



## REQUEST FOR PROPOSAL (RFP2018-001)

Aug 1, 2018

Proposals are invited to supply materials and labour to complete the painting of the exterior wood doors, windows and trim on the Old Stone Mill and Turbine Shed at 46 King Street in Delta, ON, according to the plans, conditions and scope of work attached. Work is to start *on or about* **September 4, 2018** and be completed by **September 28, 2018**.

Bidders are invited to attend the site between the hours of 10 a.m. to 5 p.m. when the Old Stone Mill is open to review the work required prior to the submission deadline.

Proposals will be received up until closing time (no later than 4 pm) on **Sunday, August 19, 2018** at the office of the Old Stone Mill, 46 King St. in Delta, or by email at [info@deltamill.org](mailto:info@deltamill.org).

For further information please contact me at 613-928-2796 or email [cathy.livingston@sympatico.ca](mailto:cathy.livingston@sympatico.ca).

Thank- you!

Cathy Livingston  
President, Delta Mill Society



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**REQUEST FOR PROPOSAL (RFP2018-001)**  
**Conditions and scope of work**  
**For painting wooden doors, windows and trim**  
***Old Stone Mill National Historic Site of Canada***  
***46 King St, Delta, ON.***

**CONDITIONS:**

1. The following scope of work and conditions are to be observed in all proposals.
2. Proposals must be accompanied by references and contact information on previous clients.
3. Bidders are invited to attend the site between the hours of 10 a.m. to 5 p.m. when the Old Stone Mill is open prior to the deadline.
4. Break out the prices for each face of the mill so that the contract can be tailored to the budget if necessary.
5. Payment may be up to two progress payments if prearrangement is made. A 10% hold back on each payment will be retained until all deficiencies are made good.
6. Means of access to the windows and doors above ground floor is the choice of the bidder, **provided** it meets the safety requirements of the Occupational Health and Safety Act, and leaves no damage or marks on the fabric of the mill or the grounds or adjacent properties. Approval of the Labour Authorities shall be the responsibility of the contractor.
7. On the west side third floor windows, access may be from the roof of the turbine shed **provided that** existing wooden shingles are protected by soft Styrofoam at least 37mm thick, overlaid with plywood 12mm thick.
8. Maintain access until the representative of the owner has inspected the work.
9. All work is to be performed by *experienced personnel* with the required skills. Work will be judged for professional results. Bidders must keep in mind the ***Cultural Integrity of our Heritage Building*** and take much care of its preservation of the Old Stone Mill.
10. Safety for pedestrian traffic on the sidewalk is to be maintained at all times.
11. Scaffold or other equipment for access to the upper windows is to be enclosed in snow fence and signed for danger and forbidden access in off hours.



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12. Prior to award of contract – The winning bidder will provide to the Delta Mill Society proof of project insurance holding The Delta Mill Society free of liability in the case of injury, death, or property damage, resulting from the performance of this work, -- **and** -- proof of the contractor’s good standing with the Ontario Workplace Safety and Insurance Board (WSIB) for the duration of the contract.

**SCOPE OF WORK:**

13. Make good all exterior painted surfaces (excepting the cornice and fascia) prime and recoat with the most durable, fade proof, and compatible product possible (recoating with alkyd would be preferred).

14. Sand and repaint wood Interior around the windows and doors.

15. Replace the sill and part of the jamb and trim on one window on the ground floor **north elevation**.

16. Fill cavities in the sills on **third floor NW and SE windows** and cover sill with brown aluminum flashing material, bent in a brake to conform to the shape of the sills, tightly fitted, extending under the lower sash to the interior, with a folded drip edge at the bottom, wrapped on the ends, caulked, and painted to match.

17. Provide optional unit price to cover other window sills in the same way.

18. Specify in detail all proposed procedures and products. Proposals will be judged for the best value and durability, as determined by the Delta Mill Society, not by price alone.

<b>Location</b>	<b>Cost</b>	<b>HST</b>	<b>Total Cost</b>
East Side Windows & Doors			
North Side Windows & Doors			
West Windows & Doors			
South Windows & Doors			
Replace and/or Repair Sills			
Cost of Brown Aluminum Flashing per Sill			
<b>Total Cost</b>			



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**Form for Proposal**

I/We have reviewed the RFP, including the Terms and Conditions, and Terms of Reference, and hereby offer to provide goods or services for the following amounts of money in exchange for the right to enact the requirements of the Proposal.

In writing:

\_\_\_\_\_ Dollars

Registered Business Name: \_\_\_\_\_

WSIB Number: \_\_\_\_\_

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

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Signature of Authorized Officer:  
\_\_\_\_\_

Name of Authorized Officer (please print):  
\_\_\_\_\_

**Note for Signing Office: By my signature, I hereby confirm I am a principal, or have been duly authorized by the principal or board, to sign on behalf of the above named organization.**