



REQUEST FOR PROPOSALS

1. Flooring, 2. Windows and 3. Exterior Doors

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.

PROJECT OVERVIEW

RCHS is requesting proposals to replace the flooring, windows and exterior doors at our Merrickville site, 354 Read Street. The Merrickville site is a single-story building approximately 10,000 square feet with a concrete slab foundation and is a mix of corridors, offices, exam rooms, kitchens, meeting rooms, and miscellaneous spaces. The aim of this project is to enhance the centre's aesthetic, functionality, and energy efficiency while ensuring compliance with healthcare and building codes.

QUOTES

Proposals can be submitted for the 3 projects, **General Contractor to manage the work.**

OR individually. **1. Flooring and 2. Windows and Doors as 1 quote**

Thank you for your participation.

REQUEST FOR PROPOSALS

Flooring - Merrickville Site

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.

2. Project Overview:

RCHS is requesting proposals to replace the vinyl sheet flooring at our Merrickville site, 354 Read Street. The Merrickville site is a single-story building, is approximately 10,000 square feet and is a mix of corridors, offices, exam rooms, kitchens, meeting rooms and miscellaneous spaces. The foundation is concrete slab. The existing flooring is over twenty years old with separated seams, bubbles and some areas with damage. Small areas have been patched previously and it was noted that dampness may be an issue. One office currently has carpet over the existing floor that would also require removal. RCHS invites proposals from qualified general contractors/flooring installers addressing the requirements outlined below. The site will be closed during the renovations.

3. Scope of Work:

RCHS is requesting the following two quotes to replacing flooring:

- 1. All site flooring per Health Care standards Z80000-18
- 2. Primary Care wing - flooring per Health Care standards plus Corporate and Community wings - Commercial Vinyl Sheet flooring. Refer to site plan: Primary Care in blue, Corporate wing in yellow and Community wing in green.

This package includes:

- Photos of existing floor
- Floorplan

4. REQUIREMENTS

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

Hospital Grade Flooring per site plan in blue

- Falls under the CSA Standards for Health Care Z8000-18 – Section 5
- Use hospital grade vinyl sheet or resilient flooring with **heat welded or sealed seams**. CSA Standards for Health Care Z8000-18
- Flooring must be resistant to microbial growth and nonporous (smooth).
- Flooring must be durable, cleanable, and resistant to damage by water and chemicals including germicidal cleaning products.
- Flooring must be slip resistant and does not create drag or resistance for walkers and wheelchairs.
- **Integral coved base** at least **230 mm high at all walls** installed with solid backing, tightly sealed against the wall and constructed without gaps.

Flooring Specifications for other areas, Corporate and Community wings (site plan yellow and green)

- Commercial vinyl sheet flooring.
- Heat welded seams
- Long-lasting, quality flooring
- Floor trims and moulding, cove wall base as required

These areas fall under the **CSA Standards for Health Care Z8000**

1. Infection Control

- Flooring materials must be non-porous, smooth, and easily cleanable to support infection prevention and control (IPC).
- Joints and seams in flooring should be minimized and sealed to prevent the accumulation of dirt, moisture, and bacteria.

2. Durability and Maintenance

- Flooring should be resistant to wear, chemicals, and frequent cleaning agents used in healthcare environments.
- Materials should withstand heavy foot traffic, wheeled equipment (e.g., wheelchairs, stretchers), and carts.

3. Slip Resistance

- All flooring must have an adequate coefficient of friction to reduce the risk of slips and falls, especially in high-traffic or spill-prone areas.

4. Acoustic Properties

- Sound-dampening materials may be preferred in waiting rooms, corridors, and patient areas.

5. Transitions and Accessibility

- Flooring transitions must be smooth to ensure accessibility for wheelchairs and mobility aids.
- Thresholds between different flooring materials should not exceed **13 mm (0.5 inches)** in height.
- Floors must comply with **CSA B651** accessibility requirements, ensuring barrier-free travel for individuals with disabilities.

Other Requirements for applicable Areas

- Lift and dispose of existing floor, glue removal, self levelling as needed
- Additional levelling might be required at front entrance and side entrance – floor grates were removed, but the patches have since sunk.
- Mold remediation if required
- Drywall repair at floor proximity and concrete repair if required
- Colour matching to interior
- Adhere to predetermined schedule to minimize disruption to RCHS services.
- Work in a safe manner and keep the work site clean.

