

REQUEST FOR PROPOSAL

Merrickville Site Exterior Painting and Repairs

1. INTRODUCTION

Rideau Community Health Services (RCHS) is a non-profit, community-governed community health centre that provides comprehensive primary care, health promotion and community development services. RCHS works with partners to provide integrated health and wellness services for various communities throughout Leeds, Grenville and Lanark counties. An interdisciplinary team is supported by an administrative team providing primary care services for registered clients. A wide range of health promotion and disease prevention programs are available to our communities such as: diabetes education, telemedicine, chiropody/foot care, dietetic consultation, oral health care, lung health, smoking cessation, mental health and wellbeing and exercise programs.

2. SCOPE OF WORK

RCHS invites proposals from qualified contractors to provide a restoration of exterior wood cladding at our Merrickville site, 354 Read Street. The Merrickville site is approximately 10,000 square feet and is a single story.

This package includes:

- A site plan; and
- Photos of the current exterior.

All submitted proposals must meet specifications as noted below. All work must be completed by October 31st, 2020.

3. REQUIREMENTS

The services will be deemed satisfactory when the following criteria are met:

- Removing the current lettering above main entrance.
- Power wash exterior surfaces prior to staining and painting.
- All areas with loose and flaking surfaces are to be scraped. Minimum scraping is expected.
- Fill all cracks by caulking and patching where needed including repairing and painting the west exterior door, the front entrance pillars and the window frames (photos included in package).
- Covering of sidewalks and protecting windows, exterior doors, light fixtures and sheds from paint splatters.
- At the end of each work day, the work space is to be cleared of all materials.
- One entrance door must be accessible at all times during office hours.
- Stain and paint:
 - o Stain the wood cladding in existing colours.
 - o Paint other wood areas such as trim and fascia in existing colours.
 - o All stain and paint should be of high quality exterior products.
 - o The stain and paint colours will need to be approved by RCHS before the project starts.
- At completion of project, partial containers of all paint are to be left with RCHS.
- Bidders are to provide all materials and labor, including scaffolding.

4. INTRODUCTION TO RESPONDENTS

4.1 Enquiries

All enquiries regarding this RFP must be emailed to:

Sue Calver
Facilities Coordinator
Rideau Community Health Services
Facilities@RideauCHS.ca

4.2 Mandatory Site Visit

Mandatory site visits will be scheduled either on Monday, October 5th or Tuesday, October 6th. Please request a site visit with Sue Calver by Friday, October 2nd.

4.3 RFP Timelines

- Enquiries and clarifying questions must be received by 4:30 PM October 6th, 2020.
- All responses to questions shall be sent via email by 4:30 PM October 7th, 2020.
- Proposals must be received by 4:30 PM October 9th, 2020. Proposals should be sent directly to Sue Calver at the email address noted above.
- Entire completion of project required by October 31st, 2020.

Notes:

- Proposals received after the official closing time will NOT be considered during the selection process.
- Proposals received without attending the mandatory site visit will NOT be considered during the selection process.
- RCHS is not responsible for submissions which are delivered to any other email address or physical location other than requested in this RFP.

4.4 Clarity And Organization Of Proposals

Proposals should be complete, clear, consistent, well organized and legible to facilitate evaluation. Proposals are required to have a separated cost breakdown that clearly outlines the cost of material, labour and other charges. All information requested in this RFP should be provided in your proposal.

5. GENERAL CONDITIONS

5.1 Cost Of Proposal

Preparation and submission of a proposal in response to this RFP is voluntary and any costs associated with the proposal preparation, submission, meetings, negotiations or discussions with RCHS are solely the responsibility of the respondent submitting the proposal.

5.2 No Claim

RCCHS will not be liable to any respondent for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the respondent in preparing and submitting a proposal or participating in negotiations for a contract, or other activity related to or arising from this RFP. Except as expressly and specifically permitted in this RFP, no respondent shall have any claim for any compensation of any kind whatsoever, as a result of participating in this RFP, and by submitting a proposal, each respondent shall be deemed to have agreed that it has no claim.

5.3 Respondent's Qualifications

In submitting a proposal, the respondent acknowledges and agrees that it has read, understood and agrees to all terms and conditions described in this RFP and that it has the necessary experience, skills and ability to effectively provide the services.

5.4 Acceptance Of Proposal

RCCHS reserves the right to accept or reject the lowest or any or all proposals received in response to this RFP. RCCHS reserves the right to conduct personal interviews with selected respondents and to request references.

5.5 Withdrawal

Respondents may withdraw their proposal at any time prior to acceptance.

5.6 No Binding Contract

RCCHS may, after reviewing the proposals received, enter into discussions with one or more respondents, without such discussion in any way creating a binding contract between RCCHS and any respondent. There will be no binding agreement with RCCHS until a proposal has been presented to the RCCHS Leadership Team and subsequently been selected and approved by the RCCHS Leadership Team.

5.7 Confidentiality

Any information acquired about RCHS by a respondent during this process must not be disclosed unless authorized by RCHS, and this obligation will survive the termination of the RFP process. Confidentiality forms must be completed by all staff working on-site.

5.8 Conflict Of Interest

By submitting a proposal, the respondent declares that it has no pecuniary interest in the business of any third party that would cause a conflict of interest or be seen to cause a conflict of interest in carrying out the services.

5.9 Evaluation Criteria For Proposals

RCHS will conduct a weighted evaluation of each proposal received in response to this RFP using the following criteria, which is not intended to be exhaustive and is not ranked in order of preference or priority:

- a. Completeness, thoroughness and relevance of the proposal submitted in response to the RFP.
- b. Cost of services to be provided and other value-for-money services bundled with the proposal.
- c. Proof of bonding and insurance is provided.
- d. Background and stability of the contractor.
- e. Response from references.
- f. Other criteria as may be applicable.

5.10 Awarding

A letter of engagement, satisfactory to both parties and setting out the requirements based on this RFP and the proposal, will be entered into and signed by both parties after the appointment of the contract has been approved by the RCHS Leadership Team.

6. PROPOSAL CONTENT

All proposals should contain the following information about the contactor:

- a. The name of the contractor, local address, telephone number, fax number, name of key contact person, email address of key contact person.
- b. A description of the outline of services provided.
- c. The name, telephone number and email address of two (2) contacts for references.
- d. Proposals must state the contractor understands of the work to be performed.
- e. Cost of services including:
 - i. Cost breakdown that clearly outlines the cost of material, labour and other charges
 - ii. Identify typical business hours and estimate of labour during and outside business hours.
- f. In addition, RCHS requests your comments on:
 - i. Approach to fee negotiation for additional or unplanned work.
 - ii. Quality assurance/control processes employed by the contractor to ensure effective product and service delivery.
- g. Number of years for warranty on workmanship.

7. EXPRESSION OF INTEREST

In responding to this RFP, please submit your proposal to the individuals noted in point 4.1 via email, no later than October 9th, 2020. Include the name of the key contact, email address and telephone number.