



316837 Highway 6, RR 1
Chatsworth, Ontario N0H 1G0

Telephone 519-794-3232 - Fax 519-794-4499

REQUEST FOR PROPOSAL DOCUMENT FOR:

Disposition of Chatsworth Arena Building

Issue Date – February 28, 2019

Closing Date – Noon on March 27, 2019

NAME OF FIRM

ADDRESS

TELEPHONE

NAME OF PERSON SIGNING FOR FIRM

POSITION OF PERSON SIGNING FOR FIRM
(PLEASE USE INK OR TYPEWRITER)

RFP RECEIVED BY: **Township of Chatsworth**
Att'n: Chatsworth Arena Demolition Tender
3168376 Highway 6, RR #1
Chatsworth, Ontario N0H 1G0

Township Contact/Project Liaison: Patty Sinnamon or Jamie Morgan

INFORMATION TO BIDDERS

Contractors are advised to carefully read the clauses in this Contract Agreement and confirm acceptance of same with approval below:

WITNESS

SIGNATURE OF CONTRACTOR

Date: _____

A. PURPOSE OF THIS REQUEST FOR PROPOSAL

1. Proposals must be sealed and clearly marked as to its content, and will be received until the tender closing date and time as specified herein.
2. Information relative to local conditions of the scope of work will be provided by the Township.
3. All material supplied will be subject to acceptance by Township inspection.
4. Each tender must be accompanied by security in the form of a certified cheque for 10 percent of the amount of the work. The certified cheque of the successful bidder will be retained by the Township until project completion the tender with Council approval.
5. Certified cheques from all unsuccessful bidders will be returned within 10 days or less of the tender opening. The tender deposit from the bid in the second position will be held until the successful contractor / supplier is awarded.
6. A completed copy of this entire 8 page bid document must be included with your tender submission.
7. A proposal may be withdrawn up to one hour before the date and time set for receiving tenders.
8. No proposal will be received after the date and time set for receiving tenders.
9. Joint bids will not be accepted.
10. A contractor who proposes to use a subcontractor(s), must name those subcontractor(s) at the time of bidding as an additional and separate added document on the lead contractor's letterhead.
11. Evidence of experience and financial standing may be requested. A brief biography of your company along with 3 references is recommended if your company has not completed work for the Township of Chatsworth in the last 5 years.
12. A copy of the bidders WSIB certificate of clearance must be provided with all tender submissions.
13. By bidding on this tender, the contractor warrants that they comply with all applicable statutes, laws, by-laws, regulations, ordinances, notices and orders whether federal, provincial, municipal or otherwise during the currency of this contract agreement.
14. Contractors must adhere to all regulations as specified in the Occupational Health and Safety Act.

15. Any on-site environmental issues caused by the contractor on site must be reported to the municipality, the MOE and cleaned up appropriately.
16. Contractor's proof of liability insurance with a minimum of **\$2,000,000.00** coverage with an endorsement document identifying that the Township of Chatsworth is named as insured for a period of 30 days after the completion of the contractor's project work plan.
17. Proposals will be checked for accuracy.
18. The Township reserves the right to reject any or all tenders.
19. The Township of Chatsworth reserves the right to reject all tender proposals if the pricing is over the project's previously budgeted financial numbers.
20. The Township of Chatsworth will not be responsible for any costs or expenses incurred to prepare and submit the tender document by any contractor or supplier.
21. The Township of Chatsworth reserves the right to not necessarily accept the lowest tender.
22. The decision of Council to accept a tender will constitute completion of contract agreement once confirmed in writing by the Township of Chatsworth.

B. COMMUNICATIONS

Clarification of Tender Document Information

It will be the contractor's responsibility to clarify with the Township any details in question not mentioned in the Contract before submitting the company or individual bid. The tendered unit prices shall be broken out to supply pricing for the necessary labour, equipment, materials, etc. as required to complete this contract to the satisfaction of the Township and this bid requirement.

Direction to Bidders

By signing this tender document the bidder declares they have examined the work location or construction site of the proposed project as outlined in the sections General Information to Bidders , Communications, Tender Requirements, Instructions to Contractors, General Specifications and in the Form of Tender/Contract Agreement. Any bidder hereby acknowledges the tender information to be part and parcel of any contract to be let for the work herein as described or defined in this tender document.