5. Compliance with Canadian Standards Association (CSA)

All work completed under this contract must adhere to relevant CSA standards to ensure quality, safety and regulatory compliance. Key CSA standards applicable to this project include, but are not limited to:

- Our exam rooms fall under the **CSA Standards for Health Care Z8000-18** state that floors in clinical and support service areas, and in areas subject to moisture, shall be monolithic (i.e., a single surface or with heat-welded or sealed seams) with an integral covered base at least **230 mm high at all walls**. Please refer to the floorplan.

6. Project Timeline:

RFP Issue Date: November 26, 2024

Mandatory Pre-Bid Site Visit: Friday mornings 9am – 12pm on November 29 and December 6 and 13. Please schedule in advance by contacting facilities@rideauchs.ca.

Responses to Applicant questions will be circulated to those who attended a site visit by December 18th at 5:00 p.m., 2024.

Proposal Submission Due Date: December 20, 2024, at 5:00 pm

Projected Start Date: July 2, 2025 *

Completion Date: July 31, 2025 *

*In addition to flooring, RCHS has tendered doors and windows for this location and the timing must be coordinated with other contractors as the entire project must be completed between July 1 and July 31st, 2025. The centre will be closed the entire month of July to ensure work can be completed.

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.

7. Contractor Qualifications:

- Licensed, bonded and insured contractor with at least 5 years of experience
- Experience with CSA standards and building codes
- Ability to perform the work within the timeline specified

8. 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. If possible, Health Care related references are preferred.
- 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 separate costs 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.
- h. Provide proof of bonding and insurance.

8.0 Enquiries

All enquiries regarding this RFP must be emailed to:

Sarah Krieger
Facilities Coordinator
Rideau Community Health Services
Facilities@RideauCHS.ca

8.1 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.

As noted, dampness may be an issue in some areas, please include details for how you would deal with these areas and, if possible, estimated impact to the timelines.

9. GENERAL CONDITIONS

9.1 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.

9.2 No Claim

RCHS 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.

9.3 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.

9.4 Acceptance Of Proposal

This project is contingent on receiving funding to proceed. RCHS reserves the right to accept or reject the lowest or any or all proposals received in response to this RFP. RCHS reserves the right to conduct personal interviews with selected respondents and to request references.

9.5 Withdrawal

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

9.6 No Binding Contract

RCCHS may, after reviewing the proposal 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.

9.7 Confidentiality

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

9.8 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.

9.9 Evaluation Criteria For Proposals

RCCHS 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.

9.10 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.

10 EXPRESSION OF INTEREST

In responding to this RFP, please submit your proposal to the individuals noted in point 8.0 via email, no later than **5:00 p.m. on Friday, December 20th, 2024**. Include the name of the key contact, email address and telephone number.

