

# Township of Southgate

## Administration Office

185667 Grey Road 9,  
Dundalk, ON N0C 1B0



**Phone:** (519) 923-2110

**Toll Free:** (888) 560-6607

**Web:** [www.southgate.ca](http://www.southgate.ca)

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## Request for Proposals (RFP)

### Hopeville Depot Cold Shed Upgrades Project

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#### Instructions to Bidders

##### Project Information

Sealed quotations clearly marked "**Hopeville Cold Shed Upgrades Project RFP**" must be addressed to the following location and attention:

Township of Southgate  
Attention: Hopeville Depot Cold Shed Upgrades Project RFP  
185667 Grey Rd 9, Dundalk, Ontario N0C 1B0

Electronic tenders clearly marked "**Hopeville Cold Shed Upgrades Project RFP**" to be emailed to [tenders@southgate.ca](mailto:tenders@southgate.ca)

Submission deadline: **May 7, 2024, at 12:00pm**

##### Scope of Project

The intent of this RFP document and the project is to select a contractor to upgrade the Hopeville Depot Cold Shed as described in this RFP document.

##### Examination of Site

Each Contractor is recommended by the Township of Southgate to visit the project site of the proposed work before submitting the proposal response to be aware of the building conditions that will be present while completing the building upgrades. The Contractor shall not claim that there was any misunderstanding of the terms and conditions of the contract relating to site conditions at any time after submission of proposal.

##### Building Upgrade Location:

Hopeville Depot Cold Shed  
185667 Grey Rd 9, Dundalk, Ontario N0C 1B0

##### Contacts:

Any questions or concerns arising out of this RFP, should be addressed to:

Jim Ellis – Public Works Manager  
Phone: (519) 923-2110 x250  
[jellis@southgate.ca](mailto:jellis@southgate.ca)



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### Proposal Opening

The opening of the submissions shall commence just after 1:00 p.m. on Tuesday May 7<sup>th</sup>, 2024, unless the CAO or designate acting reasonably postpones the start to some later hour, but the opening shall continue once started, until the last bid is opened.

The opening shall be held virtually, please use the following link to access the opening.

Join Zoom Meeting

<https://zoom.us/j/97995641334?pwd=NIRZd2pTZmZ6ajQ4ZzB1RURGcE0zUT09>

Meeting ID: 979 9564 1334

Passcode: 878644

### Project Timelines

The Township of Southgate approximate project timelines are as follows:

- i. Procurement Closing date: May 7, 2024
- ii. Commencement of Bid Evaluations: May 8, 2024
- iii. Recommendation to Council for Approval: May 15, 2024
- iv. Notification of Successful Contractor: May 16, 2024
- v. Start Quote Date: Spring/Summer 2024
- vi. End Quote Date: September 30, 2024

## Project Specifications

### Project General:

The project specifications are outlined below and shall be incorporated into the final design for the project.

Construction and Interior Finish of 70'W x 70'L x 16' high cold storage shed:

- a) The retrofit/redesign of the building will incorporate electrical, insulation & vapour barrier, ceiling & wall finish, propane tube heating, ventilation, and overhead door replacement. Design option for floor drainage.

### Project Specifics:

Contractor to supply and install:

- a) Electrical - additional receptacles, breakers,
  - Switches and lights
  - ESA permit & inspection
- b) Insulation & vapour barrier – ceiling – R40 blown attic,
  - R28 Roxul wood studded walls
  - Bottom cement walls - 2" shiplap Styrofoam

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- c) Ceiling Finish – 29-gauge white rib steel screw nailed fastened.
    - Framed attic access with door
  - d) Wall Finish – ½" Tuftboard installed on bottom 4' of framed walls.
    - 29-gauge white rib steel installed vertically from Tuftboard to ceiling
    - Screw nailed fastened.
    - Any trim materials to be white.
  - e) Heating – 150,000 btu propane tube heater
  - f) Ventilation fan – automatic control carbon monoxide monitoring device.
  - g) Overhead Door – Removal of 2 existing side sliding framed metal clad doors.
    - Supply & install 1- 24' wide x 14' high white insulated overhead door all hardware and electrical opener with 4 remotes.
  - h) Design option recommendation for floor drainage sump, trough trench or means to address snow/ice melt waters from plow trucks.
  - i) Contractor to supply all required building materials and labour to complete project and obtain occupancy.
  - j) All rental equipment required to be supplied by contractor.
  - k) The Township will supply roll off bin for waste & disposal of materials.



