



# REQUEST FOR QUOTATION

## RFQ 2024-05

### INTERIOR RENOVATIONS At the MICHIPICOTEN MEMORIAL CC

**Issue Date:** Friday, June 28, 2024

**Closing Date:** Friday, July 12, 2024 at 12:00 noon

**Contact:** Alex Patterson, Director  
Department of Community Services and Tourism  
Municipality of Wawa  
40 Broadway Ave, PO Box 500  
Wawa, ON P0S 1K0

**Telephone** 705-856-2244 Ext. 242

**Email** [apatterson@wawa.cc](mailto:apatterson@wawa.cc)

## **A. General Description of Project**

The Municipality of Wawa is issuing this Request for Quotation (“RFQ”) to seek out a successful contractor who will undertake the renovations of portions of the interior space at the MMCC as defined in the Scope of Work

The successful contractor will have demonstrable experience and training in interior commercial or residential building work.

## **B. Scope of Work**

The contractor will:

- Squash Courts:
  - Remove existing squash court wall cladding and signage.
  - Repaint all walls with owner-selected color of interior paint.
  - Install owner supplied wall and floor racking.
  - Install owner supplied mirrors and TV’s.
  - Install or position owner supplied fitness equipment (stored on site).
  - Install door between squash courts and back hallway using engineer supplied specifications and drawings.
- Gym Room:
  - Repaint all walls with owner selected color of interior paint.
  - Repaint doors and trim with owner selected color of metal paint.
  - Install owner supplied mirrors and wall racking.
- Fitness Hallway
  - Repaint all walls with owner selected color of interior paint.
  - Repaint doors and trim with owner selected color of metal paint.
  - Install owner supplied signage.
- Lobby and Canteen area
  - Repaint most walls with owner selected color of interior paint.
    - Except mural wall.
  - Repaint all doors and trim with owner selected color of metal paint.
    - Includes exterior doors.
  - Install the Sports Wall of Fame in the Lobby (move from Banquet Hall) including construction of new backing frame.\
  - Supply and install wooden “feature” walls in lobby nooks and around reception matching color and tone of new flooring.
  - Install owner supplied brochure racking.
  - Install owner supplied signage to replace door / hanging signs.
- Banquet Hall
  - Supply and install new enclosed shelving to replace trophy case.
- Offices (Reception and Recreation office)
  - Repaint all walls with owner selected color of interior paint.
  - Repaint doors and trim with owner selected color of metal paint.
  - Install owner supplied signage.
- Provide all specifications, and warranty information to staff

**A Walkthrough is required with the Director, CST before any quote submission**

**C. Contact**

Alex Patterson, Director  
Department of Community Services and Tourism  
Municipality of Wawa  
40 Broadway Ave, PO Box 500  
Wawa, ON P0S 1K0

Telephone 705-856-2244 Ext. 242  
Email apatterson@wawa.cc

**Email is the preferred method of contact.**

**D. Contractor Requirements**

Minimum requirements by the Contractor for submission of a Quote in response to the RFQ shall include the following:

- a) Proof of current WSIB Coverage
- b) Proof of \$2,000,000.00 Liability insurance for incidents and occurrences

**E. Contractor's Work Schedule**

The Contractor's work will begin on or before August 1, 2024 and end no later than September 15, 2024. Some portions of the work need to be scheduled alongside other work in the facility including the gym and lobby.

**F. RFQ Quote Submission Requirements**

Contractors interested in providing these services must prepare and submit a Quote that includes:

- a) Budget

Provide a detailed Quote by task for the services identified in the scope of work section of this Quote. Identify costs for materials and labor.

- b) Proof of Contractor Requirements

Provide proof of all requirements as outlined in the Contractor Requirements section of this RFQ

- c) Deadline and Delivery

An electronic (PDF) version of the Quote shall be submitted to the contact for this RFQ. The deadline for the submission of a Quotation is: **Friday, July 12, 2024 at 12:00 noon**

Quotes received after 12 p.m., July 12, 2024 will not be accepted.

**G. Indemnification, Hold Harmless and Insurance Requirements**

In addition to other standard contractual terms, the Municipality will require the selected vendor to comply with indemnification, hold harmless and insurance requirements as outlined below:

The Contractor shall indemnify and hold harmless the Municipality (including any of its bodies, agencies, councils and associations and their servants, agents, officers, directors, elected officials, successors, assigns, employees and personal representatives and each of them) from and against any loss resulting from negligence, claim, demand, damages, liability, and costs and permitted assigns. This provision shall survive termination of any agreement resulting from this RFQ.

The vendor shall procure and maintain, for the duration of this contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his/her agents, representatives, employees or subcontractors. The cost of such insurance shall be paid by the Contractor. Insurance shall meet or exceed the following unless otherwise approved by the Municipality.

**Insurance Requirements**

- a) Worker’s Compensation coverage as required by the Province of Ontario.
- b) Comprehensive or Commercial General Liability: \$2,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage.

**H. Accept or Reject Quote**

The Municipality reserves the right to accept or reject any or all Quotes and recommendations and may waive minor errors or omissions in any Quote. The Municipality reserves the right to select a Contractor, who in and upon our approval provides the most advantageous solution and demonstrates their ability to provide the expected outcomes of the Quotes that will best serve the interests of the Municipality. Wawa is not obligated to award the contract based on the lowest price or any other particular factor. The Municipality will not be liable or reimburse any firm for the costs they incur to prepare their Quotes. The Municipality also reserves the right to substitute components where the Municipality considers that an alternative may be more suitable and the right to modify any and all requirements stated in the RFQ at any time prior to the possible awarding of the contract. The RFQ does not commit the Municipality to award a contract or to pay any costs incurred in the preparation of a Quote or attendance at a pre-awarded meeting.

**I. Acceptance and Termination of Contract**

The quotation submitted will form the contract between the Municipality and the Contractor. A signed copy will confirm acceptance of the Quote.

Either the Contractor or Municipality may terminate the contract, once awarded, at any time upon giving notice in writing at least thirty days prior to the date of

termination without penalty or recourse. In the event of such termination, the Contractor will be paid for services up to and including the date of termination.