



## COMMUNITY SERVICES DEPARTMENT

### REQUEST FOR QUOTATION

#### Composite Playground Structure

#### **RFQ # CS-02-19**

This Request for Quotation (RFQ) provides for the supply, delivery and installation of a composite playground structure at Briar Patch Park located at 26 Briarwood Drive in Petawawa, Ontario. The play equipment to be installed must meet or exceed specifications as detailed below.

Vendors who acquire the RFQ document electronically from the Town's website **must provide contact information to the project coordinator, Mr. Mark Reinert, Parks and Recreation Facilities Supervisor at 613-401-6900 or [mreinert@petawawa.ca](mailto:mreinert@petawawa.ca)** in order to be placed on the distribution list and to be advised of any addenda or further information that may be issued regarding this project.

#### **Site Preparation**

Play equipment to be replaced will be removed from the site by the Town of Petawawa. The current site play surface is comprised of sand and will be replaced with engineered wood fiber (supplied by the municipality) after installation.

**Play equipment specifications included with the quotation provided by the vendor with are to include but are not limited to photos, 3D Images and technical specifications outlining the attributes of the quoted structure.**

#### **Play Structure Minimum Features**

- Age appropriateness.....18M-5 years.
- Style.....Two level/over-under. Must be similar in size to the existing structure.
- Colour..... To be determined at time of order.
- Location.....Alignment in park similar to existing structure.
- Protective area (max).....30' x 40'

#### **Composite Play Structure to include but not limited to:**

- A Transfer Station
- A 6' poly slide
- A 4' poly slide
- Minimum 2 climbing features
- A Shade provided by a roof structure(s)
- An Interactive station
- An Accessible play feature

#### **Site Inspection**

Site inspections may be arranged by contacting the project coordinator. It is the vendors responsibility to, prior to submitting a quotation, perform a site inspection to determine all conditions, difficulties and limitations that may be encountered and effect the performance of the installations including the collection of information with regards to existing park dimensions and features that will effect the installation. No allowances will be made for errors or difficulties that arise from the vendor's failure to do so.

**Enquiry/Response to Questions**

Questions regarding this quotation are to be directed to the project coordinator before **4:00pm on Friday, May 24, 2019**. Responses to questions will be circulated via addendum to all vendors identified on the distribution list.

**Quotations**

Quotations including specifications and available warranties will be received **in a sealed envelope on the forms provided (Appendices A – D)** and shall be clearly marked as to the contents including tender reference number **CS-02-2019**, and addressed to the **Town Clerk, 1111 Victoria Street, Petawawa, Ontario K8H 2E6** on or before **10:00:00 a.m., Tuesday, May 28, 2019**. Late quotations cannot be accepted and will be returned to the vendor unopened. The use of the mail for delivery of a proposal will be at the risk of the vendor. Submissions sent by facsimile or email or other electronic means will **NOT** be accepted.

**Evaluation**

Evaluation will be based on overall price, design and aesthetics, number of play elements/ play value, durability/warranty and innovation.

**Final Selection and Notification**

Selection and vendor notification will occur on or before **Wednesday, June 5<sup>th</sup> 2019**.

**Taxes**

Vendor quotations are to be quoted as HST INCLUSIVE.

**Completion**

The installation of the above noted equipment must be completed within 90 days from time of order.

**Work Schedule**

In order to establish the work schedule, the vendor must contact the project coordinator (contact information above) prior to delivery and installation.

**Bid Deposits and Bonds**

No Surety Bonds will be required for this Contract.

**Acceptable Equipment and Materials**

All materials used must be new, meet any/all applicable legislation and be approved by the project coordinator.

**Acceptance or Rejection**

The lowest or any quotation will not necessarily be accepted. Following acceptance, the Town will issue to the successful vendor a Letter of Intent to proceed with the work. A Letter of Regret will be issued to all unsuccessful bidders.

**Project Inspection and Confirmation**

The contractor must contact the project coordinator to schedule an inspection of the completed project prior to permanently vacating the work site. This inspection will determine if the completed work is in accordance with the contract specifications. If deficiencies exist, the Town reserves the right to:

- a) Direct the contractor to immediately correct the deficiencies at no additional cost to the Town.
- b) Failing immediate action by the contractor, the Town will correct the deficiencies and deduct from payment to the vendor, the total costs incurred.

OR

- c) Where, in the opinion of the Town, it has been determined that the deficiencies are substantial and cannot be remedied through repairs or modifications by the vendor, the supply and installation contract will be cancelled.

