



Request for Quotation # CWCAS 1-20

Interior Office Painting

March 27, 2019

You have been invited to submit a sealed quotation for **Interior Office Painting** to the Children's Aid Society Stormont, Dundas & Glengarry. The RFQ provides Proposers with the relevant operational, service requirements, and estimated volumes.

The quote should be clearly marked "**CWCAS 1-20 Interior Office Painting**" and delivered to Bruce MacDonald, Property Coordinator, Children's Aid Society of SD & G, 150 Boundary Road, Cornwall Ontario K6H 6J5, no later than **10:00am April 23, 2019**.

Sincerely,

Bruce MacDonald
Property Coordinator
P.O. Box 983 150 Boundary Rd. Cornwall, Ontario, K6H 5V1
bruce.macdonald@cwcas.ca

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1.0 OVERVIEW

1.1 Purpose

The purpose for this Request for Proposal (RFP) is to review and evaluate vendors who might be requested to provide Children's Aid Society of Stormont, Dundas & Glengarry with such services. Vendor(s) selected will be evaluated in part on the ability to deliver products on time and within budget.

1.2 Society Background

The Children's Aid Society of SD & G is a not-for-profit charitable organization that provides child welfare services to the United Counties of Stormont, Dundas and Glengarry. These services are mandated under the Child & Family Services Act of the Province of Ontario.

The fiscal operating budget of the Society is funded 100% by the Ministry of Children & Youth Services, a sub Society of the Ministry of Community and Social Services. The Society is eligible for discounts afforded to the Government or pricing under Ontario's Proposer of Record (VOR) arrangements.

The Society presently has approximately 300 children in care and works with a large number of families. The Society employs approximately 150 staff.

Building is located at 150 Boundary Road, Cornwall. Approx. square footage is 40,000.

1.3 Code of Ethics

The Code of Ethics goal is to ensure an ethical, professional and accountable supply chain as per the Ontario Broader Public Sector (BPS) Supply Chain directives.

1. Personal Integrity and Professionalism

Individuals involved with Supply Chain Activities must act, and be seen to act, with integrity and professionalism. Honesty, care and due diligence must be integral to all Supply Chain Activities within and between BPS organizations, suppliers and other stakeholders. Respect must be demonstrated for each other and for the environment. Confidential information must be safeguarded. Participants must not engage in any activity that may create, or appear to create, a conflict of interest, such as accepting gifts or favors, providing preferential treatment, or publicly endorsing suppliers or products.

2. Accountability and Transparency

Supply Chain Activities must be open and accountable. In particular, contracting and purchasing activities must be fair, transparent and conducted with a view to obtaining the best value for public money. All participants must ensure that public sector resources are used in a responsible, efficient and effective manner.

3. Compliance and Continuous Improvement

Individuals involved with purchasing or other Supply Chain Activities must comply with this Code of Ethics and the laws of Canada and Ontario. Individuals should continuously work to improve supply chain policies and procedures, to improve their supply chain knowledge and skill levels, and to share leading practices.

2.0 SCOPE OF WORK

The work is the interior painting, including preparation and clean-up of occupied office space and common areas commencing on or before June 1, 2019. Preparation is to include removal and re-installation of all wall plates, fixtures, pictures etc., minor plastering of holes and other defects and moving of furniture. Offices are two color style (colors to be determined by CAS) and average 140 sq. ft. (floor space) Open areas are to be determined. Contractor will be required to work in a cooperative manner with Facilities and carpet cleaning contractor to complete each area in unison.

Paint products are to be equal to or better than 100% Acrylic Satin Latex. All primers to be compatible to applied surfaces and to provide equal quality as afore mentioned paint product. If airless paint application will be used, paint must be back rolled or brushed to provide even paint application to all surfaces.

2.1 Contractor's Responsibilities

- **Measurements** – Before ordering material or doing any work, Contractor shall verify, at the building, all dimensions which may affect their work. Contractor assumes full responsibility for the accuracy of their figures. No allowance for additional compensation will be considered for minor discrepancies between dimensions on drawings and actual field dimensions.
- **Submittals** – All samples required by the Specifications shall be submitted to CASSDG. Each sample shall be clearly labeled on a tag attached, manufacturer (and

supplier if same is not the manufacturer), the brand name or number identification, color, or finish designation and the location of the work in the facility.

Each submittal shall be covered by a transmittal letter, properly identified with the project title and number and a brief description of the item being submitted.

