



## Request for Proposals | 10-2021-03

The Municipality invites your company to provide a proposal to supply:  
**Design Build for Paisley Community Centre Second Floor Renovation**

**Date Issued:** October 22, 2021  
**Deadline:** **EXTENDED** 11:00am on November 19, 2021

Proposals must be clearly marked **10-2021-03 Design Build for Paisley Community Centre Second Floor Renovation** and be delivered by way of hand delivered, courier mail, fax or email to:

Carly Steinhoff, Manager of Facilities, Parks and Recreation  
Municipality of Arran-Elderslie  
1925 Bruce Road 10  
Chesley, ON N0G 1L0  
[recreation@arran-elderslie.ca](mailto:recreation@arran-elderslie.ca)  
f 519.363.2203

The Municipality assumes no risk or responsibility whatsoever that any fax will be received as required herein and shall not be liable to any bidder if for any reason an electronic bid is not properly received.

Questions regarding this Request for Proposal can be emailed to the contact above.

## **Introduction**

The Municipality of Arran-Elderslie is seeking Proposals from qualified companies for the Design Build for a renovation of the Paisley Community Centre Second Floor.

## **1. INTERPRETATION**

### **Definitions**

- a. Best Value - the value placed upon quality, service, past performance and price.
- b. Municipality - The Corporation of the Municipality of Arran-Elderslie.
- c. Municipal Representative - the representative engaged by the Municipality to supervise the work.
- d. Contract - an agreement with specific terms between the Municipality and the successful proponent.
- e. Preferred Proponent - the proponent who submitted the favourable proposal.
- f. Proposal - the proponent's submission to the RFP.
- g. Proponent - the party submitting a Proposal to this RFP.
- h. RFP - Request for Proposal.

## **2. RFP PROCESS**

### **Not a Tender Call**

This RFP is not a tender call and the submission of any response does not create a tender process. This RFP is not an invitation for an offer to contract and it is not an Offer to Contract made by the Municipality.

### **No Obligation to Proceed**

Though the Municipality fully intends at this time to proceed through the RFP, in order to select the services, the Municipality is under no obligation to proceed to the purchase. The receipt by the Municipality of any information (including any submissions, ideas, plans, drawings, models or other materials communicated or exhibited by any intended Proponent, or on its behalf) shall not impose any obligations on the Municipality. There is no guarantee by the Municipality, its elected officials or employees that the process initiated by the issuance of this RFP will continue, or that this RFP process will result in a contract with the Municipality for the purchase of the equipment, service or project.

## **Late Proposals**

Proposals received after the final date and time for receipt of Proposals will be considered as "Late Proposals". Late Proposals will not be accepted and will be returned unopened to the sender.

## **3. PRE-RFP INFORMATION**

### **Negotiations with Preferred Proponent**

The Proponent that submits to the Municipality the most advantageous Proposal and which represents the interests of the Municipality, best overall, may be awarded the contract. The Municipality reserves the right to accept or reject all or part of the RFP, however, the Municipality is not precluded from negotiating with the Successful Proponent to modify its Proposal to best suit the needs of the Municipality.

The Municipality reserves the right to obtain additional information from the Proponents to clarify the information in their submission, conduct interviews to discuss their suitability for the project or proceed to negotiate services, a contract, and details of the RFP with the most qualified company.

If the Municipality selects a Preferred Proponent, the Municipality will enter into negotiations with the Preferred Proponent in an attempt to settle one or more contract(s) necessary to implement the project as generally described in this RFP. If the Municipality considers that it is unlikely to settle such agreements with the Preferred Proponent despite having negotiated with the Preferred Proponent for at least 30 days after selection of the Preferred Proponent, the Municipality is entitled to cease negotiations with the Preferred Proponent and to begin negotiations with another Proponent.

The Municipality reserves the right to negotiate specific terms of the contract with the Proponent prior to final award of the contract. The Municipality also reserves the right to negotiate specific terms of contract with the Successful Proponent as the contract progresses.

