



## INVITATION TO BID

**BID NO. 2017OFFICERETROFIT-1**

MUNICIPAL OFFICE ENTRANCE RETROFIT 64 MCINTYRE STREET,  
NAIRN CENTRE

### **BID CLOSING**

**DATE:** Tuesday, August 8, 2017

**TIME:** 4:00 p.m.

**ADDRESS TO:** "Municipal Office Entrance Retrofit at 64 McIntyre Street, Nairn Centre"  
Bid No. 2017OfficeRetrofit-1  
Robert Deschene, CAO  
Township of Nairn and Hyman  
64 McIntyre Street, Nairn Centre P0M 2L0

**LATE BIDS WILL NOT BE ACCEPTED**

### **PROPOSAL OPENING**

Sealed Bids will be opened at the Municipal Office at 64 McIntyre Street, Nairn Centre ON P0M 2L0 on Wednesday, August 9, 2017 at 11:00 A.M. local time and all Bidders are invited to attend.

**Lowest or any Bid not necessarily accepted.**

# Municipal Office Entrance Retrofit at 64 McIntyre Street, Nairn Centre

## Bid No. 2017OfficeRetrofit-1

### 1. BID PROCEDURES

- a) All inquiries concerning the Bid, prior to Bid closing, should be faxed or emailed to:  
Robert Deschene, CAO, Township of Nairn and Hyman.  
Fax: (705)869-5248  
Email: nairncentre@personainternet.com  
As deemed prudent by the Township, the person receiving the questions will provide these questions and their respective answers, in writing, to all potential Bidders prior to the closing of the Bid Request.
- b) Notification of acceptance of the Bid will be by telephone and written form of notice, to the address of the Bidder used on the Bid Request forms. The date of acceptance shall be deemed to be the date of receipt of the acceptance notice by the Bidder.
- c) A Bid may be voided by superseding it with a later Bid or letter of withdrawal, prior to the closing date and time.

### 2. BID REQUIREMENTS

- a) The successful Bidder shall deliver a copy of the firm's Certificate of Insurance for liability and property damage for the works, within five (5) calendar days of receiving the acceptance notice. Coverage shall be in the name of the Township of Nairn and Hyman and be at least five million dollars (\$5,000,000.00) per accident. Failure to provide such proof shall result in the cancellation of the contract or Bid.
- b) The successful Bidder shall deliver proof of Workplace Safety and Insurance Board coverage, within five (5) calendar days of receiving the acceptance notice. Failure to provide such proof shall result in the cancellation of the contract or Bid.
- c) After award of the bid the Municipality will require a signed fixed price contract to be put into place with the successful bidder prior to the project commencing.

### 3. BASIS OF REJECTION OF BID

Bids not conforming to the following requirements will be disqualified:

- a) Bid must be legible, in ink, by typewriter, or by printer.
- b) Bid must be in possession of the Township of Nairn and Hyman by the closing time and date.

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- c) Bid must be on the forms provided and all pages must be included and intact. Failure to do so may disqualify your Bid.
- d) Bid must be signed and sealed by an authorized official of the Bidding organization. A joint Bid must be signed and sealed by each company.
- e) All items must be Bid.
- f) No item may be substituted for another type of item. The Bid must be for the exact item set out in the Bid Request form.
- g) The unit price for every item must be clearly shown.
- h) Bid must not be restricted or modified in any way.
- i) Bid must not be qualified by additions or alterations to the Bid Request form, where not requested in the Bid Request form.
- j) Bids must be submitted in a sealed envelope and clearly labeled:  
  
"Bid No. 2017OfficeRetrofit - 1– Municipal Office Entrance Retrofit at 64 McIntyre Street, Nairn Centre"  
Robert Deschene, CAO, Township of Nairn and Hyman, 64 McIntyre Street,  
Nairn Centre, Ontario P0M 2L0.
- k) Sealed envelope must have bidders full name and mailing address listed on the outside of it.
- l) Bids will be accepted at the Township of Nairn and Hyman Municipal Office until Tuesday, August 8, 2017 at 4:00 p.m. local time.
- m) Submissions sent by facsimile, email, or any other type of electronic transmission will NOT be accepted.

#### 4. BASIS OF PAYMENT

- a) Payment at the Bid price shall be paid on a monthly basis for performing the work specified in the Bid subject to the satisfaction of the Township of Nairn and Hyman.

#### 5. PERFORMANCE EVALUTION

- b) Failure to execute the contract in a competent manner shall result in the Bidder's disqualification from Bidding on the Township of Nairn and Hyman's contracts for a period of two (2) years.

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### **6. ENGINEER, AUTHORITY AND MUNICIPALITY**

- a) The terms, Corporation, Inspector, Engineer and Authority shall be deemed to be the Township of Nairn and Hyman.

### **7. SCOPE OF WORK**

This is a Single Phase Project slated for completion by October 31, 2017.

The following outlines the general description of the work to be completed:

Interior entrance renovation of the Township of Nairn and Hyman Municipal Office located at 64 McIntyre Street, Nairn Centre. Scope of work includes demolition and removal of existing construction, construction of new aluminum framed entrance vestibule to accommodate for barrier-free accessibility, floor/ceiling/wall patching and repainting and related electrical installations.

Work of the Contract includes furnishing labour, materials, equipment, services, and other related expenses to execute complete construction of facility specified under Contract Documents.

The entrance retrofit project must be constructed in accordance with the attached "Project Manual and Specifications, dated June 6, 2017 and the entrance retrofit drawings, dated June 6, 2017.

