



Request for Proposals | 01-2025-01

The Municipality invites your company to provide a proposal to:
Replace Bluevale Community Hall Roof

Date Issued: June 9, 2025
Deadline: 1:00pm on July 30, 2025

Proposals must be clearly marked **01-2025-01 Bluevale Community Hall Roof Replacement** and delivered by way of hand delivery, courier mail or email to:

Trevor Hallam, CAO/Clerk
Municipality of Morris-Turnberry
41342 Morris Road
Brussels, ON, N0G 1H0
thallam@morristorynberry.ca

The Municipality assumes no risk or responsibility whatsoever that any electronic bid will be received as required herein and shall not be liable to any bidder if for any reason an electronic bid is not properly received.

Questions regarding this Request for Proposal can be emailed to the contact above.

1. SCOPE OF PROPOSAL

Introduction

The Municipality of Morris-Turnberry is seeking Proposals from qualified companies for the replacement of the Bluevale Community Hall roof, including soffit, fascia, gutters and downspouts. The work includes the removal and disposal of the existing roof, including soffit, fascia, gutters and downspouts, and the supply and installation of their replacements to an equivalent or improved specification.

2. INTERPRETATION

Definitions

- a. Best Value - the value placed upon quality, service, past performance and price.
- b. Municipality - The Corporation of the Municipality of Morris-Turnberry.
- c. Municipal Representative - the representative engaged by the Municipality to supervise the work.
- d. Contract - an agreement with specific terms between the Municipality and the successful proponent.
- e. Preferred Proponent - the proponent who submitted the favourable proposal.
- f. Proposal - the proponent's submission to the RFP.
- g. Proponent - the party submitting a Proposal to this RFP.
- h. RFP - Request for Proposal.
- i. Special Conditions - the special conditions, which are included in this RFP.

3. RFP PROCESS

Not a Tender Call

This RFP is not a tender call and the submission of any response does not create a tender process. This RFP is not an invitation for an offer to contract and it is not an Offer to Contract made by the Municipality.

No Obligation to Proceed

Though the Municipality fully intends at this time to proceed with the RFP, in order to select the services, the Municipality is under no obligation to proceed to the purchase. The receipt by the Municipality of any information (including any submissions, ideas, plans, drawings, models or other materials communicated or exhibited by any intended Proponent, or on its behalf) shall not impose any obligations on the Municipality. There is no guarantee by the Municipality, its elected officials or employees that the process initiated by the issuance of this RFP will continue, or that this RFP process will result in a contract with the Municipality for the purchase of the equipment, service or project.

Late Proposals

Proposals received after the final date and time for receipt of Proposals will be considered as "Late Proposals". Late Proposals will not be accepted and will be returned unopened to the sender.

4. PRE-RFP INFORMATION

Negotiations with Preferred Proponent

The Proponent that submits to the Municipality the most advantageous Proposal and which represents the interests of the Municipality, best overall, may be awarded the contract. The Municipality reserves the right to accept or reject all or part of the RFP, however, the Municipality is not precluded from negotiating with the Successful Proponent to modify its Proposal to best suit the needs of the Municipality.

The Municipality reserves the right to obtain additional information from the Proponents to clarify the information in their submission, conduct interviews to discuss their suitability for the project or proceed to negotiate services, a contract, and details of the RFP with the most qualified company.

If the Municipality selects a Preferred Proponent, the Municipality will enter into negotiations with the Preferred Proponent in an attempt to settle one or more contract(s) necessary to implement the project as generally described in this RFP. If the Municipality considers that it is unlikely to settle such agreements with the Preferred Proponent despite having negotiated with the Preferred Proponent for at least 30 days after selection of the Preferred Proponent, the Municipality is entitled to cease negotiations with the Preferred Proponent and to begin negotiations with another Proponent.

The Municipality reserves the right to negotiate specific terms of the contract with the Proponent prior to final award of the contract. The Municipality also reserves the right to negotiate specific terms of contract with the Successful Proponent as the contract progresses.