### **Rejection of Proposals**

The Municipality reserves the right to reject, at the Municipality's sole discretion, any or all Proposals, without limiting the foregoing, any Proposal which either:

- a. Is incomplete, obscure, irregular or unrealistic.
- b. Has non-authorized (not initialed) erasures or corrections in the Proposal or any schedule thereto.
- c. Omits or fails to include any one or more items in the Proposal for which price is required by the RFP.

- d. Fails to complete the information required by the RFP to be furnished with a Proposal or fails to complete the information required whether the same purports are completed or not.

Further, a proposal may be rejected based on the Proponents past performance, financial capabilities, completion schedule of compliance with Federal, Provincial and Municipal legislation. As it is the purpose of the Municipality to obtain a Proposal most suitable to the interest of the Municipality and what it wishes to accomplish, the Municipality has the right to waive any irregularity or insufficiency in any Proposal submitted and to accept the Proposal which is deemed to be the Best Value for the Municipality.

### **Evaluation Criteria**

Awards will be made based on the Best Value Offered, and the Best Value will be determined by the Municipality. The quality of the service to be supplied, the conformity with the specifications, the suitability to requirements, guarantee clauses and references will be taken into consideration.

### **Proposal Evaluation**

Evaluation of Proposals will be completed by at least two (2) Municipal Staff including the Municipal Representative for this Proposal.

### **Confidentiality**

The Municipality will endeavor to keep all Proposals confidential. The material contained within the Proposal from the Successful Proponent will be incorporated into a Contract and information which is considered sensitive and/or proprietary shall be identified as such by the Proponent. Technical or commercial information included in the Contract shall not be released if Municipal representatives deem such releases inappropriate, subject to the Freedom of Information and Protection of Privacy Act.

### **Acceptance of Proposal**

The Municipality shall not be obligated in any manner to any Proponent whatsoever until a written contract has been duly executed relating to an approved Proposal.

No act of the Municipality other than a notice in writing signed by the Municipal Representative or Municipal Clerk-Administrator shall constitute an acceptance of a Proposal. Such acceptance shall bind the successful Proponent to execute in a manner satisfactory to the Municipality.

- a. Proposals must meet all requirements herein to be eligible for consideration. Proposals that are unsigned, incomplete, conditional, illegible, unbalanced, obscure or that contain additions not called for, reservations, erasures, alterations or irregularities of any kind may be rejected as incomplete.

- b. Proposals must contain the Proponent's business or home address and legal status must be disclosed and must be signed by a duly authorized official.
- c. The Proposal is irrevocable and open for acceptance for a period of thirty (30) days from the date of closing the RFP.
- d. Proposals will only be considered from reputable firms with proven previous experience on projects involving goods or services of a similar nature, magnitude and complexity to that which will be covered by the contract.
- e. The Municipality reserves the right to accept the RFP in total, or in part, to reject any or all offers, to waive any minor informalities, irregularities or technicalities and to accept an offer deemed most favourable to the Municipality. If the Municipality determines that a Proposal contains false or misleading information, the Municipality is entitled to reject the Proposal at any time as being invalid.
- f. The Municipality shall not be obligated either to accept or reject any non-compliance with the requirements of this RFP.

### **Negotiation Delay**

If a written contract cannot be negotiated within thirty (30) days of the notification of the successful Proponent, the Municipality may, at its sole discretion at any time thereafter, terminate negotiations with that Proponent and either negotiate a Contract with the next qualified Proponent or choose to terminate the RFP process and not enter into a contract with any of the Proponents.

### **Enquiries**

All enquiries related to this RFP are to be directed, in writing, to:

Carly Steinhoff, Manager of Facilities, Parks and Recreation  
Municipality of Arran-Elderslie  
1925 Bruce Road 10  
Chesley, ON N0G 1L0  
[recreation@arran-elderslie.ca](mailto:recreation@arran-elderslie.ca)  
f 519.363.2203

Information obtained from any other source is not official and should not be relied upon. Enquiries and responses will be recorded and may be distributed to all Proponents at the Municipality's option.

