



The Corporation of the Township of Brock

Request for Quotation	
Title	Sunderland Memorial Arena Flat Roof Replacement
Requirement	Replacement of the Flat Roof at the Sunderland Memorial Arena 20 Park Street, Sunderland ON L0C 1H0
Request for Quotation #	B2023-PW-21
Issued By	Township of Brock 1 Cameron Street East, P.O. Box 10 Cannington, Ontario, Canada L0E 1E0
Issue Date	July 19, 2023
Request for Quotation Documents	Quotation Documents may be obtained through the Township of Brock website at www.townshipofbrock.ca
Bidder Questions	Questions related to this RFQ must be submitted to procurement@brock.ca
Deadline for Questions	The Township will respond to questions received by 4:30:00 pm, ET on Thursday, August 3, 2023.
Bid Delivery Location	Bids must be submitted in either hard copy to: Clerk's Department Township of Brock 1 Cameron Street East, P.O. Box 10 Cannington, ON L0E 1E0 Or electronic submission emailed to: procurement@brock.ca
Submission Deadline	Bids must be fully received by the Township by 2:00:00 PM ET on Wednesday, August 9, 2023.
Public Opening	There will be no public opening of the Bids.
Contract Award	The Township anticipates that the contract will be awarded mid-late August.

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Section A

Information to Bidders

A.1 Contract Duration

The term of the Agreement will be in effect until the completion of the deliverables.

A.2 Pricing

Rates quoted by the Bidder must be all-inclusive and must include all labour and material costs, travel costs, insurance costs, delivery costs, removal of existing roofing, installation and set-up, including any pre-delivery inspection charges and all other overhead, including any fees or other charges required by law.

Rates must be provided in Canadian Funds, F.O.B. destination, Harmonized Sales Tax shall be quoted as a separate item.

A.3 Scope of Purchase

The Corporation of the Township of Brock invites submissions for the replacement of the flat roof of the Sunderland Memorial Arena located at 20 Park Street in Sunderland, Ontario.

The successful Bidder will be responsible for:

- The removal and disposal of the existing flat roof membrane and associated materials to an approved disposal site.
- The supply and installation of ethylene propylene diene terpolymer (EPDM) roofing system or;
- The supply and installation of modified bitumen roofing system
- The supply of any additional hardware and appurtenance that may be required

A.4 Delivery and Closing of Quotations

Bidders will note that Township Quotation Forms must be used, and prices quoted shall cover all items outlined in the accompanying Specifications.

Quotations must be submitted in either hard copy to Clerk's Department, Township of Brock, 1 Cameron Street East., P.O. Box 10, Cannington, ON, L0E 1E0 or electronic submissions can be emailed to procurement@brock.ca. Quotes must be fully received by the Township by 2:00:00 p.m., ET on Wednesday, August 9, 2023.

A.5 Quotation Deposit

A certified cheque made payable to the Township of Brock in the amount of 10% of the total bid price must be submitted by the successful Bidder.

The cheque of the successful Bidder shall be retained until the work is completed to the satisfaction of the municipality.

A.6 Awarding of Quotation

The Bidder agrees that the awarding of the Contract based on this Request for Quotation by the Township of Brock shall constitute an acceptance of the Quotation and this request for Quotation shall represent the formal Contract and Agreement between the Corporation of the Township of Brock and the Bidder.

A.7 Acceptance or Rejection of Quotation

The Township reserves the right to reject any or all bids or to award the Contract to other than the Bidder submitting the lowest Quote, as in the Township of Brock's opinion may be in the best interest of the Township.

A.8 Disqualification of Quotation

A Quote shall be disqualified if:

- (a) The Quote is received after the appointed time for the closing of bids.
- (b) The Quote is incomplete, illegible or obscure, or contains additions, qualifications, erasures or irregularities of any kind.
- (c) The Quote is received on other than the Quotation Form supplied.
- (d) The Quote is not properly signed and sealed.

A.9 Taxes

The quoted price is to include applicable Harmonized Sales Tax.

H.S.T. shall be shown separately on any invoice or statement. The Bidder shall supply his/her H.S.T. registration number.

A.10 Fuel Taxes

The Bidder shall pay all taxes under existing legislation on all fuels used by the Company in the performance of the contract. The Bidder undertakes not to make any claims for refund of taxes paid by him or any Sub-Bidder and acknowledges that no refund of tax shall be granted to him or to any Sub-Bidder on any fuel for any purpose whatsoever in performance of the contract unless such refund is specifically authorized under existing legislation.

