

The Township of Pickle Lake



Request for Proposal Building Erector Terms of Reference

Section 1-Introduction

1.1 Request for Proposal (RFP)

The Township of Pickle Lake (referred to throughout from hereon as “Township”) invites qualified Proponents (hereon referred to as “Contractors”) to submit proposals to provide services to erect a pre-engineered Steel building in Pickle Lake.

1.2 Scope of Work

The Township of Pickle Lake requires the services of a building erector to:

- 1) Supply labour and equipment to erect a 35-foot by 60-foot, 16 foot tall Olympia Steel pre-engineered Metal Building on a foundation and anchors. The work comprises
 - a. Pouring Concrete for erecting and installing foundation and anchors
 - b. The building frame
 - c. The exterior roof and cladding
 - d. Install Insulation
 - e. Install One 16’ by 16’ overhead door
 - f. Install Two 3’ by 7’ man-doors
 - g. Install Gutters and downspouts
- 2) All tools and equipment required for the work are to be provided by the contractor.
- 3) Personnel travel and accommodation costs to be included in the proposal
- 4) On-site electrical service will be provided by the Township.
- 5) Work must be completed within three weeks of proposal acceptance, anticipated on or about **August 31, 2018.**
- 6) All material to be erected will be on site
- 7) The contractor is to provide foundation work including delivery of cement included in pricing regardless of sub-contractor providing concrete services

Section 2-Instructions to Proponents

The following information provides details of the request for Proposal process that will be followed.

2.1 Communications regarding Request for Proposal

All communication concerning the Request for proposal shall be in writing and sent via email, mail or fax to:

Jamie Hussey, Acting Clerk Treasurer

clerktreasurer@picklelake.org

Township of Pickle Lake

#2 Anne St. PO Box 340

Pickle Lake, ON

P0V 3A0

Fax: 807-928-2708

Phone: 807-928-2034 ext. 202

No person other than the above named persons is authorized to communicate for the Township with respect for the Proposal. Proponents who seek to obtain information, clarification or interpretation from another Township official or employee is advised that such material is used at the Proponent's own risk, and the Township shall not be bound by such representations. All questions shall be in writing and answers to questions and clarifications may be released in the form of an addendum should the Township determine the information is relevant to all Proponents. Telephone calls will not be accepted. No verbal arrangement or agreement, relating to the work required under this project specified to request under this RFP will be considered binding and every notice, advice or other communications pertaining to it, must be in writing.

2.2 Electronic Communications

All enquiries received via electronic mail waive all rights to confidentiality of the enquiry in the method of transmission and the Proponent shall assume all risks of such methods of communication.

2.3 Addenda

The Township hereby reserves the right in its sole discretion to amend this Request for Proposals any time prior to the closing date and time. Proponents are advised that any changes to the Proposal shall only be done by formal written addendum, issued by the Township. Proponents may be requested to confirm receipt of each addendum. It is each proponent's ultimate responsibility to ensure all addenda have been received prior to submission of their proposal, or, in any event, prior to the close of Request for Proposals, as Proposals cannot be amended or withdrawn following the closing time, for any reason.

2.4 Cost of Proposal

All costs directly or indirectly incurred by the proponent in responding to this Request for Proposal shall be at the sole cost of the Proponent.

2.5 Submission of Proposal

Proposals shall be accepted by email, facsimile or by regular Canada Post mail, and must be received on or before the closing date and time at the addresses noted below:

Closing Time/Date: July 9, 2018 at 4:45 p.m. CST

Email Address: clerktreasurer@picklelake.org

Facsimile: 807-928-2708

Via Canada Post: P.O. Box 340 Pickle Lake, ON P0V 3A0

Electronically mailed proposals must be sent in a PDF Version.

2.6 Late Submissions

Proponents are solely responsible for ensuring their Proposal is received on time and at the proper location. Proposals received after the closing dates and time shall not be accepted or considered and shall be returned to the Proponent unopened.

2.7 Public Opening Meeting For The Proposals

Proposals shall be reviewed at a regular meeting of Council held July 10, 2018 at 7:30 p.m. at the Township of Pickle Lake Council Chambers, 2 Anne St. Pickle Lake. Should this date/time change, proponents will be advised of the new time, date and location of the meeting which they may attend. All proponents' names shall be noted at the time of opening and proposals will be reviewed for eligibility.

2.8 Proposals Returned Unopened

Proposals received after the closing time shall be noted and returned unread to the Proponent, as soon as possible.

2.9 Submission of More Than One Proposal

If two proposals for the same project re submitted the proposal with the latest date and time received shall be considered the intended proposal.

Section 3- General Conditions of the request for Proposal

Each proponent, by submitting a proposal, represents that the proponent has carefully read, understands and accepts the terms and conditions and specifications of the request for proposal in full.

3.1 The Township of Pickle Lake reserves the right to accept or reject all or part of any submission at no cost to the Township.

3.2 All submissions shall include the necessary contact data, mailing address, email address, phone number(s) and name of contact person(s) for the submitted proposal.

3.3 Prices must be expressed in Canadian Dollars.

3.4 Proponents may be required to attend, in person or by telephone, a council meeting to discuss the specifics of their submission.

3.5 Proponents are required to submit details in their submission addressing the following:

- i. All actual costs void to taxes**
- ii. A copy of the proponent's WSIB Clearance Certificate**
- iii. Tax Compliance (GST number).**
- iv. A copy of proponent's certificate of liability insurance with a minimum coverage of 2,000,000.00 (two million dollars).**

3.6 Proponents' obligation to examine

While the Township has made every effort to ensure the accuracy of the information provided in this document and otherwise proponent, the proponent shall not make any claim against the Township for damages or extra work caused or occasioned by the proponent relying upon such records, reports, or information whether as a whole or in part, furnished by the Township or a council member or an employee of the Township.

Section 4-Execution of Agreement

4.1 Selection of Proponent

A proponent may be selected to enter into a contract agreement with township of Pickle Lake based on this RFP and the proponent's submissions.

The submission form may be appended to a contract agreement.

The Township of Pickle Lake will not necessarily accept the lowest price or any proposal. No such guarantee is hereby expressed.

A set of Blueprints for the building will be provided to each proponent if requested via mail.