Photo 1



Photo 2



Photo 3



Photo 4



Photo 5

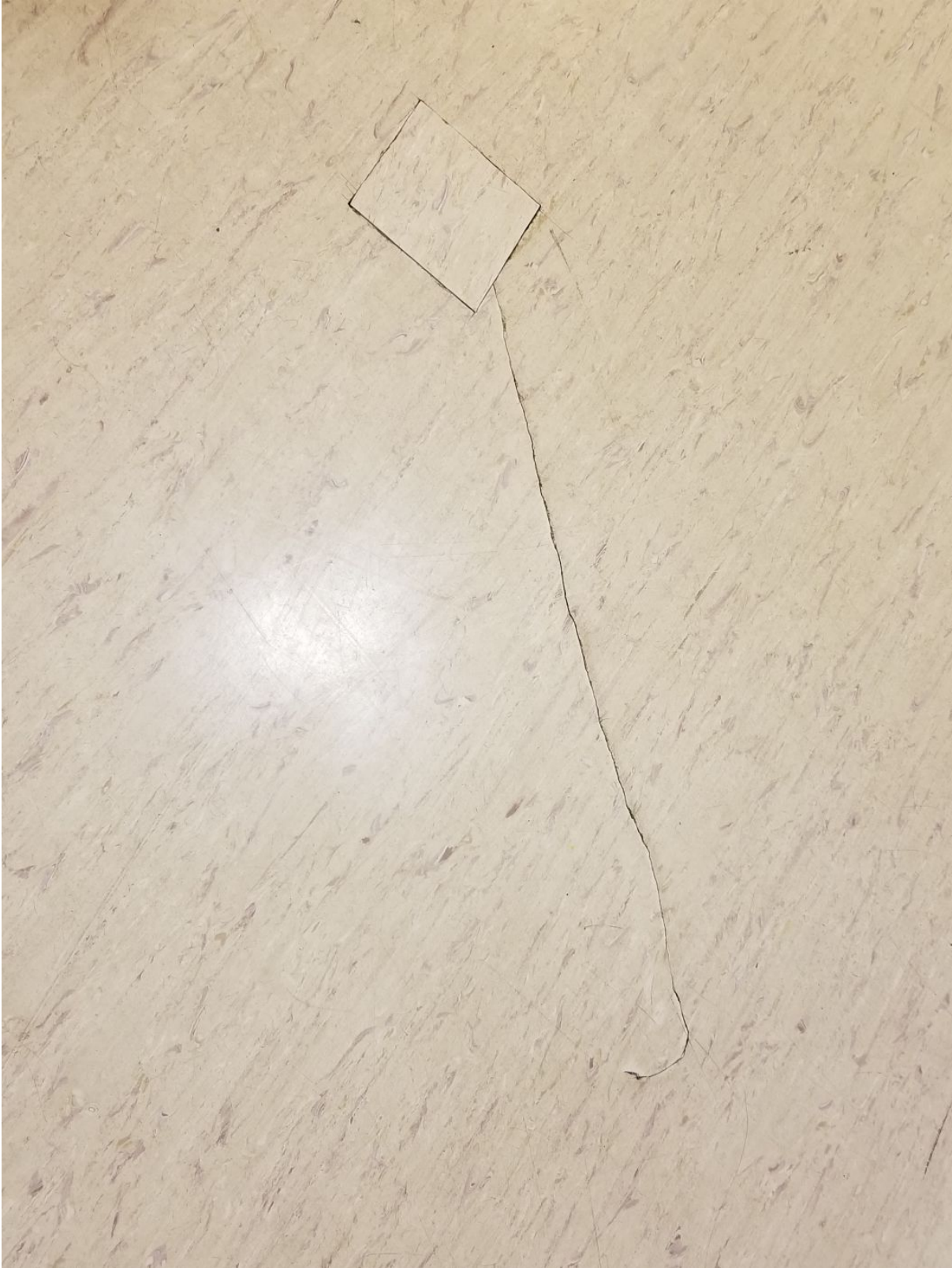


Photo 6

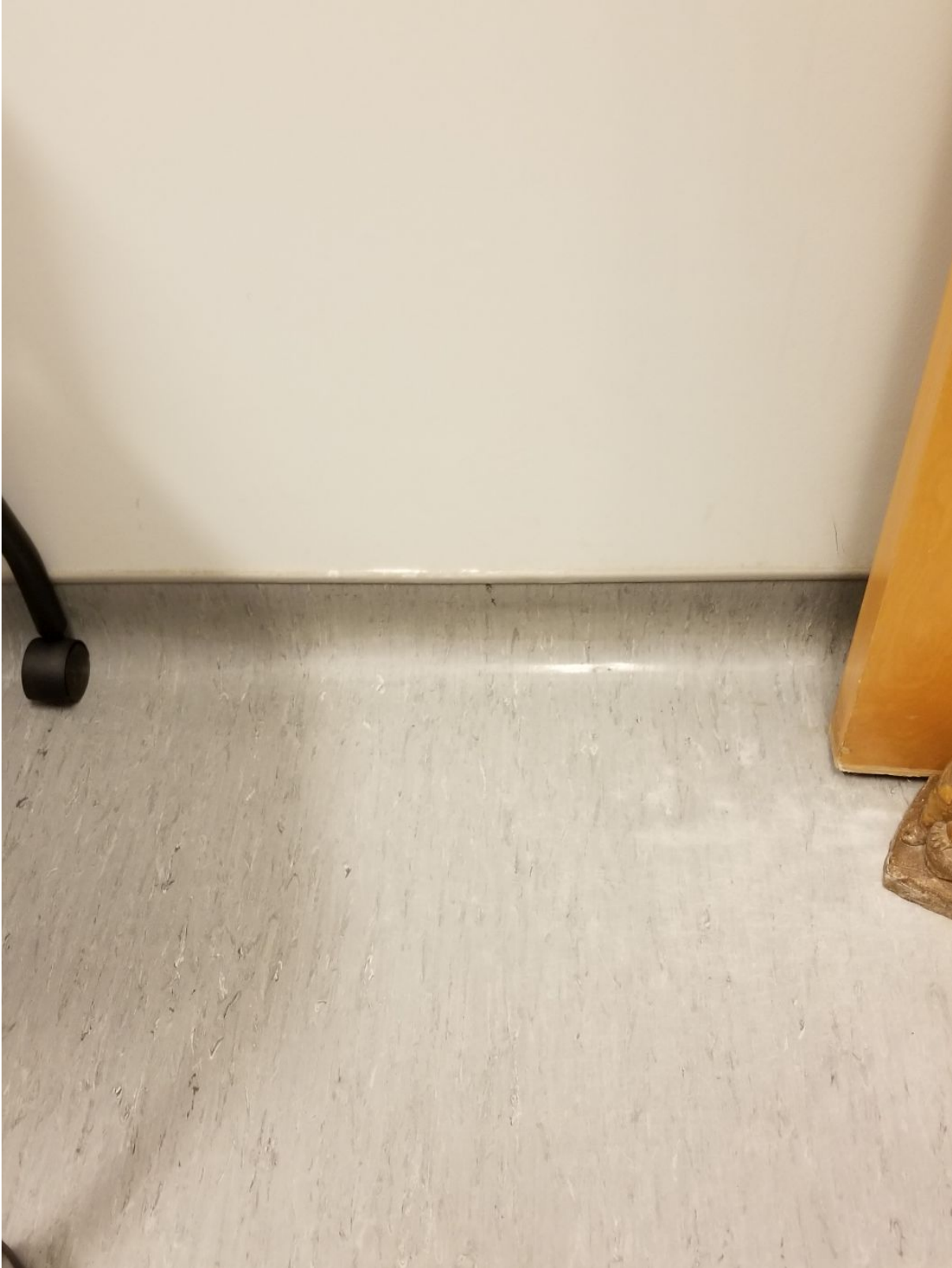


Photo 7



Photo 8



Photo 9



Photo 10



