



The Municipality of West Grey

Request for Quotation

**for the Supply and Installation of a New High Efficiency Gas Fired
Furnace(s) for the Ayton Fire Station**

RFQ WGQ18-05

ISSUE DATE:	Monday , June, 25 2018
CLOSING DATE:	Friday, July 27, 2018
TIME:	4:00 p.m., Local Time
LOCATION:	Municipality of West Grey Administration Building, 402813 Grey Rd. 4 Durham, ON, N0G 1R0
LATE SUBMISSIONS WILL NOT BE ACCEPTED	

You are hereby invited to bid the lowest net prices for which you are prepared to furnish the merchandise or services described, all in accordance with the Terms and Conditions and other instructions as stated in this document.

NOTE: It is the vendor's sole responsibility to ensure their submissions are received by the time and date specified within the document.

The Lowest or Any Quotation Will Not Necessarily Be Accepted.

Company Name:

The Corporation of the Municipality of West Grey

Public Works Department

Quotations for Supply and Installation of a New High Efficiency Gas Fired Furnace(s) for the Ayton Fire Station Information to Bidders

1.0 Due Date

Vendors are asked to submit bids on their letterhead no later than 4:00 p.m. on Friday, July 27, 2018. Bids can be emailed to pschwartz@westgrey.com.

2.0 Preparation of Specifications and Supervision of Work

- a. The specifications for the Work have been prepared by the Municipality of West Grey (West Grey), who will monitor work to be done under this quotation.
- b. Questions with respect to this RFQ are to be directed to the office of the Chief of Fire Services, Phil Schwartz at 519-369-2505.
- c. Should the Vendor find discrepancies, omissions, or ambiguities, or not agree that the materials and methods specified or designed, will provide an installation which meets the requirements of the intended Work, he/she shall notify the Chief of Fire Services prior to the Quotation opening date. The Fire Chief may choose to issue a written addendum. Addenda issued during the quotation period must be submitted with the quotation documents.

3.0 Examination of the Site

The Vendor shall visit the site of the Work before submitting his/her Quotation. He/she shall make his/her own estimate of the facilities and difficulties that may be encountered. He/she shall not claim at any time after submission of his/her Quotation that there was any misunderstanding of the terms and conditions related to site conditions.

4.0 Location of Project

Ayton Fire Station
610 Alfred Street
Ayton, ON

5.0 Scope of Work

- a. The vendor will be responsible for the removal and disposal of the existing suspended electric furnace system.

The existing thermostats to remain.

- b. The vendor will be responsible to secure any permits (i.e., electrical if required).
- c. New propane gas fired furnace(s) are to be suspended from the ceiling. It is the vendors responsibility to secure the furnace load to the top of the roof truss bottom chord.
- d. Furnaces must be capable of converting to natural gas.
- e. The vendor will be responsible to confirm that the new furnace(s) is sized to the existing shop floor space and volume and submit proof of same with the quote. Failure to do so may disqualify bid.
- f. Existing Station size is 40 ft wide x 74 ft. long by 15 ft. high.

6.0 Insurance Requirements

a. Commercial General Liability

The successful Vendor shall be required to provide the minimum Insurance coverage for Commercial General Liability Insurance satisfactory to the Corporation, including the following and underwritten by an insurer licensed to conduct business in the Province of Ontario:

- i. A limit of liability of not less than \$2,000,000/occurrence;
- ii. The Municipality shall be named as an additional insured;
- iii. The policy shall contain a provision for cross liability in respect of the named insured;
- iv. Non-owned automobile coverage with a limit of at least \$2,000,000 including contractual non-owned coverage;
- v. Products and completed operation coverage (Broad Form) with an aggregate limit not less than \$2,000,000; and
- vi. That 30 days prior notice of an alteration, cancellation or material change in policy terms which reduces coverage shall be given in writing to the Corporation.

b. Proof of Insurance

The successful Vendor shall provide a certificate(s) of insurance a certified copy(s) of the above-referred to policies, satisfactory to the Corporation, together with proof of renewal at least ten (10) days prior to expiry. Provided that if a certificate is provided, all requirements as above set forth must be shown on the said certificate and notwithstanding the provision of any certificate, the Corporation may require that the Vendor provide a certified copy of the policy.

c. Workplace Safety & Insurance Board

West Grey will be using the new E-Clearance system to ensure that the Workplace Safety & Insurance Board has issued a Clearance Certificate number indicating the Respondent(s)'s good standing with the Board:

Prior to Award

At any other time when requested by the Corporation

7.0 Warranty

The Vendor shall provide descriptive literature confirming product warranty.