**General Requirements**

- 1. Perform work in accordance with the Ontario Building Code (latest addition) and any other code of federal, provincial or local application. In the case of conflict or discrepancy, the more stringent requirements shall apply.
- 2. All installations must be in accordance with CAN/CSA Z614-14.
- 3. Conform to the requirements of the Occupational Health and Safety Act and regulations for construction projects and industrial establishments. A copy of the vendor's Health and Safety Policy will be forwarded to the project coordinator prior to the commencement of the project.
- 4. Keep in force a WSIB certificate during the duration of the entire project. A copy of the vendors WSIB certificate will be forwarded to the project coordinator prior to the commencement of the project.
- 5. The vendor will carry general liability insurance in the amount of no less than \$2,000,000.00 during the duration of the project. A copy of the insurance policy naming the Town of Petawawa as an additionally insured will be forwarded to the project coordinator prior to commencement of the project.
- 6. All work is to be conducted in such a manner as to not create unsafe conditions for park staff and/or park patrons. The vendor is responsible for keeping the site free from accumulation of waste materials or rubbish at all times. At the completion of work, the vendor will remove all rubbish, tools and equipment and surplus materials.
- 7. The vendor, its sub-trades and employees must hold valid certificates for the work undertaken.
- 8. Restore any damage to the property and/or equipment/ furniture owned by the Town as a result of the vendors work on site during the project. All costs to be borne by the vendor.

**RFQ # CS-02-19**  
**APPENDIX "A" – ACKNOWLEDGEMENTS**

**I/WE ACKNOWLEDGE** that this quote is made without any connection, knowledge, comparison of figures or arrangements with any other company, firm or person making a quotation for the same work and is in all respects fair and without collusion or fraud.

**I/WE ACKNOWLEDGE** that all matters stated in the submitted quote are in all respects true.

**I/WE ACKNOWLEDGE** that \_\_\_\_\_ addenda have been received and that it is my/our ultimate responsibility to ensure all addenda issued have been received.

**I/WE ACKNOWLEDGE** that I/WE have carefully read Request for Quotation **CS-02-19** and have satisfied ourselves as to the conditions under which the work is to be carried out, and do hereby make an offer with the Corporation of the Town of Petawawa to provide the necessary services for the supply and installation of a composite play structure and pricing indicated in **Appendix "B" – Pricing and Completion Schedule**.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Firm or Organization Name

\_\_\_\_\_  
Signing Authority

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
City

\_\_\_\_\_  
Postal Code

\_\_\_\_\_  
Telephone and Fax Number

**RFQ # CS-02-19**  
**APPENDIX "B" – PRICING AND COMPLETION SCHEDULE**

|                        |    |
|------------------------|----|
| <b>LUMP SUM PRICE:</b> | \$ |
| <b>HST:</b>            | \$ |
| <b>TOTAL:</b>          | \$ |

|                                    |  |
|------------------------------------|--|
| <b>HST REGISTRATION NUMBER IS:</b> |  |
|------------------------------------|--|

The timeframe for **commencement** of the project will be \_\_\_\_\_  
(indicate number of days after notification of award of the RFQ).

The timeframe for **completion** of the project will be \_\_\_\_\_  
(indicate number of days after commencing the work).

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Firm or Organization

\_\_\_\_\_  
Signing Authority (print name)

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
City

\_\_\_\_\_  
Postal Code

\_\_\_\_\_  
Telephone and Fax Number

**RFQ # CS-02-19**  
**APPENDIX "C" – FORM OF IRREVOCABLE OFFER**

**I/WE hereby offer to provide the requirements under Request for Quotation RFQ # CS-02-19** to the Corporation of the Town of Petawawa according to the terms set out in this RFQ including the requirement for an acceptance of a formal contract acceptable to the Town. I/WE also agree that this irrevocable offer shall be open to acceptance by the Town for a period of one hundred-twenty (120) days from the closing date for the receipt of Quotation.

WITNESS \_\_\_\_\_

OR

(Affix Company Seal if applicable)

SIGNED \_\_\_\_\_

NAME \_\_\_\_\_

TITLE \_\_\_\_\_

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/PROV. \_\_\_\_\_

POSTAL CODE \_\_\_\_\_

TELEPHONE \_\_\_\_\_

FAX NO \_\_\_\_\_

EMAIL \_\_\_\_\_

**RFQ # CS-02-19**  
**APPENDIX “D” – CONTACT INFORMATION & REFERENCES**

Company contact information:

|                        |  |
|------------------------|--|
| CONTACT PERSON         |  |
| EMAIL ADDRESS          |  |
| REGULAR PHONE NUMBER   |  |
| EMERGENCY PHONE NUMBER |  |

References provided by the proponent will be used to determine whether past performance on similar contracts has been satisfactory:

|                        |  |
|------------------------|--|
| COMPANY                |  |
| NAME                   |  |
| TITLE                  |  |
| EMAIL                  |  |
| PHONE NUMBER           |  |
| DESCRIPTION OF PROJECT |  |

|                        |  |
|------------------------|--|
| COMPANY                |  |
| NAME                   |  |
| TITLE                  |  |
| EMAIL                  |  |
| PHONE NUMBER           |  |
| DESCRIPTION OF PROJECT |  |

|                        |  |
|------------------------|--|
| COMPANY                |  |
| NAME                   |  |
| TITLE                  |  |
| EMAIL                  |  |
| PHONE NUMBER           |  |
| DESCRIPTION OF PROJECT |  |