## **Final Date and Time for Receipt of Proposal**

Proposals must be received by 11:00am on November 19, 2021.

Carly Steinhoff, Manager of Facilities, Parks and Recreation  
Municipality of Arran-Elderslie  
1925 Bruce Road 10  
Chesley, ON N0G 1L0  
f 519.363.2203  
[recreation@arran-elderslie.ca](mailto:recreation@arran-elderslie.ca)

Proposals and their envelopes should be clearly marked with the name and address of the Proponent and the RFP title.

## **4. PROPOSAL PREPARATION**

### **Changes to Proposal Wording**

The Proponent will not change the wording of its Proposal after closing and no words or comments will be added to the Proposal unless requested by the Municipality for purposes of clarification.

### **Limitation of Damages**

The Proponent, by submitting a Proposal, agrees that it will not claim damages, for whatever reason, related to the RFP or in respect of the competitive process, in excess of an amount equivalent to the reasonable costs incurred by the Proponent in preparing its Proposal. The Proponent, by submitting a Proposal, waives any claim of loss of profits if no agreement is made with the Proponent.

### **Firm Pricing**

Proposals must be firm for at least sixty (60) days after the final date. Prices will be firm for the duration of the contract period.

## **5. GENERAL LIABILITY INSURANCE AND WARRANTY**

### **Commercial General Liability**

The Successful Proponent shall, at their own expense, obtain and keep force during the term of this agreement, Commercial General Liability Insurance satisfactory to the Municipality including the following and underwritten by an insurer licensed to conduct business in the Province of Ontario.

- A limit of liability of not less than \$ 5,000,000 per occurrence
- The policy shall contain a provision for cross liability in respect of the names insured

**The Municipality of Arran-Elderslie shall be named as an “additional insured” on the comprehensive policy of public liability and property damage insurance.**

### **Proof of Insurance**

The Preferred Proponent shall provide a certificate(s) of insurance of certified copy(ies) of the above-referred to policies, satisfactory to the Municipality, together with proof of renewal at least ten (10) days prior to expiry.

### **Workplace Safety & Insurance Board**

The Preferred Proponent and all subtrades shall provide a copy of the Workplace Safety & Insurance Board’s Clearance Certificate indicating the successful Bidder’s good standing with the Board.

### **Warranty**

The Preferred Proponent shall carry a minimum of two (2) years warranty on all materials, equipment and workmanship.

## **6. ADDITIONAL TERMS**

### **Liability for Errors**

While the Municipality has used considerable efforts to ensure accurate representation of information in this RFP, the information contained in this RFP is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the Municipality, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is indented to relieve Contractors from forming their own opinions and conclusions with respect to the matters addressed in this RFP.

### **Agreement with Terms**

By submitting a Proposal, the Proponent agrees to all terms and conditions within this RFP. Contractors who have obtained the RFP electronically must not alter any portion of the document, except for adding the information requested.

## **7. SPECIAL CONDITIONS**

- A qualified Proposal is one which meets the needs and specifications of the Municipality and the terms and conditions contained in this RFP. The Preferred Proposal is a qualified Proposal offering the Best Value, as determined by the Municipality.
- The Municipality will determine whether a Proposal is qualified by evaluating all of the Proposals based on, but not limited to, the needs of the Municipality, specifications, terms and conditions and price. The Municipal Representative will

examine all Proposal and recommend to Council which Proposal is in the Municipality's best interest.

