



# TOWN OF HEPBURN

Request for Quote

Municipal Building Roof Replacement

## **General:**

The Town of Hepburn invites qualified and experienced contractors to submit a quote for the provision of roof replacement services for the Hepburn Community Centre Dormitory (703 2<sup>nd</sup> Street East) which shall include the supply of all materials, labour and equipment necessary to conduct the work. The requirements of the submission and required scope of services are outlined in this Request for Quotation.

## **Scope of Work:**

The Contractor shall:

1. Remove and dispose of existing roofing materials, i.e. shingles, felt paper, roofing nails, staples, etc.
2. Repair or replace any damaged roof decking with matching material
3. Supply and install materials which shall include, but not necessarily be limited to:
  - a) Thirty-year warranty laminated/architectural roof shingles in slate grey
  - b) Apply permanent roof underlay on all areas;
  - c) Remove, Re-install and/or replace vents as necessary
  - d) Install starter strip;
  - e) Install all materials as per manufacturer's specifications;
  - f) Install new charcoal grey drip edge
  - g) Install flashings as necessary ie. step and vent flashings etc.
4. Erect temporary barricades, fencing or warning signals around the worksite for the safe passage of persons to and from the buildings;
5. Report to the Town of Hepburn any roof trusses, sheathing or attached framing and board lumber which requires repair/replacement;
6. Remove rubbish and debris from the site on a daily basis;
7. Be responsible for the repair of any damage to the buildings, property or grounds resulting from the work of this contract;
8. Ensure when job is completed, that a thorough site cleaning is completed.

## **RFQ Contact(s)**

For the purposes of this procurement process, the "RFQ Contact(s)" will be:

**Amanda Peters - CAO**

**Tim Harms – Public Works**

**Les Fehr – Town Foreman**

Town of Hepburn

Phone: 306.947.2170

Fax: 306.947.4202

Email: [cao@hepburn.ca](mailto:cao@hepburn.ca)

Respondents and their representatives are not permitted to contact any employees, officers, agents, elected or appointed officials or other representatives of the Town of Hepburn, other than the RFQ Contact, concerning matters regarding this RFQ unless prior approval is given by the RFQ contact(s). Failure to adhere to this rule may result in the disqualification of the respondent and the rejection of the respondent's quote.

## **RFQ Schedule**

The following RFQ schedule is based on the best available information and will govern the process:

**Issue Date of RFQ:** August 5, 2021

**Submission Deadline:** August 17, 2021 at 4pm

**Anticipated Construction Completion Date:** mid to end of October 2021

## **Submission**

The proponents shall submit one (1) copy of their quotation, clearly marked with the name of the project. The quotation is to be submitted to:

Town of Hepburn  
402 Main Street  
Box 217, Hepburn, SK, S0K 1Z0  
Fax: 306.947.4202  
Email: [cao@hepburn.ca](mailto:cao@hepburn.ca)

## **Amendment of Quotes**

Respondents may amend their quote prior to the Submission Deadline by submitting the amendment in a sealed package prominently marked with the RFQ title. Any amendment should clearly indicate which part of the quote the amendment is intended to amend or replace.

## **Withdrawal of Quotes**

At any time throughout the RFQ process until the execution of a written agreement for provision of the Deliverables, a respondent may withdraw a submitted quote. To withdraw a quote, a notice of withdrawal must be sent to the RFQ Contact and must be signed by an authorized representative of the respondent. The Town is under no obligation to return withdrawn quotations.

## **Information in RFQ Only an Estimate**

The Town and its advisers make no representation, warranty or guarantee as to the accuracy of the information contained in this RFQ or issued by way of addenda. Any quantities shown or data contained in this RFQ or provided by way of addenda are estimates only, and are for the sole purpose of indicating to respondents the general scale and scope of the Deliverables. It is the respondent's responsibility to obtain all the information necessary to prepare a quote in response to this RFQ.

## **Respondents to Bear Their Own Costs**

The respondent will bear all costs associated with or incurred in the preparation and presentation of its quote, including, if applicable, costs incurred for interviews or demonstrations.

## **Quote to be retained by the Town**

The Town will not return the quote or any accompanying documentation submitted by a respondent.

### **Respondents to Review RFQ**

Respondents should promptly examine all of the documents comprising this RFQ and may direct questions or seek additional information from the RFQ Contact(s). The Town strongly suggests that respondents visit the site in question to get an accurate picture of the work involved so as to submit an accurate quote. The Town is under no obligation to provide information, and the Town is not responsible for any information provided by or obtained from any source other than the RFQ Contact. It is the responsibility of the respondent to seek clarification from the RFQ Contact on any matter it considers to be unclear. The Town is not responsible for any misunderstanding on the part of the respondent concerning this RFQ or its process.

### **All New Information to Respondents by Way of Addenda**

This RFQ may be amended only by addendum in accordance with this section. If the Town for any reason, determines that it is necessary to provide additional information relating to this RFQ, such information will be communicated to all respondents by addendum. Each addendum forms an integral part of this RFQ and may contain important information, including significant changes to this RFQ.

### **Illegal or Unethical Conduct**

Respondents must not engage in any illegal business practices, including activities such as bid rigging, price-fixing, bribery, fraud, coercion or collusion. Respondents must not engage in any unethical conduct, including lobbying, as described above, or other inappropriate communications; offering gifts to any employees, officers, agents, elected or appointed officials or other representatives of the Town; deceitfulness; submitting quotes containing misrepresentations or other misleading or inaccurate information; or any other conduct that compromises or may be seen to compromise the competitive process provided for in this RFQ.