8.0 Award

- a. Without limiting all other rights that may be exercised by the Corporation pursuant to this Document, vendors are advised that the Corporation reserves the right to fully evaluate Vendor Submissions, which evaluation may include, without limitation, a review of references, past performance history, completion history (including extended completion dates), litigation history (including construction liens filed by subcontractors for non-payment) and claims history of the vendors, and to reject a Vendor Submission if same is not satisfactory to the Corporation.
- b. The Corporation reserves the right to cancel this RFQ but not limited to the following:
 - If only one bid is received; and
 - If the bid exceeds the approved budget amount.

Supply and Installation of a New High Efficiency Gas Fired Furnace(s) for the Ayton Fire Station		\$ _____
	Sub-Total	\$ _____
	13% HST	\$ _____
Total Quotation Amount		\$ _____

<p>Anticipated Installation Date:</p> <p>_____</p>
<p>Dated at _____ this _____ day of _____, 2018.</p>

<p>Signature of bidder:</p> <p>_____</p>	
<p>Company Name:</p> <p>_____</p>	
<p>Address:</p> <p>_____</p>	
<p>Phone:</p> <p>_____</p>	<p>Fax:</p> <p>_____</p>



The Municipality of West Grey

Service Contractor

Health & Safety Responsibilities

Company / Owner Name _____ (the
"Contractor")

It is our policy objective at the Municipality of the West Grey (the "West Grey"), to provide all persons within our workplace with a safe environment in which to work. All Contractors and sub-contractors must cooperate and make all reasonable efforts to ensure the maximum protection and minimum inconvenience to the general public, occupants, and the environment.

In consideration of being engaged to do work for the West Grey, the Contractor shall complete the following requirements on West Grey projects:

- Contractors employed by the West Grey will be responsible for taking all necessary steps to protect persons and property, from any harm during the course of the work. All work procedures and equipment operation will be in accordance with the Occupational Health and Safety Act and regulations.
- Health and Safety issues will always be given immediate attention by the West Grey and Contractors.
- All Contractor employees conducting work with the West Grey must be a '**competent person**' as defined in the Occupational Health and Safety Act.
- Contractors must supply equipment capable of being operated in a manner that meets the Occupational Health and Safety Act and regulations. All relevant equipment manuals must be located on the equipment being operated.
- Contractors must ensure that all of their employees have safety training and certifications equal to, or exceeding, the requirements set forth in the current Occupational Health and Safety Act and regulations.
- The Contractor shall provide and post, in a conspicuous location, a written copy of its Health and Safety Policy, as required under Sections 25 (2)(i) and (k) of the Occupational Health and Safety Act when working at a stationary work site.
- The Contractor is responsible to provide, maintain and ensure that all equipment, including personal protective equipment, is properly used or worn for the duration of the work.
- The Contractor's employees will be a part of all pre-site and tailgate meetings.

- All Contractors must immediately report unsafe conditions, incidents, and accidents to the West Grey’s supervisor or the West Grey’s Occupational Health & Safety Coordinator.
- All applicable current health and safety issues and environmental legislation and regulations are considered the minimum requirements that the Contractor must meet.
- The West Grey retains the right to stop the Contractor’s work without penalty to the West Grey if the Contractor fails to comply with the Occupational Health and Safety Act and Regulations, the Health and Safety Policies and Procedures of the Municipality or creates an unacceptable health and safety hazard.

The West Grey takes pride in the commitment of our employees and contractors and will take the necessary steps to ensure health and safety on all projects.

ACKNOWLEDGEMENT

As an authorized representative of the Contractor, I have read and received a copy of the “Service Contractor Health & Safety Responsibilities” and agree on behalf of (company) _____ and our employees to comply with its requirements, and the requirements of the Occupational Health and Safety Act and regulations. I will also take all necessary precautions to ensure the health and safety for our employees, suppliers and sub-contractors while on the project and ensure they are provided with and are aware of, the preceding requirements.

Authorized Representative: _____ Date: _____
(Print Name)

(Signature)

RESPONDENT INFORMATION FORM

Bidders must complete this form and name one person to be the contact for the RFT response and for any clarifications or amendments that might be necessary.

1.	Full Legal Name of Company:	
2.	Street Address:	
3.	City, Province:	
4.	Postal Code:	
5.	Office Phone Number:	
6.	Office Fax Number:	
7.	WSIB Clearance Number (if applicable):	
8.	HST Account Number:	
9.	Contact Person's Name and Title:	
10.	Contact Person's Office Phone Number:	
11.	Contact Person's Cell Phone Number:	
12.	Contact Person's E-mail:	