### **8. BID BRIEFING/SITE INSPECTION**

- a) A site inspection can be arranged by contacting Derek Wilson, Municipal Superintendent at 705-862-0964. The site inspection will provide Bidders with the opportunity to clarify any uncertainties prior to the closing date of this Bid Request.
- b) Each Bidder must satisfy themselves by personal examination as to the local conditions that they may encounter during the execution of the contract. The Bidder shall make their own estimate of the facilities and difficulties that they may encounter and shall not claim, at any time after submission of their Bid, that there was any misunderstanding of the terms and conditions of the contract relating to site conditions.

### **9. LOCATION**

- a) 64 McIntyre Street, Nairn Centre, Ontario.

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### **10. SPECIFICATIONS**

- a) See “The Corporation of the Township of Nairn and Hyman Municipal Office Entrance Retrofit Project Manual and Specifications, dated June 6, 2017” and the “Entrance retrofit drawings, dated June 6, 2017”.

### **11. SELECTION PROCESS**

- a) Sealed Bids will be opened at the Municipal Office at 64 McIntyre Street, Nairn Centre ON P0M 2L0 on Tuesday, August 8, 2017 16 at 11:00 A.M. local time and all Bidders are invited to attend.
- b) Any decision as to acceptance or rejection of Bids due to non-compliance with the Bid Request will not be made until a review of the Bids has been conducted by the Chief Administrative Officer.
- c) A decision to accept a Bid will be made by resolution of Council after which time the successful Bidder shall be notified.
- d) The Township reserves the right to reject any or all Bids.
- e) Lowest or any other Bid not necessarily accepted.
- f) The Township reserves the right to cancel and reissue a Bid Request at any time prior to making a decision to accept a Bid.
- g) Bids received after the official closing time will not be considered during the selection process and will be returned unopened to the respective Bidder.
- h) A Bid may be voided by superseding it with a later Bid and a letter of withdrawal, prior to the closing date and time.
- i) Notification of the acceptance of the Bid will be by telephone and written form of notice to the address listed on the Bid form.

### **12. CONTRACT REQUIREMENTS**

- a) Without limiting the scope of the contract, work generally includes interior entrance renovation of the Township of Nairn and Hyman Municipal Office located at 64 McIntyre Street, Centre Ontario.

### **13. PERMITS, LICENSES AND REGULATIONS**

- a) The Bidder shall apply for all necessary permits and licenses, approvals and consents required for the execution of the work. The Bidder shall give all necessary notices and pay all fees required by law and comply with all laws, by-laws, rules, regulations and requirements relating to the work and to the perseverance of public health. The Bidder shall be responsible for the safety of

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all workers and equipment on the site in accordance with all applicable safety legislation passed by Federal, Provincial and Local Authorities governing construction safety.

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Name of Bidder: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature of Bidder: \_\_\_\_\_ Dated: \_\_\_\_\_

**BID SUBMISSION MUST INCLUDE ALL PAGES OF THIS FORM**

**Municipal Office Entrance Retrofit at 64 McIntyre Street, Nairn Centre**

**Bid No. 2017OfficeRetrofit-1**

**SCHEDULE "A"**

We hereby offer to supply equipment, labour, and specified materials for the retrofit of the entrance of the building at 64 McIntyre Street in Nairn Centre in accordance with the "Scope of Work" and "Project Manual and Specifications, dated June 6, 2017 and the entrance retrofit drawings, dated June 6, 2017". We agree to begin this work as soon as possible and complete all work by October 31, 2017. All work will be conducted in accordance with current safety, environmental protection and labour standards. If the Bidder does not commence the works on the specified date, this contract may be awarded to another Bidder. If the Bidder does not complete the works within fourteen days of the time they specify that the job will be completed, the municipality may award the contract to another Bidder.

We hereby offer to complete this work at the unit prices listed:

**Bid Quote:**

**ITEM**

**DESCRIPTION**

#1 Entrance Retrofit at 64 McIntyre Street, Nairn Centre

**SUB-TOTAL** \_\_\_\_\_

**H.S.T.** \_\_\_\_\_

**GRAND TOTAL** \_\_\_\_\_

Company Name: \_\_\_\_\_

**All bids final. Lowest or any bid not necessarily accepted.**



**Municipal Office Entrance Retrofit at 64 McIntyre Street, Nairn Centre**

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**SCHEDULE "B"**

**OCCUPATIONAL HEALTH AND SAFETY  
AGREEMENT**

The undersigned Bidder (Name of company to be inserted), \_\_\_\_\_  
shall and does hereby agree and confirm that:

1. it is aware that the Township places great importance on the compliance with and adherence to the Occupational Health and Safety Act (the "Act") and the safety standards and policies of all authorities having jurisdiction;
2. all Work performed by the Bidder or on its behalf shall be in conformity with the Act and the construction, health, and safety standards and policies of all authorities having jurisdiction;
3. the Bidder and its employees, personnel, Bidders, Sub-Bidders, agents and/or representatives are knowledgeable and well versed in and with the requirements of, the Act and the safety procedures required for during the performance and completion of the Work;
4. all persons involved with the Work shall be required to wear proper safety equipment at all times; and
5. the Bidder shall be solely responsible for, and the Bidder shall not hold nor seek to hold the Township responsible in any way for, any violations of the Act or the failure of the Bidder to comply with and adhere to the safety standards and policies of any and all authorities having jurisdiction.

Signature of Bidder: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_\_\_