><u>DELIVERY OF SUBMISSIONS:</u></b>	
<b>DATE:</b>	Tuesday September 5 <sup>th</sup> 2017
<b>TIME:</b>	4 p.m. Local
<b>LOCATION:</b>	Municipal Offices, 15651 Hwy 62. Madoc, Ontario K0K 2K0
<b><u>LATE SUBMISSIONS WILL NOT BE CONSIDERED.</u></b>	
<b><u>SITE AND/OR INFORMATION MEETING REQUIREMENTS:</u></b>	
<b>MANDATORY:</b>	Yes
<b><u>Attendance Information</u></b>	
<b>Date:</b>	Tuesday, August 29 <sup>th</sup> , 2017
<b>Time:</b>	10am
<b>Location:</b>	Madoc Township Municipal Office, 15651 Hwy 62, Eldorado, ON
<b>ATTACHMENTS:</b>	No
<b><u>DEADLINE FOR QUESTIONS</u></b>	Thursday August 31 <sup>st</sup> 2017 at 12pm (noon)
<b><u>CONTACT:</u></b>	E-mail – <a href="mailto:facility@madoc.ca">facility@madoc.ca</a>

## 1. REGISTER AS A BIDDER

It is mandatory that you register as a bidder with the Township. Please call the office 613-473-2677 or email the following information to [office@madoc.ca](mailto:office@madoc.ca)

- Name of Company
- Name of Contact Person
- Phone Number
- E-mail Address

Failure to register will result in non-acceptance of your submission. It is your responsibility to check the municipal website at [www.madoc.ca](http://www.madoc.ca) for addenda prior to bid closing.

## 2. SUBMISSION OF QUOTATIONS

Quotation Submissions for **“Type of Quotation”** will be received in a sealed envelope, clearly marked as to its contents using the cover page provided by the Corporation of the Township of Madoc at the end of this document. Quotations will be received at the Administration office of:

The Township of Madoc  
15651 Hwy 62, Box 503  
Madoc, ON.  
K0K 2K0

Not later than **4PM local time, Tuesday, September 5<sup>th</sup> 2017**

- a) Quotations received later than the time specified will not be accepted regardless of the postal cancel date.
- b) All “Form of Quotations” are to be received on the printed form provided.

## 3. QUOTATION DOCUMENTS

Quotation documents are to be printed by bidder and submitted prior to the closing date in an envelope marked only with the template provided in the Quotation documents.

Any and all addenda issued prior to the closing date will be posted on the Township’s website for bidders. **It is the bidder’s sole responsibility to include all addenda issued with the Quotation submission.**

## **SCOPE OF WORK**

The Township of Madoc requires the

- Removal and replacement of 4 windows in Roads Dept. office, trimmed and sealed. (to be measured during site visit)
- Removal and replacement of single 36" fire rated steel exterior door and frame. (to be measured during site visit) Door is to be brown in colour, with reinforced steel wire mesh window. Commercial door closer required. Removal and repair of concrete under door kick plates as required. Steel frames to be cemented in. Metal siding re-flashed to door jams and caulked.
- Removal and replacement of main office 36" fire rated steel exterior door and frame, brown in colour, with reinforced steel wire mesh window. Automatic door opener and crash bar to be re-used from existing door. Steel frame to be cemented in and concrete under door kick plate to be removed and replaced. Steel siding to be re-flashed and returned to door jam on outside and any drywall damage to be repaired on inside.
- Remove double 36"x 36" steel exterior doors and frame at hall entrance and replace with double 40"x32" fire rated steel exterior doors with reinforced steel wire mesh windows and a removable steel support beam in between doors. Doors to be brown in colour. Repair or replace concrete under door kickplate. Remove and replace existing steel door frame, new frame to be cemented in place. Re-use automatic door opener but supply new crash bars and hardware on new doors. Steel siding to be re-flashed and returned to doors. Repairs to any drywall on inside walls.

All works shall be to the Municipal Facilities Manager's satisfaction.

## **4. INSURANCE**

The Contractor shall indemnify and save harmless The Corporation of the Township of Madoc and against all claims, demands, loss, damages, etc.

