

THE CORPORATION OF THE VILLAGE OF OIL SPRINGS

“Entryways Project”

REQUEST FOR PROPOSAL

Supply and install automated door openers and renovate, as required, the entrances to the Municipal Office; Post Office, Library and Youth Centre so as to be in compliance with the Accessibility for Ontarians with Disabilities Act



CLOSING: 2:00 p.m. Friday, November 2, 2018

REQUEST FOR PROPOSAL
“Entryways Project”

1. INSTRUCTIONS TO BIDDERS

1.1. Request for Proposals will be received by the Village of Oil Springs and should be delivered to:

Erkki Pohjolainen
Clerk-Treasurer
Corporation of the Village of Oil Springs
4591 Oil Springs Line
Oil Springs, Ontario, N0N 1P0

And shall be sealed and clearly labeled “Proposal - Entryways Project”

Proposals will be received until: **2:00 p.m. local time, Friday, November 2, 2018.**

1.2. Only written proposals will be accepted.

1.3. Before responding to this Request for Proposal, please review “Instructions for Bidders” to ensure the full scope of work required is being considered when submitting a proposal.

1.4. Personal information contained in this proposal is collected under the authority of The Municipal Act and the Municipal Freedom of Information Protection and Privacy Act as amended and any by-laws passed pursuant to it. Questions about this collection should be directed to the Clerk-Treasurer.

1.5. All inquiries regarding this Request for Proposal (RFP) are to be directed to the Clerk-Treasurer by email (clerk@oilsprings.ca) no later than 1:00 p.m. on Friday, October 26, 2018. The question and answer will be posted on the Village Website for view by all parties contemplating the submission of a proposal.

2. PROJECT DESCRIPTION

2.1. The Corporation of the Village of Oil Springs seeks proposals for:

2.1.1. The replacement or enhancement of the Village Office main entranceway, including the installation, as needed, of automated door openers that meet AODA configuration requirements;

- 2.1.2. The supply and installation of an AODA-compliant automated door opener (and door if required) at the Youth Centre;
- 2.1.3. Reconfiguring the interior entrance for the Post Office to be AODA compliant; and
- 2.1.4. An automated opener for the Library main door.
- 2.2. The work may include the removal or renovation of existing entrances at any or all project component sites to meet AODA standards.
- 2.3. Those interested in performing this work are obliged to arrange site visits with the Municipal Office (519) 834-2939, to the Youth Centre at 4517 Victoria St., Community Hall (in which the Library and Post Office are located) at 4596 Oil Springs Line and the Municipal Office at 4591 Oil Springs Line to appreciate the scope and scale of the work involved. The site visits must be completed during Village Office regular hours of service and prior to the submission of a proposal.

3. PROJECT SCHEDULE

- 3.1. The project must be completed within six weeks of acceptance of the proposal.

RESPONSIBILITIES OF THE CONTRACTOR

4. INSURANCE

- 4.1. The Contractor shall, at his/her own expense, obtain such public liability and property damage insurance as will protect the Contractor and the Village of Oil Springs, and its staff, against any claim for damages or personal injuries, including death, which may arise from the services being provided as a result of this RFP. Insurance shall have a minimum limit of \$2,000,000 inclusive coverage for any occurrence or incident. The Contractor shall also ensure that all vehicles and equipment being utilized to fulfill its obligations under this RFP are fully insured.
- 4.2. This insurance shall cover the full duration of this project and the Contractor shall file with the Municipality proof of such insurance.

4.3. The Municipality shall be under no obligations whatsoever to any person, firm or corporation for any damages or injury, including death, to any person or persons caused by or resulting from, the Contractor, his/her servants or agents. The Contractor shall also protect, indemnify and save and keep harmless, the Village of Oil Springs, its officers and agents against damages, penalty, fine, claim, judgment, costs or charge suffered, imposed, assessed or incurred for any violation or breach of law occasioned by any act, neglect or omission of the Contractor, his/her servants or agents.

5. COMPLIANCE WITH LAWS AND ACTS

5.1. The Contractor shall comply with all Federal, Provincial and Municipal Laws, statues, regulation and by-laws, relevant to the contract including but not limited to:

5.1.1. *The Occupational Health and Safety Act*

5.1.2. *Workplace Safety and Insurance Act*

5.1.3. *Municipal Freedom of Information and Protection of Privacy Act*

5.1.4. *Municipal Conflict of Interest Act*

6. WORKERS' COMPENSATION

6.1. The Contractor must obtain coverage through the Worker's Safety Insurance Board for all of his/her employees who will be working on this project and shall submit proof of such coverage to the Municipality prior to commencing any work for the Municipality. The Contractor shall also furnish a satisfactory clearance letter from the Workers' Safety Insurance Board stating that all assessments or compensation payable to the Workers' Safety Insurance Board have been paid.

7. EXTRAWORK

7.1. No variation from the work that may involve or will result in an addition to the amount of the contract shall commence until signed approval has been obtained from the Municipality.

8. ASSIGNMENTS

8.1. The Contractor shall not make any assignments or subcontract, outside the terms of the submitted proposal, for the execution of any of the work without the consent in writing of the Municipality.

9. COMPLETION OF PROJECT

9.1. The Superintendent of Public Works is designated to judge and report on the progress, adequacy and completeness of all work performed by the Contractor.

10. DILIGENCE

10.1. In case the Contractor makes default or delay in execution of the work to the satisfaction of the Municipality, the Municipality may give notice in writing to the Contractor that he/she is in default. Should the Contractor fail to remedy such defaults or delays to the satisfaction of the Municipality, or should the Contractor become insolvent or abandon the work or otherwise fail to observe the provisions of this agreement, then the Municipality may take the work, or portions thereof, out of the Contractor's hands and employ a person or persons such as it may deem fit to complete the work. In such case, the Contractor shall be chargeable with and remain liable for all loss or damage which may be suffered by the Contractor for the cost of doing any such work over and above the contract price therefore.

11. CONDUCT

11.1. The Contractor and his/her employee(s) shall conduct themselves in an orderly and courteous manner while in and around the Municipally-owned facilities wherein this work will take place.

12. EQUIPMENT AND SUPPLIES

12.1. The Contractor shall provide all equipment and supplies required for the performance of the work required under this agreement.

13. OTHER

13.1. The failure of the Municipality to insist, in one or more instances, upon the performance by the Contractor of any of the terms and conditions of this agreement shall not be construed as a waiver of the future performance of any such term or condition and the obligation of the Contractor shall continue in full force and effect.

14. WORK DETAILS

- 14.1. The entryways and automated door-openers must be AODA compliant.
- 14.2. The Contractor shall furnish all labour, equipment and supplies required for the timely completion of this project.
- 14.3. The work will not prevent municipal staff from going about their work or prevent the public from accessing the services availed at the facilities affected by this work.
- 14.4. The contractor will ensure that the worksites are clear of debris and kept in a tidy state while the facilities are open.

15. Award

- 15.1. The Village of Oil Springs does not bind itself to accept in whole or any part of any proposal. The Village reserves the right to reject any or all of the proposals for any reason whatever and to accept any proposal if considered best for the Village's interest.
- 15.2. Proposals will be evaluated at the November 6, 2018 Regular Meeting of Council of the Village of Oil Springs where all proposals may be dismissed; Council may opt to further negotiate with one or more of the proposal providers; or one proposal may be accepted in whole or in part.
- 15.3. In the event a proposal is accepted by the Municipality, the proposal shall constitute a binding agreement and the proponent will be notified during business hours the following day.