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## General Conditions

### Extent

The Contractor shall be liable for all costs of doing the work including labour, equipment and materials.

### Contractor's Responsibility

Upon notification of acceptance of the contract and before the commencement of work, the contractor must provide the Township of Southgate with a Certificate of Insurance as per the following:

- a) The Contractor shall protect and indemnify and save harmless the Corporation of the Township of Southgate from any and all claims which may arise from the Contractor's operations where bodily injury, death or property damage is caused, and shall, without restricting the generality of the foregoing, maintain insurance acceptable to Southgate, subject to limits of liability of not less than \$5 million inclusive.
- b) All liability policies shall be written in such terms as to fully protect the Contractor notwithstanding his assumption of liability and his indemnity covenants under the contract.
- c) All liability insurance policies shall be written in the names of the Contractor and the Corporation of the Township of Southgate shall be subject to a cross liability clause. The Contractor agrees to provide to Southgate a Certificate of Insurance in compliance with the above including a warranty that the insurer will not cancel said policies without thirty days written notice of such cancellation provided to Southgate. Such certificate shall clearly indicate the amount deductible/applicable, if any.
- d) Certificate of such other insurance as the owner may from time to time deem necessary.
- e) The Contractor shall maintain such insurance and pay such assessments as to protect both the contractor and the owner from claims under the Workers' Compensation Act.

### Workers' Compensations

The Contractor shall submit a Clearance Certificate every 60 days during the active working period and at completion of the contract.

### Protection of Property

The Contractor will be responsible for any damage that may occur relative to the execution of all operations arising from this contract. Any damage done to Southgate's property must be made good to the satisfaction of Southgate.



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### Applicable Legislation

- A. The Contractor shall comply with all applicable **Provincial and Federal legislation and regulations, including the Occupational Health & Safety Act and pertinent Southgate by-laws.**
- B. **Municipal Freedom of Information and Protection of Privacy Act** – Any personal information provided in this document will be used for selection purposes only as per the Municipal Freedom of Information and Protection of Privacy Act.
- C. **Accessibility for Ontarians with Disabilities Act, 2005** – The successful contractor must be in compliance with the Township of Southgate Accessible Customer Service Policy under the AODA, 2005 and provide proof that training requirements have been met.

### Protection

All equipment safeguards and protection shields shall be installed and maintained to adequately guard against injuries to the public, particularly children and workmen, by accidents around and adjacent to the project.

### Director of Work

The Public Works Manager will be the contacts for the contractor during the project and reserve the right to inspect the Contractor's work.

### Termination

If, at the discretion of the Township of Southgate, there is default by the Contractor of any of the terms contained herein, Southgate shall have the right to terminate the contract upon giving the Contractor twenty-one (21) days notice to address the concerns or issues to successfully complete the project.

Upon termination of the contract, the balance of the contract price shall be forfeited.

### Acceptance or Rejections

- Lowest or any RFP tender is not necessarily accepted.
- Bids received after closing date & time.
- Incomplete bid submission

Southgate reserves the right to award the project to the contractor with the best proposal for the Township of Southgate. Southgate also reserves the right to reject any or all bids or award the contract to other than the lowest tender received, if in Southgate's opinion, it is in the best interest of the Township.

### Project Progress Meetings with Contractor

The successful bidder will be required to hold project site meetings at least once every 30 days, or more frequently, if required by the Contractor or the Township's project management review team.



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### **Completion of Project Timeline Penalties**

If the project is not completed by the September 30, 2024, date, without valid reasoning accepted by the Township, a penalty of \$500.00 per day will be deducted from the total billing costs on final payment.

