



REQUEST FOR PROPOSALS NOTICE

REFERENCE RFP 10-113

CONTRACTOR REQUIRED FOR SUPPLY AND INSTALLATION OF A NEW MULTI-UNIT 'T' HANGAR LOCATED AT THE BRANTFORD MUNICIPAL AIRPORT

Sealed Proposals in a clearly marked envelope are to be delivered to the BID DEPOST BOX, Purchasing Division, located at 1 Market Square, Lower Level, Suite 120, Brantford, ON, N3T 6C8, on or before 2:00 p.m. Local Time on **Thursday, January 20, 2011**.

SCOPE OF WORK:

The City of Brantford invites Proposals from Contractors for Supply and Installation of a new Multi-unit 'T' hangar to be built at the Brantford Municipal Airport located in the County of Brant.

The scope of Work will include, but not be limited to:

- design and preparation of working drawings reviewed and stamped by an engineer and in conformance with the latest version of the Ontario Building Code and the requirements of the County of Brant;
- survey and layout for the proposed building;
- all siteworks and servicing as indicated on the engineered site plan provided by the Owner, and as required to completely service the building;
- foundation design and drawing, and working drawings for wood construction or steel building, overhead doors, mandors and fixtures, for approval by City and Engineer prior to construction;
- inspection and certification of Work by the Contractor's Engineer;
- as-built drawings as prepared by the Contractor's Engineer;
- all construction to complete this project including site work; and
- all utilities and utility hook ups.

MANDATORY SITE MEETINGS:

There is a **MANDATORY** site meeting scheduled for **11:00 a.m. sharp on Wednesday, January 5, 2011**. Proponents should arrive at the airport building located at 110 Aviation Avenue, Brantford, Ontario prior to this time for attendance. All interested parties are required to attend a meeting and familiarize themselves with the site and working conditions. The City reserves the right to schedule additional mandatory meetings in the City's sole discretion. Attendance will be taken at all site meetings. Failure of a Proponent to attend a meeting and sign an attendance sheet will result in the rejection of any Proposal Submission by that Proponent.

All Proponents are expected to understand the Scope of Work and the site conditions and to have thoroughly familiarized themselves with all pertinent conditions before delivery of their Proposal.

Each Proposal Submission must be accompanied by a proposal security in the form of a bid bond, bank draft, certified cheque, money order or an irrevocable letter of credit in the amount of **THIRTY FIVE THOUSAND DOLLARS (\$35,000.00)** made payable to the Corporation of the City of Brantford.

Contract security will be required to be provided by the Successful Proponent before a Contract will be awarded. An irrevocable letter of credit will not be considered acceptable in lieu of a labour and material payment bond for this Project.

Proponents submitting Alternate Proposals should clearly mark the second Proposal submitted in Step – 1 technical envelope (**Option 2 – Alternate Proposal**).

Request for Proposal documents are available from the Purchasing Division, Finance Department, the City of Brantford, 1 Market Square, Lower Level, Suite 120, Brantford, ON between the hours of 8:30 a.m. and 4:30 p.m. weekdays. . ***The cost for the Request for Proposal documents is \$43.05 (including HST), payable in cash, by debit, Visa or MasterCard, or by cheque made payable to the Corporation of the City of Brantford. This fee is non-refundable.*** If unable to visit the Purchasing Division office in person to obtain documents, Proponents may request to have the RFP forwarded by email. Proponents are to send their requests, along with their complete contact information (including name of company, contact name, address, phone, fax, email address and method of payment) to: **purchasing@brantford.ca**.

Proponents shall be solely responsible for obtaining the RFP documents and for the delivery of their Proposal Submission in the manner and time described in the RFP. Fax or electronic submissions will NOT be accepted. The City of Brantford is not liable for any costs associated with the preparation of the Proposal Submission, or for any other cost incurred by any Proponent prior to execution of the Contract.

The City of Brantford is NOT obligated to accept the lowest or any Proposal.

Solomon Wedderburn, C.P.P.
Buyer
Purchasing Division – Finance Department
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