



## REQUEST FOR QUOTE

For the preparation of one Heritage Designation Report  
for consideration of property designation pursuant to  
Section 29 of the Ontario Heritage Act and Regulation 9/06

Issue Date: May 14, 2018

Closing Date: May 31, 2018

Time: 12:00 NOON Local Time

Location: Municipality of West Grey Administration Building  
402813 Grey Road 4, Durham, ON N0G 1R0

Attention: Mark Turner, Clerk

***Late submissions will not be accepted.  
The lowest or any submission may not necessarily be accepted.***

Sealed quotations will be received by the undersigned until 12:00 NOON, Thursday, May 31, 2018, for the following:

The Municipality of West Grey is inviting submissions from Heritage Consultants to evaluate the property known as the former Durham Public Library, a Carnegie building located at 240 Garafraxa Street North, West Grey. This property is a candidate for protection under s.29 of the Ontario Heritage Act.

This evaluation is to be completed by applying Ontario Regulation 9/06, *Criteria for Determining Cultural Heritage Value or Interest*. The resulting Heritage Designation Reports will be used to make recommendations to Council on the possible protection of the property. A designation bylaw may flow from the report.

The Heritage Consultant is expected to evaluate and make recommendations regarding the exterior of building, any significant interior architectural elements, and any cultural heritage landscape features, if applicable.

### **Scope of Work**

Preparation of one (1) Heritage Designation Report for evaluating 240 Garafraxa Street North, West Grey, which is being considered for designation pursuant to Section 29 of the Ontario Heritage Act and Regulation 9/06. Work to include archival research and a site visit for photographic documentation of the property.

Evaluating the property involves compiling documentary and physical research sufficient to apply the criteria of Ontario Regulation 9/06 and meet the provisions of the Ontario Heritage Act. This will be achieved by undertaking the following tasks:

- Review existing property documentation provided by the Municipality, if available
- Conduct a site visit and photographic documentation of the property (site, building, and significant cultural heritage landscape features)
- Undertake property title searches at the Land Registry Office and County of Grey archives
- Undertake archival research at the County of Grey archives (assessment rolls, photographs, land records, genealogical files, insurance plans, directories, maps, etc., where available).
- Report on any historical/associative value or interest based on the available documentary evidence
- Report on any design/physical value or interest and provide an architectural and features description
- Report on any contextual value within the sites and environs
- Prepare draft statements of cultural heritage value or interest and descriptions of the exterior, significant interior, and cultural heritage landscape features (heritage attributes), as applicable, that support that value or interest
- Prepare draft reports for review and submit final reports

### **Not Included in Scope of Work**

- There are no requirements for an archaeological assessment

- Measured drawings are not required
- No structural condition assessment/ engineering report is required

## **Schedule**

Project is to commence at the awarding of the contract by the Municipality. Proponents are required to indicate delivery date in their submission, ideally not longer than 60 calendar days following date of award.

## **Deliverables**

The Heritage Designation Report will be submitted in electronic format (Word file) unless otherwise specified by the Municipality.

The successful proponent may be expected to attend and present their report and recommendations to West Grey Council. Please identify any additional cost, should this be required.

## **Terms and Conditions**

All aspects of the Project are under the supervision of the Municipal Clerk.

The successful proponent must complete and include the Bid Form as part of the submission proposal.

The successful proponent must have comprehensive/commercial general liability insurance and will add the Municipality of West Grey as an additional insured.

The successful proponent must be an independent operator; a Clearance Letter issued by WSIB will be required by the Municipality of West Grey.

All materials prepared for use in carrying out the contract are the property of the Municipality of West Grey and the Consultant irrevocably assigns all of these to the Municipality of West Grey and its copyright therein, except for those items for which copyright permission was granted solely for the purposes of the report, such as with materials held by archival institutions, or materials otherwise copyright protected.