The Contractor shall keep in force, a comprehensive policy of public liability and property damage insurance acceptable to the Township providing insurance coverage in respect of any one accident to the limit of at least TWO million dollars (\$2,000,000.00) resulting from, or arising out of any act or omission on the part of the Contractor or any of his servants or agents during the execution of the Contract. The Contractor shall forward with the executed contract documents a certified copy of the policy or certificate naming the Township of Madoc as additional insured.

## **5. HEALTH AND SAFETY AND WSIB**

The successful Proponent is required to conform to the Occupational Health and Safety Act related to the performance of the contract. In addition, the successful Proponent will be required to supply to the Township a valid Clearance Certificate issued by the WSIB, or if applicable, a letter from WSIB verifying Independent Operator's Status. A new clearance certificate is required every sixty (60) days.

The successful Proponent is required to complete the Township's Contractor's Acknowledgement Form prior to commencement of work.

#### **6. RIGHT TO ACCEPT OR REJECT QUOTATIONS**

The Quotation shall be based upon the whole of the Specifications and Contract Documents, without reservation.

The Quotation must be submitted on the printed forms provided, which shall be completely filled out in ink or by typewriter and shall be duly executed by signing officer(s) of the corporation. Quotations may be invalidated if the forms are not properly or fully completed. All blanks must be legibly and properly filled in on the printed forms supplied for that purpose. **If a bid for an item is no cost, enter nil or 0.**

Quotations which are incomplete, conditional or obscure, or which contain additions not called for, erasures, alterations, or irregularities of any kind, may be rejected. Should any uncertainty arise as to the proper manner of doing so, the Manager will, upon request, give the requisite information.

If the Unit Prices and total amount named by the Quotation in the proposal do not agree, the Unit Prices will be accepted as correct. The corrected amounts will be considered as representing the Contractor's intentions.

#### **7. UNACCEPTABLE OR UNBALANCED QUOTATIONS**

Each item in the Quotation shall be a reasonable price for such item. Under no circumstance will an unbalanced Quotation be considered. The Township will be the sole judge of such matters, and should any Quotation be considered to be unbalanced, then the Township will reject it.

#### **8. ACCEPTANCE PERIOD**

Quotations shall be open for acceptance for a period of **fifteen days (15)** days after the closing date. After this time the Quotation can only be accepted with the consent of the successful bidder.

#### **9. ABILITY AND EXPERIENCE OF BIDDER AND SUBCONTRACTORS**

The Township reserves the right to reject the Quotation of any bidder who does not furnish satisfactory evidence of sufficient capital, plant and experience to successfully execute and complete the work in the specified time.

The contractor agrees to submit a list of any sub-contractors who will be carrying out any part of this contract. The list shall show the names of the proposed sub-contractors and for what work each sub-contractor will be responsible. The Township has the right to reject any of the sub-contractors so named. In this event, the contractor shall arrange to have the work done by such other sub-contractor as may be approved by the Township.

Sub-contractors shall be supervised on the job site at all times by a representative of the General Contractor. The contractor shall notify the Township in writing of the names and positions of the person or persons so representing the General Contractor.

As part of this Quotation package standard forms for listing any sub-contractors have been included. The Bidder shall include the completed forms with their submission of Quotation.

## 10. INTERPRETATION OF QUOTATION DOCUMENTS

Bidders shall carefully examine all documentation that encompasses this request including but not limited to specifications, addenda and drawings in order to satisfy themselves as to all conditions affecting the scope of work. No claim for additional costs will be entertained on the grounds of misrepresentation, nor on the grounds that any promise or guarantee was given or provided by the Township.

If a Bidder finds discrepancies, omissions, irregularities or is in doubt as to the meaning, the Bidder shall contact the Township representative named in this document who may send an addendum to all Bidders. The Township cannot be held liable for any oral explanation or interpretation provided.

Any and all addenda issued prior to the closing date will be posted on the Township's website for downloading by bidders. **It is the bidder's sole responsibility to download and include all addenda issued with the Quotation submission.** Addenda will not be sent to bidders via facsimile or e-mail

Bidders attempting to contact Township staff or elected officials other than the contact(s) indicated within this request, for whatever reason during the bid process, are advised that such action may result in their disqualification from the process.