- The Municipality reserves the right to cancel the RFP at any time.
- The Municipality recognizes that Best Value is the essential part of purchasing and product and/or service and therefore the Municipality may prefer a Proposal with a higher price, if it offers greater value and better serves the Municipality's interests, as determined by the Municipality, over a Proposal with a lower price. The Municipality's decision shall be final.
- The Municipality reserves the right to negotiate with the Preferred Proponent, or any Proponent, on any details including changes to specifications and price. If specifications require significant modifications, all Proponents shall have the opportunity to adjust their Proposals or re-submit altogether, as determined by the Municipality Representative.
- All goods, services and workmanship must conform to all laws and standards for use in Canada and the Province of Ontario.
- The Successful Proponent, herein named the General Contractor, shall guarantee that their Proposal will meet the needs of the Municipality and that any or all items supplied and/or services rendered shall be correct. If the item(s) supplied by the General Contractor and/or the service(s) rendered by it are in any way incorrect or unsuitable, all correction costs shall be paid solely by the General Contractor.
- Where only one (1) Proposal is received, the Municipality reserves the right not to make public the amount of the Proposal. The amount of the Proposal will be made public if a Contract is awarded.
- The Municipality reserves the right to accept or reject a Proposal, where only one (1) Proposal is received.
- The Municipality reserves the right to cancel the contract for goods and/or services as outlined in this RFP, at any time, by providing thirty (30) days written notice to the Preferred Proponent.



## APPENDIX A | INSTRUCTIONS TO BIDDERS

### 1. Design Build

#### a. Overall Project

Renovation of the second level including kitchen, storage, washrooms, hall amenities and converting former meeting room (Legion Room) to Library space at the Paisley Community Centre.

#### b. Design-Build Contract

This project is a Design-Build contract and shall be treated as such. Foreseen extras, cost savings and required changes from the tender documents shall be disclosed by the Proponent before Proposal closing or attached with the Bid Form at time of closing. Suggestions and recommendations may affect the decision-making process.

#### c. Site Location

391 Queen Street South, L B L1 Sub of L A L H L2 Sub of L A L G L3 to 6 Sub of L1 Queen N ES L3 Sub of L H, Municipality of Arran-Elderslie (Paisley Village).

### 2. Construction Permits and Testing

- a. The Preferred Proponent shall be responsible for application and payment of necessary Building Permits and any other necessary permits needed to commence work. The cost of the Building Permit will be an **extra** to the Contract price.

Note: Proposal drawings and Building Permit application will be submitted to the Municipality prior to Proposal close, but permit will not be issued until Municipal approval and permit payment.

- b. The Preferred Proponent will be responsible for any additional testing required by the Municipality.

### 3. Timing

- a. The Preferred Proponent shall commence work as soon as possible after approval of the Municipality has been received. The Preferred Proponent shall execute the Project diligently, to complete all Work required within the time limit indicated on the Bid Form. Work must begin in 2021.
- b. The Preferred Proponent shall provide a construction schedule prior to project commencement.

### 4. Inspections

- a. The Municipality reserves the right to enlist the services of a private consultant for inspections, progress payment approvals, and approval for Certificate of Substantial Performance of the Contract.
- b. A hold back of 10% of the Stipulated Price will be held by the Municipality for a maximum of 45 days following Substantial Completion.

## **5. Payment**

- a. Payments: monthly payments as per documented invoices provided by the Preferred Proponent.
- b. Hold back: 10% of Stipulated Sum.
- c. Debits and/or credits will be provided by the Preferred Proponent on a monthly statement.

## **6. Bid Contacts**

- a. For the purpose of the Request for Proposal, all drawing, specification and construction inquiries shall be forwarded to either:

Carly Steinhoff, Manager of Facilities, Parks and Recreation  
519.363.3039 x 123 | recreation@arran-elderslie.ca

Patrick Johnston, Chief Building Official  
519.363.3039 x 106 | building@arran-elderslie.ca

## **7. Tender Drawings**

- a. Copies of these drawings (including digital format) are permitted SOLELY for the purpose of pricing this Request for Proposal. All copies shall be returned within seven (7) days of Proposal submission.
- b. Digital copies of these drawings and specifications can be obtained by emailing Carly Steinhoff, recreation@arran-elderslie.ca.

