



**THE TOWNSHIP OF MCKELLAR  
PUBLIC LIBRARY**

Invites

**REQUESTS FOR PROPOSALS**

**RFP – L-2024-01**

**for renovation of McKellar Public Library  
701 Highway 124, McKellar ON**

Signed, sealed proposals, clearly marked  
**Library Renovation RFP – L-2024-01**  
will be received until 4 p.m. on Monday, January 29, 2024

by Township of McKellar Public Library Board  
c/o McKellar Township Office  
P.O. Box 69, 701 Hwy 124  
McKellar ON P0G 1C0

Lowest or any proposal not necessarily accepted.

Questions may be directed to library staff during library hours: (705) 389-2611



TOWNSHIP OF MCKELLAR PUBLIC LIBRARY  
REQUEST FOR PROPOSAL (RFP)  
LIBRARY RENOVATION RFP L-2024-01

**Submission Form**

Builder: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_

**Description of Work:**

The builder will be required to provide all machinery, materials, and manpower necessary to complete all construction work needed to create both a storage closet and a Maker Space area in the library, as per the project deliverables on page 4 of this document. The builder will need to cooperate with electrical work also being done in these two spaces.

**Location: Township of McKellar Public Library, 701 Highway 124, McKellar ON**

**Subtotal:** \$ \_\_\_\_\_

**H.S.T.:** \$ \_\_\_\_\_

**TOTAL CONTRACT PRICE:** \$ \_\_\_\_\_

**An Itemized Quotation must be attached or included in the proposal package.**

The builder is required to provide the Library with proof of insurance in the amount of \$2,000,000, and is responsible for all issues relating to WSIB, insurance, etc. for their employees with relation to this contract.

By signing below, I acknowledge that I have read and understand this Request for Proposal L-2024-01 and I agree to abide by the terms and conditions contained here-in.

Authorized Signature: \_\_\_\_\_

Name: (Print or Type) \_\_\_\_\_

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

Witness: \_\_\_\_\_

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

\*Note that this submission form is not transferrable, and any alteration of the Company name entered hereon will be cause for considering the proposal irregular and subsequent rejection of the RFP



TOWNSHIP OF MCKELLAR PUBLIC LIBRARY  
REQUEST FOR PROPOSAL (RFP)  
LIBRARY RENOVATION RFP L-2024-01

**PROJECT SUMMARY**

To provide all machinery, materials, and manpower necessary to complete all construction work needed to create both a storage closet and a Maker Space area in the library.

**PROPERTY DESCRIPTION**

McKellar Public Library, located a 701 Highway 124, McKellar ON, P0G 1C0

**PROPOSAL GUIDELINES**

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until January 29, 2024, at 4:00 PM local time. Any proposals received after this date and time will be returned to the sender unopened. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs.

All prices quoted shall be in Canadian funds and shall include all duty, custom clearances, fuel tax, shipping costs, and HST shall be extra where applicable.

Proponents agree to prepare and submit bids at their own cost. The Township of McKellar Public Library is not obligated in any way to pay costs of any kind or nature whatsoever that may be incurred by a Proponent or any third parties in the bid process relating to the RFP. All such costs shall be the Proponent's sole responsibility.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. Proponents are to supply the names of three clients for whom they have performed or are performing similar projects.

All proposals received must remain valid for acceptance up to 60 days beyond the closing date. Should there be any discrepancies or omissions in the proposal document, or any doubt as to its meaning, inquiries should be made in writing to:

Debbie Woods, Library Board Chair: [woods.family@sympatico.ca](mailto:woods.family@sympatico.ca)



**REFERENCES**

**Client 1**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Scope of Work: \_\_\_\_\_

Contract \$ Amount \_\_\_\_\_ Term: \_\_\_\_\_

**Client 2**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Scope of Work: \_\_\_\_\_

Contract \$ Amount \_\_\_\_\_ Term: \_\_\_\_\_

**Client 3**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Scope of Work: \_\_\_\_\_

Contract \$ Amount \_\_\_\_\_ Term: \_\_\_\_\_

## **GENERAL CONDITIONS**

### **Interpretation**

In the contract "Work" means the whole of the work, services and materials required to be done and or performed by the Builder in order to carry out the contract.

### **Status of the Builder**

The Builder is engaged as an independent contractor for the sole purpose of performing the Work. Neither the Builder nor any of its personnel is engaged as an employee, servant or agent of the Township of McKellar Public Library.

### **Compliance with Applicable Laws**

The Builder shall comply with all laws applicable to the performance of the Work.

### **Subcontracting**

Unless otherwise provided in the Contract and RFP, the Builder shall obtain the consent of the Township of McKellar Public Library or designate in writing prior to subcontracting or permitting the subcontracting of any portion of the Work at any phase.

### **Infringement**

The Builder warrants that no Work furnished in accordance with this contract shall infringe upon any patent, registered industrial design, trademark, trade secret, copyrighted work or other intellectual property right. The Builder at its sole cost and expense shall defend and hold harmless the Township of McKellar Public Library, its agents, employees and customers against any and all suits, actions and claims arising out of any and every charge of infringement.

### **Indemnification**

The Builder shall indemnify and save harmless the Township of McKellar Public Library from any and all claims, demands, causes of action, loss, costs or damages that the Library may suffer, incur or be liable for resulting from the performance or non-performance of the Builder of his/her obligations under any resulting contract.

### **Payment**

Payment by the Township of McKellar Public Library for the Work shall be made in one payment upon completion of the Work. However, the Library will consider a request for an initial deposit for the purchase of materials if clearly stated in the proposal.

### **Conflict of Interest**

All firms are required to disclose to the Township of McKellar Public Library prior to accepting the assignment any potential conflict of interest. If a conflict of interest does exist, the Township of McKellar Public Library may, at its discretion, withhold the assignment from the Builder until the matter is resolved to the satisfaction of the Library. If, during the contract, a Builder is retained by another client giving rise to a potential conflict of interest, then the Builder shall so inform the Library and if a significant conflict of interest is deemed to exist by the Township, then the Builder shall: 1. Refuse the new assignment, OR 2. Take such steps as are necessary to remove the conflict of interest.

### **Fraud or Bribery**

Should the Builder, any of his/her agents give or offer any gratuity to, or attempt to bribe any member of the awarding body, officer or servant of the Township of McKellar Public Library, or to commit fraud against the Township of McKellar Public Library, the Library shall be at liberty to declare the RFP void forthwith.