

**Shelburne & District Fire Department**  
**Request for Quotation 01-2022**  
**Painting of Fire Hall**  
**Issued August 22, 2022**  
**Closing: September 12, 2022**

**Instructions to Bidders:**

1. Shelburne & District Fire Department is seeking Requests for Quotations for priming and painting of the Fire Hall's bathrooms, kitchen, hallways, and training rooms. Quotations will be received until:

**Closing 2:00 pm Monday September 12, 2022**

- The work will consist of surface preparation, priming and painting of above mentioned spaces.
  - The unit bid price shall include all costs for the execution of the work, including supply of material, labour and equipment and any related transportation costs. (Schedule B)
  - Provide company details and Insurance documents on Proposal submission Form (Schedule B).
  - Provide Warranty and References (Schedule A)
  - Price quote must be valid for ninety (90) days.
2. Request for Quotation submissions must include Schedule A and B. Request for Quotations to be addressed by email to Nicole Hill, Secretary-Treasurer at [nhill@sdfd.ca](mailto:nhill@sdfd.ca) with the subject line clearly stating RFQ 01-2022 Submission.

CLOSING DATE: Monday, SEPTEMBER 12, 2022

CLOSING TIME: 2:00 P.M.

**August 22, 2022**

Request for Quotation Issued

**September 7, 2022 (4:30 pm)**  
*(questions & addendums (if any))*

Deadline for emailed questions to Fire Department from Interested Suppliers; Replies will be circulated to all Suppliers.

**September 12, 2022 (2:00 pm)**

Closing date for Quotation Submissions

**September 15, 2022**

The Shelburne & District Fire Department will award the Request for Quotation and notify the successful Contractor

3. Information about the SDFD, including the SDFD's Purchasing Policy, can be found by contacting the SDFD at 519-925-5111 or [sdfd@sdfd.ca](mailto:sdfd@sdfd.ca).
4. Request for Quotation documents are available on the Town of Shelburne website as specified below, and any questions should be directed by email only to:

Nicole Hill, Secretary-Treasurer  
114 O'Flynn Street,  
Shelburne, Ontario L9V 2W9  
Phone: 519-925-5111  
Email: [nhill@sdfd.ca](mailto:nhill@sdfd.ca)  
Website: [www.shelburne.ca](http://www.shelburne.ca)

Responses and clarifications requests will be provided to all Contractors in writing (email). No clarification requests will be accepted by telephone.

## **PROPOSAL EVALUATION CRITERIA:**

Quotations will be assessed on the information provided in the proposal. Evaluation will be based upon the following items:

- Price-30%
- Conformity to Specification-30%
- Experience of Personnel -20%
- References-10%
- Value added features or Options-10%

**Note: Lowest or Any Proposal not necessarily accepted.**

## **Instructions to Contractors**

The Shelburne and District Fire Department has approximately 1400 ft<sup>2</sup> of interior walls and trims that require painting. Paint colours will be as per Appendix A. Work hours will be coordinated with fire department staff. Any change to the work hours or paint specification will require written authorization.

Ralph Snyder, Fire Chief will supervise and direct all work and shall have the authority to reject all work or materials which do not comply with the Contract.

**Site visits while conducting the estimates are encouraged, please contact Ralph Snyder, Fire Chief at 519-925-5111 or 519-938-1609.**

## **Confidentiality of Information**

The successful Contractor shall not at any time during or after the completion of the process divulge any confidential information communicated or acquired by or disclosed by the Shelburne & District Fire Department. No such information shall be used by the Contractor on any other engagement without prior written agreement.

## **Indemnity**

The Contractor shall indemnify and save harmless the Shelburne & District Fire Department from and against all losses and all claims, demands, payments, suits, actions, recoveries and judgements of every nature and description made, brought, or recovered against the Department by reason of any act or omission of the Contractor, his agents, or employees, in the execution of his work.

## **Terms and Conditions**

1. All prices quoted must be in Canadian Dollars.
2. All Contractors shall provide a list on a separate sheet providing any features they will provide in addition to the basic specifications required for this bid.
3. The lowest or any Request for Quotations may not necessarily be accepted.