Contractor shall be responsible for all costs of packing, shipping, and incidental expenses connected with proposal preparation.

Materials supplied or installed which do not conform to the appearance, quality, profile, texture or other determinant of the approval samples will be rejected, and shall be replaced with satisfactory materials at the Contractor's expense.

- **Clean-Up** – The Contractor shall at all time keep the CASSDG premises and adjoining premises, driveways, parking lots, and streets clean of rubbish caused by Contractor's operations and at the completion of the work shall remove all the rubbish, tools, equipment, temporary work and surplus materials, from and about the premises, and shall leave the work clean and ready for use.
- **Interference With CASSDG Operations** – CASSDG will be utilizing the building for normal operations during the project, but will coordinate with Contractor on scheduling work. Work which will interfere with CASSDG occupancy, including interruptions to hallways, adjoining areas, entrances/exits and essentially noisy operations shall be scheduled in advance and outside of normal hours of the facility. The demolition/installation schedule shall be coordinated and approved by CASSDG.
- **General Safety And Building Precautions** – Provide and maintain in good repair barricades, railings, etc. as required by OSHA, and any local laws for the protection of the Public, employees and visitors to premises.
 - Isolate CASSDG occupied areas from areas where demolition and installation work will be done, with temporary, dustproof, weatherproof, enclosures as conditions may require and as directed by CASSDG Project Manager.
 - Protect furniture, equipment and fixtures to remain free from soiling, dust, dirt, or damage when work is performed in rooms or areas from which portable or fixed items have not been removed.
 - Repair any damage done to existing structures caused by the construction and removal of temporary partitions, coverings and barricades.
 - Contractor is responsible for all breakage or damage from the time work has started until final completion and all debris is removed.
 - Provide protection for existing building interior finishes, walls, etc. All damages shall be restored to match existing conditions to the satisfaction of CASSDG.

2.2 Security and Confidentiality

- The Successful Proponent will pay high regard to the security of the building while performing work;
- The Successful Proponent and all their workers will be required to sign a Statement of Confidentiality, provided by CASSDG, as the Proponent might be exposed to confidential information related to child welfare local regulations for materials used in public buildings.

3.0 SCHEDULE OF EVENTS

The following progressive steps represent the process which The Children's Aid Society of SD & G will apply.

Schedule	Dates
Optional WALK-THROUGH INSPECTION: Vendors are invited to attend a site visit	April 12, 2019 9:00 AM
Deadline for Written Questions: Email questions to:	April 17, 2019
Answers to Question posted on websites:	April 18, 2019
RFP Submission Deadline:	April 23, 2019
Award Recommendation:	April 26, 2019
Project start date (materials ordered and 1 st invoice received)	June 1, 2019

The Children's Aid Society of SD&G reserves the right to alter any date in this time table for this planned quotation call.

Any Proposers responding to this RFQ do so at their own risk. No cost for the request for Quotation or receiving of Quotation will be incurred by The Children's Aid Society of SD & G.

Proposers must provide a detailed and comprehensive cost breakdown for the implementation of the options as described in this RFQ.

The information contained in this RFQ is supplied solely as a guideline for Proposers and is not guaranteed or warranted by the Children's Aid Society of SD&G be

accurate, nor is it necessarily comprehensive or exhaustive.

Each Proposer is responsible to review and understand the terms and conditions of this RFQ, and the Scope of Services being requested. The Children's Aid Society of SD&G not be responsible for any loss, damage or expense incurred by a Proposer as a result of any inaccuracy or incompleteness in this RFQ, or as a result of any misunderstanding or misinterpretation of the terms of this RFQ on the part of the Proposer.

Further, the Children's Aid Society of SD&G is not liable for any costs incurred in the preparation of the Quotations.

4.0 PROPOSAL NARRATIVE

Three (3) page limit!

- 4.1 Describe your individual, firm or company's background, resources, and relevant experience. Identify the Project Manager and any staff or personnel who will be working on the project and their roles and responsibilities on the project.

Identify any possible sub-contractors.

- 4.2 Provide samples product specifications for proposed material proposer is recommending for each area of the building.

Describe your approach and process for completing the painting project to meet CASSDG needs and deadlines. (Appendix B)

- 4.3 Affirm that the firm can complete the Interior Office Painting activities in accordance with the target dates in RFP.
- 4.4 Attach written references from three (3) past projects. ***NOT INCLUDED IN THREE (3) PAGE LIMIT***

4.5 Price/Cost

Proposers shall use Price/Cost Worksheet, Appendix A to submit their Price/Cost Proposal.

