



GRAND FORKS & DISTRICT PUBLIC LIBRARY

REQUEST FOR PROPOSAL

for

Grand Forks & District Public Library

Washroom Renovation

PROPOSAL CLOSING

DATE: ***Friday, May 3, 2019***

TIME: ***12:00 NOON local time***

PROPOSERS' QUESTIONS SUBMITTED BY:

Thursday, April 18, 2019 (if required)

Responses expected from the Grand Forks & District Public Library on or before ***April 25, 2019***

Responses will be posted on the Library website at:

<http://grandforks.bc.libraries.coop/explore/request-for-proposal/>

LATE PROPOSALS WILL NOT BE ACCEPTED

The Grand Forks & District Public Library reserves the right to accept or reject all or part of any Proposal and also reserves the right to accept other than the lowest proposal and to cancel this Call for Proposals at any time.

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DEFINITIONS

The following definitions apply to the interpretation of the Bid Documents:

1. **“Addenda or Addendum”** means such further additions, deletions, modifications, or other changes to any Bid Documents.
2. **“Bid Documents”** means collectively all of the documents comprising the Call for Bids, namely Part I to IV, inclusive.
3. **“Bid or Bid Form”** means the Bid in the form prescribed by these Bid Documents and completed and submitted by a Proponent(s) in response to and in compliance with the Call for Bids and the Bid Documents and for the purpose of entering into the Project with the Library in the event of award.
4. **“Bid Security and Contract Security”** means the Bid Security documentation referred to and described in Part I, Instructions to Proponents.
5. **“Call for Proposals”** means the Call for Proposals on the terms and conditions set forth in the Proposal Documents.
6. **“Closing Time”** means the time specified in Part I, Instructions to Proponents, Section 1, by which all Proposal submissions shall be received and stamped by the Library.
7. **“Contract”** means the agreement in writing governing the Supply and Services, which has been executed by the Library and successful Proponent following acceptance by the Owner of the successful Proposal submission.
8. **“Mandatory Requirements”** means the requirements described in Part I, Instructions to Proponents, which shall be fully satisfied in order for any Proposal to be considered by the Library of the successful Proposal submission.
9. **“Library”** the Grand Forks & District Public Library, as the case may be, and as identified in the Call for Proposals, and Proposal Documents and for the purpose of the award and execution and performance of the Project shall mean the entity awarding the project.
10. **“Building Committee”** means the designated Library board members supervising this project, and the Library Director.
11. **“Sub Contractor”** means a legal entity approved by the Library undertaking the execution of a part of the Work pursuant to an agreement with the Proponent, and includes both “brokers” and “subcontractors”.
12. **“Proponent”** means the successful Proponent to whom the Project is awarded and undertaking the execution of the project.
13. **“Supply”** means to supply the necessary tools, material, equipment, and product to satisfy the Proposal requirements.
14. **“Work”** means Work/service performed to meet a demand to comply with the conditions of the Project, delivery dates, specifications, and technical assistance.

Part I – Instructions to Proponent

1. Overview and Scope of Work

The Grand Forks & District Public Library is calling for proposals to **renovate the existing public washroom and supply closet areas and install 4 redesigned single-user washrooms at the Grand Forks & District Public Library.**

2. Introduction

The Grand Forks & District Public Library is located in downtown Grand Forks, BC. The Library is an entity independent of the local municipality and as such is responsible for managing its own interior renovations.

3. Objectives

The primary goal for this proposal is to obtain quotes to **renovate the existing public washroom and supply closet areas to include 4 single user washrooms as detailed in the drawings supplied** in the Project Specifics. **The quote will also include the cost to supply and install a new entry door to the Library's meeting room area.**

4. Proposal Schedule and Closing Time

The Proposal Form, shall be received; date and time stamped, and be in the possession of the Library no later than **12:00 NOON local time**, on the specified closing date. Late Proposals shall not be accepted, however they shall be time and date stamped and returned to the Proponent unopened.

Task	Date
Issue Request for Proposal	March 20, 2019
Optional Site Visit	April 11, 2019 @11:00AM
Receipt of Proponents' Questions	April 18, 2019
Response to Proponents' Questions	April 25, 2019
RFP Closing Date	May 3, 2019 @12:00 noon

5. Inquiries

All inquiries concerning this Proposal, including specifications, process, and results are to be directed in writing (e-mail) through: Library Director, Cari Lynn Gawletz, director@gfpl.ca. *Inquiries must not be directed to any other Library employee or Library board member.* No clarification requests will be accepted by telephone. Receipt of a Proponent's questions is due by **Thursday, April 18, 2019** if required. A transcript of related questions and responses will be posted on the Library website at <http://grandforks.bc.libraries.coop/explore/request-for-proposal/> on or before **April 25, 2019**.

