



The Corporation of the Township of Brock

Request for Quotation	
Title	Roof Replacement – Cannington Lawn Bowling Clubhouse and Shed
Requirement	Materials and Labour for the Roof Replacement at the Cannington Lawn Bowling Club and Shed.
Quotation #	B2024-PW-06
Issued By	Township of Brock 1 Cameron Street East, P.O. Box 10 Cannington, Ontario, Canada L0E 1E0
Issue Date	April 12, 2024
Quotation Documents	Quotation Documents may be obtained through the Township of Brock website at www.townshipofbrock.ca
Bidder Questions	Questions related to this Quotation must be submitted to procurement@brock.ca
Deadline for Questions	The Township will respond to questions received by 4:30:00 p.m. ET on Wednesday, April 24, 2024
Bid Delivery Location	Bids must be submitted in either hard copy to: Clerk’s Department Manager Parks, Recreation, Facilities and IT Township of Brock 1 Cameron Street East, P.O. Box 10 Cannington, ON L0E 1E0 Or electronic submission emailed to: procurement@brock.ca
Submission Deadline	Bids must be fully received by the Township by 2:00:00 PM ET on Monday, May 6, 2024.
Public Opening	There will be no public opening of the Bids.
Contract Award	The Township anticipates that the contract will be awarded end of May 2024.

Township of Brock
Public Works Department
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Section A

Information to Bidders

A.1 Contract Duration

The term of the Agreement will be in effect until the completion of the Deliverables.

A.2 Pricing

Rates quoted by the Bidder must be all-inclusive and must include all labour and material costs, travel costs, insurance costs, delivery costs, removal of existing roofing, installation and set-up, including any pre-delivery inspection charges and all other overhead, including any fees or other charges required by law.

Rates must be provided in Canadian Funds, F.O.B. destination, Harmonized Sales Tax shall be quoted as a separate item.

A.3 Scope of Purchase

The Corporation of the Township of Brock invites Quotations for the materials and labour for the Roof Replacement at the Cannington Lawn Bowling Club located at 34 Peace Street, Cannington, Ontario.

The successful Bidder will be responsible for:

- Removal and disposal of existing asphalt shingle roof materials to an approved disposal site;
- Supply and installation of Titanium PSU 30 HT ice and water shield to roof, where required;
- Supply and installation of 26 ga. pre-painted metal drip edge;
- Supply and installation of 26 ga. pre-painted metal "F" trim to gable ends;
- Supply and installation of 24 ga. pre-painted metal roof vents;
- Supply and installation IKO Nordic shingles or similar product; color to be determined based on product
- Supply any additional hardware and appurtenances that may be required.

A.4 Delivery and Closing of Quotations

Bidders will note that Township Quotation Forms must be used, and prices quoted shall cover all items outlined in the accompanying Specifications.

Quotations must be submitted in either hard copy to Clerk's Department, Township of Brock, 1 Cameron Street East., P.O. Box 10, Cannington, ON, L0E 1E0 or electronic submissions can be emailed to procurement@brock.ca. Bids must be fully received by the Township by 2:00:00 p.m., ET on Monday, May 6, 2024.

A.5 Awarding of Quotation

The Bidder agrees that the awarding of the Contract based on this Quotation by the Township of Brock shall constitute an acceptance of this Quotation and this Quotation shall represent the formal Contract and Agreement between the Corporation of the Township of Brock and the Bidder.

A.6 Acceptance or Rejection of Quotation

The Township reserves the right to reject any or all bids or to award the Contract to other than the Bidder submitting the lowest Quotation, as in the Township of Brock's opinion may be in the best interest of the Township.

A.7 Disqualification of Quotation

A Quotation shall be disqualified if:

- (a) The Quotation is received after the appointed time for the closing of bids.
- (b) The Quotation is incomplete, illegible or obscure, or contains additions, qualifications, erasures or irregularities of any kind.
- (c) The Quotation is received on other than the Quotation Form supplied.
- (d) The Quotation is not properly signed and sealed.

A.8 Taxes

The quoted price is to include applicable Harmonized Sales Tax.

H.S.T. shall be shown separately on any invoice or statement. The Bidder shall supply his/her H.S.T. registration number.