W

X No Flooring Needed

Corporate wing

Primary Care

Community Spaces

N

S

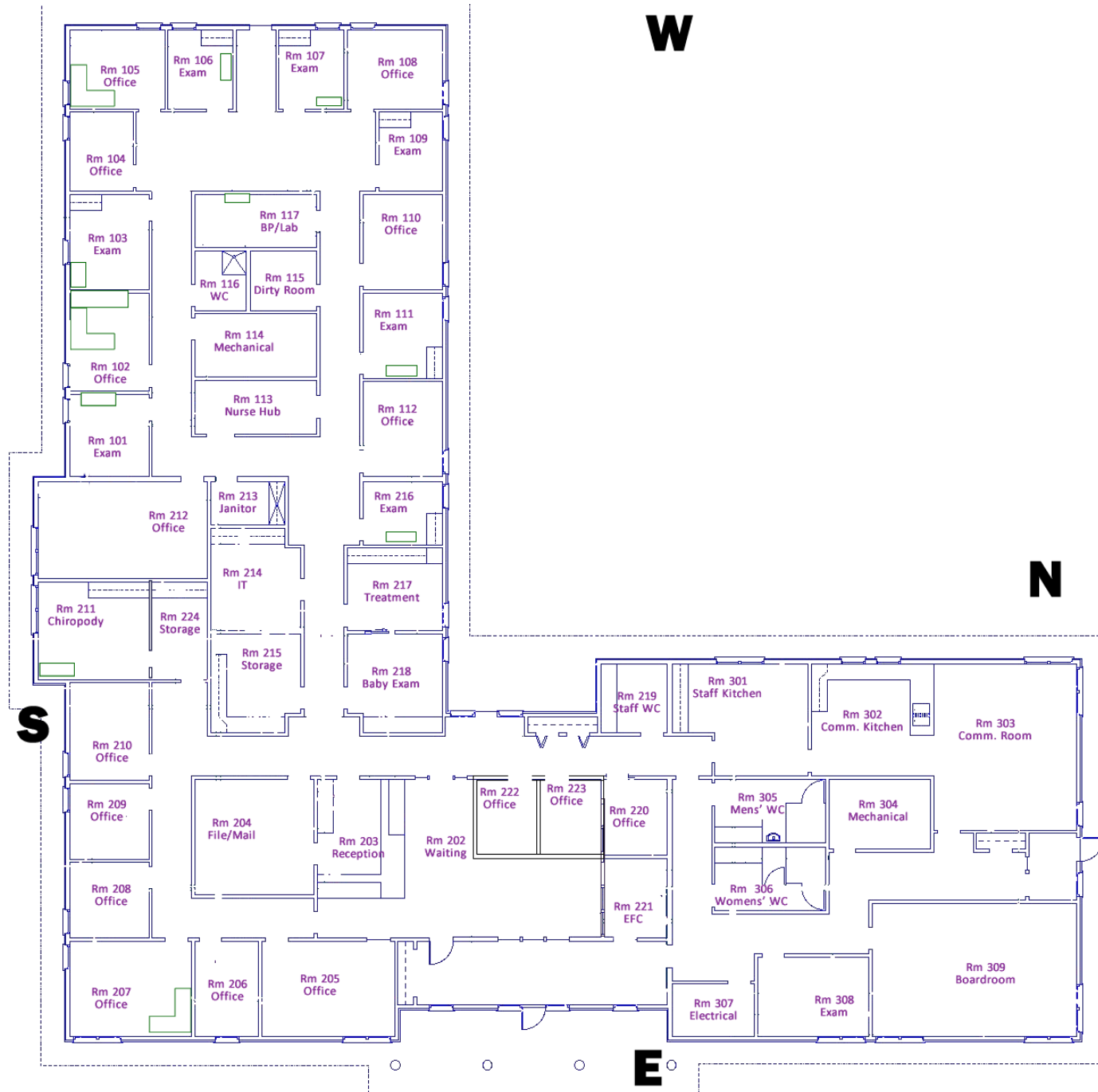
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REQUEST FOR PROPOSALS