6. Proposal Opening

Proposals received, by the date and time of closing, will be opened by the Building Committee on **Friday, May 3, 2019 at 1:00 PM.**

7. Late Proposals

Late Proposals will not be accepted and will be returned to the Proponent unopened.

8. Electronic Submissions

Electronically transmitted submissions (by e-mail) will be accepted in PDF form at director@gfpl.ca. The time stamp on the Library Director's inbox will be considered the time of submission.

9. RFP Submissions

One (1) complete 8 ½ x 11 paper sized hard copy or e-mailed PDF of your proposal should be submitted, including any addendum that may have been issued, clearly identified with a label stating "**Grand Forks & District Public Library Washroom Renovation Proposal**".

10. Right to Accept or Reject Proposal

The Library reserves the right to reject any or all quotations or to accept any quotation should it be deemed in the best interest of the Library to do so.

11. Contents of Proposals

A single proposal is to be coordinated and submitted by the Proponent with the required information as noted below.

Proposals to be submitted must include, at minimum, the following information:

- I. A work schedule to be included in the RFP (section 41)
- II. A listing of previous projects of a similar nature
- III. Identification of all sub-contractors for this project

12. Evaluation and Selection

The Building Committee will review and evaluate all submissions to ensure they comply with the terms and conditions of the Proposal Documents. Proposals that do not meet all the necessary criteria will be rejected without further consideration.

13. Award

Consideration for award shall only be undertaken in relation to Proponents who are determined by the Library to have satisfied all the requirements. The Building Committee hereby reserves the right, privilege, entitlement, and absolute discretion, and for any reason whatsoever to:

- I. Accept a Proposal which is not the lowest Proposal submission, or reject a Proposal that is the lowest Proposal even if it is the only Proposal received;
- II. Accept the Proposal deemed most favourable to address the scope of the work; or
- III. Accept or reject any unbalanced, irregular, or informal Proposals.

14. Consideration

The Building Committee reserves the right to consider, during the evaluation of Proposals:

- I. Information provided in the Proposal itself;
- II. Information provided in response to enquiries of credit, experience, and industry references set out in the proposal;
- III. Information received in response to enquiries made by third parties apart from those disclosed in the Proposal in relation to the reputation, reliability, experience, and capabilities of the Proponent;

- IV. The manner in which the Proponent provides services to others;
- V. The experience and qualification of the Proponent's senior management, and project management
- VI. The compliance of the Proponent with the Library's requirements or specifications; or
- VII. The Proponent acknowledges the Library may rely upon the criteria, which the Library deems relevant; even though such criteria may not have been disclosed to the Proponent. By submitting a Proposal, the Proponent acknowledges the Library's rights under this Section and absolutely waives any right, or cause of action against the Library, by reason of the Library's failure to accept the Proposal submitted by the Proponent, whether such right or cause of action arises in Project, negligence, or otherwise.

15. Proponent Qualifications

Qualified Proponents are those which:

- Have sufficient facilities and resources to meet the Library's needs;
- Demonstrate reasonable flexibility and willingness to work with the Library;
- Provide a listing of at least 2 years' experience with services of a similar scope.

16. Proponent's Statement of Understanding

It is understood that the Proponents have carefully examined all of the Proposal Documents and have carefully examined the Work to be performed under the Project if awarded. The Proponent also understands and accepts the said Proposal Documents, and for the prices set forth in the Proposal to be firm for the length of the project.

17. Irrevocability of Proposals

By submission of a clear and detailed written notice, the Proponent may amend or withdraw its proposal prior to the closing date and time. Upon closing time, all proposals become irrevocable. By submission of a proposal, the Proponent agrees that should its proposal be deemed successful, the Proponent will enter into a Contract with the Library.

18. Errors and Omissions

No oral interpretation shall be effective to modify any provisions of these Proposal Documents. Any modification or clarification shall be by written Addendum only issued by the Library. The Addendum/Addenda shall form part of the Proposal Documents. Addendum/Addenda will be posted on the Library website at: <http://grandforks.bc.libraries.coop/explore/request-for-proposal/>

19. Proponents' Expenses

Proponents are solely responsible for their own expenses in preparing a proposal and for subsequent negotiations with the Library, if any. If the Library elects to reject all Proposals, the Library will not be liable to any Proponent for any claims, whether for costs or damages incurred by the Proponent in preparing the proposal, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

20. 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 Library for purposes of clarification.

