**Las Flores Non-Profit Housing Corporation**

REQUEST FOR PROPOSAL

**TITLE:** Windows Retrofit

**PROJECT MANAGER:** Phil Fung, P.Eng.

SRS Consulting Engineers Inc.

7225 Woodbine Ave., suite 115A

Markham, ON. L3R 1A3

(416) 258-2218 (office)

(416) 219-6333 (cell)

phil@srscanada.com

**MANDATORY SITE VISIT:** 1:30pm on July 6, 2011 at project location

**BIDDERS CLOSING:** July 18, 2011, not later than 4:00pm

**1. Introduction**

Las Flores Non-Profit Housing Corporation (“Las Flores”) invites contractors to provide a proposal for the supply of the goods (if any) and services described in Schedule A (the "Goods and Services"). The description of Schedule A sets out the minimum requirements of Las Flores. The Contractor shall prepare a proposal that meets the minimum requirements, and may choose, in addition, to also include goods, services or terms that exceed the minimum requirements.

**2. PROJECT LOCATION**

The project is located at 10 Dora Avenue, Toronto, Ontario M6H 2J4.

**3. PROPOSAL SUBMISSION**

The undersigned contractor hereby proposes to furnish all labor, materials, equipment, tools, and services necessary to perform all work required. The bidder agrees that he will execute said agreement in the required Schedule A if awarded the bid. The bidder further agrees to complete all work required under the agreement within the time stipulated in the Specifications.

**4. PROPOSAL Delivery**

The Contractor’s Proposal together with Schedule B (the “Executive Summary”) shall be submitted to the office of the Property Manager:

Attention: Ms. Margaret Davis

Address: 10 Dora Avenue,

 Toronto, Ontario.

M6H 2J4

Sealed proposals shall be received by Property Manager not later than 4:00pm local time, July 18, 2011. Proposals received after 4:00pm on July 18, 2011 may not be disqualified, subject to the final discretion of Las Flores and the Project Manager.

**5. INQUIRIES**

All inquiries related to this Request for Proposal ("RFP") shall be emailed to Phil Fung, P.Eng., phil@srscanada.com. Deviations from the RFP must be clearly identified in the Proposal.

**6. CONTRACTOR'S EXPENSES**

Contractors are solely responsible for their own expenses in preparing and submitting the Proposal, and for any meetings or negotiations with Las Flores or its representatives, relating to or arising from the RFP. Las Flores shall not be liable to any Contractor for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, incurred by the Contractor in preparing and submitting the Proposal, or participating in negotiations for a contract, or other activity related to or arising out of this RFP.

**7. CONTRACTOR'S QUALIFICATIONS**

By submitting the Proposal, the Contractor represents that it has the expertise, qualifications, resources, and relevant experience to supply the Goods and Services. Tradesmen engaged in the performance of the services shall be qualified in accordance with the requirements of the Ontario Ministry of Labour.

**8. CONSTRUCTION SUPPORT**

The Contractor may use 10 Dora Avenue’s electrical, gas and water services for this work; however the contractor shall be responsible for all connections thereto. Contractor is otherwise responsible for providing all other and necessary utilities and services he may require to complete the project.

**9. COMPLETION OF WORK**

All work must be substantially completed and functional for this RFP purposes as determined by the Project Manager, and contractor’s equipment and materials removed when the project is completed.

**10. MATERIAL DISPOSAL**

Materials from this project must be disposed of or recycled in any legal manner. 10 Dora Avenue’s trash collection and recycling facilities shall not be used for material disposal.

**11. TIME OF PROJECT**

Work shall be completed not later than Friday, September 30, 2011. Work shall occur only on Monday to Friday during this time period. Working hours shall be between 8:30am and 6:30pm.

**12. MANDATORY INSURANCE REQUIREMENTS**

The successful Contractor shall, at its own expense, obtain and maintain until the termination of the contract, and provide Las Flores with evidence of insurance of each of the following:

a. The Contractor shall carry Commercial General Liability Insurance for a limit of not less than $5,000,000 on an “occurrence basis” with respect to third party liability claims for bodily injury, property damage, and personal injury. Las Flores shall be added as an additional insured.

b. The Contractor and all consultants retained by the Contractor shall carry Professional Liability Insurance (errors and omissions) for an amount not less than $1,000,000 per claim, $2,000,000 aggregate for one project, $4,000,000 aggregate for all claims within any policy period.

