



THE CORPORATION OF THE TOWN OF PETROLIA
REQUEST FOR PROPOSAL

RFP – FA – 01 - 2023

**PETROLIA & NORTH ENNISKILLEN FIRE DEPARTMENT
FIREHALL WASHROOM RENOVATION**

PROPOSALS WILL BE RECEIVED UP TO: 2:00 PM LOCAL TIME

Monday, April 24, 2023

RETURN TO: Dave Menzies, Director of Parks, Recreation & Facilities
Town of Petrolia
411 Greenfield Street
Petrolia, Ontario N0N 1R0

Invitation to Submit a Proposal

PETROLIA & NORTH ENNISKILLEN FIRE DEPARTMENT FIREHALL WASHROOM RENOVATION

You are invited to submit a Proposal for the PETROLIA & NORTH ENNISKILLEN FIRE DEPARTMENT FIREHALL WASHROOM RENOVATION more completely described herein.

The Town is seeking proposals from qualified, knowledgeable and experienced contractors to provide labour, materials and equipment for the services in renovating the main floor washroom at Station 1 leading to the construction of 3 separate, fully AODA compliance spaces to accommodate firefighters, staff, and the general public washroom needs.

The complete RFP documents are included for your perusal. Should you have any questions regarding the specifications or the process, please contact:

Dave Menzies, Director of Parks, Recreation & Facilities
Town of Petrolia
411 Greenfield Street
Petrolia, Ontario N0N 1R0

Telephone: 519-882-2350

Specific to this RFP, questions can be sent via email to: dmenzies@petrolia.ca

For technical specific questions please contact:

Stephen Sherwood
Senior Technologist/Buildings/Engineering
C2 Architecture
415 Baseline Road West
Bowmanville ON
stephen.sherwood@cima.ca

INSTRUCTIONS

The Town of Petrolia, hereinafter referred to as the Municipality, invites RFP's for:

PETROLIA & NORTH ENNISKILLEN FIRE DEPARTMENT FIREHALL WASHROOM RENOVATION

RFP'S not submitted in strict accordance with these instructions or not complying with the requirements laid down in the documents may be rejected.

Confidential Proposals with the words **PETROLIA & NORTH ENNISKILLEN FIRE DEPARTMENT FIREHALL WASHROOM RENOVATION** marked on the sealed envelope will be received at the Petrolia Municipal Office (Town Hall) 411 Greenfield Street, Petrolia, ON N0N 1R0 up to **2:00 pm local time on Monday, April 24, 2023.**

A recommendation will be forwarded to the Fire Management Committee and Council at an upcoming Council meeting.

PROJECT BACKGROUND

Through a Facilities Condition Assessment, the Town of Petrolia has identified the need to renovate the staff and public main floor washroom at Petrolia & North Enniskillen Fire Station 1.

The washroom area is approximately 40 years of age and not current with today's AODA guidelines. The fixtures are outdated and past expected useful life.

The successful bidder will be responsible for, but not limited to:

- i. All demolition
- ii. All removal from property of unwanted items
- iii. All clean up from daily construction
- iv. All measurements
- v. Purchase and installation of all materials according to Manufacturers specifications
- vi. Carrying a 1-year work warranty
- vii. Any damage not associated with the scope of work
- viii. Specifics are listed in detail drawings

PROPOSAL SUBMISSION PROCESS

Complete, sign, and submit all RFP forms provided by the Town in the RFP Section 4 Form of Proposal. In order for the Town to evaluate a Proposal, the Bidder must completely answer each question. Incomplete proposals, Proposals not on the forms supplied by the Town, electronically submitted Proposals and non-responsive Proposals can not be evaluated and will be disqualified. Please complete in full.

An official who is legally authorized to bind the organization must sign the Proposal.

SECTION 1 – GENERAL

RFP DOCUMENTS

- Interested contractors may obtain the proposal documents online at www.town.petrolia.on.ca at Town Hall, 411 Greenfield St. Petrolia, ON and at the Township of Enniskillen office located at 4465 Rokeby Line RR1, Petrolia ON
- The lowest or any proposal will not necessarily be accepted.
- Facsimile or electronic tender submissions will NOT be accepted.
- Duration of offer must be valid for a minimum of sixty (60) days.

The Town of Petrolia reserves the right to accept or reject any or all Proposals in whole or in part.