## 11. INQUIRIES DURING BIDDING PERIOD

The Bidder is advised that inquiries regarding the interpretation of the Quotation documents shall be directed to Municipal Facilities Manager, **Lynn Reid**, phone (613) 473-2677 ext.206, or email [facility@madoc.ca](mailto:facility@madoc.ca) , no later than 12:00pm (noon) on Thursday, Aug. 31<sup>st</sup> 2017.

## 12. BIDDERS TO INVESTIGATE

The Bidder shall inspect and examine the site(s) and before submitting their bid to satisfy themselves as to the nature of the work and materials necessary for the completion of the Works.

The Bidder shall be deemed to have satisfied themselves before bidding as to the correctness and sufficiency of their bid for the completion of the Works.

In addition, Bidders shall obtain their own information on all matters and things that may in any way influence them in making their Quotation and fixing the rates entered by them

in the Schedule of Items and Prices.

Bidders shall also satisfy themselves in all respects as to the risks and obligations to be undertaken under terms of Contract.

### **13. COMMENCEMENT OF WORK**

The Bidder shall be able to commence work on the site not later than ten (10) calendar days after the order to commence work is given.

### **14. REQUIREMENTS AT TIME OF EXECUTION/ PRIOR TO COMMENCEMENT OF WORK**

The successful bidder will be required to submit the following documentation, in form satisfactory to the Township of Madoc, at the time of the execution of the contract.

- a) Insurance Documents in compliance with the Quotation Documents
- b) Workplace Safety and Insurance Board Clearance Certificate
- c) Copy of Notification of Contract as transmitted to Ministry of Labour (if required)
- d) Receive a copy of the Township of Madoc, Health and Safety Policy.
- e) Copy of the Contractors Health and Safety Policy.

### **16. AWARD OF QUOTATION(S)**

The award, if any, **which is the sole discretion of Council** will be based on the quote meeting the specifications and requirements of the work to be completed and the determination of the Township's Council that the project should be completed.

### **17. SCHEDULE AND HOURS OF WORK**

The contractor may commence operations in the morning no earlier than 7:00 a.m. Under this Contract, the Contractor shall not work on Saturdays, Sundays or Statutory Holidays, unless approved by the Township of Madoc Municipal Facilities Manager. Substantial completion of project shall be thirty (30) days after work commences.

### **18. WARRANTY**

The Contractor shall provide a five (5) year full labour and material warranty.

**BIDDERS COVENANT**

I/we the undersigned authorized signing officer of the bidder, hereby declare that no person, firm or corporation other than the one represented by the signature of proper offices are provided below, has any interest in this submission.

I/we further declare that all statements, schedules any other information provided in this Quotation are true, complete and accurate in all respects to the best knowledge and belief of the bidder.

I/we further declare that this submission is made without collusion, connection, knowledge, or comparison of figures or arrangement with any other company, firm or persons making a submission and is in all respects fair. I/we understand that this may result in the rejection of our submission if this declaration is founded to be untrue.

The Bidder covenants and agrees that this bid is valid for acceptance and all prices are irrevocable for a period of sixty (60) calendar days after the closing time, whether or not any other Quotation has previously been accepted or not and whether notice of acceptance of another Quotation has been given or not.

I/we further declare that no employee or elected official representing the Township of Madoc is or will become interested, directly or indirectly as a contracting party.

I/we have received, allowed for and included as part of our submission all issued Addenda.