### **Proposals to Include:**

- a) Description of Firm - Firm's brief history with highlights of services provided.
- b) Curriculum Vitae/Expertise - An outline of qualifications and experience of the team members, including all sub-consultants, to be assigned to each phase of the project. Indicate the names of all personnel, and experience that will be involved in the design of each discipline, including, building design, electrical, mechanical and project management. As time is of the essence in this project, identify team availability. Personnel substitution will not be accepted without prior approval of the Township of Southgate.
- c) Team Organization - The respective roles and responsibilities team members will take in the project team organization and in the development of design/tender documents, contract administration and commissioning of the project.
- d) Project Experience - Brief documentation on significant similar projects, with client references, project description, reduced size design drawings and photographs (max. 8-1/2" x 11"), together with a brief description of all other projects of relevance.
- e) Design Concept - A brief description on design approach, a brief description of materials to be used, and rendering of final building interior.
- f) Project Schedule - An outline of the approach proposed to meet the requested schedule(s) and what other resources will be made available by the proponent/sub-consultants to meet set end dates, if during the design process, delays occur.
- g) Cost Control - An outline of the approach proposed to affect cost control. Provide details on demonstrated projects where respondent met the budget which was initially set and met post construction phase. Provide steps taken to maintain initial budget.



## Evaluation and Selection

### Selection Process

Proposals will be assessed on the basis of information provided by the Respondent at the time of submission. The evaluation of Proposals will be conducted by an evaluation team comprised of staff members from the Township of Southgate and the Corporation of the County of Grey reserves the right to interview and facilitate presentations in order to gain additional detail outside of the proposals received.

### Evaluation Criteria

Proposals will be assessed against the following criteria. The Township reserves the right to shortlist firms for further evaluation and interviews which may alter the final scoring results. Proposals will be scored based on meeting or exceeding the expectations of the established evaluation criteria.

	<b>Evaluation Criteria</b>	<b>Weight Factor</b>
1.	Qualifications and Expertise of Team	10
2.	Experience with projects of similar size and complexity.	20
3.	Approach to design concept including suggested materials.	20
4.	Approach to Timing Control and Schedule	15
5.	Approach to Cost Control	10
6.	Costs	25
	<b>Total</b>	100

The Corporation reserves the right to reject any or all proposals. The Corporation also reserves the right to not proceed with the project without stating reason thereof.

Selection of a proposal(s) will be based on all the above criteria and any other relevant information provided by the Respondent(s).

All proposals are to be submitted with the understanding that the selection of a proposal for discussion by the Evaluation Committee shall not thereby result in the formation of a contract. Nor shall it create any obligation on the Township to enter into further discussions.

Evaluation of the project engineer and project support staff will include an assessment of the firms overall ability to provide multi-disciplinary capabilities and resources to this project and the Project Managers past experience on similar projects.

The assessment of past project experience will include evaluation of the Consultant’s success with previous experience of this nature, the previous

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experience of proposed staff for this project, the stability and reputation of the firm, particularly in the area of design/build services.

Respondents shall include in their proposal a minimum of three (3) project references demonstrating these attributes, preferably in projects of a similar magnitude and design to that specified herein.

The project will be awarded to the respondent who, in the sole judgment of the Township, provides the best overall value. The Township will not be obligated to select the lowest cost or any proposal.

The Township reserves the right to conduct references on the Respondents, the results of which may affect the award decision.

The Township reserves the right to negotiate Terms of Reference including materials used, with the awarded Respondent. These negotiations may affect price proposal.





**Contractor Health and Safety Agreement**

It is our objective at the Township of Southgate, 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, Subcontractors, 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 Township of Southgate believes the following ideals must be accepted and followed in order to ensure safety on our projects:**

1. Any Contractor hired by Southgate 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.
2. The Contractor(s) on the project must work in conjunction with Southgate’s appointed Health and Safety representatives. All Contractors must follow Health and Safety policies set forth by Southgate.
3. The Contractor must report and investigate all incidents, and near accidents to the Southgate’s Public Works Manager, and Health and Safety representatives within 24 hours.
4. Health and Safety issues will always be given immediate attention by the Municipality, its representatives, contractors and subcontractors.
5. All applicable current and environmental legislation/regulation(s) are considered a minimum requirement;
6. All employees, contractors/sub-contractors, suppliers and visitors/residents must immediately report unsafe conditions, incidents, and accidents to Southgate’s Project/Site Supervisor or the Township of Southgate’s Occupational Health and Safety Committee;

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 re: Health and Safety Violations of the Legislation/regulation(s), and unsafe work practices.

