

## Request for Proposals

Re: Georgian Bay Cancer Support Centre Interior Renovations

Georgian Bay Cancer Support Centre

45 Edward Street, Penetanguishene,

Ontario L9M 1J 8

[www.gbcanersupportcentre.ca](http://www.gbcanersupportcentre.ca)

Issued: December 12, 2024

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## A GENERAL INSTRUCTIONS

### A.1 Invitation

The Owner, Georgian Bay Cancer Support Centre (GBCSC), is requesting proposals for the completion of work as per the approved design drawings attached for the GBCSC Interior Renovations project. This document sets out the requirements for the project as approved by the owner.

### A.2 Contracting Authority

The Contracting Authority is:

Board of Directors

Georgian Bay Cancer Support Centre Board of Directors

45 Edward Street, Penetanguishene, ON L9M 1J8

### A.3 Project Authority

The Project Authority is:

Eric Walter, Executive Director

Georgian Bay Cancer Support Centre

[ewalter@gbcanersupportcentre.ca](mailto:ewalter@gbcanersupportcentre.ca)

705-549-6444

## **A.4 TERMS AND CONDITIONS**

### **A.4.1 Terms**

Contractor: The company who submits a proposal for the work described within this document. The entity that will execute the contract with GBCSC and will have full contractual responsibility for the delivery of the required services.

Subcontractor: any party hired by the contractor to carry out work as part of the scope of the project

Owner: The Georgian Bay Cancer Support Centre

The Project: Refers to all of or part of the work described in the overall scope of work outlined in this document

### **A.4.2 Licencing Requirements**

The company assumes responsibility for compliance with all laws and regulations concerning its eligibility to provide a quote and to perform the services in the Province of Ontario and is aware that this RFP is governed by the laws of the Province of Ontario.

### **A.4.3 Queries During the RFQ**

Please base your proposed costs on the GBCSC's RFP documents, including but not limited to the scope of work description contained in this package, and the accompanying approved drawings. It is your responsibility to obtain clarification of any terms, conditions or technical requirements prior to the receipt of your quote.

Requests for clarifications may be directed to the Project Authority noted above with written responses given. Queries may be submitted no later **12pm on December 23, 2024.**

Name a prime contact person for the contractor, and include this person's email address and phone numbers. This information will not be evaluated, but will be used to contact the proponent as required.

### **A.4.4 Right to Request Clarifications / Confirmations**

The GBCSC reserves the right to request clarifications and/or confirmations from the contractor regarding any aspect of the quote. A written response to each such communication is required from the contractor, and must be received within 2 business days of the time such request is made.

### **A.4.5 Owner's Right re: Bid**

The owner reserves the right to reject any and all bids related to this RFP. The owner also reserves the right, based on its sole discretion, to disqualify any bid whose contents are deemed unclear or misaligned with the requirements of the project.

#### **A.4.6 Site Examination**

Bidders may examine the site of the proposed work to fully inform themselves as to the existing conditions and limitations and include in the bid price the complete cost of the work contemplated by the drawings and specifications. The site shall be made available for detailed inspection during the bid period up until and including December 23 2024 at the request of the bidder a minimum of 2 business days in advance of said requested inspection.

#### **A.4.7 Addenda**

Bidders finding discrepancies, ambiguities, or omissions in the drawings and/or specifications, or having doubt as to the meaning or intent thereof shall notify the project authority who shall arrange for the issue of instructions and/or clarifications in the form of addenda to all bidders. Bidders may also, during the bidding period, be advised of any additions, deletions, or alterations to the drawings or specifications. Addenda shall become part of the contract documents.

#### **A.4.8 Contract**

The successful bidder shall be required to enter into a formal contract with the owner based on the terms and conditions of the contract documents. The successful bidder agrees to coordinate the work in accordance with the project schedule and requirements.

#### **A.4.9 Post-Bid Scope Changes**

Following the selection of a successful bidder, and before the commencement of the work, the owner and the successful bidder shall review the submitted proposal and discuss modifications to the proposed methodologies, materials, timelines, and other components of the bid for the purpose of cost reductions or end-use functionality. The Owner and the Contractor shall agree to such modifications prior to commencement of work. The contractor has the right to refuse any proposed modifications, but shall be at risk of having its bid disqualified.

### **A.5 Submission Format**

#### **A.5.1 Mandatory Submission Inclusions**

Each bidder shall provide the following as part of their submission:

1. Technical qualifications of the contractor.
2. List of subcontractors, where applicable, to be responsible for elements of the project, and technical qualifications of said subcontractors.
3. List of 3 references specific to the experience cited, each of which includes a brief description of work completed, a contact name, phone number and email address.
4. Cost of services and materials breakdown in accordance with the Scope of Service within this document. Labour and materials to be shown as separate line items in cost. HST to be included in quote as a separate line item. NOTE: The Georgian Bay Cancer Support Centre is a federally incorporated charity. Any charitable contributions factored in to cost estimates are subject to

CRA rules. In-kind donation receipts may be issued for donation of materials. Donation of services are not eligible for in-kind donation receipts.