21. Price Component

The requirements of this proposal include ***all works associated with the work to be performed as described in the Project Specifics***. The pricing shall be indicated as: **Proposal Price, G.S.T., P.S.T., and Total Proposal Price**.

22. Freedom of Information

All Proposals submitted to the Library become the property of the Library and as such, are subject to the British Columbia "Freedom of Information and Protection of Privacy Act".

23. Bribery/Fraud

Should any prospective Proponent or any of their agents give or offer any gratuity or to attempt to bribe any employee of the Library, or to commit fraud, the Library shall be at liberty to cancel the prospective Proponent's submission or Proposal and to rely upon the Proposal Surety submitted for the compensation if applicable.

24. Cancellation

- I. In the event the successful Proponent does not comply with the specifications, terms, and conditions, and scope of the Document, at any time throughout the duration of the Project, the Project shall be cancelled in accordance with the terms contained herein.
- II. The Library upon non-performance of Project terms may cancel the Project; however, in doing so, the Library does not waive its right to rely upon any obligations or commitments agreed to by the Proponent as part of their Proposal. The Proponent remains liable for the difference between the next acceptable Proposal of goods and/or service Proposal prices.
- III. Where there is a question of non-performance, payment in whole or in part may be withheld at the discretion of the Library. This action shall not prevent the Library from taking early payment discounts otherwise applicable.

25. Insurance

The Proponent shall maintain and pay for Comprehensive General Liability Insurance with an insurer acceptable to the Library. This insurance coverage shall be subject to limits not less than Two Million Dollars (\$2,000,000) inclusive per occurrence for bodily injury, death, and damage to property including loss of use thereof for any one occurrence. In addition, Professional Liability Insurance is required, in an amount of not less than Two Million Dollars (\$2,000,000) inclusive per occurrence. All required insurance would be endorsed to provide the Library with 30 days advance written notice of cancellation or material change. The Service provider will provide the Library with evidence of the required insurance, in the form of a completed Certificate of Insurance, immediately following execution or material change. The Service provider will provide the Library with evidence of the required insurance, in the form of a completed Certificate of Insurance, immediately following execution and delivery of the Contract.

The Policies described above will not be cancelled or permitted to lapse unless the insured notifies the Library in writing at least thirty days prior to the effective date of cancellations or expiry.

26. Registration with WorkSafe BC (WCB)

The Proponent shall be in good standing with WorkSafe BC and shall provide a WorkSafe BC Clearance Letter.

27. Governing Regulations

The Contractor shall apply and pay for all necessary permits or licenses required for the execution of the Project. The Proponent shall give all necessary notices, pay for all fees required by law, and comply with all laws, ordinances, rules, and regulations relating to the Project and to the preservation of the public health. The Proponent shall be responsible for the safety of all workers and equipment on the Project, in accordance with all applicable safety legislation passed by Federal, Provincial, and local authorities governing safety.

28. Liquidated Damages

If the Proponent fails to meet the delivery date(s) specified in the Proposal or subsequent amendments, the Proponent shall be liable to the Library for such defaults and agrees to pay liquidated Damages based on the actual cost borne by the Library. This does not apply to circumstances beyond the control of the Proponent at the discretion of the Library. The Proponent agrees to pay the Library the sum of **\$500.00** as liquidated damages for each and every calendar day's delay in finishing the work beyond the date of completion as prescribed.

29. Indemnification

The Proponent shall be responsible for all damages, losses, or expenses caused by it, its employees, agents, Sub-Contractors, any Work persons employed by it, under its control, arising from the execution of the Work, by reason of the existence, location, condition or Work, any materials, plant or machinery used thereon or therein, or which may happen by reason of their failure or the failure of those for whom they are responsible, to do or perform any or all of the several acts or things required to be done by them under the Proposal, and agrees to indemnify and hold the Library harmless from any such damages, losses, or expenses, or claims by third parties, including any legal costs incurred by the Library in connection therewith on a solicitor/client basis.