## **8. Construction Plans and Building Manuals**

- a. The Preferred Proponent will be responsible to provide any further drawings, plans or engineering necessary to obtain the Building Permit, where required by the Municipality.
- b. The Preferred Proponent will provide the Municipality with a Building Manual upon Substantial Completion, containing manuals for HVAC, mechanical and electrical equipment, including as-built drawings.

## **9. Allowances**

- a. The Preferred Proponent shall be responsible to contact and schedule all trades, including any trades pre-chosen by the Municipality to install building elements disclosed in the Allowances section of the Bid Form.

## **10. Change Orders and Extras**

- a. Change orders and/or extras will be invoiced to the Municipality and billed at cost plus 10% (maximum), plus hst.
- b. The Preferred Proponent will provide all paperwork, including bills, purchase orders, invoices, etc. necessary to quantify these invoices.

## **11. Specifications**

- a. These specifications and concept drawings are intended to outline the Layout and requirements for the proposed renovation to the Paisley Community Centre. Improvements to the design, or material components are to be identified as an extra or savings to the base price.

## **12. Engineering**

- a. The Municipality reserves the right to have all plan, shop drawings and construction reviewed and/or inspected by an independent engineer.

## **13. Permits**

- a. Building Permit: the Preferred Proponent is to supply all plans, apply and obtain the Building Permit. **The cost of the Permit is an extra to the contract.**

## **14. Site Preparation**

- a. Site access: From the north and south side of the property.

## **15. Building Services**

- a. Hydro services and electrical wiring: Preferred Proponent, meter base (if required) by the Municipality.
- b. HVAC System: by Preferred Proponent, if required.
- c. Air Exchange System and Design: by Preferred Proponent, if required.

## APPENDIX B | MUNICIPAL STATEMENT OF REQUIREMENTS

### General

The Municipality's Statement of Requirements is based on research and consideration by Municipal Staff. The information provided shall be considered the minimum requirements and they are not to be considered design drawings.

The Work under this Contract shall include all work required to provide a complete, functional and certified installation to meet the need of the Municipality and its stakeholders.

#### 1. General Work

General Work includes all Work described under Appendix B, inclusive. No separate payment will be made for General Work. Payment for General Work shall be included in the Stipulated Sum.

##### a. Scope

The Preferred Proponent shall perform all General Work

##### b. Schedule of Work

Upon being awarded this Contract, the Preferred Proponent shall forthwith supply to the Municipality for its approval, a copy of the detailed planned Schedule of Work, showing clearly that the Work shall be completed within the stipulated time.

The Schedule of Work shall indicate proposed progress in one (1) week periods for, at a minimum, of the following work (as applicable to the Scope of Work):

- i. Meeting with the Municipality to discuss requirements and design options
- ii. Completion of Contract documents including Contract Drawings "Approved for Construction" by the Municipality
- iii. Removals and site preparation
- iv. Rough electrical
- v. Furniture, fixtures and equipment
- vi. Interior finishes
- vii. Exterior finishes

##### c. Layout Work

The Preferred Proponent shall be responsible for gathering existing information and all layouts for the Work.

The Preferred Proponent shall notify the Municipality a minimum of 24 hours advanced notice of any layout work carried out and the Municipality shall notify the same. Checking of layout, or failure to do so on the part of the Municipality, in no way, relieves the Preferred Proponent of full responsibility for construction to the proper location.

##### d. Materials supplied by the Preferred Proponent

The Preferred Proponent shall base the Proposal on the materials specified as to quality and price. The Preferred Proponent may, however, after acceptance of this Proposal, request permission to substitute alternative material where “other approved” is allowed in the specification. Should the Municipality not approve such alternative material, the Preferred Proponent shall have no claim whatsoever against the Municipality.

All material supplied by the Preferred Proponent shall be new, in no case remanufactured or factory reconditioned and in no case, recycled from the site, unless approved by the Municipality.

e. Disposal of Materials

The Preferred Proponent shall dispose of all waste surplus material in areas approved by the Municipality. The Preferred Proponent shall be responsible for all work and costs involved in disposing waste or excess material, including trucking.