THIS IS A REQUEST FOR PROPOSAL ONLY

The Town is free to negotiate with any of the proponents and as a result of the negotiation process, the Town is not required to treat all proponents equally. By submitting a proposal to the Town each proponent represents and warrants to the Town that the information in its proposal is accurate.

QUALIFICATIONS AND COMPETENCY

The Town reserves the right to reject Proposals from Bidders who are unable to provide evidence that they are capable of providing the necessary labour, equipment, and materials for satisfactory performance. Evidence of such competency must be provided on the RFP.

SITE DESCRIPTION

The Town of Petrolia Station 1 Firehall is located at 370 Centre St. Petrolia Ontario. The main ground level washroom is located in the south east corner of the building adjacent to the truck bays. The flooring is concrete and walls are of cinderblock construction. See the detailed drawings attached in a separate document.

SCHEDULE

The schedule set out herein represents the Town of Petrolia's best estimate of the schedule that will be followed, and it is intended to be a guideline.

The approximate schedule is as follows:

RFP issue date	Wednesday March 10, 2023
Site Walkaround Visit	Wednesday March 29, 2023 8:30am-10:30am
Deadline for submission of questions	Monday April 10, 2023
Addendum posted on Town website	Monday April 10, 2023
Quotation Submission Deadline	Monday April 24, 2023
Tentative date of Council's decision	May 2023

REQUIRED REVIEW AND CLARIFICATION

Bidders shall carefully review this RFP. If questions concerning clarification of the contents of this document arise, the questions must be made in writing (email accepted) and received by the Director of Parks, Recreation & Facilities by noon on Monday April 10th. This will allow time for the issuance of any necessary addendum. Protests based on any omission or error or on the content of the RFP will be disallowed if these perceived faults have not been brought to the attention of the Director of Parks, Recreation & Facilities.

In submitting a Proposal, the Bidder acknowledges that they have read, completely understood, and accepted the terms and conditions of the RFP in full. The Town of Petrolia is not responsible for any misunderstanding of the RFP.

AMENDMENTS TO THE RFP

The Town of Petrolia may issue an addendum to clarify and/or modify certain aspects of the RFP prior to the Proposal Submission Deadline. Addendum shall be posted by April 10th at noon to www.town.petrolia.on.ca and shall be available in the Town Municipal office.

OPENING OF PROPOSALS

There will be no formal opening of Proposals. Typically, a Request for Proposals is evaluated on a more comprehensive set of criteria than a Tender. The Evaluation Committee will examine all Proposals in detail and present their recommendation to the Fire Management Committee and to Council in May 2023.

RESERVED RIGHTS OF THE TOWN OF PETROLIA

The Town of Petrolia reserves the right to:

- a) make public the names of any or all Bidders and their quoted price;
- b) request written clarification or the submission of supplementary written information in relation to the clarification request from any Bidder and incorporate a Bidder's response to that request for clarification into the Bidder's Quotation;
- c) adjust a Bidder's scoring or reject a Bidder's Proposal on the basis of
 - i) a financial analysis;
 - ii) information provided by references;
 - iii) the Bidder's past performance on previous contracts awarded by the Town of Petrolia;
 - iv) the information provided by a Bidder pursuant to the Town of Petrolia exercising its clarification rights under this RFP process; or
 - v) other relevant information that arises during the RFP process;
- d) verify with any Bidder or with a third party any information set out in a Proposal;
- e) disqualify any Bidder whose Proposal contains misrepresentations or any other inaccurate or misleading information, or any qualifications;
- f) disqualify any Bidder or the Proposal of any Bidder who has engaged in conduct prohibited by this RFP;
- g) make changes, including substantial changes, to this RFP provided that those changes are issued by way of addenda in the manner set out in this RFP;
- h) cancel this RFP process at any stage;
- i) cancel this RFP process at any stage and issue a new RFP for the same or similar deliverables;
- j) accept or reject any or all Proposal in whole or in part;
- k) discuss with any Bidder different or additional terms to those contemplated in this RFP or in any Bidder's Proposal;
- l) if a single Proposal is received, reject the Proposal of the sole Bidder and cancel this RFP process or enter into direct negotiations with the sole Bidder.

These reserved rights are in addition to any other expressed rights or any other rights which may be implied in the circumstances.

