



REQUEST for TENDER
City of Dryden
RFT- #2017-10

Dryden Youth Soccer Facility

Project: New 3,496 sq. ft. single story building c/w
additional 1,288 sq. ft. of covered outdoor
patio space

Location: Rotary Park, 280 Wice Road, Dryden, On.

April 26, 2017

REQUEST for TENDER
DRYDEN YOUTH SOCCER FACILITY

1.0 Introduction

Your tender is invited for the construction of the new Dryden Youth Soccer Facility (DYSF) for the City of Dryden (City)

2.0 Tender/Contract Documents include:

- request for tender
- bid form
- Keewatin-Aski Limited (K.A.L.) General requirements
 - Division 0
 - Division 1
 - Appendices A, B, C, D and E
- K.A.L. drawings & specification sheets

3.0 Instructions for Submitting a Tender

The Contractor shall submit a detailed tender adhering to the following:

1. The tenders are to be submitted in a sealed envelope marked " T-2017-10 Dryden Youth Soccer Facility Tender" to:

Ms. Debra Kincaid - Clerk
City of Dryden
30 Van Horne Avenue
Dryden, ON P8N 2A7

At a date and time no later than 3:00 pm, local time on Wednesday, May 17, 2017.

Late submissions will be returned unopened.

2. The Contractor shall submit two (2) paper copies of the Tender.
3. All Contracts must be signed by an individual authorized to bind the respondent to the provisions of the Request for Tender (RFT).
4. Facsimiles **will not** be accepted.
5. Tenders emailed directly to the City **will not** be accepted.
6. The Contractor may be required to be interviewed for clarifications on details of its Tender.
7. The Contractor is asked to provide as much information as possible when replying to each point throughout the RFT and the Contractor must identify any specific provisions with which it is unwilling or unable to comply. Unwillingness or inability to comply with any specific provisions in the RFT may result in the Tender being rejected.
8. A response submitted must be in sufficient detail to allow the City to determine the Contractor's position from the documents received. Every effort should be made to include complete details of items to be provided.

4.0 Inquiries

Should the Contractor have any questions regarding this RFT, please contact:

Bob Cunningham – C.B.O. City of Dryden
Phone (807) 223-1140
Mobile (807) 221-8140
E-mail bcunningham@dryden.ca

5.0 Withdrawal of RFT

The City reserves the right to withdraw this RFT at its discretion. In the event of such withdrawal, the City shall not be liable for any expense, loss or damage incurred or suffered by any Contractor as a result.

6.0 Proposal Acceptance Conditions

The City reserves the right to reject any or all tenders as well as to cancel the project which is the subject of this RFT.

The City may reject any tender if in the sole opinion of the City a tender:

- a) Is incomplete, obscure, irregular or unrealistic;
- b) is non-compliant or conditional;
- c) has erasures or corrections;
- d) omits a price;
- e) fails to complete the information required in the RFT.

Contractor submissions may be withdrawn at any time before the specified closing time. After the specified closing time, the Proposal shall remain open for acceptance for 90 calendar days.

Addenda - Addenda issued by the City during the RFT period shall be deemed part of the RFT documents. Contractors shall ascertain that they have received all addenda before submitting their proposal.

7.0 Financial Proposals

All Financial proposals submitted will be in Canadian currency. If not stated otherwise, the City will assume Financial Proposals quoted are in Canadian funds.

Financial proposals will exclude all applicable taxes but include duties and costs of packing, cartage and transportation and other charges unless expressly stipulated.

8.0 Contractor Information Required

All Contractors submitting proposals to the City must supply the following information:

- Contractor Name
- Name of Contact Person
- Telephone Number(s)
- E-mail address

9.0 Commitment to Award Contract

This RFT does not commit the City to award a contract.

10.0 Lowest Cost Proposal

The lowest cost or any proposal will not necessarily be accepted. The City further reserves the right to reject any or all bids, to waive irregularities and informalities therein and to award the contract in the best interest of the City in its sole and unfettered discretion.

