



**Grey Sauble Conservation Authority**

**REQUEST FOR QUOTATIONS GSC 18-02**

**Basement Renovation - Construct walls, including doors and sound proofing insulation**

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**Request for Quotations GSC 18-02**

**Basement Renovation:**

**Construct walls, including doors and sound proofing insulation**

**Sealed quotations** will be received for the above, at the Grey Sauble Conservation Authority Administration Centre until **12:00 p.m.** local time on **Monday, November 19<sup>th</sup>, 2018.**

Request for Quotation Packages are available at the GSC Administration Centre, at the address below, or on GSC's website at [www.greysauble.on.ca](http://www.greysauble.on.ca).

Quotations are subject to a formal contract being prepared and executed. Contract award is subject to Grey Sauble Conservation Authority approval. The lowest or any quotation will not necessarily be accepted.

**Grey Sauble Conservation Authority**

Attention: Jason Traynor  
Operations Manager  
237897 Inglis Falls Road  
Owen Sound, ON N4K 5N6  
Phone: (519) 376-3076

## Information to Bidders

### 1 General

Quotations will be received until **12:00 p.m., Monday, November 19th, 2018.**

**If a paper bid is submitted, clearly mark the sealed envelope with the following.**

<p style="text-align: center;"><b>Quotation GSC 18-02</b> <b>Construct walls, including doors and sound proofing insulation</b></p> <p style="text-align: center;"><b>Grey Sauble Conservation Authority</b> <b>Attention: Jason Traynor</b> <b>Operations Manager</b> <b>237897 Inglis Falls Road</b> <b>Owen Sound, ON N4K 5N6</b></p>
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The exterior of the envelope also must include the bidding company name and return mailing address.

**If an e-mail bid is submitted, the subject line must be: Quotation GSC 18-02.**

The bid must be submitted on the quotation forms as provided by the Grey Sauble Conservation Authority. No changes may be made to bids after they have been received. If more than one (1) bid is submitted by a bidder, the only one considered and opened will be the one with the most recent time/date of receipt. Bids received after the specified closing time/date **will not** be accepted.

A quotation may be withdrawn any time prior to closing.

Bids that do not comply strictly with our terms and conditions or quotations which are incomplete, obscure or made subject to further conditions or qualifications may be rejected as informal or disqualified by the Grey Sauble Conservation Authority. Bids must be legible and completed in ink or typewritten with all blanks filled in. Grey Sauble Conservation does not bind itself to accept the lowest or any bid.

### 2 Employer

The successful bidder agrees that the Grey Sauble Conservation Authority is not to be deemed the employer of the successful bidder nor its personnel under any circumstances whatsoever.

### 3 Payments

Grey Sauble Conservation Authority will inspect the construction throughout the project

and determine promptly upon completion whether the work meets the scope and specifications, and thus has final approval. Pending final approval, full payment will be made within 30 days.

## Scope and Specifications

### 1.0 Scope

The Grey Sauble Conservation Authority is seeking a qualified company to construct walls at the Administration Centre. Included in the walls will be the studs, doors, closet doors, sound proof insulation, and drywall.

The Grey Sauble Conservation Authority will be responsible for:

- Obtaining and paying for the building and electrical permits, and
- Delivery of the electrical component of this renovation, and will work with the successful bidder to coordinate the timing and completion of this work.
- **The successful bidder will give the GSCA Contact a minimum of two (2) days notice** of the timing of the electrical installations and inspection period, and
- Will **allow 5 working days for the electrical work installation and inspection** (as this must be complete prior to covering up the electrical work) and
- GSCA will also complete the minor demolition shown on the drawing prior to the Successful Bidder's start of work and
- Purchase the paint and do the priming and painting of the walls.

Within his or her working schedule the successful bidder must consider the normal Building Department inspections related to the Building Permit, including the typical timeframes for them to occur, and must call the local municipality as needed to schedule any inspection(s).