RGHS Merrickville Site Flooring

Merrickville Site Floorplan



REQUEST FOR PROPOSALS

Windows - Merrickville Site

1. INTRODUCTION

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2. Project Overview:

RCHS is seeking proposals from qualified contractors to replace all windows at our Merrickville site, 354 Read Street. The Merrickville site is a single-story building, approximately 10,000 square feet and is a mix of corridors, offices, exam rooms, kitchens, meeting rooms and miscellaneous spaces. The aim of this project is to enhance the centre's aesthetic, functionality, and energy efficiency while ensuring compliance with healthcare and building codes. The site will be closed during the renovations.

3. Scope of Work:

Replace the following:

Our Merrickville site has a mix of windows throughout, adding to the aesthetics of our building. They include: 20 single casement windows, 8 fixed single windows 11 double windows and windows with and without top lights. Additionally, the 3 external doors have door frames that are shared with windows: top lights at the top of the doors and 2 side windows at the Front Entrance. All windows also have wooden top panels that need to be replaced.

This package includes:

- Photos of existing windows
- Technical Drawings
- Floorplan

4. REQUIREMENTS

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

Glass Minimum Commercial Specifications

- o Clear 3mm, Low E 80/70, window space .875"
- o Double glaze
- o Argon

Frame Minimum Commercial Specifications

- o Aluminum

Casement Commercial Specification with Cranks and Screens

- o Each window room has at least one crank window with a screen.

Approximate window size including top panelling, site visit necessary for actual sizes:

- o Window 6 feet, top light 2 feet, top panel 2 feet: Total 10 feet
- o Width 3 feet
- o Windows are a mix of fixed windows, casements with cranks and doubles.

Top Light not on all windows

- o Windows that do not have a top light have a bottom panel

Window Panels in Aluminum – or matching frame

- o Replace top and bottom wood panels for all windows with aluminum panels matching original colour.
- o Top panel ends above ceiling

- Window colour to match exterior – not white
- Remove and reinstall shades
- Remove existing and dispose windows
- Exterior flashed and painted to match exterior of building
- Interior matching existing room trim and stained

- Adhere to predetermined schedule to minimize disruption to RCHS services.
- Work in a safe manner and keep the work site clean.

5. Compliance with Canadian Standards Association (CSA)

All work completed under this contract must adhere to relevant CSA standards to ensure quality, safety and regulatory compliance. Key CSA standard 7.2.4.1 applicable to this project include, but are not limited to:

Windows and frames shall be:

- a) impact-resistant (e.g., using tempered safety glass or equipped with features that protect against impact);
- b) made with materials and methods that resist moisture and mould;
- c) equipped with hardware that does not present a hazard to patients or staff;
- d) cleanable (i.e., without crevices that can trap dirt); and
- e) limit the transmission or reflection of sound, where necessary for the well-being of patients, staff, or visitors.

