



Rideau Lakes



**Elgin and Area Heritage Society
In Partnership with
The Township of Rideau Lakes**

Request for Proposals

Red Brick School
Heating, Ventilation and Air Conditioning
EAHS-Property-2025-01

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1.0 Information to Bidders

General Description

The Elgin and Area Heritage Society (EAHS) is seeking a qualified firm to supply and install a heating, ventilation and air conditioning system (HVAC) in the Red Brick School, 3 Halladay ST., Elgin, Ontario, as per the Scope of Work outlined in this document. The Red Brick School is a Township of Rideau Lakes Heritage Property under lease to the Elgin and Area Heritage Society.

The Red Brick School is a one storey brick building consisting of two main rooms, two small entries, two small washrooms and an unfinished basement. There is minimal insulation in the attic.

- Room 1: Approx 24ft x 40ft
- Room 2: Approx 24ft x 30ft
- Basement: Approx 24ft x 30ft

The work shall include supplying all labour, equipment, and material required to complete the project as outlined. This information is to be provided under the details set out in Form #2 of this RFP.

Bid Submission

Proposals are to be submitted on Form #1 by mail, or hand delivered in a sealed envelope, clearly marked with its contents and addressed to:

The Township of Rideau Lakes
1439 County Rd 8, Delta ON K0E 1G0 ·
Attention: EAHS

no later than the closing date and time specified in the RFP schedule below.

All proposals received will be held, unopened, and in strict confidence until after the closing date and time. Late proposals will be returned unopened.

Note this is not a public opening, EAHS will review bid submissions and submit to Township for verification and approval.

RFP Schedule

Every attempt will be made to meet all dates. The EAHS reserves the right to modify any or all dates at its sole discretion.

RFP Question Deadline: JANUARY 30, 2025 at 4:00 PM

RFP Closing Date and Time: FEBRUARY 6, 2025 at 4:00pm

Selection of Successful Vendor: ASAP following closing dependent upon availability and timelines of Rideau Lakes Township staff and council

Project Execution: TBD following awarding of contract

Site Meeting

A site visit is recommended; however, not required to submit a bid.

A site meeting can be arranged by contacting:

Clinton Halladay
clint.sharon@halladay.ca

LL: 613-359-5607 or txt 613-217-0054

Right to Accept or Reject Proposal

The EAHS reserves the right to reject any or all Proposals, in whole or in part, and waive formalities as the interests of the organization may require, without stating reasons. If there are a limited number of responses to this request, the EAHS reserves the right, at the EAHSs sole discretion, to proceed with the Proposals received or make further requests for proposals.

Validity

The Proposal submitted shall remain valid for at least sixty (60) days from the Proposal Closing Date.

Award

There is no scoring methodology for this RFP. A recommendation will be provided to EAHS Board of Directors and the Township of Rideau Lakes based on the judgment of the Property Maintenance Committee which will include consideration of, but not limiter to, the following components of each bid:

- Completeness of proposal
- Equipment evaluation to be assessed on
 - Quality of equipment (Warranty)
 - Adherence to the heritage designation of the site
 - Workmanship Warranty
- Timeline – estimated timeframe and date for completion. EAHS is interested in completion as soon as reasonable
- Experience on similar projects

Upon completion of evaluations, and the concurrence of the EAHS Board of Directors and the Township of Rideau Lakes, EAHS may select a Bidder with whom it wishes to undertake negotiations for the project. Assuming mutually acceptable terms and conditions are agreed upon, an order to proceed will be issued to the selected bidder.

The EAHS reserves the right in its absolute discretion to:

- 1 Adjust, discontinue, or cancel the submission process, and/or commence a new process for the same or similar goods or services, if the EAHS deems it necessary.
- 2 Accept or reject any submission(s) in whole or in part.

Terms of Payment and Invoices

The terms will be as per the project proposal and any subsequent negotiated agreement. The EAHS shall endeavour to adhere to terms of payment of net thirty (30) calendar days upon completion of work and receipt of invoice.

Elgin and Area Heritage Society
Attention: Clinton Halladay
300 Hartsgravel Rd
Elgin, ON K0G 1E0

Termination

The EAHS reserves the right to terminate the contract for sufficient cause, including, but not limited to, poor performance, late deliveries, inferior quality, incorrect pricing, statutory non-compliance, and health and safety concerns. If any successful Bidder should neglect to perform the work properly or fail to perform any provision of the Request for Proposal, the EAHS may terminate the contract after fifteen (15) business days with written notice to the vendor.

