

EAST ELGIN COMMUNITY COMPLEX

Request for Quotation Skate Tile Replacement

PLEASE BE AWARE OF THE FOLLOWING IMPORTANT DATES

CLOSING DATE & TIME: Friday, June 18th ,2021, 11:00am

**REQUEST FOR
CONSIDERATION OF
EQUIVALENCY:** Wednesday, May 26th, 2021, 4:30 pm

**RESPONSE
TO EQUIVALENCY
REQUESTS:** Friday, June 4th, 2021, 4:30 pm

LOCATION: EAST ELGIN COMMUNITY COMPLEX
ADMINISTRATION OFFICE
531 TALBOT ST. WEST
AYLMER, ONTARIO
N5H 2T9
ATTN: THOMAS POLLAND,
MANAGER OF PARKS AND RECREATION

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SECTION 1: GENERAL CONDITIONS FOR CONTRACTING WITH THE TOWN

1 SCOPE OF WORK

- 2 The removal & disposal of all skate tile in the Kinsmen dressing rooms, ancillary rooms & cross-over hallways. Prepare the areas for vapour barrier application, scarify concrete for proper adhesion, apply adhesive and skate tile. The contractor is responsible for all associated project costs, ie: rental equipment, disposal bin, etc.**
- **Removal plus disposal of all skate tile in Kinsmen dressing Rooms, coaches, first aid room, and crossover hallways.**
 - **Installation of skate tile in the dressing room/s, ancillary rooms, including two (2) crossover walkways Kinsmen rink (4,400 sq. ft).**
 - **Apply vapour barrier & skate tile ensuring the flange-hole is cut into the tile, also ensure the toilet anchor bolts are cut into the skate tile and bolts are exposed for reattaching the toilet base.**
 - **Removal of all adhesive glue and any other bonding type material prior to installation.**
 - **Prepare the concrete (scarify), for application of adhesive and bonding materials.**
 - **Install vapour barrier on concrete and skate tile.**
 - **Application of Koster Vapor Barrier CT-235-VAP-2000, -vapour barrier**
 - **Apply skate tile to manufacturing specifications.**
 - **Ensure product availability for future installation or repair/s.**
 - **10-millimeter (3/8") skate tile flooring (3 ft x 3 ft) square. Color Dark grey.**
 - **Cut and trim skate tile as required to align with walls, doors, plumbing fixtures & piping.**
 - **Apply appropriate caulking between the edge of the skate tile, wall, plumbing fixtures & piping.**
 - **Clean any residual adhesive or bonding material off skate tile/walls/boards.**
 - **Apply transition strips from regular flooring to skate tile flooring where required.**
 - **Provide warranty of material and workmanship.**

3 QUOTATION SUBMISSION

For the purposes of evaluation, quotations must include the fully completed forms provided. Bidders may include supplementary material for consideration, duly completed & signed (where applicable). Complete Quotation Form and must include:

:	
Section 2:	Bidder Information
Section 3:	Specifications & Compliance
Section 4:	Schedule of Items & Prices

Section 5, Agreement, will be required from the successful bidder after the award of the bid.

The forms must be completed in ink and returned in a sealed envelope clearly marked with the name and address of the bidder, title of quotation. Facsimiles or electronic submissions are not acceptable unless specified.

4 DEADLINE

Proposals must be received at this location NO LATER THAN **June 18th, 11:00 am 2021**. Any proposal received after the above due date and time will not be considered and will be returned unopened to the Proponent.

5 RIGHT TO ACCEPT OR REJECT QUOTATIONS

The East Elgin Community Complex intends to follow the provisions of Procurement Policy and reserves the right to evaluate proposals for irregularities to ensure submission requirements are acceptable. The Procurement policy can be found on the Town's website at <https://www.aylmer.ca/uploads/ClerksOffice/By-law34-19ProcurementofGoods-Services.pdf>

6 COST INCURRED

The East Elgin Community Complex shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any Bidder because of the acceptance or the non-acceptance by the East Elgin Community Complex of any bid or by reason of any delay in the acceptance of a Bid except as provided in the bid document.

7 BID VALIDITY

Each bid shall remain valid and open for acceptance by the East Elgin Community Complex for a period of sixty (30) calendar days following the date of closing.

8 WITHOUT DEFECT

The successful bidder is responsible for delivering & installing the product to the satisfaction of the East Elgin Community Complex and all related responsibilities including related warranty issues and or labour & material deficiencies.

9 AWARD AND BASIS OF SELECTION

9.1 Intent

The intent of the Request for Quotation: Service as prescribed

9.2 Warranty and Service

The proponent must include a minimum of two-year warranty material and labor warranty.