### **Site Preparation**

The Preferred Proponent is advised that the lower level of the site will continue to be used by patrons during construction. Every effort must be made to ensure the protection of the site and public.

The Municipality will endeavor to provide advanced notice to the Preferred Proponent regarding special events taking place on the property, when work could be delayed.

### **Paisley Community Centre Second Floor**

The work shall include:

1. Design and construction of the upper level of the Paisley Community Centre including, relocating the Paisley Library to the upper level’s north end and renovate current Hall, Kitchen and Washrooms found in Appendix D. (These plans describe the size, general layout and required finishes for the Library portion of the building.)
2. The Preferred Proponent shall ensure all construction and design conforms to the Building Code Act and the Ontario Building Code.
3. The Preferred Proponent shall ensure that all mechanical, plumbing and electrical, existing or new, shall extend through the project area and meet or exceed Ontario Building Code.
4. The Preferred Proponent shall ensure that all rooms, walkways and fixtures meet or exceed the Accessibility for Ontarians with Disabilities Act guidelines.
5. Legion Room
  - a. Remove closet on north east corner
  - b. Construct two (2) windows on the west side of the room and two (2) windows on the north west side of the room.

- c. Create a staff room in the current storage room on the room's east side.
  - d. Update existing washroom to AODA standards.
  - e. Create a circulation desk where kitchen is currently located. Remove the north east and south wall of this room to create open circulation space.
  - f. Extend room 15 feet south, into Hall. Construct walls from current hall entrance to windows on east side of Hall. Walls to be insulated to an appropriate R Value for noise reduction. All entries to meet AODA standards.
  - g. LED lighting installed throughout
  - h. Replace all ceiling tiles.
  - i. Replace flooring with AODA compliant flooring.
  - j. Install a locked door in new south wall that meets AODA standards.
  - k. Update electrical and install additional fixtures as per drawing.
6. Community Hall
- a. Replace flooring with AODA compliant flooring.
  - b. Repair or replace duct work.
  - c. Ensure electrical meets OBC compliance.
  - d. Replace lighting with LED, dimmable pot lights.
  - e. Repair and repaint walls.
  - f. Replace ceiling tiles.
  - g. Create a storage closet that is 10' x 20' on south west side of room.
7. Kitchen
- a. Install new commercial grade kitchen cabinets.
  - b. Update electrical, plumbing and fire suppression, as required.
  - c. Install new stove, sinks (4), dishwasher, microwave, cooler and freezer. All appliances shall be convertible to natural gas.
  - d. LED pot lights to be installed.
  - e. Non-slip tile installed throughout.
8. Washrooms
- a. Install anti-slip flooring in each washroom.
  - b. Install LED pot lights in each washroom.
  - c. Update electrical and plumbing, as required.
  - d. Create an accessible washroom stall in each room.
9. Additional Considerations
- a. Efficient HVAC unit.
  - b. Ensure electrical service meets or exceeds Electrical Safety Authority standards.
10. Extras
- a. Alternative accessibility option to gain entry from the south side of the building.
  - b. Retrofit accessibility lift in Legion Room to AODA standards.
  - c. Switch Staff Room and Washroom in Legion Room.
  - d. Install and retractable wall between the Community Centre Hall and Legion Room that is soundproof.

**Restoration**

The Work shall include restoration of all disturbed areas to existing or better conditions.

**Contingency Allowance**

The Contingency Allowance provides for additional or extra work required during the course of the Contract and may be drawn upon only for additional work described by a Change Order, approved by the Municipality.