- Payments will be made in four (4) instalments upon the completion of each phase

5.0 GENERAL TERMS AND CONDITIONS

5.1 Closing Time and Date

Quotations must be returned in PDF format by email clearly marked "CWCAS 1-20 Interior Office Painting" on or before 10:00am, April 23, 2019.

The Quotations should be addressed to:

Bruce MacDonald
Property Coordinator

P.O. Box 983, 150 Boundary Rd. Cornwall, Ontario, K6H 5V1
bruce.macdonald@cwcas.ca

5.2 Optional Alternate Quotations

Additional information and related costs of alternate or optional services you feel may be a benefit or offer cost savings to the Society should be attached to your Quotation. Please identify available discount opportunities including but not limited to the following (i) Early payment (ii) Other.

5.3 Method of Award

Final selection and award will be determined by date in section 3 – "SCHEDULE OF EVENTS".

5.4 Rejection of Quotation

Children's Aid Society of SD&G reserves the right to reject any and all Quotations for any reason. The lowest of any Quotation may not necessarily be accepted. The Proposer acknowledges Children's Aid Society of SD&G's rights under this clause and absolutely waives any right of action against the CHILDREN'S AID SOCIETY OF SD & G's failure to accept its Quotation whether such right of action arises in contract, negligence, bad faith or any other cause of action. The acceptance of any Quotation is subject to funds being legally available to complete this transaction and/or approval by the Children's Aid Society of SD&G's Board of Directors.

5.5 Proposer's Representation

Each proposer by signing and submitting an offer, represents that he/she has read and understands the specification documents, and the offer has been made in accordance therewith.

5.6 Default / Termination

The Society may, by Notice of Default to the successful Proposer, immediately terminate in whole or in part of the contract if the Proposer fails to perform the services required. In the event the Society does terminate the contract in whole or in

part as specified above, the Society may purchase services so terminated and the Proposer shall be liable to the Society for any excess costs for such services and for reasonable liquidated damages.

The Society (at its sole discretion) may immediately terminate any contract awarded through this RFQ process if there is a major violation of agreed conditions or where the Proposer has taken an action against the Society.

6.0 EVALUATION CRITERIA

To help identify all relevant costs, and to aid in the evaluation process, you must complete a pricing schedule summary. Narratives and detailed descriptions of the services to be provided can be explained elsewhere in your Quotation.

The award of a contract resulting from this Request for Quotation shall be based on the best value, received in accordance with the following evaluation criteria:

Evaluation Areas	Points
Experience: Describe your relevant experience working on office space. Include at least three references from contracts of similar size. Include location of projects, contact name, address, telephone number, and dollar amount of contracts.	25
Provide a brief history of your firm, staff size and experience. Supply list (name, address, telephone number, license number where applicable, and type of work) of subcontractors and suppliers to be used on this contract	20
Proposal describes a clear project approach and processes to complete all phases of Scope of Work as requested in Section (4.2) Appendix B - detail the expected time it will take to complete this job	30
Price/Cost is reasonable and competitive in accordance with Section (4.5)	25

The signed quotation shall be considered an offer on the part of the proposer. Such offer shall be deemed accepted upon issuance by the Children's Aid Society of SD&G of purchase orders, contract award notifications, or other contract documents appropriate to the work.

No offer shall be withdrawn for a period of ninety (90) calendar days after the time and date established for receiving offers, and each proposer agrees in submitting an offer.

In case of a discrepancy between the unit prices and their extensions, the unit prices shall govern. The best and final offer should be given with your submitted Quotation.

APPENDIX #A

**CWCAS 1-19
Interior Office Painting
Fee Proposal Worksheet**

Scope of Work Deliverables Amount	Amount
<p>Painting Supplies Lump sum total for all paint and related supplies, equipment, applicable licenses and fees per RFP specifications. Include all required material and freight.</p> <p>Contractor is responsible for verification of field measurements and yardage requirements prior to submission of a proposal.</p>	
<p>Labour Cost Lump sum total for all labor, supplies and equipment necessary for the project.</p>	
Total Project Cost	

Company/Firm Name and address:	
Firm address:	
Telephone and email:	
Authorized Signature:	
Printed Name /Title:	
Date Submitted:	

APPENDIX #B – phases

Please contact Bruce for a copy of the phase layout