Rejection of Proposals

The Municipality reserves the right to reject, at the Municipality's sole discretion, any or all Proposals, without limiting the foregoing, any Proposal which either:

- a. Is incomplete, obscure, irregular or unrealistic
- b. Has non-authorized (not initialed) erasures or corrections in the Proposal or any schedule thereto
- c. Omits or fails to include any one or more items in the Proposal for which price is required by the RFP
- d. Fails to complete the information required by the RFP to be furnished with a Proposal or fails to complete the information required whether the same purports are completed or not

Further, a proposal may be rejected based on the Proponents past performance, financial capabilities, completion schedule of compliance with Federal, Provincial and Municipal legislation. As it is the purpose of the Municipality to obtain a Proposal most suitable to the interest of the Municipality and what it wishes to accomplish, the Municipality has the right to waive any irregularity or insufficiency in any Proposal submitted and to accept the Proposal which is deemed to be the Best Value for the Municipality.

Evaluation Criteria

Awards will be made based on the Best Value Offered, and the Best Value will be determined by the Municipality. The quality of the service to be supplied, the conformity with the specifications, the suitability to requirements, guarantee clauses and references will be taken into consideration.

Proposal Evaluation

Evaluation of Proposals will be completed by at least two (2) Municipal Staff including the Municipal Representative for this Proposal.

Confidentiality

The Municipality will endeavor to keep all Proposals confidential. The material contained within the Proposal from the Successful Proponent will be incorporated into a Contract and information which is considered sensitive and/or proprietary shall be identified as such by the Proponent. Technical or commercial information included in the Contract shall not be released if Municipal representatives deem such releases inappropriate, subject to the Freedom of Information and Protection of Privacy Act.

Acceptance of Proposal

The Municipality shall not be obligated in any manner to any Proponent whatsoever until a written contract has been duly executed relating to an approved Proposal.

No act of the Municipality other than a notice in writing signed by the Municipal Representative or Municipal CAO/Clerk shall constitute an acceptance of a Proposal. Such acceptance shall bind the successful Proponent to execute in a manner satisfactory to the Municipality.

- a. Proposals must meet all requirements herein to be eligible for consideration. Proposals that are unsigned, incomplete, conditional, illegible, unbalanced, obscure or that contain additions not called for, reservations, erasures, alterations or irregularities of any kind may be rejected as incomplete.
- b. Proposals must contain the Proponent's business or home address and legal status must be disclosed and must be signed by a duly authorized official.
- c. The proposal is irrevocable and open for acceptance for a period of thirty (30) days from the date of closing the RFP.
- d. Proposals will only be considered from reputable firms with proven previous experience on projects involving goods or services of a similar nature, magnitude and complexity to that which will be covered by the contract.

- e. The Municipality reserves the right to accept the RFP in total, or in part, to reject any or all offers, to waive any minor informalities, irregularities or technicalities and to accept an offer deemed most favourable to the Municipality. If the Municipality determines that a Proposal contains false or misleading information, the Municipality is entitled to reject the Proposal at any time as being invalid.
- f. The Municipality shall not be obligated either to accept or reject any non-compliance with the requirements of this RFP.

Negotiation Delay

If a written contract cannot be negotiated within thirty (30) days of the notification of the successful Proponent, the Municipality may, at its sole discretion at any time thereafter, terminate negotiations with that Proponent and either negotiate a Contract with the next qualified Proponent or choose to terminate the RFP process and not enter into a contract with any of the Proponents.

Inquiries

All inquiries related to this RFP are to be directed:

Trevor Hallam, CAO/Clerk
Municipality of Morris-Turnberry
41342 Morris Road
Brussels, ON, N0G 1H0
thallam@morristurnberry.ca

Information obtained from any other source is not official and should not be relied upon. Inquiries and responses will be recorded and may be distributed to all Proponents at the Municipality's option.