Copies of the Insurance Certificates and WSIB Clearance Certificate shall be provided to the Project Manager upon award of the bid.

The Contractor must notify the Management whenever work is expected to be hazardous to the building residents and/or employees and/or operations.

**13. CONFLICT OF INTEREST**

A Contractor must disclose in the Proposal any actual or potential conflicts of interest and existing business relationships it may have with Las Flores, its elected or appointed officials or employees. Las Flores may rely on such disclosure.

**14. CONFIDENTIALITY**

All proposals become the property of Las Flores and will not be returned to the Contractor. All quotations will be held in confidence by Las Flores unless otherwise required by law.

**Las Flores Non-Profit Housing Corporation**

REQUEST FOR PROPOSAL

**Schedule A: SPECIFICATIONS OF GOODS AND SCOPE OF SERVICES**

**1. GENERAL DESCRIPTION**

Provide all labour, materials, permits, and certifications to meet the requirements described herein and in accordance with applicable codes and ordinances. Furnish certificates confirming work conforms to requirements of Authorities having jurisdiction. Job site location is 10 Dora Avenue, Toronto, Ontario M6H 2J4.

The Contractor shall perform the work in full compliance with all applicable federal, provincial and municipal enactments, codes and regulations, such as but not limited to: Ontario Building and Safety Codes, Canadian Standard Association, and Ontario Workers’ Compensation Board.

**2. SCOPE OF WORK**

Contractor shall remove and replace existing windows at 10 Dora Avenue. New windows meeting the minimum specifications as outlined below shall be installed. Approximately 131 horizontal slider thermal units (all west and southwest side windows), 100 horizontal slider thermal units (selective east and southeast side windows) and 7 horizontal sliders (selective east side windows) require replacement. The thermal units are measured nominally 6’x3’.

Contractor shall make all necessary measurements to determine the exact size of windows to complete the work. Contractor shall provide all labor and materials to complete the work. A pre-bid meeting will be scheduled in order that Project Manager may clearly demonstrate to all interested bidders the exact windows that constitute the work.

Off-site disposal of all demolished windows and other construction debris resulting from activity related to the work shall be the responsibility of Contractor.

Contractor shall take care to minimize any disturbance within the building while performing the work, and upon completion of the work shall ensure that the job site is clean and orderly. At conclusion of job, an inspection will be done to satisfy the Management all areas of the building and grounds are in their original condition.

**3. SPECIFICATIONS**

3.1. Site Conditions

3.1.1. Delivery, Storage, and Handling

3.1.1.1. Deliver materials to job-site in new, dry, unopened, and well-marked containers showing product and manufacturer's name. Deliver materials in sufficient quantity to allow continuity of work.

3.1.1.2. Materials shall be stored in a dry, well-ventilated, weather-tight place where they will be protected from cosmetic and functional damage. Storage of materials inside the facility and/or at areas of the grounds only where designated.

3.1.2. Installation conditions

3.1.2.1. Windows will be installed in an apartment building. Therefore, Contractor shall ensure that current and forecasted weather conditions will not substantially interfere with the activities of the residents. Additionally, the work shall not occur during any weather conditions that could interfere with the quality of the installation itself.

3.1.2.2. The manner of installation – including all incidental materials such as caulks, adhesives, fasteners, paints, stains, tape, etc. – shall comply with OBC 2006, CSA A440 and EnergyStar,all manufacturer recommendations, and these specifications. If Contractor deems that deviation from such code and recommendations is necessary, such deviation shall be approved by Project Manager *before* the work is commenced. In the event of conflict between referenced standards and these specifications, these specifications shall prevail.

3.1.2.3. No fastener shall be placed in the bottom of the window sill if it will be exposed to the exterior environment.

3.1.2.4. Do not work in rain, or in presence of water. Do not apply caulking or sealant materials if rain is imminent within 4 hours of application.

3.1.3. Material disposal

3.1.3.1. Contractor shall be responsible for disposal of all trash or other construction debris relating to or arising from the work. Contractor shall haul all such trash off-site at his own expense. Contractor shall ensure that the work site be left in a clean, orderly state after the work is complete.