Southgate takes pride in the commitment of our employees and contractors, and will take the necessary steps to ensure Health & Safety on all projects.

**Note: A WSIB Certificate must be attached.**

**Contractor Approval:**\_\_\_\_\_ **Phone Number:**\_\_\_\_\_



## Bid Checklist and Submissions Required

Contractor Responsibilities	Municipal Required	Contractor Submitted
<b>Documentation:</b> <ul style="list-style-type: none"> <li>• <b>WSIB Certificate of Clearance (equivalent private)</b></li> <li>• <b>Liability Insurance Certificates \$3,000,000 min</b></li> <li>• <b>Health and Safety Policy Statement and Operating Procedures</b></li> </ul>	<input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>
<b>General Requirements:</b> <ul style="list-style-type: none"> <li>• <b>Comply with all Legislation, Regulations and Codes</b></li> <li>• <b>Enforce compliance with Municipal issued safety violations</b></li> <li>• <b>Preform regular safety inspections of project</b></li> <li>• <b>Employ only qualified competent workers on project</b></li> <li>• <b>Provide qualified competent on-site supervision</b></li> <li>• <b>Provide copies of MOL reports, orders, charges related to the project within 24 hours of receipt</b></li> <li>• <b>Provide accident reports for critical injuries related to this project to Municipality within 24 hours and all other accidents within 3 days</b></li> </ul>	<input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>  <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/> <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>

**Signature:** \_\_\_\_\_ **Dated:** \_\_\_\_\_ **2024**

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## Bid Form

### Statement of Qualifications:

#### Experience—Statement of Companies expertise in this Business

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**Note:** Attach any brochures and company profile that would support this section.

### Contractor References

Company	Contact	Phone #
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<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

### Payment Terms:

Each bid proposal shall provide a payment term based on the RFP price submitted for the project as work is completed. The contractor shall provide a progress payments schedule on a percentage basis on the completion of the project work.

### RFP Submissions Inclusions

The RFP proposal submission shall include the following documents:

1. A copy of this RFP document as provided with all signature approvals;
2. Complete the Contractor Health & Safety Agreement form;
3. Complete the Bid Checklist and Submissions Required form;
4. Provide Bid Form responses;
5. Complete bid responses using the RFP Pricing Submission form;
6. Complete the Contractor Acceptance; and
7. Provide any supporting documentation, materials, proposal explanations, drawings, concept plans, etc. will be accepted and used as part of the selection process.

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**RFP Pricing Submission**

Pricing submission to include completing the project work inclusive of time, all materials, consultant costs and site meetings as described in this RFP document.

**Project Components**

**Price before Taxes**

Insulation & vapour barrier \$ \_\_\_\_\_

Wall & ceiling strapping and finishing \$ \_\_\_\_\_

Overhead door with electrical operator \$ \_\_\_\_\_

Electrical Cost \$ \_\_\_\_\_

Heating Equipment Costs \$ \_\_\_\_\_  
**\*\*Include description & specifications on equipment being recommended**

Floor drainage system \$ \_\_\_\_\_

**\*\*Include description & specifications on equipment being recommended**

Other Project Costs \$ \_\_\_\_\_

**Sub-Total Project Cost** \$ \_\_\_\_\_

HST Taxes 13% \$ \_\_\_\_\_

**Total Project Cost** \$ \_\_\_\_\_

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**Contractor Acceptance**

I/we, the undersigned, have carefully examined and/or discussed the project site of the proposed work and, hereby agree to furnish all labour, materials, equipment and services necessary to complete the work in accordance with the attached Instructions to Bidders, General Conditions and Specifications for RFP Contract Price or Proposal as submitted:

Name of Contractor \_\_\_\_\_

Address \_\_\_\_\_

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

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

Workers' Compensation Number \_\_\_\_\_

Contractors' Insurance Company \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_  
Contractor Approval Signature

\_\_\_\_\_  
Dated