Final Date and Time for Receipt of Proposal

Proposals must be received in a sealed envelope by 1:00pm on July 30, 2025.

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Proposals and their envelopes should be clearly marked with the name and address of the Proponent and the RFP title.

5. PROPOSAL PREPARATION

Changes to Proposal Wording

The Proponent will not change the wording of its Proposal after closing and no words or comments will be added to the Proposal unless requested by the Municipality for purposes of clarification.

Limitation of Damages

The Proponent, by submitting a Proposal, agrees that it will not claim damages, for whatever reason, related to the RFP or in respect of the competitive process, in excess of an amount equivalent to the reasonable costs incurred by the Proponent in preparing its Proposal. The Proponent, by submitting a Proposal, waives any claim of loss of profits if no agreement is made with the Proponent.

Firm Pricing

Proposals must be firm for at least sixty (60) days after the final date. Prices will be firm for the duration of the contract period.

6. GENERAL LIABILITY INSURANCE

Commercial General Liability

The Successful Proponent shall, at their own expense, obtain and keep force during the term of this agreement, Commercial General Liability Insurance satisfactory to the Municipality including the following and underwritten by an insurer licensed to conduct business in the Province of Ontario.

- A limit of liability of not less than \$ 5,000,000 per occurrence
- The policy shall contain a provision for cross liability in respect of the names insured

The Municipality of Morris-Turnberry shall be named as an “additional insured” on the comprehensive policy of public liability and property damage insurance.

Proof of Insurance

The successful Respondent shall provide a certificate(s) of insurance of certified copy(ies) of the above-referred to policies, satisfactory to the Municipality, together with proof of renewal at least ten (10) days prior to expiry.

Workplace Safety & Insurance Board

The successful Bidder shall provide a copy of the Workplace Safety & Insurance Board's Clearance Certificate indicating the successful Bidder's good standing with the Board.

7. ADDITIONAL TERMS

Liability for Errors

While the Municipality has used considerable efforts to ensure accurate representation of information in this RFP, the information contained in this RFP is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the Municipality, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve Contractors from forming their own opinions and conclusions with respect to the matters addressed in this RFP.

Agreement with Terms

By submitting a Proposal, the Proponent agrees to all terms and conditions within this RFP. Contractors who have obtained the RFP electronically must not alter any portion of the document, except for adding the information requested.

8. SPECIAL CONDITIONS

- A qualified Proposal is one which meets the needs and specifications of the Municipality and the terms and conditions contained in this RFP. The Preferred Proposal is a qualified Proposal offering the Best Value, as determined by the Municipality.
- The Municipality will determine whether a Proposal is qualified by evaluating all of the Proposals based on, but not limited to, the needs of the Municipality, specifications, terms and conditions and price. The Municipal Representative will examine all Proposal and recommend to Council which Proposal is in the Municipality's best interest.
- The Municipality reserves the right to cancel the RFP at any time.
- The Municipality recognizes that Best Value is the essential part of purchasing and product and/or service and therefore the Municipality may prefer a Proposal with a higher price, if it offers greater value and better serves the Municipality's interests, as determined by the Municipality, over a Proposal with a lower price. The Municipality's decision shall be final.
- The Municipality reserves the right to negotiate with the Preferred Proponent, or any Proponent, on any details including changes to specifications and price. If specifications require significant modifications, all Proponents shall have the opportunity to adjust their Proposals or re-submit altogether, as determined by the Municipal Representative.
- All goods, services and workmanship must conform to all laws and standards for use in Canada and the Province of Ontario.

- The Successful Proponent, herein named the Contractor, shall guarantee that their Proposal will meet the needs of the Municipality and that any or all items supplied and/or services rendered shall be correct. If the item(s) supplied by the Contractor and/or the service(s) rendered by it are in any way incorrect or unsuitable, all correction costs shall be paid solely by the Contractor.
- Where only one (1) Proposal is received, the Municipality reserves the right not to make public the amount of the Proposal. The amount of the Proposal will be made public if a Contract is awarded.
- The Municipality reserves the right to accept or reject a Proposal, where only one (1) Proposal is received.
- The Municipality reserves the right to cancel the contract for goods and/or services as outlined in this RFP, at any time, by providing thirty (30) days written notice to the successful proponent.