9.3 Price

The bid shall be for the total cost to, remove and dispose of the old skate tile, supply and install the skate tile, perform other preparatory work ie: (vapour barrier), proper adhesive material for tile to cement bonding, as offered in their submission. The bid must clearly identify exclusions and/or discretionary items, which may impact the assessment of the cost.

9.4 Options and Upgrades

The East Elgin Community Complex may at its sole discretion evaluate upgrades and options. Any optional warranty and/or service offerings will be evaluated based on inclusions and exclusions identified and cost.

10 Privilege Clause

As noted, the East Elgin Community Complex reserves the right to reject any or all bids, including without limitation the lowest bid, and to award the contract to whomever the EECC in its sole and absolute discretion deems appropriate. The East Elgin Community Complex shall not, under any circumstances, be responsible for any costs incurred by the Proponent for preparing its proposal. Without limiting the generality of the foregoing, the EECC reserves the right in its sole and absolute discretion, to accept or reject any proposal which in the view of the EECC is incomplete, obscure, or irregular, which has erasures or corrections in the documents, which contains exceptions and variations, which omits one or more prices, which contains prices the EECC considers unbalanced. The above criteria which may be used by the East Elgin Community Complex in evaluating the Proponents' proposals and awarding the contract shall be applied in the EECC's sole and absolute discretion. When evaluating the Categories set out in the Criteria set out in Section 32 herein, the East Elgin Community Complex may consider one or more of:

- Price
- Total cost to the East Elgin Community Complex
- Reputation of the Proponent
- Claim's history of the Proponent
- Qualifications and experience of the Proponent and their personnel
- Completion date
- Manufacturer/ Proponent's specifications
- Duration of the warranty or warranties
- Warranty terms and conditions
- Availability of repair and maintenance
- Quality of the Equipment
- Any inclusions beyond minimum specifications in this RFQ
- Any other items considered relevant by the East Elgin Community Complex, acting reasonably

Should the East Elgin Community Complex not receive any proposal satisfactory to the EECC in its sole and absolute discretion, the East Elgin Community Complex reserves the right to reissue a new RFP for the Project, negotiate a contract for the whole or any part of the Project with any one or more persons whatsoever, including one or more of the Proponents, or cancel the RFP outright. For clarity, the East Elgin Community

Complex shall not be required to award the contract and shall exercise its decisions and evaluate the proposals in its sole and absolute discretion.

11 BRAND NAMES

If and wherever in the specifications a brand name, of any manufacturer, trade name or vendor catalogue number is identified, it is to establish a grade or quality of material, unless specified otherwise. The East Elgin Community Complex does not wish to rule out the competition of equal brands. The Manager of Parks and Recreation will be the sole judge as to the equivalency as set out below.

11.1 Request of Consideration of Equivalent(s)

Bidders are hereby invited to submit a List of Equivalents for items unless specifically identified as no substitutions. Bidders are solely responsible for ensuring that each alternate item will equal or exceed the quality of the items specifically listed in this Request for Quotation. The East Elgin Community Complex may request additional information from Bidders respecting the alternate items including brochures, performance, and test dates, and other information or samples at the Bidder's sole expense as may be required to confirm the quality meets the specifications requested.

All alternates/substitutions shall be pre-approved by the East Elgin Community Complex in writing as set out herein.

The East Elgin Community Complex reserves the right to accept or reject any alternate/substitution.

Any bidders wishing to submit Equivalents must submit the request to:

East Elgin Community Complex
531 Talbot St. W.
Aylmer, Ontario N5H 2T9
Attention: **Thomas Polland, Manager of Parks and Recreation**
tpolland@town.aylmer.on.ca

The List of Equivalents must be received by on or before 4:30 pm on WEDNESDAY, May 26th, 4:30 pm, 2021. Any requests for equivalents submitted after said time and date will **not** be reviewed or accepted

11.2 Equivalents Approval

The Manager of Parks and Recreation, in his sole discretion, reserves the right to accept or reject any alternate/substitution. The decision of the Parks and Recreation Manager to accept or reject any alternate/substitution is final. The East Elgin Community Complex reserves the right to accept any one or more items included in any List of Equivalents. For clarity and example, the Town may accept one item included on a Bidder's List of Equivalents and reject all other items listed thereon.

The East Elgin Community Complex reserves the right to conduct discussions with any Bidder that submitted a List of Equivalents to assure full understanding of the alternate items included in the submitted list.

The East Elgin Community Complex will provide notice to all Bidders that submitted a List of Equivalents and said written notice will include a list of those alternate items accepted by the EECC. The East Elgin Community Complex will provide notice to Bidders on or before **Friday, June 4th, 4:30 pm ,2021**. It is the Bidders sole responsibility to ensure it has received said notice respecting the List of Equivalents before submitting a bid for this Request for Quotation.