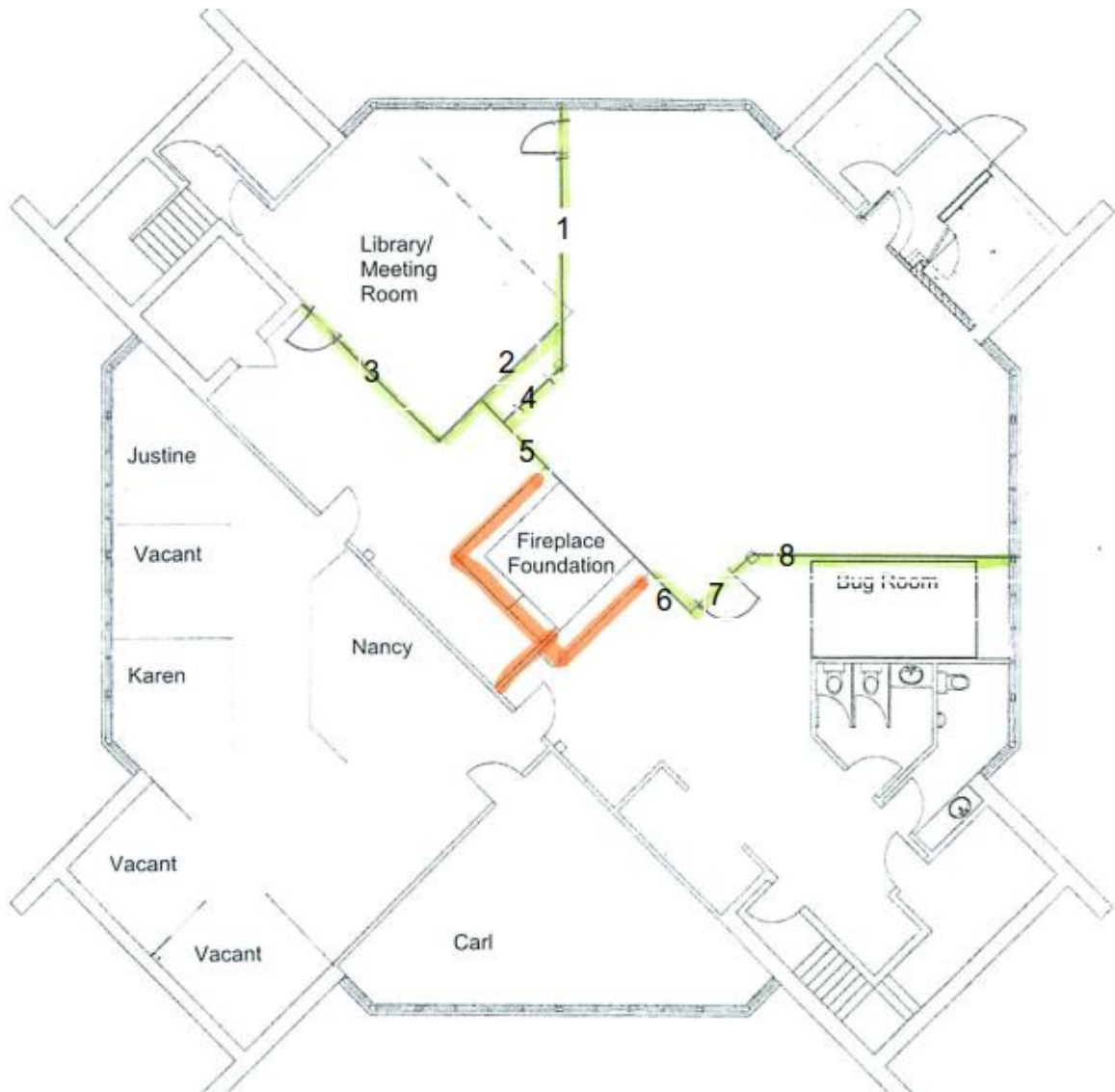
The Successful Bidder must be able to complete **construction by January 16<sup>th</sup> 2019. If the Successful Bidder has completed the contract on time to a final approval state, he or she will receive a \$600 bonus payment. This will be reduced by \$200 per day for completion on January 17<sup>th</sup> (\$400) or January 18<sup>th</sup> (\$200).**

Access to the building can be available any days after award during Grey Sauble Conservation Authority hours of operation (7am to 4:30pm) pending 2 days notice to the GSCA contact except for weekends and statutory holidays. .