3.2. Product Specifications

3.2.1. Lock type

3.2.1.1. Lock shall be either lever-type or twist-type.

3.2.2. Screen

3.2.2.1. Window shall be equipped with a bug screen that will prevent insects, debris, etc. from entering the interior environment. The screen shall be reasonably transparent to allow unobstructed view through the window.

3.2.3. Glass

3.2.3.1. The window sash shall be constructed with a minimum of two panes of glass (“double-pane”) that are sealed to prevent moisture or atmospheric intrusion between the panes. The glass shall have VT (Visible Transmittance) of no less than 0.7.

3.2.3.2. Panels shall be constructed with a low-emission (“low-e”) coating to minimize solar heat gain of the interior environment. The SHGC of the glass shall be less than 0.4.

3.2.3.3. The empty space between the panes of the window shall be charged with an appropriate gas (argon or equivalent) to enhance the thermal insulating effect of the window. The glass panes shall be separated by warm edge spacer to reduce thermal bridging. The center-of-glass U-value shall be less than 0.35.

3.2.4. Frame

3.2.4.1. Frames material shall be aluminum.

3.2.4.2. Frames shall be horizontal slide-by-type or awning type (price separately). All replacement windows must match the existing colour and style of windows in the building.

3.2.5. Child Safety Window Stop

3.2.4.1. Window slide stop shall be installed to horizontal sliders.

3.2.6. Incidental Materials

3.2.6.1. Caulk shall be no- or low-VOC. All surfaces that require caulking or glazing sealant shall be thoroughly cleaned and dried per the manufacturer’s (Dow Corning or equivalent) specifications prior to placement of caulk to ensure a positive bond. Caulk shall be placed continuously around the inside and outside edges of the window to obtain a leak-free seal and shall be “tooled” in order to maintain an aesthetically clean appearance. Gaps over which caulk is placed shall be per the manufacturer’s specifications.

3.3 Submittal

3.3.1. At least one week prior to any work, Contractor shall submit to Project Manager material specifications for all products chosen by Contractor to be installed during the work. Work shall not begin before Project Manager has reviewed and approved the proposed material specifications and returned a copy of such specifications clearly indicating his approval to Contractor.

3.4. Workmanship

3.4.1. Work shall be done in a manner consistent with generally accepted construction practices. When completed, the windows and appurtenant areas of the building affected during the course of the work shall have good aesthetic quality as judged by Project Manager.

3.4.2. Materials shall carry a warranty against defects for a minimum of 10 years. Labor shall be warranted for a minimum of 2 years.

3.4.3. At the end of the project, the Contractor shall prepare and deliver to the Management a preventive maintenance plan for the work performed in this project.

**4. Tentative Project Timeline**

June 27, 2011 Tender packages to be sent out by courier

July 6, 2011 Site meeting for interested bidders

July 18, 2011 Bids due from bidders

July 22, 2011 Bid analysis to be completed

August 29, 2011 Project start

September 30, 2011 Project completion

**5. Environmental Management Practices**

5.1 Packaging materials and garbage shall be minimized.

5.2 Garbage shall be disposed in an environmentally responsible manner.

5.3 Parts shall be source locally (preferably).

5.4 Contractor shall have an Environmental Management Control policy.

**6. Project Quality Control**

6.1 The Contractor shall install the new windows according to the manufacturer’s written installation instructions.

6.2 The Contractor shall apply caulking and/or glazing sealant according to the manufacturer’s written application instructions.

6.3 The Contractor shall commission the new windows according to the manufacturer’s written commissioning procedures.

**Las Flores Non-Profit Housing Corporation**

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**Schedule B: EXECUTIVE SUMMARY**

**CONTRACTOR INFORMATION**

Legal Company Name:

Address:

Contact Person:

Phone (Office):

Phone (Mobile):

Email:

The Contractor offers to supply to Las Flores the Goods and Services necessary for the provision of windows retrofit as stated in Schedule A, at 10 Dora Avenue, Toronto, Ontario M6H 2J4 for the prices plus applicable taxes as follows:

Quotation Summary

Qty.

Price (HST extra)

Allowances

I the undersigned duly authorized representatives of the Contractor, having received and carefully reviewed the RFP including without limitation the Schedule and Appendix, submit this Proposal in response to the RFP.

**This Proposal** is offered by the Contractor this \_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2011.

**I have the authority to bind the Contractor.**

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(Legal Name of Contractor)

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(Signature of Authorized Signatory)

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(Print Name and Position of Authorized Signatory)