4. The Shelburne & District Fire Department reserves the right to negotiate and to refine the requirements where it is in their best interest to do so.
5. Contractor must meet all Federal and Provincial safety standards and laws currently in effect on the date of the submitted quote. All protective equipment shall be worn such as safety glasses, protective clothing, and safety shoes.
6. A Certificate of Clearance from the Workplace Safety and Insurance Board (WSIB) must be provided prior to the commencement of the project, providing adequate proof that all payment by the Contractor have been made
7. Comprehensive General Liability Insurance with a minimum limit of liability of \$5,000,000.00 inclusive of any one occurrence. Comprehensive General Liability Insurance shall cover all operations and liability assumed under the Contract with the Department. The Comprehensive General Liability Insurance shall include premises and operations liability, Contractor's contingency liability with respect to the operations of Sub-contractors completed operations liability and automobile liability (owned, non- owned or hired units).
8. The Contractor will begin the work once the quote has been rewarded. With the anticipated date of award of September 15, 2022, the anticipated start dated would be September 19, 2022. The Department reserves the right to cancel the Contract for all work not completed by the date of October 14, 2022.
9. Any changes, errors, damages, or mistakes made or caused by the Contractor or agent, either by carelessness or otherwise, must be rectified by the Contractor at their own expense.
10. The Contractor shall be solely responsible for all loss, damages, costs, and expenses with respect to any injury sustained to persons, property or infringement of rights that may occur by the Contractor, their employees, or agents.
11. Clean up of all debris resulting from the work must occur daily. The contractor will be responsible for clean up and any costs associated with the clean up.
12. Inspections will occur by Department employees to review projects. If there are any issues, the Contractor will take the corrective action recommended by the appointed inspector prior to completion of all projects.
13. All paint and solvent materials shall meet or exceed the Department's standards and must be delivered to each job site in the manufacturer's original containers with labels intact. All data sheets should be submitted to the Department. See Appendix A for recommended paint product.
14. A final inspection will be arranged, and any corrected action shall be expected within 14 days.
15. Warranty period shall cover a period of two (2) years from the date of acceptance from the Department. Any resulting imperfections due to materials or workmanship are expected to be resolved by the Contractor.

**Schedule A Warranty and Company profile:**

1. Please state if your company offers a 2-year warranty on this type of work:

Yes            No (circle one)

If yes, please explain warranty:

2. Provide references from previous municipal contracts:

a.

b.

3. Include additional information that your company would provide value added services to the Shelburne & District Fire Department:

4. Please state how long your company has provided painting services.

**Schedule B: Company Profile and Pricing**

Company Name:	
Address:	
City, Province, Postal code	
HST Registration number:	
Contact:	
Phone:	
Email	

Insurance Company:	
Policy Number:	
Insurance Coverage:	
WSIB Clearance Certificate number	

	Total in CDN
Surface Prep:	\$
Application of Paint:	\$
All Material, labour, gas, and travel expenses	\$
Misc.	\$
<b>Subtotal:</b>	
<b>HST:</b>	
<b>Grand total:</b>	

All prices shall be provided in Canadian dollars. Submissions are to remain firm for acceptance for a period of ninety (90) days from date of bid closing.

There will be no claim for increase of rates or prices submitted and accepted by the Department by signature of signing officer, blanket contract, agreement, etc. for the term unless specifically addressed in this request.

All procedures in this process shall follow the Shelburne & District Fire Board Policy as adopted on June 7, 2005.

Signature of Authorized Person: \_\_\_\_\_  
 Print Name \_\_\_\_\_  
 Title: \_\_\_\_\_

Signature of Witness: \_\_\_\_\_

Please note: Person signing must be authorized to conduct business on behalf of the company represented and to bind the company/individual to statements on this RFQ/Contract. Failure to sign submission will result in a rejection of the proposal.

**Appendix A: Paint Specifications**

1. Walls except in washroom shall be BeautiTone DR18-0 "Posh"
2. Washrooms walls shall be BeautiTone FD065-0 "White Dew"
3. Trim shall be BeautiTone DR19-0 "Rock of Ages"