5. Detailed description of the proposed construction schedule including a construction end date no later than August 31, 2025.
6. Proof of WSIB coverage in good standing
7. Proof of contractor general liability insurance.

**A.5.2 Weighted Criteria**

Proposals meeting all of the required criteria will be further assessed against the following weighted criteria

| <b>Weighted Criteria</b>     | <b>Weight</b> | <b>Score</b> |
|------------------------------|---------------|--------------|
| *Price                       | 0.35          |              |
| Timing                       | 0.20          |              |
| Qualifications & Methodology | 0.25          |              |
| References                   | 0.15          |              |
| Other/Value add              | 0.5           |              |
| <b>TOTAL</b>                 | <b>1.00</b>   |              |

\*Price of all qualifying proposals will be scored against the most competitive price received among all bidders, with the lowest price received being considered a benchmark rate. Points awarded to all other bidders will be deducted proportionately to the variance compared to the lowest bid. Example: a lowest bid of \$100,000 will receive a max score of 0.35. A bid of \$120,000 (+20%) will receive a score of 0.28 (-20%).

**A.6 Closing Location, Date and Time**

Queries and/or questions shall be submitted to the project authority no later than:

**12pm (noon) on December 23, 2024.**

Proposals shall be received at 45 Edward St., Penetanguishene by e-mail or hardcopy no later than:

**12pm (noon) on January 1, 2025**

Deliver to: GEORGIAN BAY CANCER SUPPORT CENTRE  
 45 Edward Street  
 Penetanguishene, ON  
 L9M 1J8

OR

Eric Walter

[ewalter@gbcancersupportcentre.ca](mailto:ewalter@gbcancersupportcentre.ca)

It is the responsibility of bidding Contractor to allow sufficient time to ensure delivery of their proposals to the designated location prior to the stipulated closing time and date. Late proposals will not be accepted.

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## **B PROJECT DESCRIPTION**

### **B.1 Project Background**

The Georgian Bay Cancer Support Centre (GBCSC) has been providing cancer support services to residents of the North Simcoe community who live with cancer in their lives for 14 years. In 2018 the Town of Penetanguishene generously gifted our not-for-profit charity one acre of land to construct our Home for Hope at 45 Edward Street. The building was completed in 2020.

Since opening our existing building, the GBCSC has experienced substantial growth, now serving over 400 cancer patients, caregivers, and survivors thorough delivery over 60 hours of group programming and close to 70 individual appointments on site per month. Enrollment is projected to grow to 900 members over the next 3 years. The increased demand for resources has necessitated growth of the on-site staff team from 3 to 5, with additional temporary staff employed during summer months.

Through funding awarded by the Ontario Trillium Foundation, the primary objectives of this project are to:

- 1) Create 6 functional offices that support a productive and confidential professional atmosphere while maintaining a welcoming environment to visitors
- 2) Expand program/service space for member use
- 3) Improve accessibility to storage areas
- 4) Create as little negative impact on operations as is reasonably possible during construction

During the course of renovations, the GBCSC will continue to provide programs and services to its clientele, and as such, consideration for the ongoing operations of the GBCSC is expected to be a key component for the successful completion of the project. Reasonable effort to schedule work in a manner that minimizes the impact on programs and services taking place at the GBCSC is expected to be reflected in the project plan.

Permit ready drawings have been prepared by a local engineering firm, with permit application to the Town of Penetanguishene pending.

### **B.2 Project Schedule**

The following target date is anticipated for the project completion, in alignment with the grant funding supporting this work: August 31, 2025.

## **c SCOPE OF SERVICES TO BE PROVIDED**

### **C.1 Scope of Services**

The provision of the following services is the responsibility of the contractor and fall within the scope of this project. This list is not to be considered an exhaustive list, and it is the responsibility of the contractor to ensure that all proposed and completed work is in compliance with the most recent Ontario Building Code as well as relevant local by-laws.

- 1) Project management
- 2) Supply, install of all materials required for the project
- 3) Site prep and security
- 4) Demolition
- 5) Framing and Sheathing
- 6) HVAC
- 7) Electrical
- 8) Plumbing
- 9) Thermal and moisture protection
- 10) Windows
- 11) Interior doors and trim
- 12) Drywall/interior wall systems
- 13) All interior finishes
- 14) Stairs

In addition to the list of items above, any work that can be reasonably deemed necessary for completion of the project based on the drawings provided this package (file name **2024.11.14 - GBCSC - Permit Set**) shall be considered to fall within the scope of the project.

NOTE: No costs to produce or deliver this RFP will be incurred by the client.