Any bid submission containing alternate items that have not been approved in writing by the East Elgin Community Complex will not be considered.

12 QUESTIONS AND INQUIRIES

Inquiries regarding this quotation request are to be directed to Thom Polland, Manager Parks & Recreation for the Town of Aylmer at (519) 773-5631 extension #2

SECTION 2: BIDDER INFORMATION

COMPANY NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

FAX NUMBER: _____

HST REGISTRATION # _____

NAME: _____

(Please print or Type):

SIGNATURE: _____

TITLE: _____

EMAIL ADDRESS: _____

SECTION 3: SPECIFICATIONS AND COMPLIANCE

The attached specifications intend to describe specific details of the product required against this Quotation.

The Skate Tile must have and/or include a minimum of the following:

SECTION 3 PART A FEATURES & BENEFITS.

- | | |
|--------------------------------|--------------------------------------|
| -non-slip surface | -PVC free |
| -anti-static | -resilient properties sound-reducing |
| -excellent chemical resistance | -immunity from skate blade wear |
| -non-porous | -ergonomics, comfortable underfoot |
| -10 millimetre (3/8") | |

SECTION 3 PART B WARRANTY AND SERVICE PACKAGE

I / WE confirm that a manufactures warranty package has been included with the bid for evaluation and that the cost of the warranty has been included in the price submitted in Section 3

_____ (bidders initial).

Warranty and service packages will be evaluated as part of the selection process

SECTION 3 PART C VALUE-ADDED OPTIONS

The Bidder may list below (or attach) any additional options, value-added services, or warranties that are included in the quoted prices that they wish to have considered during the evaluation process.

Value-Added Option will be evaluated as part of the equipment selection process

VALUE ADDED OPTIONS PROVIDED AT <u>NO ADDITIONAL COSTS</u>		
No.	Description	Value
1		\$
2		\$
3		\$
4		\$
5		\$

SECTION 3 PART D UPGRADES AND AVAILABLE OPTIONS

The Bidder may list below (or attach) any upgrades, and additional options, enhanced warranties, and enhanced service packages which are included not included quoted prices that they wish to have considered during the evaluation process.

Upgrades and Options will be evaluated as part of the equipment selection process. Not all upgrades will be evaluated. The Manager of Parks and Receptions will, in his sole discretion, determine and select which upgrades and options are a benefit to the East Elgin Community Complex operations and only those chosen will factor into the evaluation process.

UPGRADES AND AVAILABLE OPTIONS ARE AVAILABLE FOR PURCHASE.

No.	Description	Unit Price
1		\$
2		\$
3		\$
4		\$
5		\$

SECTION 4: SCHEDULE OF ITEMS AND PRICES

I/We, the undersigned, agree to supply and complete as described in the bid package complete with the options and warranty as selected by the East Elgin Community Complex as set out in the request for quotation hereby acknowledges and agrees to abide by the terms and conditions of contracting with the East Elgin Community Complex as laid out in the request for quotation. The bidder hereby acknowledges that the East Elgin Community Complex will be the sole judge as to the adequacy and choice as determined by its evaluation based on municipal needs and budget.

Description	Pricing Summary
Total for the Skate Tile Replacement Project before tax	\$
13% Harmonized Sales Tax (H.S.T.)	\$
TOTAL QUOTATION for the completed project	\$

I/We offer at the total price of \$ _____ /100 Dollars to supply the material, equipment and labour identified above at the terms and conditions specified in the request for quotation documents.

Name of Bidder: _____

Signature of Bidder: _____
 I/We have Authority to Bind the Corporation

Date _____

NOTE:

1. Lowest or any quotation is not necessarily accepted.
2. Price noted is inclusive of all applicable taxes
3. Price noted is inclusive of all transport, freight, float charges, etc. if applicable
4. Price noted is inclusive of all licensing and transfer charges if applicable

NOTE: The successful bidder will be required to enter into the agreement as outlined below:

SECTION 5: AGREEMENT

I / We hereby and agree to supply to the East Elgin Community Complex all product, materials and labour to complete the Skate Tile Replacement project as prescribed including, warranties, as selected by the East Elgin Community Complex per the bidders submission dated _____, 20____ all in accordance with the request for quotation documents and specifications for the price of _____ dollars and _____ cents including taxes as detailed in the table below.

Delivery Date	
Price	\$
HST	\$
Total	\$

Dated _____(day) of _____ (month), 2020.

Vendor

_____ Name

_____ Title

_____ Signature of Authorized Person

I/We have Authority to Bind the Corporation

Corporation of the Town of Aylmer

_____ Mayor; Mary French

_____ CAO