



**Township of Ignace
Request for Proposal
August 16, 2017**

Township Facilities – Dormer Siding Replacement Project Fall 2017

The Corporation of the Township is asking for proposals from qualified contractors to replace certain components of the Township Municipal Complex. The Project is replacement of the siding on the dormers to the Ignace Municipal Complex.

Scope of Work

This is a request for proposal, including a sufficiently detailed plan on how to restore the components of the the facility to a good condition that will provide the components with a reasonable useful life. Nonetheless the following are the tasks we have identified that need to be addressed through this Project.

Municipal Complex Dormer Siding Replacement

The roof of the Ignace Municipal Complex, located at 34 Hwy 17, was re-shingled last year. The siding of the four (4) dormers on the roof requires replacement. The following are the key elements to be covered in a proposal.

1. Remove all the old siding and any underlay beneath the siding and haul to the Ignace landfill.
2. Install new ½” plywood on the dormer walls.
3. Cover the plywood with building wrap.
4. Install cement board siding such as Hardie Board on the plywood with the vertical and horizontal orientation of the current pattern. Colour should be a shade of grey to match the shingles.

Other Project Matters

The following are some key matters that contractors need to consider:

1. The contractor is responsible for worker health and safety and site safety. The contractor will supply signage, fencing and whatever else may be needed for site safety. The Township will co-operate with the contractor in order to ensure safety of the contractor's crew, Township employees and the public.
 2. The contractor will supply all of the materials for the Project.
 3. The contractor must clean up the site, remove all debris and transport it to the Township landfill. The Township will waive tipping fees for all materials mentioned above to be removed and hauled to the landfill and site debris.
 4. In addition to manufacturer's warranties for the materials installed, the contractor will warrant for a period of two years the workmanship of the installation and other work the contractor performs.
 5. A building permit is required for the Project. The Township will waive the building permit fees.
 6. The Project shall be carried out on a schedule approved by the Township. The Project shall be done as expeditiously as possible, preferably continuously, in order that the Project is completed on a timely basis.
 7. The Township will supply power to the contractor for the project.
 8. There are generally no storage facilities at the Arena Garage site or the Ignace Municipal Complex site. The Township will allow storage of material at the Township Public Works Garage located at 121 Lily Pad Lake Drive. If feasible the Township will try to accommodate storage of small amounts of materials at the sites.
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Project Timing

In their submissions contractors shall propose a schedule. The Township wants every job of the Project to be done as soon as possible and certainly before the onset of winter weather.

RFP Preparation

The following steps are to be taken:

1. Contractors have been directly contacted who the Township believes are capable of doing the project and may be interested in the project.
2. A site visit is mandatory. A site visit is scheduled for Wednesday, August 23, 2017 @ 2:00 P.M.
3. Contractors may put whatever information they think is relevant in their proposals. The Township expects proposals that provide a sufficiently detailed plan on how to restore the facility components to a good condition that will provide a reasonable useful life.
4. If awarded the project contractors shall provide proof of insurance (minimum \$2.0 million liability) and a WSIB clearance certificate
5. Contractors shall provide a lump-sum price to do the basic project they are proposing.

Proposal Evaluation

Proposals will be evaluated according to contractor qualifications and experience, proposal content, project schedule and price.

Project Award

The Township reserves the right to reject any and all proposals, to waive technical and legal deficiencies, and accept any proposal that it deems to be in the best interest of the Township.

Proposal Submission

Contractor proposals will be accepted until **August 30, 2017 @ 3:00 P.M. CSDT.**

Bids can be submitted in a sealed envelope clearly marked "Township Facilities – Municipal Complex Dormer Siding Replacement Project Fall 2017" to:

Chantelle Gascon, Acting CAO–Clerk
Township of Ignace
P. O. Box 248, 34 Highway 17 West
IGNACE ON P0T 1T0

OR, by email to:

cao@town.ignace.on.ca. If submitting by email, insert your bid as an attachment in your email and request a "read receipt."