A.11 Liability Insurance

The Bidder shall continuously maintain throughout the term of the Contract and pay the following insurance coverage:

- Commercial General Liability insurance including personal injury, broad form Contractual liability, owner and Bidders protective, completed operations, and non-owned automotive liability in an amount of not less than two million dollars(\$2,000,000.00) applying to all Contracts for claims arising out of one occurrence and
- Automobile Liability insurance in respect to licensed vehicles owned and/or leased with limits of not less than two million dollars (\$2,000,000.00).

Both policies shall include the Township of Brock as an additional insured in respect of all operations performed by or on behalf of the Bidder in relation to the Contract requirements and be endorsed to provide the owner with not less than thirty (30) days written notice in advance of any cancellation, change or amendment restricting coverages.

- The Bidder shall provide an updated Certificate of Insurance by not later than thirty (30) days prior to the expiry date of any required coverage. Notwithstanding this provision, where any required insurance coverage is due to expire within thirty (30) days, the Bidder shall submit an updated Certificate of Insurance upon ten (10) business days of written notice by the Township.
- Failure to provide the required insurance certificates within ten (10) business days of the Township's written request and continuously maintain the required insurance coverage throughout the entire term of the Contract will constitute a default by the Consultant/Company. **Evidence of the required coverage shall be provided prior to the award of this Quotation.**

A.12 Indemnity

The Bidder hereby indemnifies and save harmless the Township of Brock against any and all claims and/or liability arising out of any personal injury, death or property damage resulting from or arising out of any act or omission on the part of the Bidder or any of his servants or agents during the execution of the Contract including without limitation the cost of defending against such claims.

A.13 Workplace Safety and Insurance Board Compensation

The Bidder shall furnish the Township with a current Workplace Safety and Insurance Board Clearance Certificate.

Workplace Safety and Insurance Board coverage is required regardless if the Bidder is sole owner and operator.

A.14 Bidders to Investigate

The Bidder warrants by his/her Quote that he/she has visited the work site and made his/her assessment of facilities and difficulties to be encountered.

A.15 Health and Safety

The Bidder shall demonstrate the establishment and maintenance of a health and safety program with objective and standards in compliance with applicable legislation and municipal policy by providing a Corporate Health and Safety Policy and applicable Safe Work Procedures.

The Bidder shall ensure that workers in their employ are aware of hazardous conditions and substances in the workplace and are wearing the proper protective equipment.

The Bidder shall acknowledge that health and safety provisions are included at the management level to ensure high standard of health and safety.

The Bidder shall make themselves aware and have an understanding of the Township of Brock's Health and Safety Policy.

A.16 Invoicing and Payment

The Township will issue payment for the work within 30 calendar days from the Township's receipt of a proper invoice for accepted work. Invoices must be submitted to the Township of Brock, 1 Cameron Street East, P.O. Box 10, Cannington, ON, L0E 1E0 to the attention of Accounts Payable quoting the purchase order number provided by the Township. In the alternative to mailing an invoice, an electronic invoice may be submitted to ap@brock.ca. Invoices must include the Contractor's HST number.

A.17 Contents of Submission

The Quotation response submission will include the following information only and shall be submitted in the sequence provided:

- I. Completed Schedule 1 - Form of Request for Quotation
- II. Completed Schedule 2 - Pricing Schedule
- III. Completed Schedule 3 – Ability and Experience Form

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Section B
General Conditions

B.1 Regulations

The Bidder shall abide by all Acts, By-laws and Regulations relative to the performance of the work.

B.2 Director of Public Works

Means the Director of Public Works of the Municipality or such person as may be authorized by the Council to act on their behalf in any particular capacity.

B.3 Manager Parks, Recreation, Facilities and IT

Means the Manager of Parks, Recreation, Facilities and IT of the Municipality or such person as may be authorized by the Council to act on their behalf in any particular capacity.

B.4 Payment

Payment shall be construed to include all labour, equipment, maintenance and fuel to carry out the described work.

All work shall be approved by a representative of the Township prior to payment for work performed.

All moving and start up costs are to be included in the unit price bid.