For additional information, please contact:

Mark Turner, Clerk  
402813 Grey Road 4, R.R. #2,  
Durham, Ontario N0G 1R0  
Office 519-369-2200, Ext. 229, Fax 519-369-5962



## Contractor Health and Safety Agreement

It is our objective at the Municipality of West Grey, to provide all persons within our workplace, the opportunity to work in a safe environment. It is the Municipality's Policy to totally eliminate all accidents through Health and Safety Standards. All Employees, Contractors, Sub-contractors, Suppliers and any other Service Providers to our projects must co-operate and make all reasonable efforts to ensure the maximum protection and minimum inconvenience to the general public, occupants and the environment.

The Municipality of West Grey believes the following ideals must be accepted and followed in order to ensure safety on our projects.

- Any Contractor hired by the Municipality must ensure that their employees have safety training and certificates equal or exceeding the requirements set forth in the current Occupational Health and Safety Act and current regulations.
- The Contractor(s) on the project must work in conjunction with the Municipality's appointed Health and Safety representatives. All Contractors must follow Health and Safety policies set forth by the Municipality.
- The Contractor must report and investigate all incidents, and near accidents to the Site representative and Health and Safety representative immediately.
- Health and Safety policies will be reviewed and be part of all pre-site and site meeting agendas and will have the Contractor, as well as, the Municipality represented.
- Health and Safety issues will always be given immediate attention by the Municipality, its representatives, contractors and sub-contractors.
- All applicable current and environmental legislation/regulation(s) are considered a minimum requirement;
- All employees, contractors/sub-contractors, suppliers and visitors/residents must immediately report unsafe conditions, incidents and accidents to the Project/Site Supervisor or the Municipality of West Grey's Occupational Health and Safety Officer.

Failure to adhere to one of the above stated requirements would jeopardize the Health and Safety of all. Through a safety conscious workforce, the quality of work and production will ensure safe and timely project completion. **All** accidents will be investigated to determine the causes and corrective actions to prevent recurrence. Disciplinary Action in the form of:

- Step 1 Verbal Warning
- Step 2 Written Warning
- Step 3 Notification to the Ministry of Labour regarding project violations/termination of the legislation/regulation(s) and unsafe work practices.

The Municipality 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

I have read and received a copy of the "Contractor Health and Safety Agreement" and agree on behalf of \_\_\_\_\_ to comply with the requirements of the Occupational Health & Safety Act and Regulations for Construction

**Projects. 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 that they are provided with and are aware of the preceding requirements.**

---

**Contractor**

---

**Municipality of West Grey**

Upon request (Contractor) will provide a written copy of their Health and Safety Policy as required under Section 14.2 (i) of the Occupational Health and Safety Act (Construction Projects).



**BID FORM**

Request for Quotation:  
SUBMITTED TO: THE MUNICIPALITY OF WEST GREY

|   |  |
|---|--|
| BIDDERS NAME:<br>(legal name of Bidder and operating name, if applicable) |  |
| Bidder Address  |  |
| Bidder Phone Number   |  |
| Bidder Fax Number   |  |
| Bidder E-mail   |  |
| Bidder's Contact (Full Name)  |  |
| Bidder's Contact (E-mail)   |  |

I/We, the undersigned, having read, understood, and accepted the requirements of this Request For Quotation document hereby offer complete the Work in strict accordance with the bid documents for the price **excluding taxes** listed below.

I/We acknowledge that we have received addenda number \_\_\_\_\_ to \_\_\_\_\_ inclusive, and the price bid includes the provisions set out in such addenda. **Note –** your Bid may be rejected in its entirety if the addenda, if any, are not acknowledged and provided for in the prices submitted.

All prices quoted include all labour and materials, out of pocket expense and all other incidentals necessary to complete the Work, including sub-contractors and all other charges of every kind attributable to the work.

|  |          |
|--|----------|
| Total Upset Limit (including all labour and materials, out of pocket expenses and all other incidentals necessary to complete the work, including sub-contractors and all other charges of every kind attributable to the work, excluding HST) | \$ _____ |
| <b>HST</b>   | \$ _____ |
| <b>Total</b>   | \$ _____ |

Authorized Signature: \_\_\_\_\_

Date of Signature: \_\_\_\_\_