TENDER REQUIREMENTS

1. The correct tender form, as supplied by the Township of Chatsworth, must be used as the bidder's response document before the tender due date specified on page 5 of this document.
2. The tender must be legible and all items must be bid with the unit price for every item and other entries being fully clear.
3. The bid must not be restricted by a statement added to the tender form or alterations to the tender forms provided by the Township.
4. Tenders must be submitted in clearly marked and sealed envelopes.
5. The tender form must be signed and witnessed in the spaces provided on the tender forms, with the signature of the bidder or of a responsible official of the organization.
6. The tender must be accompanied by a certified cheque made payable to the Township of Chatsworth, equal to 10% of the amount of the work **AND MUST BE ENCLOSED IN THE SAME ENVELOPE AS THE TENDER**. A Bid Bond will be accepted in lieu of a certified cheque.
7. All bidders will provide details of all manufactured products and or materials in the form of a brochure and/or specification sheets that will identify the quality, manufacturer and durability of the item.
8. The tender bidder will provide detailed and specific descriptions of all manufactured products and materials as well as any warranties as applicable. Such information should be attached to the tender document.
9. The contractor shall acquire all standard permit(s) from the Township and comply with inspection process through Chatsworth's Building Department staff. The Township will waive the standard municipal permit and inspection fees for this project.
10. Any disposal of landfill waste, cement blocks, steel or wood material refuse from this work site could be disposed of at no charge at either one of the Chatsworth's landfill sites determined by the Township's Operations Manager. The transportation and necessary bin containers will be the responsibility and expense of the successful contractor.

D. INSTRUCTIONS TO CONTRACTORS

Payments and Holdbacks

Eight (8) percent of the holdback will be paid or certified cheque will be returned to the contractor 30 calendar days after the successful completion of work in accordance with this contract. The remaining 2 percent maintenance holdback will be held for a period of 1 month(s) from the date of completion of the work.

Tender Closing Due Date

March 27, 2019 @ 1:00 pm (Local Time)

Project Work Plan and Progress Meetings

The successful bidder will provide a project work plan for the project to outline construction start and completion dates as well as progress milestones. Depending on the scope of the project bi-weekly progress meetings may be required between the site foreman or the contractor's project's representative and Township of Chatsworth staff.

Required Completion Date

All the work specified in this document must be completed by:

Friday, September 27, 2019.

Penalty for Not Meeting Completion Date: \$100.00 per day

E. GENERAL SPECIFICATIONS

The undersigned agrees to enter into this contract to do all of the work and to furnish all necessary labour, machinery, tools, apparatus and other means of construction and to provide, furnish, deliver, place, erect and or demolish and dispose of all materials mentioned and described or implied therein, as described, in strict accordance with the tender specifications herein contained and in exchange the contractor accepts full payment of the sums calculated in accordance with the actual measured quantities at the unit prices set forth in the tender herein.

General Description of Tender Project Location

This bid document is to provide specific items as described under Project Specifications described in the next section of this document and as outlined in the form of tender on page 6 of this document.

Name of the Work Site Location: **Chatsworth Arena, 5 Toronto-Sydenham Road, Chatsworth, Ontario**

Project Specifications

<u>Item</u>	<u>Description / Scope of Work</u>
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1. Demolition of Old Arena building structure and cleanup of all building structure materials, exterior metal sheeting and internal site material and refuse in the building as of May 1, 2019. Any and all materials as part of this contract (unless specified in the exclusions section below) must be removed from the site for reuse, recycling or be disposed of in an appropriate manner. Prefinished steel siding is clad over the west face of the building, the south portion of the community centre and the north change room addition. The remainder of the building is exposed concrete block with no cladding.
2. Temporary perimeter fencing must be erected to provide public safety and security of the work site on a 24/7 basis during the period the contractor is on site.
3. The successful contractor will have salvage rights of all materials of value on the site when the contractor arrives and should be reflected accordingly in the bid pricing.
4. Any temporary road closings that may be required during demolition or removal must be coordinated with the Township and/or Ministry of Transportation. Such request shall be specified in your tender response.
5. The contractor will need to respect the neighboring Ball Diamond. The ball diamond area is in close proximity to this building and will remain open to the public during the demolition process.
6. Exclusions from the scope of work:
 - No work is required outside the building footprint.
 - No onsite environmental issues related to soils will be the responsibility of the successful contractor prior to their arrival on the site.

F. FORM OF TENDER / CONTRACT AGREEMENT

<u>QUANTITY</u>	<u>ITEM DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
1.	Demolition of Old Chatsworth Arena Building		
_____	Tonnes of Waste material estimated for disposal at a Chatsworth Landfill Site	\$0.00	\$0.00
Sub-total			_____
		GST	_____
TOTAL TENDER PRICE:			_____

DATED AT _____ THIS _____ DAY OF _____, 2019.

WITNESS

SIGNATURE OF AUTHORIZED PERSON
SIGNING FOR CONTRACTOR
(COMPANY SEAL IF APPLICABLE)

Appendix "A" – Structure Photos – Chatsworth Arena