NOT RESPONSIBLE COSTS

The Town of Petrolia shall not pay any costs associated with the preparation, submission, or presentation of the Bidder's Proposal. The Town of Petrolia shall not be liable for any expenses, costs or losses suffered by the Bidder or any third party resulting from the Town of Petrolia exercising any of its expressed or implied rights under this RFP.

PROPOSAL EXPIRY DATE

Bidders hereby acknowledge that their Proposal shall be irrevocable for a period of 60 days from the Proposal submission deadline. Extensions to this period may

be granted with the mutual agreement of the Town of Petrolia and the successful Bidder and may be initiated by either party.

CONFIDENTIALITY AND OWNERSHIP

Any information provided to the Bidder by the Town of Petrolia before, during or after the project is completed shall be treated as confidential and shall not be used or communicated by the Bidder or any third party in any way unless otherwise identified or permitted by the Town of Petrolia. The information, reports, documentation, plans, etc. that are produced by the successful Bidder in response to this project shall become the exclusive property of the Town of Petrolia. However, intellectual property, such as specific tools, templates, processes, etc. that the Bidder provides as part of the deliverables remains the property of the Bidder.

FREEDOM OF INFORMATION

Any personal information required in the Proposal is received under the authority of the Town of Petrolia. This information shall be an integral component of the submission. All written Proposals received by the Town of Petrolia become a public record. Once a Proposal is accepted by the Town of Petrolia and a contract has been awarded, all information contained in the Proposals may be available to the public, including personal information. Questions about the collection of personal information and the Municipal Freedom of Information and Protection of Privacy Act, 1989, R.S.O. 1990, as amended may be directed to the Director of Parks, Recreation & Facilities.

Additional Requirements

- (a) The use of appropriate and credible sub-contractors by the Bidder to perform portions of the project is permitted only if the Bidder declares such use in the Proposal;
- (b) The successful Bidder shall obtain, and maintain throughout the term of the contract, in force a General Liability Insurance and/or Professional Liability Insurance coverage of not less than \$2,000,000 per occurrence. A Certificate of Insurance shall be obtained which includes the Municipality as an additional insured, with a minimum thirty (30) days notice of cancellation. This must be provided within ten (10) calendar days of receiving the Acceptance Notice, or prior to the commencement of the work. This shall indemnify and hold harmless the Town of Petrolia against any liability for property damage or personal injury, including death, which may arise from the Bidder's operations.
- (c) The successful Bidder shall ensure that all services and products provided in respect to this Proposal are done so in accordance with and under the authorization of all applicable authorities, municipal, provincial, and/or federal legislation, including but not limited to WSIB and all applicable responsibilities under the Occupational Health and Safety Act.

SECTION 2 - SCOPE

The Town is seeking proposals from qualified, knowledgeable and experienced contractors to provide labour, materials and equipment for the services in renovating the main floor washroom at Station 1 leading to the construction of 3 separate, fully AODA compliance spaces to accommodate firefighters, staff, and the general public washroom needs.

Please refer to Architecture drawings:

Site Location	A001
Notes	A002
Materials	A002
Masonry	A002
Mortar	A002
Door Hardware	A002
Firestop	A002
Steel Doors	A002
Tile	A002
Sealants	A002
Paint	A002
Lockers	A002
Mechanical	A003
Gas Piping	A003
Sheet Metal Work	A003
Plumbing	A003
Controls	A003
Electrical	A003
Demolition	AD01
Removals-Mechanical	AD02
Ground Floor Plan	A101
Ground Floor Ceiling	A102
Enlarge Partial Plan	A103
Enlarge Washroom Plan	A104
Interior Elevations	A201
Sections and Schedules	A301
Details	A501

REQUIRED TERMS

The following terms will be required:

SPECIAL PROVISION

Proponents who, either directly or indirectly through another corporation or entity have been or are in litigation, or who have served notice with intent to proceed with court action against the Town for any such reason are ineligible proponents.

PUBLIC CONTACT

The Bidder and/or their employees shall not enter into any dispute with, and shall maintain a courteous relationship with the members of the Fire Department, the Town, all committee members, council members, and project managers associated with this project.

LAWS

This RFP and any contract entered into between the Bidder and the Town of Petrolia will be governed by and in accordance with the by-laws of the Town of Petrolia. The Town of Petrolia reserves the right to cancel any such contract or agreement with or without cause by providing the contractor 10 days' written notice.