A.9 Fuel Taxes

The Bidder shall pay all taxes under existing legislation on all fuels used by the Company in the performance of the contract. The Bidder undertakes not to make any claims for refund of taxes paid by him or any Sub-Bidder and acknowledges that no refund of tax shall be granted to him or to any Sub-Bidder on any fuel for any purpose whatsoever in performance of the contract unless such refund is specifically authorized under existing legislation.

A.10 Liability Insurance

The Bidder shall continuously maintain throughout the term of the Contract and pay the following insurance coverage:

- Commercial General Liability insurance including personal injury, broad form Contractual liability, owner and Bidders protective, completed operations, and

non-owned automotive liability in an amount of not less than two million dollars(\$2,000,000.00) applying to all Contracts for claims arising out of one occurrence and

- Automobile Liability insurance in respect to licensed vehicles owned and/or leased with limits of not less than two million dollars (\$2,000,000.00).

Both policies shall include the Township of Brock as an additional insured in respect of all operations performed by or on behalf of the Bidder in relation to the Contract requirements and be endorsed to provide the owner with not less than thirty (30) days written notice in advance of any cancellation, change or amendment restricting coverages.

- The Bidder shall provide an updated Certificate of Insurance by not later than thirty (30) days prior to the expiry date of any required coverage. Notwithstanding this provision, where any required insurance coverage is due to expire within thirty (30) days, the Bidder shall submit an updated Certificate of Insurance upon ten (10) business days of written notice by the Township.
- Failure to provide the required insurance certificates within ten (10) business days of the Township's written request and continuously maintain the required insurance coverage throughout the entire term of the Contract will constitute a default by the Consultant/Company. **Evidence of the required coverage shall be provided prior to the award of this Quotation.**

A.11 Indemnity

The Bidder hereby indemnifies and save harmless the Township of Brock against any and all claims and/or liability arising out of any personal injury, death or property damage resulting from or arising out of any act or omission on the part of the Bidder or any of his servants or agents during the execution of the Contract including without limitation the cost of defending against such claims.

A.12 Workplace Safety and Insurance Board Compensation

The Bidder shall furnish the Township with a current Workplace Safety and Insurance Board Clearance Certificate.

Workplace Safety and Insurance Board coverage is required regardless if the Bidder is sole owner and operator.

A.13 Bidders to Investigate

The Bidder warrants by his/her Quotation that he/she has visited the work site and made his/her assessment of facilities and difficulties to be encountered.

A.14 Health and Safety

The Bidder shall demonstrate the establishment and maintenance of a health and safety program with objective and standards in compliance with applicable legislation and

municipal policy by providing a Corporate Health and Safety Policy and applicable Safe Work Procedures.

The Bidder shall ensure that workers in their employ are aware of hazardous conditions and substances in the workplace and are wearing the proper protective equipment.

The Bidder shall acknowledge that health and safety provisions are included at the management level to ensure high standard of health and safety.

The Bidder shall make themselves aware and have an understanding of the Township of Brock's Health and Safety Policy.

A.15 Invoicing and Payment

The Township will issue payment for the work within 30 calendar days from the Township's receipt of a proper invoice for accepted work. Invoices must be submitted to the Township of Brock, 1 Cameron Street East, P.O. Box 10, Cannington, ON, L0E 1E0 to the attention of Accounts Payable quoting the purchase order number provided by the Township. In the alternative to mailing an invoice, an electronic invoice may be submitted to ap@brock.ca. Invoices must include the Contractor's HST number.

A.16 Contents of Submission

The Quotation response submission will include the following information only and shall be submitted in the sequence provided:

- I. Completed Schedule 1 - Form of Quotation
- II. Completed Schedule 2 - Pricing Schedule
- III. Completed Schedule 3 – Abilities and Experience Form

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Section B
General Conditions

B.1 Regulations

The Bidder shall abide by all Acts, By-laws and Regulations relative to the performance of the work.

B.2 Manager Parks, Recreation, Facilities and IT

Means the Manager Parks, Recreation, Facilities and IT of the Municipality or such person as may be authorized by the Council to act on their behalf in any particular capacity.

B.3 Scope of Work

The Township of Brock requests Quotations to be submitted for the materials and labour for the Roof Replacements for the clubhouse and shed, at the Cannington Lawn Bowling Club located at 34 Peace Street, Cannington, Ontario.

B.4 Payment

Payment shall be construed to include all labour, equipment, maintenance and fuel to carry out the described work.

All work shall be approved by a representative of the Township prior to payment for work performed.