Insurance – Liability, Automotive and Non-Owned Automobile Insurance

Without in any way limiting the liability of the successful vendor, the contractor shall:

- 1 Maintain and keep in force during the term of the contract, General Liability Insurance protecting the contractor's liability, legal or assumed, under the contract for all claims arising from personal injury to members of the public, damage to property of public including loss of use of such property and the minimum insurance shall be \$5,000,000.00. EAHS and Township of Rideau Lakes shall be shown as an additional insured.

Workplace Safety Insurance Act

The successful contractor is required to comply with all the regulations of the Workplace Safety and Insurance Board (WSIB) in respect to the contract work and all persons employed on or in connection the project and shall furnish a Certificate of Clearance from the Board to the EAHS, and maintain good standing with the WSIB throughout the contract period.

Contractor's Liability

The successful contractor shall be liable for all injuries and/or death to persons and for damage to property caused by his/her operations and those of sub-contractors and their employees engaged on and off site; and shall indemnify and save harmless the EAHS and the Township of Rideau Lakes from all suits and actions for damages and costs to such damages to property of others as well as the Township, resulting from negligence, poor workmanship and materials, as well as any cause whatsoever in the performance of the work.

Quality of Work

The EAHS and the Township of Rideau Lakes Representative shall be the sole judge of the work and therefore of its acceptability. Work that is unsatisfactory, in the opinion of the EAHS and/or the Township of Rideau Lakes Representative, shall be made satisfactory at no additional cost to either the EAHS or the Township of Rideau Lakes.

Conflict of Interest

By submitting a bid, a Bidder declares no member of EAHS or Township of Rideau Lakes Council, officer or employee has interest, directly or indirectly, as a contracting party, partner, stockholder, surety or otherwise on the performance of the said contract.

Lobbying

By submitting a bid, a bidder declares to not enter into verbal or written communication with any member of the RFP or selection committee other than those identified as contacts, in connection with a competitive bidding process between the date of issue of the RFP and the date of signing of a contract and at any time in the procurement process including after the selection process has been completed.

Questions Regarding the Request for Proposal

Bidders having questions or finding discrepancies or omissions or having doubts as to the meaning or intent thereof or any questions arising from the Request for Proposal shall contact Clinton Halladay as indicated in Section "Site Meetings", Page 3.

2.0 Submission Forms

Form # 1 – Price Form

The Proposal price shall include total costs, in Canadian Dollars, including, but not limited to: labour, material, equipment, and applicable taxes.

Please complete the chart noted below and submit as a pricing form:

DESCRIPTION	COST (HST excluded)
Site Preparation.	
Supply and install (equipment): All parts and equipment shall be certified as to code adherence for the Province of Ontario. <ul style="list-style-type: none">• Heat Pump• Electric Furnace• All ductwork (underfloor) and registers as required and appropriate• Provide power from service panel to equipment• TSSA and ESA permits & inspections as required	
Labour re above installation	
TOTAL	
HST	
GRAND TOTAL	

Form #2 – Description of Equipment and Layout

The EAHS and the Township is relying on the professional experience of qualified contractors to recommend equipment suitable for the heating and ventilation of the Red Brick School heritage building. EAHS and/or the Township requests the contractor to:

- a) describe the proposed equipment and provide a duct and equipment layout drawing
- b) explain how the equipment is suitable for its purpose in a heritage building.
- c) Building Permit is required. EAHS and the Township of Rideau Lake will obtain permit, contractor to assist in application process and schedule inspections.

Form # 3 - Experience Form

To assist with proposal evaluation, please identify up to three (3) projects of a similar nature that you have completed, the scope of work involved and a reference contact. **Please submit this information as a separate attachment in the format you wish.**

Form # 4 – Bidder’s Declaration Form

I/We (enter name) _____

Title/Position _____

Name of Organization or Business _____

HST # _____

Email _____

Phone # _____

- 1) Declare that no Elgin and Area Heritage Society executive or director or Township of Rideau Lakes employee, or member of Township of Rideau Lakes Council and their families has, or will have, any pecuniary or other interest in this process.
- 2) Further declare that I/We offer to enter into a contract to provide all of the items mentioned and described or implied therein, and to accept full payment in accordance with the actual quantities provided, and unit prices attached to this proposal.
- 3) Agree that this offer is to continue open for acceptance until a formal contract is executed to the successful Bidder or the process is cancelled.

Name of Authorized Officer (please print) _____

Signature of Authorized Officer _____

Signature of Witness _____

Name of Witness (please print) _____

Date _____