30. Time is of the Essence

The Library shall have the right to cancel at any time the project or any part of the project resulting from this Proposal in respect to the goods, materials, articles, equipment, work or services, covered thereby, not delivered or performed by the specified time in the written document, without incurring any liability whatsoever in respect hereto. **"Time is of the essence."**

31. Addendum/Addenda

Addendum/addenda if required will be issued by the Library Director and shall hereby form part and parcel of the said Project. Failure to acknowledge Addendum/Addenda issued shall result in a non-compliant Proposal. All Addendum/Addenda should be issued to the Proponents before forty-eight (48) hours of Closing Time. The Library will assume NO responsibility for oral instructions or suggestions. Addendums will be posted on our website at: <http://grandforks.bc.libraries.coop/explore/request-for-proposal/>. It is the responsibility of the Proponent to have received all Addendum/Addenda that have been issued by the Library.

32. Safety Standards

It is the responsibility of the Proponent to Work in a safe and orderly manner so as not to constitute any safety hazards.

33. Non-waiver

No condoning, excusing, or overlooking by the Library of any default, breach, or non-observance by the Proponent at any time or times in respect of any provision herein contained shall operate as a waiver of the Library's right hereunder in respect to of any continuing or subsequent default, breach, or non-observance or so as to defeat or affect in any way the rights of the Library herein in respect of any such continuing or subsequent default or breach, and no waiver shall be inferred from or implied by anything done or omitted by the Library save only an express waiver in writing. Any Work completed by the Library required by this agreement to be done by the Proponent shall not relieve the Proponent of his/her obligations to do that work.

34. Non-assignment

The Proponent may assign neither this Proposal nor any Work to be performed under this proposal or any part hereof without the prior written consent of the Library. Such written consent however shall not under any circumstances relieve the Proponent of his/her liabilities and obligations under this Proposal and shall be within the sole and unfettered discretion of the Library.

35. Meetings

The Proponent's representative(s), as requested by the Library, shall attend all meetings required for the services. The Proponent's representative(s) attending meetings shall be thoroughly versed and knowledgeable with respect to the proposed topics of discussion and shall have the authority to make the necessary decisions and commitments with respect to matters agreed upon at the meetings. Mandatory site visits: (if required) are listed in the proposal schedule.

36. Personal Property Security Act

The Proponent warrants that the goods/inventory/equipment being supplied to the Library are free and clear of all liens, charges, encumbrances, mortgages, hypothecations, copyright, patents, or any third party statutory claims.

37. Confidentiality of Information

A Proponent receiving this Request for Proposal may not use, disclose, or duplicate it for any purpose other than to prepare a response. The Proponent shall keep the Library data confidential and shall not disclose its content to any other party, other than to those internal employees or agents responsible for preparing a submission, without the prior written approval of the Library.

Receipt of this Request for Proposal does not entitle the Proponent to associate its services with the Library in any way, nor represents in any way that the Library has employed or endorsed the Proponent's services. Any such association or endorsement being contemplated by the Proponent must receive the prior written approval of the Library.

The submission of a proposal indicates acceptance by the respondent of all the conditions contained in this Request for Proposal unless clearly and specifically noted in the proposal and confirmed in the formal contract between the Library and the Proponent. Deviations from the Request for Proposal must be clearly identified in the written submission. Proposals are subject to a formal contract being negotiated, prepared, and executed. The Library reserves the right to negotiate the terms and conditions of the contract.

All correspondence, documentation, and information provided to staff of the Library by any proponent in connection with, or arising out of this Request for Proposal, and with the submission of any Proposal will become the property of the Library and as such is subject to the British Columbia Freedom of Information and Protection of Privacy Act (FOIPPA), and may be released, pursuant to the Act. The Proponent's name at a minimum shall be made public upon request.

In line with FOIPPA, Proponents are advised to identify in their Proposal material, any scientific, technical, commercial, proprietary or similar confidential information, the disclosure of which could cause them injury. Any information in the Proponents' submissions that is not specifically identified as confidential will be treated as public information. All correspondence, documentation, and information provided to the Building Committee may be reproduced for the purposes of evaluating the Proponents' submissions to this Request for Proposal.

38. Conflict of Interest

The Proponent agrees to be bound by the following requirements.

Except as identified in the Proposal or as specified in the Contract, the Proponent must certify in its Proposal:

- That no person either natural or body corporate, other than the Proponent, has or will have any interest or share in this proposal or in the proposed contract, and
- There is no collusion or arrangement between the Proponent and any other Proponent(s) in connection with this project, and
- The Proponent has no knowledge of the contents of other Proposals and has made no comparison of figures or agreement or arrangement, express or implied, with any other party in connection with the making of the Proposal.