All moving and start up costs are to be included in the unit price bid.

B.5 Non-Fulfillment of Contract

If the Bidder fails or neglects to commence or to carry out the work diligently and at a rate that in the opinion of the Manager, Parks, Recreation, Facilities and IT and/or his/her designate will ensure the entire completion of the project within the time limit, or should the Bidder default in the completion of the work within the scheduled time, or the method of operation is unsatisfactory, the Manager, Parks, Recreation, Facilities and IT and/or his/her designate may notify the Bidder in writing to discontinue all work under the Quotation, and the Township of Brock may then employ such means as it may deem necessary to complete the work, and in such case the Bidder shall have no claim against the Township of Brock for any loss or damage caused by, or resulting from the work being taken out of the control of the Bidder.

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Schedule 1
Form of Quotation

The Corporation of the Township of Brock invites quotations to supply all materials and labour for the Roof Replacement of the clubhouse and shed, at the Cannington Lawn Bowling Club located at 34 Peace Street, Cannington, Ontario.

The Contractor has carefully examined the provisions, specifications and conditions attached to this Quotation and has carefully examined the site and location of the work to be done under this contract, and the Contractor understands and accepts the said specifications and conditions and, for the prices set forth in this Quotation, thereby offers to furnish all machinery, tools, materials, apparatus and other means of construction, to complete the work in strict accordance with the provisions, specifications and conditions attached to this Quotation.

The Contractor agrees:

1. That the quoted price includes the provision of all necessary equipment, materials and personnel and the Contractor covenants that his/her personnel are competent, properly trained and familiar with the Occupational Health and Safety Act.
2. That they will not unreasonably encumber the work site with materials or equipment; to not obstruct entrances, stairs or fire exits; and to make good to damage to paving, grass, walkways, curbs, trees, planting beds, etc. caused due to the work of this contract.
3. Fully protect the playing greens by means of hard surface protection underlaid with soft protection. Example of tarpaulin covered by plywood or similar items.
4. That his/her firm will provide all necessary equipment, manpower and service to protect and shield the electrical lines and equipment on and adjacent to the site.
5. That his/her firm will agree to take responsibility for any health and safety violations as well as the cost to defend such charges as a result of any violation.
6. That his/her personnel is covered by Workers Safety and Insurance Board Compensation.
7. That he/she/it has commercial general liability insurance coverage and automobile liability insurance, both in the amount of two million dollars (\$2,000,000.00) and that the Corporation of the Township of Brock is named as an 'Additional Insured Name' for the purpose of completing the works described hereto and the Contractor agrees to provide proof of insurance upon acceptance of the Quotation by the Township.

8. That the Township reserves the right to when the work within the Township shall be undertaken.

DATE: _____

SIGNED: _____

Per Company

Name – Please Print

Position Held – Please Print

NOTE: If the Bidder is a limited company, then this offer must be signed by the signing Officers and the corporate seal affixed.

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Schedule 2
Pricing Schedule

State Material Warranty	_____	years
State Workmanship Warranty	_____	years
State Estimated Job Completion Date	_____	, 2024
Materials and Labour:	\$	_____
	H.S.T.	\$ _____
	Total	\$ _____

Company Name

Address and Postal Code

Telephone Number

Email Address

Signature – Per Company

Name and Title – Please Print

NOTE: If the Bidder is a limited company, then this offer must be signed by the signing Officers and the corporate seal affixed.

**Schedule 3
Ability and Experience Form**

The Bidder shall provide three (3) separate customers **other than the Township of Brock** having purchased a similar size and design of goods and/or services as specified herein for a previous three (3) year period from the issuance of this document.

Reference #1	
Customer	
Contact Name & Phone Number	
Date of Purchase	
Description of Goods or Services Provided	

Reference #2	
Customer	
Contact Name & Phone Number	
Date of Purchase	
Description of Goods or Services Provided	

Reference #3	
Customer	
Contact Name & Phone Number	
Date of Purchase	
Description of Goods or Services Provided	

Reference Release Form

I, _____ (authorized signatory for the submitting firm) authorize the Township of Brock to contact the person and organization listed on the Ability and Experience Form, for the purpose of obtaining information relating to the Bidder.

The Township of Brock reserves the right to call references if, in its sole discretion, finds a need to do so.

The Township of Brock reserves the right to check other references than listed therein.