**APPENDIX C | BID FORM**

**1. Having examined the following:**

- Request for Proposal | 03-2021-03 Design Build for Paisley Community Centre Second Floor Renovation
- Request for Proposal | 03-2021-03 Appendix A Instructions to Bidders
- Request for Proposal | 03-2021-03 Appendix B Statement of Requirements
- Request for Proposal | 03-2021-03 Appendix C Bid Form
- Request for Proposal | 03-2021-03 Appendix D Original Second Floor Layout
- Request for Proposal | 03-2021-03 Appendix E Proposed Second Floor Layout

Addendum No. \_\_\_\_\_

Date: \_\_\_\_\_

Addendum No. \_\_\_\_\_

Date: \_\_\_\_\_

Addendum No. \_\_\_\_\_

Date: \_\_\_\_\_

We hereby offer a Design/Build Contract to furnish labour and materials required to complete the work in accordance with Said Documents for the following Stipulated Sum of \$(\_\_\_\_\_ ) – \_\_\_\_\_/100 dollars (including hst) in lawful money in Canada, if notified of the acceptance of the offer within sixty (60) days of the time set for the opening of Proposals. We hereby agree that the offer shall remain open for the said time whether any other Proposal has been previously accepted or not.

Total Harmonized Sales Tax (included in the Stipulated Sum above): \$(\_\_\_\_\_ ) – \_\_\_\_\_/100 dollars

**2. Options**

The following lists the amount of extras or credits for items not included in the base price:

\$ \_\_\_\_\_ plus \$ \_\_\_\_\_ hst

\$ \_\_\_\_\_ plus \$ \_\_\_\_\_ hst

\$ \_\_\_\_\_ plus \$ \_\_\_\_\_ hst

\$ \_\_\_\_\_ plus \$ \_\_\_\_\_ hst

\$ \_\_\_\_\_ plus \$ \_\_\_\_\_ hst

**3. Timing**

- a. Contractor’s estimated time for completion of work after notification of award of Contract and receipt of Building Permit will be \_\_\_\_\_ weeks.
- b. Contractor’s estimated time for completion of work will be taken into consideration in Proposal evaluation.
- c. The Work will be completed no later than: \_\_\_\_\_.
- d. A penalty of \$ 100.00 per day will be administered against the contractor upon failure of Substantial Completion past the above date.

**4. Subcontractors**

- a. Listed below are the names of Subcontractors upon whose proposals this is based. We recognize that the list of Subcontractors will be considered in the selection of the successful Bidder (local subcontractors preferred).
- b. We recognize that Proposals may not be accepted unless accompanied by a complete list of Subcontractors and that no names, either of Subcontractors or Contractor’s own forces, may be changed after submission of Proposal; unless good and sufficient cause is submitted in writing and written approval received from the Municipality.
- c. List of Subcontractors (if different than General Contractor).

Cast-In-Place Concrete \_\_\_\_\_

Siding, Trims, Flashing \_\_\_\_\_

General Electrical \_\_\_\_\_

General Plumbing \_\_\_\_\_



**5. Valuation of Changes**

- a. Where changes in the work are made after the Contract is awarded, we will evaluate by the estimate and acceptance in a lump-sum method.

**6. Credits**

- a. Contractors recommendations for cost savings (Note: options listed here may affect decision of Successful Bidder).

Description: \_\_\_\_\_ \$ \_\_\_\_\_ (including hst)

Description: \_\_\_\_\_ \$ \_\_\_\_\_ (including hst)

Description: \_\_\_\_\_ \$ \_\_\_\_\_ (including hst)

Description: \_\_\_\_\_ \$ \_\_\_\_\_ (including hst)

Description: \_\_\_\_\_ \$ \_\_\_\_\_ (including hst)

Description: \_\_\_\_\_ \$ \_\_\_\_\_ (including hst)

Description: \_\_\_\_\_ \$ \_\_\_\_\_ (including hst)

(Attach additional with Proposal, if required)

**7. Contract**

If selected as General Contractor, we agree to sign a Design-Build Form of Contract (provided by the Preferred Proponent), for a stipulated Price subject to any adjustments for stated substitutions of subcontractors, requested by the Municipality.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature

---

Name of Company

---

Address

---

Date

---

Telephone

---

Email of Signing Officer