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Double w top lights exterior



Double w top lights interior



Single crank exterior



Single crank interior

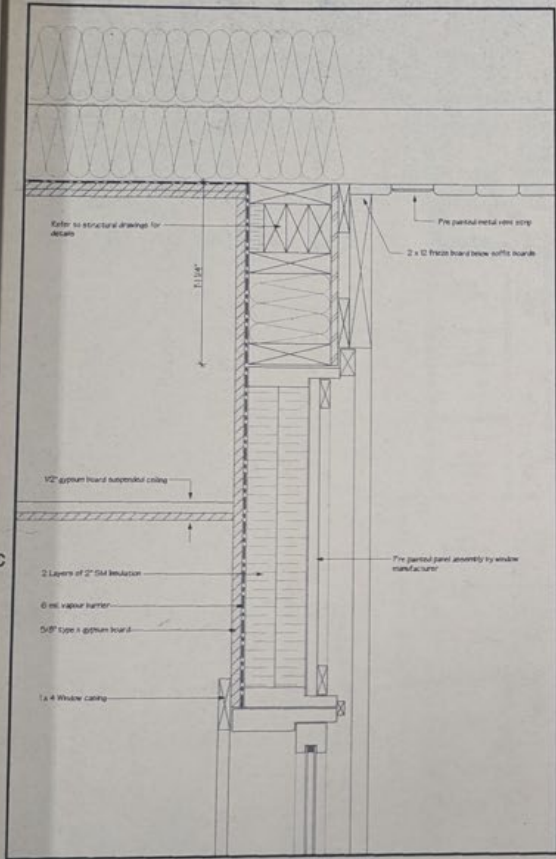


Single fixed exterior w top light

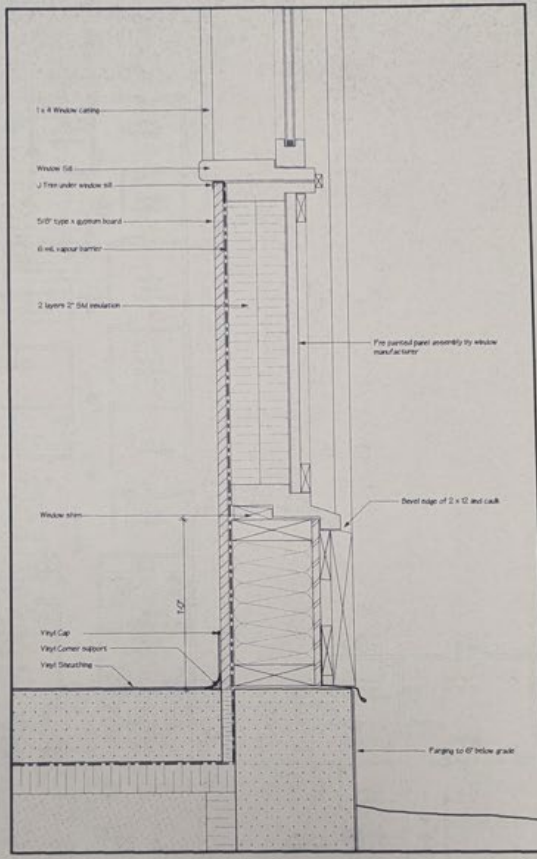


Single fixed w top light interior

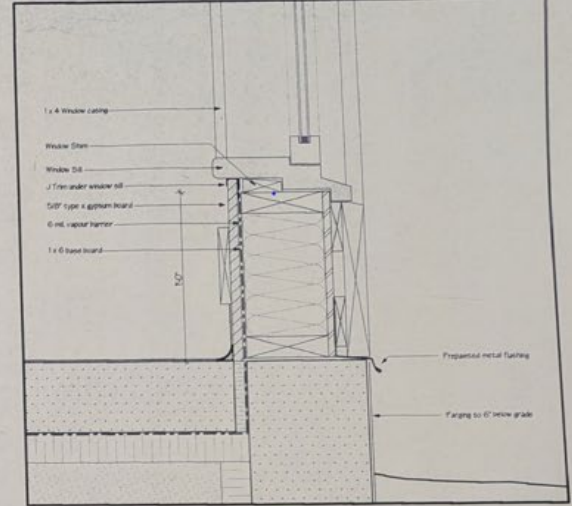




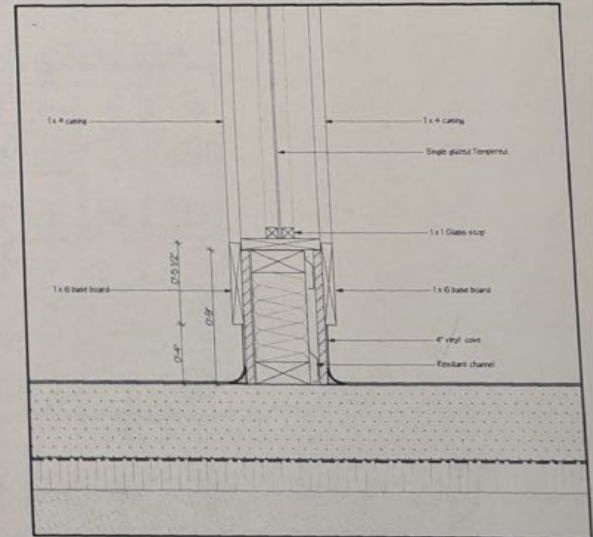
1 Exterior Window Head Section Typ.
 A14 Scale 3/4" = 1'



