



Municipality of North Grenville

Request for Tender

PRC 25-02 – Private Blake Williamson Memorial Hall Renovations

Vendor: _____

Address: _____

Telephone: _____ Email: _____

Attn: _____

Return Tender to: prctenders@northgrenville.on.ca

Tender Opening Location:

Municipality of North Grenville, 285 County Rd. #44, Kemptville, ON K0G 1J0

Buyers Name: Joe Petschenig for the Municipality of North Grenville

FOB: N/A

Date Issued: December 18, 2024

Payment Terms: 30 days

Freight Terms: N/A

Tender/Quote via: Emailed PDF

Closing Date/Time: February 20, 2025 at 11:00 a.m.

Quote Effective Date: 60 Days

Description:

Qualified contractors are invited to submit quotations for renovations to Private Blake Williamson Memorial Hall located in Kemptville, Ontario per attached DDDG Engineering Services Change of Use plans A1–5, M1–3, E1-3, and P1-2.

1. Submissions to include cost breakdown with hst separate.
2. Pricing to be costed out as follows:

- Total price less roof specifications and floor specifications:

\$ _____ hst \$ _____

- Cost for roof specifications:

\$ _____ hst \$ _____

- Cost for additional flooring option:

\$ _____ hst \$ _____

- Grand total all options:

\$ _____ hst \$ _____

3. Contractors willing to provide references for 5 similar jobs.
4. Project start date: May 5, 2025. Building turnover date: July 7, 2025.
5. Construction material removal and site cleanup is the responsibility of the contractor.

Clarification

A site meeting will take place on **January 16 at 11:00 a.m.** at Private Blake Williamson Memorial Hall located at 25 Reuben Crescent, Kemptville, ON. Please register at prctenders@northgrenville.on.ca.

All questions must be submitted to prctenders@northgrenville.on.ca by **11:00 a.m., January 22, 2025**. All answers will be shared via addenda by end of day **January 24, 2025**.

Tender submissions must be received via emailed pdf to prctenders@northgrenville.on.ca by **11:00 a.m. on February 20, 2025.**

All work must meet all Federal, Provincial and Municipal legislation. A list of all subcontractors must be submitted by the successful proponent prior to work starting. The successful proponent must provide minimum \$2 million commercial general liability insurance, WSIB certification, WHMIS and working at heights.

Lowest or any tender not necessarily accepted. Tender may be awarded in whole or in part.

All or Part to be Subcontracted: Yes No

I have read and agree to comply with the terms and conditions of this Tender/Quotation:

(PRINT) Name of Company Representative

Phone #

Signature & Title of Authorized Company Official

Date

Instructions for Tenders/Quotations

- A PDF email submission with tender number in response to the Request for Tender.
- Carefully read all terms and conditions printed below, plus any supplementary terms and conditions which may be attached
- A completed Quotation/Tender must be received at the designated email prior to closing date and time to be considered valid.
- Late Tender submissions will not be accepted.
- The successful bidder will be notified by the Municipality by means of email.

General Terms and Conditions

1. Validity of Quotation/Tender

To be considered valid, this Quotation/Tender must be completed, legible and signed (in ink) and be submitted on the forms provided. If lengthy description is necessary, attach separate sheet(s) which will be considered part of the Quotation/Tender. Any attachments must be listed on the main Quotation/Tender document. Any erasure, overwriting or strikeovers must be initialled by the person signing for the bid.

2. Acceptance, Revocation and Rejection of Quotation or Tender

The Bidder agrees that the bid is a firm bid to supply requirements specified in this document at the quoted process, and on the terms and conditions herein contained, which offer may be accepted by the Municipality or its designated officials in whole or in part, as specified. Late Quotations/Tenders will be rejected and returned unopened. Should a Bidder wish to alter after the bid, amendments will be accepted until the designated time of bid closure.

3. Alternatives

Brands are to be as specified or an equivalent approved by the Municipality. When submitting bids on alternatives, supporting literature should accompany your submission wherever possible.