B.5 Non-Fulfillment of Contract

If the Bidder fails or neglects to commence or to carry out the work diligently and at a rate that in the opinion of the Director of Public Works or Manager of Parks, Recreation, Facilities and IT will ensure the entire completion of the project within the time limit, or should the Bidder default in the completion of the work within the scheduled time, or the method of operation is unsatisfactory, the Director of Public Works or Manager of Parks, Recreation, Facilities and IT may notify the Bidder in writing to discontinue all work under the Quotation, and the Township of Brock may then employ such means as it may deem necessary to complete the work, and in such case the Bidder shall have no claim against the Township of Brock for any loss or damage caused by, or resulting from the work being taken out of the control of the Bidder.

The Bidder shall forfeit his/her Quotation Deposit in the event of such action by the Township.

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Schedule 1
Form of Request for Quotation

The Corporation of the Township of Brock requests Quotations to be submitted for the replacement of the flat roof of the Sunderland Memorial Arena located at 20 Park Street in Sunderland, Ontario.

The Contractor has carefully examined the provisions, specifications and conditions attached to this Quotation and has carefully examined the site and location of the work to be done under this contract, and the Contractor understands and accepts the said specifications and conditions and, for the prices set forth in this Request for Quotation, thereby offers to furnish all machinery, tools, materials, apparatus and other means of construction, to complete the work in strict accordance with the provisions, specifications and conditions attached to this Request for Quotation.

The Contractor agrees:

1. That they will supply all labour, supplies, materials, equipment, scaffolding equipment, hoarding, public barriers and protection, signage, safety equipment, lockable storage and any other items required for the completion of work.
2. That he/she/it will not unreasonably encumber the site with materials or equipment; to not obstruct entrances, stairs or fire exits; and to make good to any damage to paving, grass, walkways, curbs, trees, planting beds, etc. as a result of any work completed within this contract.
3. That his/her firm will provide all necessary equipment, manpower and service to protect and shield the electrical lines and equipment on and adjacent to the site.
4. That he/she/it will maintain a clean site and building and to remove waste materials and debris from site at regular intervals and deposit in designated containers.
5. That his/her firm agrees to a site visit to review the work location arranged through the Manager of Parks, Recreation, Facilities and IT, Wayne Ward at 705-432-2355 ext. 245 or by e-mail to wayne.ward@brock.ca
6. That the quoted price includes the provision of all necessary equipment, materials and personnel and the Contractor covenants that his/her personnel are competent, properly trained and familiar with the Occupational Health and Safety Act.
7. That his/her firm will agree to take responsibility for any health and safety violations as well as the cost to defend such charges as a result of any violation.

8. That his/her personnel is covered by Workers Safety and Insurance Board Compensation.

9. That he/she/it has commercial general liability insurance coverage and automobile liability insurance, both in the amount of two million dollars (\$2,000,000.00) and that the Corporation of the Township of Brock is named as an additional insured for the purpose of completing the works described hereto and the Contractor agrees to provide proof of insurance upon acceptance of the Quotation by the Township.

DATE: _____

SIGNED: _____

Per Company

Name – Please Print

Position Held – Please Print

NOTE: If the Bidder is a limited company, then this offer must be signed by the signing Officers and the corporate seal affixed.

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**Schedule 2
Pricing Schedule**

State Material Warranty	_____	years
State Workmanship Warranty	_____	years
State Estimated Job Completion Date	_____	, 2023
Materials and Labour:	\$ _____	
	H.S.T.	\$ _____
	Total	\$ _____

Company Name

Address and Postal Code

Telephone Number

Email Address

Signature – Per Company

Name and Title – Please Print

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Schedule 3
Ability and Experience Form

The Bidder shall provide three (3) separate customers **other than the Township of Brock** having purchased a similar size and design of goods and/or services as specified herein for a previous three (3) year period from the issuance of this document.

Reference #1	
Customer	
Contact Name & Phone Number	
Date of Purchase	
Description of Goods or Services Provided	

Reference #2	
Customer	
Contact Name & Phone Number	
Date of Purchase	
Description of Goods or Services Provided	

Reference #3	
Customer	
Contact Name & Phone Number	
Date of Purchase	
Description of Goods or Services Provided	

Reference Release Form

I _____ (authorized signatory for the submitting firm) authorize the Township of Brock to contact the person and organization listed on the Ability and Experience Form, for the purpose of obtaining information relating to the Bidder.

The Township of Brock reserves the right to call references if, in its sole discretion, finds a need to do so.

The Township of Brock reserves the right to check other references than listed therein.