The successful bidder will deliver:

- Wall 1 - 20' (6.096m) x 8'6" (2.591m) including 1 door (36")
- Wall 2 - 12' (3.66m)
- Wall 3 - 16' (4.877m) including 1 door (36")

- Wall 4 – 7' (2.134m) including closet door(s) (48"-60")
- Wall 5,6 – 7' (2.134m)
- Wall 7 – 7' (2.134m) including 1 door (36", half window)
- Wall 8 – 20' (6.096m) x 8'6" (2.591m) including 1 door (36")



Portions of Walls 1 and 8 may be deeper than 4", as they must incorporate the existing metal columns. These columns are shown on the diagram.

Work must be completed in accordance with Building Code requirements and the Building Permit.

All walls are 8' in height unless otherwise specified, and the minimum drywall thickness is ½". With sound proof insulation throughout the wall. Work includes drywall finishing such that it is ready for primer and paint.

All access doors are 36" x 80" 1 panel doors unless otherwise specified, and will have a locking mechanism, some of which will be keyed alike per future instruction from the GSCA Contact.

The low pile industrial carpet flooring will not be changed as a part of this renovation, it must be protected and the clean-up will include the removal of this protection.

## **2.0 Pricing**

Pricing is to include all the bidder's costs related to delivery of the scope and within the specifications.

## **3.0 GSCA Contact and Communication/Inquiries**

Any inquiries with respect to the quotation or to request a site meeting to view the site and go over the scope of the construction should be directed to the GSCA Contact, Jason Traynor, Operations Manager at 519 376 3076 ext 238 or via email at [jason.traynor@greysauble.on.ca](mailto:jason.traynor@greysauble.on.ca)

## **4.0 Award of Contract**

The Grey Sauble Conservation Authority is seeking the lowest bid that meets the requirements of this Request for Quotations. The lowest or any bid not necessarily accepted.

## **5.0 Qualification**

The contractor must have the experience, training and any relevant qualifications to deliver the work as described.

The successful bidder is accountable for the delivery of work in accordance with current legislation and regulations, including such as but not limited to those of the Ministry of Labour, the Occupational Health and Safety Act and the Workplace Safety and Insurance

Board.

Prior to commencing the work, the selected contractor must provide a copy of their WSIB documentation (Clearance Certificate or proof of Independent Operator status) to Grey Sauble Conservation Authority.

#### **6.0. Insurance**

The successful bidder must have \$5 million of comprehensive general liability insurance that protects Grey Sauble Conservation Authority and the successful bidder against any claim arising out of any act or omission of the successful bidder and any employee of the successful bidder, in the performance or intended performance of this contract.

A certificate of insurance naming Grey Sauble Conservation Authority as an additional insured and indicating that the successful bidder has the required insurance described above must be provided before work can commence.

#### **7.0. Harmonized Sales Tax**

It is a requirement of the Quotation that the Harmonized Sales Tax be shown as a separate item in the Quotation Form.

**Quotation Form Q-1**

**Grey Sauble Conservation Authority**

**Quotation GSC 18-02: Basement Renovation - Construct walls, including doors and sound proofing insulation**

Closing Time and Date (Local Time): **12:00 p.m.**, local time on **Monday, November 19<sup>th</sup>, 2018.**

Name and address of Contracting Business:

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Name of Contractor or Authorized Representative signing below:

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Terms

The amount of \$ \_\_\_\_\_ + \$ \_\_\_\_\_ HST, for a total payment of \$ \_\_\_\_\_ will be paid to \_\_\_\_\_.  
(Name of Company)

I have read and understand the specifications of this contract and agree to the stipulated conditions.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness for Contractor

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of Witness (printed)



**Contract Award Document: Grey Sauble Conservation Authority, for  
Quotation GSC 18-02**

**Basement Renovation - Construct walls, including doors and sound proofing  
insulation**

*(After tender opening and award, this document is signed by the selected bidder and  
Grey Sauble, and with the Request for Quotations document and the successful  
bidder's submissions will together form the executed contract)*

I have read and understand the specifications of this quotation and agree to  
the stipulated conditions.

My quote price for this contract is \$ \_\_\_\_\_ + HST of  
\_\_\_\_\_, making a total of \$ \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor's Signature

Please print

Name of Company: \_\_\_\_\_

Address  
\_\_\_\_\_  
\_\_\_\_\_

(including postal code)

Company Telephone Number \_\_\_\_\_

Company Fax Number: \_\_\_\_\_

Contact Person:

\_\_\_\_\_  
(Name, Telephone Number and e-mail address)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature: Grey Sauble Conservation