BID SHEET

01-2024-01 Bluevale Community Hall Roof Replacement

Closing Date: July 30, 2025 at 1:00pm

The undersigned Proponent has read and understands the conditions and specifications for the goods and services requested and will provide the required equipment. I/We hereby acknowledge any addenda issued which becomes part of the work and are included in this RFP.

This Proposal is valid for: _____ days and shall expire on: _____

<u>DESCRIPTION</u>		<u>PRICE</u>	
To supply and install a replacement roof at the Bluevale Community Hall.			
Removal and disposal of existing roof steel, ridge cap and trims, soffit, fascia, gutters and downspouts			
Supply and install 29 gauge, one inch Century Rib roof steel, ridge cap and necessary trims and flashings			
Supply and install colored aluminum vented / plain soffit and fascia			
Supply and install aluminum gutters and downspouts, with supporting straps and snow stops			
Optional Items (if applicable)			
Permits, Environmental fees and levies (if applicable)			
Other charges (if applicable)			
TOTAL COST			
Start Date:		Completion Date:	
Firm Name:			
Address:			
Phone:			
Email:			
Date:			
Print Name of Bidder:			
Signature of Bidder:			

NOTE: must be an official signatory of the company

9. SCOPE OF WORK

Description:

The Bluevale Community Hall was constructed in 1880 with numerous renovations and additions thereafter. The existing roofing consists of corrugated steel roofing totaling approximately 3000 square feet in 3 sections. On the north side of the building the gutter and downspout are missing and there is damage to the unvented soffit and fascia. (See photos)

Requirements are for the following:

Roofing Scope of Work:

- a. Removal and disposal of existing roof steel, ridge cap and trims (approximately 3000 square feet)
- b. Remove damaged fascia, and gable trims, and downspouts where needed (approximately 56 linear feet)
- c. Supply and install 29 gauge, one inch Century Rib roof steel, ridge cap and necessary trims and flashings
- d. Supply and install colored aluminum vented / plain soffit and fascia
- e. Supply and install aluminum gutters and downspouts, with supporting straps and snow stops

General:

- a. Conduct work such as not to cause any damage to the building and use proper precautions to guard against any potential water damage as a result of weather.
- b. Project work must not interfere with the day to day operation of the Hall. Access to the building shall always remain available for the duration of the project.
- c. Provide a complete cleanup of the total work area daily with a magnet sweep to pick up fasteners and steel pieces.
- d. Obtain all necessary permits and/or approvals from authorities having jurisdiction before starting the work.
- e. Determine the delivery time necessary for all products, equipment required for the project.
- f. Adequately protect completed work and/or work in progress.

Environmental Protection:

- a. Responsible for the condition of the job site while completing work.
- b. Restore construction site to its original condition after work is completed. All affected area shall be returned to its original condition including but not limited to: grading, topsoil, grass, pavement, fencing, etc.

Temporary Service and Facilities:

- a. Provide, erect, and maintain adequate temporary barricades, warning signs, and lights where required for the protection of the public at all times.
- b. Provide adequate portable facilities, on a continuous basis, for garbage and construction debris collection and removals.
- c. All temporary facilities shall be included in the contract price.

Pre-Construction and Progress Meetings:

- a. After award of contract, the contractor will arrange and conduct a pre-construction meeting.
- b. The contractor will conduct progress meetings on an as needed basis throughout the construction period.

Warranty:

- a. Minimum of one year labour and materials from date of completion in addition to manufacturer roof warranty. Mileage and travel time to be covered under warranty if warranty work is completed on site.



South side



South side, east corner



South East Corner



North east corner, showing damaged fascia on north side



North side, showing damaged fascia



North west corner, showing damaged fascia



East side