2 Exterior Window / Wall Base Typ.
 A14 Scale 3/4" = 1'



3 Exterior Window / Wall Base East Facade
 A14 Scale 3/4" = 1'



4 Exterior Wall Section
 A14 Scale 3/4" = 1'

W

X No Flooring Needed

Corporate wing

Primary Care

Community Spaces

N

S

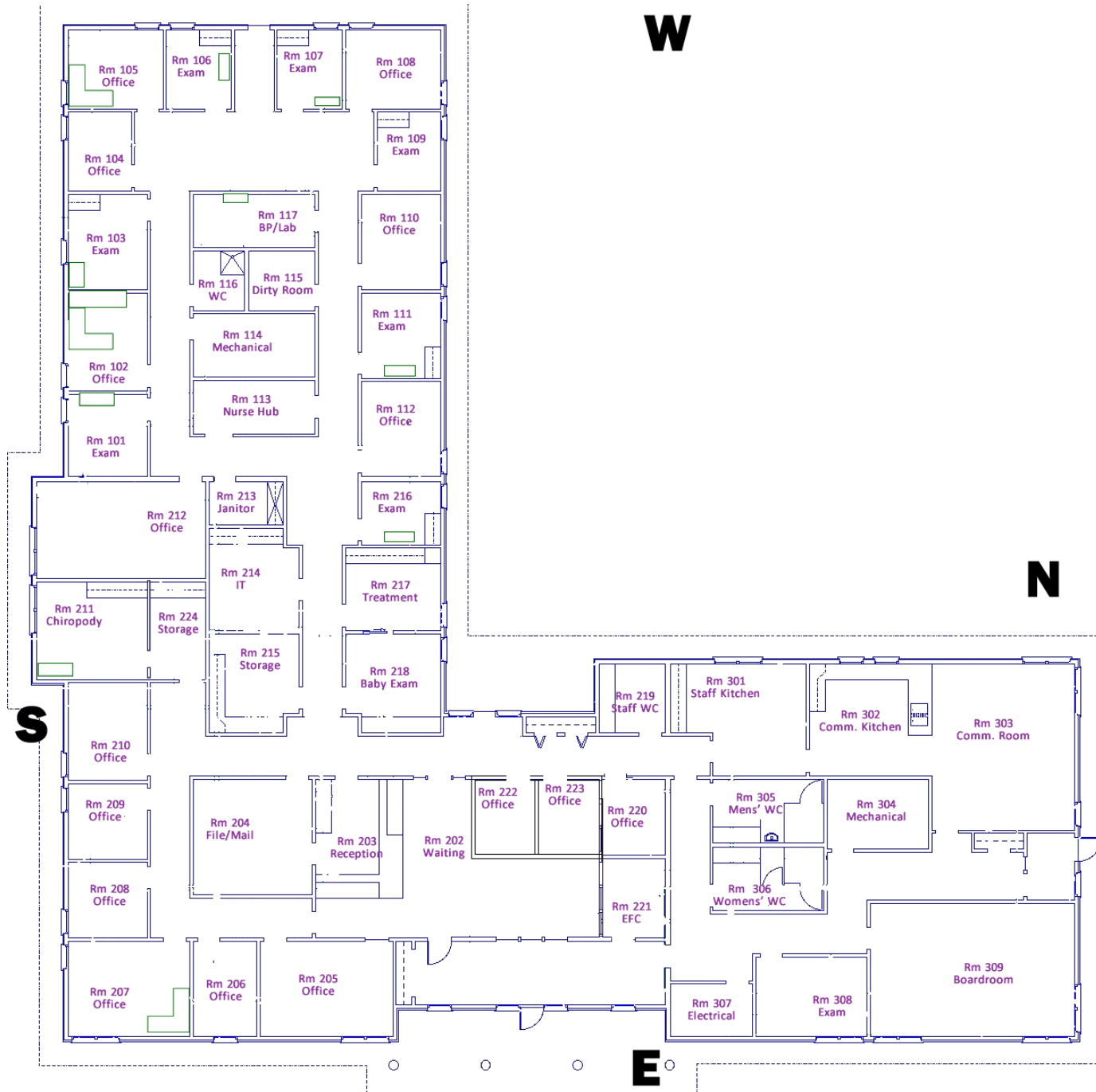
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REQUEST FOR PROPOSALS

Merrickville Site Floorplan

RGHS Merrickville Site Flooring



REQUEST FOR PROPOSALS

Exterior Doors - Merrickville Site

1. INTRODUCTION

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2. Project Overview:

RCHS is seeking proposals from qualified contractors to replace 3 external doors at our Merrickville site, 354 Read Street. The Merrickville site is a single-story building, approximately 10,000 square feet and is a mix of corridors, offices, exam rooms, kitchens, meeting rooms and miscellaneous spaces. The aim of this project is to enhance the centre's aesthetic, functionality, and energy efficiency while ensuring compliance with healthcare and building codes. The site will be closed during the renovations.