4. The Lowest or any Quotation/Tender not necessarily accepted

- (a) The Bidder acknowledges that the Municipality shall have the right to reject any, or all, Quotation/Tenders for any reason, or to accept any Quotation/Tender which the Municipality in its sole unfettered discretion deems most advantageous to itself. The lowest, or any, Quotation/Tender will not necessarily be accepted, and the Municipality shall have the unfettered right to:
- i. Accept a non-compliant Quotation/Tender
 - ii. Accept a Quotation/Tender which is not the lowest Quotation/Tender; and
 - iii. Reject a Quotation/Tender that is the lowest Quotation/Tender even if it is the only Quotation/Tender received.
- (b) The Municipality reserves the right to consider, during the evaluation of Quotation/Tenders:
- information provided in the Quotation/Tender document itself.

- information provided in response to enquiries of credit and industry references set out in the Quotation/Tender.
 - information received in response to enquiries made by the Municipality of third parties apart from those disclosed in the Quotation/Tender in relation to the reputation, reliability, experience, and capabilities of the Bidder.
 - the manner in which the Bidder provides services to others.
 - the experience and qualifications of the Bidder's senior management, and project management.
 - the compliance of the Bidder with the Municipality's requirements and specifications; and
 - innovative approaches proposed by the Bidder in the Quotation/Tender.
- (c) The Bidder acknowledges that the Municipality may rely upon the criteria which the Municipality deems relevant, even though such criteria may not have been disclosed to the Bidder. By submitting a Quotation/Tender, the Bidder acknowledges the Municipality's rights under this Section and absolutely waives any right, or cause of action against the Municipality and its consultants, by reason of the Municipality's failure to accept the Quotation/Tender submitted by the Bidder, whether such right or cause of action arises in contract, negligence, or otherwise.

5. Price

Prices quoted by the Bidder shall include packing, packaging, delivery, unloading and installation charges, where applicable, unless otherwise specified in the Quotation/Tender and shall remain unchanged during the period stipulated in the Quotation/Tender.

6. Packaging

All goods shall be packaged in standard commercial packages and/or cartons unless otherwise specified and shall be accompanied by a packing slip. All shipping containers shall carry the names of the item, size or weight, quantity, the name of the vendor, purchase offer number, tagging and shipping instructions specified.

7. Harmonized Sales Tax

Bidders must include the Harmonized Sales Tax (HST) in their bid.

8. Unit Price

All unit prices must be clearly indicated and must be extended and totalled. In the event of any conflict between unit prices and the total sum, the unit prices will be used in evaluating the bid.

9. Cash Discounts

Cash discounts offered for expeditious payment of invoices, if applicable, shall be quoted separately and the time will be measured from the date of which the goods and services are delivered, whichever is the later date.

10. Electrical Equipment

All electrically operated equipment quoted or tendered must be C.S.A and/or Ontario Hydro approved and bear label.

11. Legal Responsible

The contractor/supplier agrees to defend, indemnify and hold harmless the Municipality from and against all claims, demands, losses, costs, damages, actions, suits or other proceedings by whomever made, filed, or prosecuted in any manner arising from the provision of the goods or services under this quotation/tender.

All contractors, subcontractors and suppliers to the Municipality shall comply with all legislation and regulations which may be applicable to this quotation/tender.

12. Delivery Conditions

Unless otherwise stated in the "Request for Quotation/Tender," all goods ordered in quantities specified from time to time shall be delivered to the specified destination in the Province of Ontario, in good order and free from any extra expense to the Municipality. Unless otherwise specified, all deliveries shall be made on a normal working day. The tenderer shall ensure strict adherence to any specified delivery schedule.

13. Quality Control

Authorized representatives of the Municipality of North Grenville shall during normal working hours, have access to the Bidders plant and premises where any part of the work is being carried out.

The Bidder shall provide assistance, test pieces and samples to carry out any requested inspections and/or appropriate tests of goods or materials.

Representative samples of the goods delivered shall be inspected by the consignee. In the event that the goods supplied do not conform to specifications, they shall be rejected and returned to the bidder, at the bidder's expense.

If latent defects are discovered after the goods have been accepted, such goods will then be rejected, and the Bidder shall replace the defective goods at the Bidder's expense. Rejected goods will be returned to the Bidder, transportation charges 'collect.' The Bidder shall replace rejected goods within a reasonable period not usually exceeding fifteen (15) working days.

14. Supplementary Terms and Conditions

Any articles hereinafter have been numbered as supplementary to the respective articles of the general policies.

These supplementary policies, where used, govern over the general policies.