11.0 Costs for Responding

Any expenses incurred in the completion of the Contractors response as well as any materials supplied by Contractors will be without cost to the City.

12.0 Verbal Instructions or Directions

The City will not assume responsibility for any verbal instructions, directions or information provided to a Contractor in the preparation of any response to this RFT as well as any subsequent execution of a contract with the City. All official correspondence between the City and a Contractor, in this regard, will be issued by the City of Dryden in the form of a written communication.

13.0 City Procurement By-Law

The procurement by-law of the City allows that:

- The City reserves the right to verify any and all information provided by the Contractor.
- The City reserves the right to negotiate changes to the scope of work with the successful contractor.
- The City reserves the right in its sole discretion to cancel and/or re-issue this RFT at any time before the award of the contract.

14.0 Scope of Work

- a) Unless otherwise noted the contract work is to include all permits, fees, labour, material, equipment and services with applicable taxes to complete all work as per tender documents, general requirements, specifications and drawings (attached) for the complete construction of the new Dryden Youth Soccer Facility
- b) The contractor is responsible to clean up & remove all debris from jobsite.
- c) All work to include using highest quality materials and workmanship carried out by experienced and qualified trades.
- d) Bidders may be required to provide proof of competency by offering references to similar past project accomplishments. All work will be of high quality performed by experienced and qualified workers.

NOTE: Supply and install of complete asphalt/fiberglass shingle roofing system is not included in this contract and will be done by others, as indicated on the specifications and drawings. Coordination of same to be part of this contract.

15.0 Insurance

Successful bidder will be required to provide proof of registration and good standing with the Workplace Safety and Insurance Board, and proof of General Liability Insurance (min. \$3,000,000.00) and \$1,000,000 automobile insurance, before final awarding of the contract.

16.0 Safety

Throughout the project, the Contractor will ensure that the work area will be secure in the interests of safety and left in a clean, tidy and safe condition daily and at the end of the contract.

The successful bidder will be responsible for the supply and use of Personal Protective Equipment for all employees on the project as required under the Occupational Health and Safety Act, and will comply with all health, safety and environmental legislation in the performance of the work.

Contractor will be expected to enter into the City's standard Undertaking to Comply (form attached).

17.0 Construction Timeline

The start date for this work will be as soon as possible after award of contract, but no later than June 2017 with completion expected to be in October 2017. The work should be continuous and without delays in progress.

18.0 Payment

Payment for the work will be based on progress of work completed at minimum one month intervals. Standard construction payment & holdback terms will apply.

19.0 Additional Work

In addition to the tender price include hourly rates for performing extra work that may occur incidentally to the scope of this work.

Note: Indicate the Harmonized Sales Tax as a separate item on the Bid Form.

20.0 Performance Security Deposit

As a condition of awarding this contract the successful bidder may be required to submit a certified cheque in the amount of 10% of the contract price, excluding HST, at the time of signing the contract agreement document, and such certified cheque will be held by the City until the "work" is complete, after which time it will be returned to the contractor. Should the Contractor fail to complete the "work" by the expected completion date the City may use funds from the certified cheque to complete any outstanding "work" required in the contract.



CITY of DRYDEN

Dryden Youth Soccer Facility

Bid Form

We have carefully examined the documents, specifications and drawings for the Dryden Youth Soccer Facility Project (herein called the “work”) and hereby tender to enter into a contract to provide all labour, materials, equipment and services to perform the following work:

Construct the New Dryden Youth Soccer Facility as required by the Contract Documents

Addendums received - _____

Contract Price :

The Contract Price which excludes HST is:

_____ (\$ _____.)

HST of 13% payable by the City of Dryden to the contractor is:

_____ (\$ _____.)

Total Amount payable by the City of Dryden to the contractor

for the completion of the work in Canadian Funds is:

_____ (\$ _____.)

Hourly Rates for extra work performed by the Contractor are:

Tradesman \$ _____ per hour

Labourer \$ _____ per hour

Name of contractor

Signature

Name and title of person signing

Date _____, 2017