PERMITS, NOTICES, LAWS & RULES

The contractor shall have the ability to apply and pay for all necessary permits required for the construction of the washroom renovations. The contractor will arrange all notices and inspections and comply with all lawful rules and regulations related to the work.

COMPLIANCE WITH WSIB

The Bidder shall ensure complete compliance on his/her part with the Workplace Safety Insurance Board and any regulations thereunder, especially all provisions of the said act having to do with (but not limited to) the prevention of accidents and safe working conditions. A Certificate of Clearance from WSIB will be required before any contract is awarded.

PROTECTION OF PROPERTY & PUBLIC

The Bidder shall comply with all applicable laws, ordinances, rules, regulations, and lawful orders of any public authority having jurisdiction for the safety of persons or property or to protect them from damage, injury or loss. The Bidder shall protect the property immediately surrounding the location area from damage as a result of his operation and immediately report any damage observed.

ACCEPTANCE OF TERMS

All the terms and conditions of this RFP are deemed to be accepted by the Bidder and incorporated in its proposal.

INSURANCE

Prior to awarding, the Bidder must supply the Town with acceptable proof of insurance. The following insurance is to be purchased and maintained by the successful proponent:

Public Liability & Property Damage with a limit of not less than **Two Million Dollars (\$2,000,000.00) inclusive**, per occurrence for bodily injury, death, or damage to property, including loss of use of property in question. The contractor shall save and hold harmless the Town, its officers, agents, servants, and employees from and against any and all suits or claims alleging damage or injury to any person or property that may occur or that may be alleged to have occurred in the course of the performance of this contract, whether such claims are made by the contractor's employee or a third party. The contractor at its own expense shall defend any and all such actions and pay all legal charges, costs, and other expenses arising therefrom.

- The Town of Petrolia shall be named as an additional insured on the policy.
- The selected contractor shall at the time the Proposal is approved, submit to the Town one copy of the insurance policies required under this article and shall also provide to the Town from time to time, proof that such policies are still in full force.
- Equipment Insurance: it is understood and agreed that the Town, its officers, employees, or agents shall not be liable for any loss or damage to the selected contractors equipment including loss of use thereof for any reason.
- Before starting the work, the selected contractor shall file with the Town, certificates of all insurance policies. These certificates shall clearly state the correct name associated with the submitted RFP as well as the proper location of all activities.
- It is understood and agreed that the coverage provided by the selected contractor's policy will not be changed or amended in any way or cancelled during the construction period. The selected contractor may change insurance companies by providing the Town with written confirmation of his intent. No lapse in coverage will be permitted.

LIABILITY

The Bidder shall ensure that the Town, its officers, agents, and employees are saved harmless from any liability whatsoever arising out of the Bidder's performance or non-performance of the term of this Proposal.

RIGHT TO CANCEL RFP AND TO ACCEPT PROPOSALS

The Town is entitled to cancel this RFP at any time by addendum without liability for any loss, damage, or cost incurred by any Proponent as a result of the cancellation. In considering any delivered response to this RFP, the Town reserves the absolute and unfettered discretion to:

- Accept or reject any proposal that fails to comply with the requirements set out in the RFP
- Assess proposals as it sees fit, without in any way being obliged to select any proposal
- Assess and select proposals as it sees fit without being obliged in any way to select the proposal that offers the lowest bid
- Determine whether any proposal satisfactorily meets the section criteria
- The right to require clarification after the dates and times set out above from any one or more of the Proponents in respect of proposals submitted
- The right to communicate with, meet with or negotiate with any one or more of the Proponents respecting their proposal or any aspects of the project
- Reject any or all proposals with or without cause for any reason

OWNERSHIP OF PROPOSAL

All responses to this RFP become property of the Town of Petrolia and may be included as part of any future contractual arrangement. Do not submit any material that cannot be replaced.

BIDDERS EXPENSES

Each prospective proponent is solely responsible for the risk and cost of preparing and submitting their proposal.

CONFIDENTIALITY

The Town is subject to the Freedom of Information and Protection of Privacy Act. The Act creates a right of access to records in the custody or under the control of the Town, subject to the specific exception in that right set out in the Act. The Town will receive all proposals submitted in confidence. With respect to the Act, the Town can

not guarantee that information contained in any proposal will remain confidential if a request for access is made under the act.