Neither, the Proponent, relative, close friend, or any employee of the Proponent should have any direct or indirect interest in an entity that provides goods or services to the Project. Proponents participating in this Request for Proposal process shall disclose prior to entering into an agreement any potential conflict of interest. If such conflict does exist, the Library may at its discretion withhold the award of a contract from the Proponent until the matter is resolved.

Neither, the Proponent, relative, close friend, or any employee of the Proponent should offer or receive any entertainment, gifts, gratuities, discounts, commissions, fees, or special services (gifts/donations), regardless of value, to or from any employee or Board member of the Library, or to any consultant or contractor employed by the Library. All Proponents shall report to the Library any such attempts.

Neither, the Proponent, relative, close friend, or any employee of the Proponent shall offer or receive any inducement, payment, discount, commission, reward, gift, special service, incentive, or other remuneration or compensation of any kind (inducement), regardless of value, from any vendor of goods or services to the project, including any consultant or contractor employed by the Library. The Proponent agrees to immediately inform the Library upon any such inducement being offered.

The Proponent chosen to provide service to the project shall continue to be bound by the foregoing prohibitions after the execution of a Contract agreement.

39. Library NOT Employer

The Proponent agrees that the Library is not to be understood as the employer to any successful Proponent nor to such Proponent's personnel or staff for any work, services, or supply of any products or materials that may be awarded as a result of this Proposal document. It is understood that the successful Proponent will act as an independent contractor.

40. Working Language

The working language of the Library is English and all responses to this Request for Proposal must be in English.

41. Timeframe of Project

The consultant shall include in the Proposal a work schedule illustrating the key stages of the process, including an anticipated date of project initiation, duration, and completion of the project.

Notes:

- Upon the project being awarded the availability of booking options for the proposed work schedule must be confirmed with the Library Director and Building Committee for the agreed upon dates.
- The Library requires this project to be completed in its entirety by September 30, 2019.

Part II - Proposal Form

PROPONENT TO PROVIDE DETAILED PROPOSAL INFORMATION

DOCUMENTS TO BE ENCLOSED WITH THIS PROPOSAL FORM

- Proponents Information form**
- Completed Proposal Form Signed & Sealed**
- Proposed Project Work Schedule**
- Breakdown of Costs**
- List of Experience of a Similar Scope**
- List of Sub-Contractors**
- WorkSafe BC Clearance Letter (upon award)**
- Certificate of Insurance (upon award)**
- Other information to be included**

THIS PAGE MUST BE INCLUDED WITH QUOTE SUBMISSION

PROPOSERS INFORMATION FORM

BIDDERS must complete this form and include with the Quotation Submission. Please Ensure all information is legible.

1. Bidder's Contact Individual	
2. Address	
3. Office Phone #	
4. Cell Phone #	
5. E-mail address	
6. Website	
7. GST #	

Acknowledgement of receipt of addenda

This will acknowledge receipt of the following addenda and, that the pricing quoted includes the provision set out in such addenda.

Addendum #	Date received
_____	_____
_____	_____

Check here if NO Addendum received

Bidder: _____ **Date:** _____

Signature: _____

THIS PAGE MUST BE INCLUDED WITH QUOTE SUBMISSION

To the Grand Forks Public Library Association, Hereafter called the "Library":

I/WE _____ the undersigned declare:

1. THAT no Person(s), Firm or Corporation other than the one whose signature(s) of whose proper officers and the deal is or are attached below has any interest in this Proposal or in the Proposal proposed to be undertaken.
2. THAT this Proposal is made without any connections, knowledge, comparison of figures or arrangements with any other company, firm, or person making a Proposal for the same Work and is in all respects fair and without collusion or fraud.
3. I/WE represent that no employee or Board member of the Library is, or has become interested, directly or indirectly, as a contracting party, partner, stockholder, surety, or otherwise howsoever in or on the performance of the said Proposal, or in the supplies, Work, or business in connection with the said Proposal, or in any portion of the profits thereof, or of any supplies to be used therein, or in any monies to be derived there from.
4. THAT the several matters stated in the said Proposal are in all respects true accurate and complete.
5. THAT I/WE do hereby Propose and offer to enter into an agreement to Supply and deliver all materials mentioned and described or implied therein including in every case freight, duty, currency exchange, GST, PST in effect on the date of the acceptance of Proposal, and all other charges on the provisions therein set forth and to accept in full payment therefore, in accordance with the prices and terms set forth in the Proposal therein.
6. THAT additions or alterations to or deductions from the said Proposal, if any, shall be made in accordance with the prices stated in Provisional Items of the Schedule of Unit prices in strict conformity with the requirements of the Proposal and all unused monies in Provisional Items shall be deducted from the final cost of the Work and any quantities exceeding those shown shall be added.
7. THAT this proposal is irrevocable and open to acceptance until the formal Proposal is executed by the awarded Proponent for the said Work or Sixty (60) Working Days, and prices for as long as stated elsewhere in the document, whichever event first occurs and that the Library may at any time within that period without notice, accept this Proposal whether any other Proposal has been previously accepted or not.
8. THAT the awarding of the Proposal, by the Library is based on this submission, which shall be an acceptance of this Proposal.
9. THAT if the Proposal is accepted, I/WE agree to furnish all documentation, security and certifications as required by the Proposal Document and to execute the agreement in triplicate within Seven (7) Working Days after notification of award. If I/WE fail to do so, the Library may accept the next lowest or any Proposal or to advertise for new Proposals, or to carry out completion of the works in any other way they deem best and I/WE also agree to pay the Library the difference between this Proposal and any greater sum which the Library may expend or incur by reason of such default or failure or by reason of such action as aforesaid on their part, including the cost of any advertisement for new Proposals, and shall indemnify and save harmless the Library and their Board from all loss, damage, cost, charges, and expense which they may suffer or be put to be reason of any such default or failure on my/our part.

10. THAT I/WE agree to save the Library, its agents, or employees, harmless from liability of any kind for the use of any composition, secret process, invention, article or appliance furnished or used in the performance of the Proposal of which the Proponent is not the patentee, assignee, or licensee.

11. THE PROPOSAL PRICE: \$_____ (amount in figures in Canadian Dollars)

GST \$_____

PST \$_____

TOTAL PROPOSAL PRICE \$_____

The undersigned affirms that he/she is duly authorized to execute this Proposal.

PROPONENT'S SIGNATURE AND SEAL : _____

POSITION : _____

WITNESS : _____

POSITION : _____

(If Corporate Seal is unavailable, documentation should be witnessed)

DATED AT THE _____

(city/town)

THIS _____ DAY OF _____, 2019.

THIS PAGE MUST BE INCLUDED WITH QUOTE SUBMISSION

Part IV - Appendices

Project Specifics

Proposal Schedule

1. Three (3) of these washrooms should be fully up to accessibility standards, as labelled in the drawings supplied. The fourth washroom should include as many accessibility features as possible.
2. All existing walls, fixtures, etc. in the public washroom area are to be demolished and disposed of, except:
 - a. Existing washroom light fixtures should be salvaged and reused in the renovation.
 - b. Lighting should be motion activated.
3. An additional lockable door not included in the drawings will need to be located between the library meeting room and main area.
4. Wall construction should include:
 - a. ½" drywall
 - b. 3 ½" Sound batt insulation
 - c. Paint
 - d. Rubber baseboards
5. All washrooms should have an electronic "call for assistance" button that triggers a light and sound in the main library area.
6. Provide self-adhesive signage on all washroom entrance doors as follows:
 - a. Signage to have braille.
 - b. Signage to be approximately 6"x9"
 - c. Family restrooms to include signage similar to the below, including the "all gender" sign in d.



- d. Remaining washroom to include signage similar to the below



7. Family washrooms must include changing tables
8. Storage area shelving should be built such as to fit a standard library cart in addition to wall shelving. A cart will be available to inspect on the site visit day.
9. A water fountain/bottle filling station is to be installed in the hallway area as marked in the drawing. Please include a quotation for the purchase and installation of this fountain separately from your Proposal. This item and its installation is to be funded by the Friends of the Library Society, but should be done with the rest of the washroom construction.

Proposal Schedule

- An optional site visit may be attended by all participating contractors on:
 - **April 11, 2019 @11:00AM at the project location**

If a Proponent chooses to visit the site at another time during library operating hours, verbal questions will not be answered and no verbal clarifications will be made to the Request for Proposals. It is recommended that anyone considering submitting a Proposal attend the official site visit on April 11, 2019.

- The Library intends to be closed to the public for as short a time as possible. Proposals which allow the Library to remain open (while ensuring washroom access to the public) for as many normal operating hours as possible will be considered favourably.
 - The Library's normal operating hours are:
 - Tuesdays, Thursdays 9:00AM-8:00PM
 - Wednesday, Friday, Saturday 9:00AM-5:00PM
- **It is required that the construction be completed no later than September 30, 2019. A work project schedule is required as part of your submitted documents, see Part I, section 41.**