**BID SUBMITTED BY:** \_\_\_\_\_  
Print Name

**SIGNATURE OF PERSON NAMED ABOVE:** \_\_\_\_\_

**STREET ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **PROV:** \_\_\_\_\_ **POSTAL CODE:** \_\_\_\_\_

**TEL NO:** ( \_\_\_\_\_ ) \_\_\_\_\_ **FAX NO:** ( \_\_\_\_\_ ) \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_

**AUTHORIZED OFFICIAL NAME:** \_\_\_\_\_  
Print Name

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

**SCHEDULE OF BID ITEMS AND PRICES -  
RFQ– Window & Door Replacement 2017**

ITEM	DESCRIPTION OF WORKS	UNIT	Est. Quantity	UNIT PRICE	TOTAL PRICE (\$)
1	4 windows in Roads Dept. ( to be measured during site visit)	Per window	4		
2	Labour – Removal of old windows, installation of new windows, flashing, and sealing	Per Project	1		
2	36" fire rated steel exterior door – Roads Dept. with 23" x35" reinforced steel wire mesh window, door brown in colour	Per Door	1		
3	Commercial Door Closer	Per Unit	1		
4	Labour –removal of old door, removal/repair of concrete under door kick plates, installation of new steel frame with cement, flashing and sealing of new door	Per Project	1		
5	36" fire rated steel exterior door- Main Office with 23" x 35" reinforced steel wire mesh window, door brown in colour	Per Door	1		
6	Labour –removal of old door, removal/repair of concrete under door kick plates, installation of new steel frame with cement, flashing and sealing of new door, repair of any drywall damage to the interior of the building, removal and re-use of the automatic door opener and crash bar from existing door to new door.	Per Project	1		
7	40" x 32" fire rated steel exterior double doors with removable steel support beam in between and reinforced steel wire mesh windows appropriate to the size of the doors. Doors brown in colour	Per set of Doors	1		
8	Labour –removal of old doors, removal/repair of concrete under door kick plates, installation of new steel frame with cement, flashing and sealing of new door, repair of any drywall damage to the interior of the building, removal and re-use of the automatic door opener.	Per Project	1		
9	New Crash Bars	Per Bar	2		
				<b>Sub Total</b>	\$
				<b>HST</b>	\$
				<b>TOTAL</b>	\$



**LIST OF PROPOSED SUB-CONTRACTORS**  
(to be completed and returned with tender)

I/We \_\_\_\_\_

of \_\_\_\_\_

being Tenderer on this Work, propose to sublet the following portions of the Works to the Sub-Contractors as listed hereunder, subject to the written approval of the Township of Madoc.

1. Sub-Contractor's name and address:

\_\_\_\_\_

\_\_\_\_\_

Sub-Contractor's representative: \_\_\_\_\_

Type of work sublet: \_\_\_\_\_

Value of work sub-contracted \$ \_\_\_\_\_

2. Sub-Contractor's name and address:

\_\_\_\_\_

\_\_\_\_\_

Sub-Contractor's representative: \_\_\_\_\_

Type of work sublet: \_\_\_\_\_

Value of work sub-contracted \$ \_\_\_\_\_

**BIDDER'S EXPERIENCE IN SIMILAR WORK**  
(To be completed and returned with Quotation)

1. For whom work performed	_____
Year completed	_____
Value of work	_____
Description of work	_____
2. For whom work performed	_____
Year completed	_____
Value of work	_____
Description of work	_____
3. For whom work performed	_____
Year completed	_____
Value of work	_____
Description of work	_____
4. For whom work performed	_____
Year completed	_____
Value of work	_____
Description of work	_____

**QUOTATION CHECKLIST**

**Quotation Due Date:** *September 5<sup>th</sup> 2017 at 4pm*

**Contract For: Window & Door Replacement 2017**

This checklist is provided for the convenience of the Bidder to ensure that all required Quotation documents have been completed and enclosed in the Quotation envelope. Please check items required and return with your Quotation.

- \_\_\_\_\_ Correct Forms (as provided)
- \_\_\_\_\_ Properly Signed
- \_\_\_\_\_ All Items Bid
- \_\_\_\_\_ All Addendum Returned with Quotation (if applicable)
- \_\_\_\_\_ Completed Form of Quotation Returned
- \_\_\_\_\_ List of Subcontractors with Value of Work Sub- Contracted
- \_\_\_\_\_ List of Bidder's Experience

I/We have read the Quotation procedures, instructions to bidders and other supporting documentation and understand such procedures, instructions and documentations and agree to the terms and conditions set forth in this Quotation.

\_\_\_\_\_  
Signed by Bidder

**Quotation Submission Label**

**From:**

---

---

---

**Contact:**

---

---

**Telephone:**

**Deliver to:**

**The Township of Madoc Municipal Office  
15651 Hwy 62,  
Madoc, ON K0K 2K0**

**CLOSING DATE AND TIME:**

**September 5<sup>th</sup> 2017 at 4pm**

**DESCRIPTION: Window & Door Replacement 2017**