WAIVER AND ALLOCATION OF RISK

The Town accepts no responsibility or liability for the accuracy or completeness of this RFP including schedules or appendices to it.

SECTION 3 - PROPOSAL SUBMISSION REQUIREMENTS

For the Town of Petrolia to evaluate Proposals fairly and completely, Bidders shall provide all the information requested in the format set out in the RFP. Failure to provide all required information as detailed in this section may result in the Bidder being disqualified or scoring poorly in the evaluation.

Complete, sign, and submit all RFP forms provided by the Town in the RFP Section 4 Proposal Questionnaire. In order for the Town to evaluate a Proposal, the Bidder must completely answer each question. Incomplete proposals, Proposals not on the forms supplied by the Town, electronically submitted Proposals and non-responsive proposals can not be evaluated and will be disqualified. Please answer each question and explain your proposed service.

An official who is legally authorized to bind the organization must sign the proposal on the financial page of the proposal questionnaire.

A current Town of Petrolia Business Licence is required for anyone doing business on Town Property. Please provide a copy of a current Town of Petrolia business licence in your proposal or be prepared to obtain one before a contract is awarded. Provide all references and materials required.

EVALUATION OF QUOTATIONS

PROPOSAL EVALUATION, PROCESS AND AWARD

Town staff will review the Proposals submitted and determine the highest qualified proposal. Interviews of the Bidders may be required to make a final recommendation. Generally, if all Bidders offer sufficient references and experience the Bidder offering the highest concession fee and most appropriate services for the location will be awarded the contract. The Town reserves the right to refuse any and all proposals.

SECTION 4 – FORM OF PROPOSAL

Please submit the following forms by Monday April 24, 2023 at 2:00pm to The Town of Petrolia Municipal Office, 411 Greenfield St. Attention Dave Menzies, Director of Parks, Recreation & Facilities.

1. Legal name of organization, firm, individual, or partnership submitting this proposal

2. Address of principal place of business if applicable:

3. Primary Contract

Name:

Title:

Phone:

Cell Phone:

Email:

Address

4. Please indicate

Corporation

Partnership

Sole Proprietorship

Joint Venture

Charitable Organization

Other-explain _____

5. Years in Business _____

6. Will you be using Subcontractors? Please circle Yes No

If so, please provide a list if known:

1. Electrical _____

2. Plumbing _____

3. Mechanical _____

7. References, please provide one (1)

Name: _____

Title: _____ Phone: _____

Cell Phone: _____ Email: _____

Address _____

FINANCIAL PROPOSAL

Based on your expert experience in the renovation and construction business and having 1) thoroughly read the enclosed RFP documents; 2) asked the Town any questions you may have about the terms, conditions, and responsibilities described; 3) visited the proposed site; 4) sought legal and financial advice as needed; 5) researched the applicable laws, ordinances, statutes, and regulations, you make the following firm and irrevocable offer to the Town of Petrolia to undertake and complete, to the satisfaction of the Town of Petrolia, the work described within the scope of work related to the Firehall Washroom Renovation Project.

SECTION 4—FORM OF PROPOSAL – Bidders Checklist

Attach and Submit in Order

Bidders

Name _____

- Business Licence If applicable
- Proof of Insurance
- Evidence of Capability (written example is sufficient)
 - Labour (written example is sufficient)
 - Financial
 - Reference
- Reviewed Location Date of site visit: _____
- Clear of Litigation
- WSIB—Certificate of Clearance

By submitting this RFP you understand and agree to all aspects of this complete document.

Name (Printed)

Signature

I hereby submit the following price which includes but not limited to:

- Permits, Demolition, Plumbing, Electrical, Carpentry, Fixtures, Tile, Paint, Finishes etc.

ALL-INCLUSIVE PRICE OF:

TAX:

BID AMOUNT:

Signature in the designated space, by an authorized officer of the Bidder's company, affirms acceptance of the Request for Proposal requirements set forth in this document, the associated costs attributed to the business arrangement between the Bidder and the Town of Petrolia, and hereby certifies that the information supplied in this RFP to be true and complete in all respects.

NAME (please print): _____

ADDRESS: _____ CITY: _____

EMAIL: _____ PHONE #: _____

AUTHORIZED SIGNATURE: _____