3. Scope of Work:

Replace the following exterior doors:

- 1. Front Main Public Entrance & automatic electronic door openers
- 2. Side Public Entrance & automatic electronic door openers
- 3. Rear Emergency Exit door.

Hardware to include modern locking mechanism's and handles that comply with healthcare standards and in coordination with our security alarm company. RCHS will provide the power source for the installation of the electronic door openers.

This package includes:

- Photos of existing doors
- Floorplan

4. REQUIREMENTS

The services will be deemed satisfactory when the following criteria are met for replacing the three wooden doors having wooden frames.

All Doors

- Metal Commercial Door and Metal Commercial Frame
 - o Minimum specifications: 18 Gauge Hollow Metal Insulated Frame and Door glazed in 5mm clear tempered / 5mm Clear Tempered thermal units
- Door window 3/4, with kick plate
- Approximate door size 3 feet plus top light and top aluminum panelling, site visit necessary for actual sizes.
- Aluminum panelling at the top like the windows
- Panic bar system
- Prime / Painting

- Weatherstripping
- Exterior flashed and painted to match existing of building
- Interior matching to existing room trim and stained

- Adhere to predetermined schedule to minimize disruption to RCHS services.
- Work in a safe manner and keep the work site clean.

Electronic Automatic Door Operator for Front and Side Entrances

- o Stainless steel Push buttons
- o Wireless receivers
- o Wireless transmitter

Front Entrance Specifics

- The existing door frame is shared with the side windows and top light (refer to attached pictures). Two options are:
 - o 1. New steal door frames for door only, add divider for side windows (likely narrower than others) and top lights. Like Side Entrance.

- 2. New steel door frame to include side windows and top lights.
- Door colour to match existing.

Emergency Door Specifics

- Door closure – no automatic door opener
- Door colour - NOT to match existing, rather to match existing Front and Side Entrance Doors.

5. Compliance with Canadian Standards Association (CSA)

All work completed under this contract must adhere to relevant CSA standards to ensure quality, safety and regulatory compliance. Key CSA standards applicable to this project include, but are not limited to:

- CSA B651: Accessible Design for the Built Environment: Doors and other accessible elements must meet CSA B651 to ensure the facility complies with accessibility standards for individuals with disabilities including features such as automatic opening systems.
- CSA Z317.2: Special Requirements for HVAC Systems in Health Care Facilities – Any renovations that impact HVAC near doors and windows should follow CSA Z317.2 to ensure air quality in healthcare settings.
- CSA 440.4 Window, Door and Skylight Installation: specifies the installation methods and practices to ensure performance, durability and weather - tightness of external doors and windows.
- CSA Z8000: Any exterior modifications should follow guidelines focusing on healthcare specific safety and access standards.

6. Project Timeline:

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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.

9.2 No Claim

CHS 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.

9.3 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.

9.4 Acceptance Of Proposal

This project is contingent on receiving funding to proceed. CHS reserves the right to accept or reject the lowest or any or all proposals received in response to this RFP. CHS reserves the right to conduct personal interviews with selected respondents and to request references.

9.5 Withdrawal

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

9.6 No Binding Contract

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

9.7 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 contractor staff working on-site.

9.8 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.

9.9 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.

9.10 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.

10 EXPRESSION OF INTEREST

In responding to this RFP, please submit your proposal to the individuals noted in point 8.0 via email, no later than **5:00 p.m. on Friday, December 20th, 2024**. Include the name of the key contact, email address and telephone number.

Front Door Exterior



Front Door Interior



Emergency Exit Exterior



Emergency Exit Interior



Side Entrance Exterior- Right and Left windows are included in Windows list



Side Entrance Entry Interior



W

X No Flooring Needed

Corporate wing

Primary Care

Community Spaces

N

S

E



REQUEST FOR PROPOSALS

RGHS Merrickville Site Flooring

Merrickville Site Floorplan