### **Past Performance or Past Conduct**

The Town may prohibit a supplier from participating in a procurement process based on past performance or based on inappropriate conduct in a prior procurement process, including but not limited to the following:

- (a) illegal or unethical conduct as described above;
- (b) the refusal of the supplier to honour its submitted pricing or other commitments; or
- (c) any conduct, situation or circumstance determined by the Town, in its sole and absolute discretion, to have constituted an undisclosed Conflict of Interest.

### **Confidential Information of Respondent**

A respondent should identify any information in its quotation or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by the Town. The confidentiality of such information will be maintained by the Town, except as otherwise required by law or by order of a court or tribunal. The Town is subject to *The Local Authority Freedom of Information and Protection of Privacy Act*. Respondents are advised that their quotes will, as necessary, be disclosed, on a confidential basis, to advisers retained by the Town to advise or assist with the RFQ process, including the evaluation of quotes. If a respondent has any questions about the collection and use of personal information pursuant to this RFQ, questions are to be submitted to the RFQ Contact.

### **No Contract A and No Claims**

This procurement process is not intended to create and will not create a formal, legally binding bidding process and will instead be governed by the law applicable to direct commercial negotiations. For greater certainty and without limitation:

- (a) this RFQ will not give rise to any Contract A–based tendering law duties or any other legal obligations arising out of any process contract or collateral contract; and
- (b) neither the respondent nor the Town will have the right to make any claims (in contract, tort, or otherwise) against the other with respect to the award of a contract, failure to award a contract or failure to honour a proposal submitted in response to this RFQ.

### **Cancellation**

The Town has the right to cancel this Request for Quotations at any time and to re-issue it for any reason whatsoever, without incurring any liability and no proponent will have any claim against the Town as a result of the cancellation or reissuing of the Request for Quotations.

### **Site Inspections**

The Town may periodically inspect site conditions and work procedures inside and outside of the work area.

### **Extra Work**

For work beyond the scope of this RFQ, the successful respondent shall submit to the Town for approval, a fully itemized quotation showing rates, labour, and materials.

### **Subcontractors**

All subcontractors employed by the Contractor will be subject to the same terms and conditions of the contract, and will be under the supervision and control of the Contractor. The Town of Hepburn may, for reasonable cause, object to the use of a proposed subcontractor and require the Contractor to employ another subcontractor. Nothing contained in this contract shall create a contractual relationship between a subcontractor and the Town of Hepburn.

### **Liability Insurance**

The Contractor shall provide, maintain and pay for the following insurance coverage **in the joint names of the Contractor and the Town of Hepburn**. Such insurance policy will extend throughout the duration of the project. The Contractor's General Liability Insurance coverage shall have a limit of not less than **2 million dollars (\$2,000,000)** per occurrence or incident.

**APPENDIX A – Request for Quote SUBMISSION FORM**

Please fill out the following form, naming one person to be the respondent’s contact for the RFQ process and for any clarifications or communication that may be necessary.

**Disclosure of Information**

The respondent hereby agrees that any information provided in this quotation, even if it is identified as being supplied in confidence, may be disclosed where required by law or by order of a court or tribunal. The respondent hereby consents to the disclosure, on a confidential basis, of this proposal by the Town to the advisers retained by the Town to advise or assist with the RFQ process, including with respect to the evaluation of this proposal.

**Payment:**

Payment shall be made upon project completion.

**Insurance and Safety:**

The successful Contractor will be required to provide proof of sufficient insurance as outlined in this RFQ. The Contractor shall uphold general liability insurance and licensing for equipment and personnel for the duration of the project. The Town shall have the right to cancel or suspend the contract in the event insurance coverage is cancelled or deemed insufficient. The successful Contractor must follow all necessary safety precautions including OH&S regulations. The Contractor shall be required to submit any necessary safety paperwork when requested by the Town. The Contractor shall adhere to all Town safety programs. The Contractor must provide a WCB Clearance Letter.

Checklist for additional items to be included with quote:

- 1. Proof of Liability Insurance
- 2. Saskatchewan WCB Clearance Letter
- 3. Saskatchewan PST Clearance Letter for all equipment listed if contractor is from out-of-province.

1. **This quotation has been prepared and submitted by:**

Name of Firm: \_\_\_\_\_

Full Legal Name of Respondent: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, Province, Postal Code: \_\_\_\_\_

Company Website (if any): \_\_\_\_\_

Respondent Contact Name & Title: \_\_\_\_\_

Respondent Contact Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

GST Number \_\_\_\_\_

2. This quotation is for the provision of all labour, equipment, and materials necessary to perform the roof replacements project as required under this RFQ.

3. **The Contractor declares:**

- a) That the Contractor was familiar with local conditions relevant to this quotation.
- b) That the signing officers on this quotation form are authorized to sign on behalf of the Contractor.
- c) That all of the above were taken into consideration in preparation of this submission.

4. **Contractor agrees:**

- a) To enter into a contract to supply all labour, material and equipment and to do all work necessary to supply, deliver and install all items as described and specified in these quotation specifications. Such contract shall be formed through this Request for Quotation, the Contractor's quotation upon the Town of Hepburn awarding the work to the contractor.

**Location – Hepburn Community Centre Dormitory**

**Shingled Roofing Option:**

The Hepburn Community Centre Dormitory would require the removal and replacement with 30-year black shingles.

Roofing Area Size \_\_\_\_\_ sq. m                      Price \$ \_\_\_\_\_

Applicable Taxes \$ \_\_\_\_\_

Total Price \$ \_\_\_\_\_

Description of Shingles included in the quote \_\_\_\_\_

*\*Please provide cost plus pricing for roof decking.*

5. Signature

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Authorized Signing Officer, Signature

\_\_\_\_\_  
Authorized Signing Officer – Printed Name