



# REQUEST FOR QUOTATION

## RFQ 2022-01

### REPLACEMENT OF ARENA HEATERS At the MMCC

**Issue Date:** Monday, March 28, 2022

**Closing Date:** Friday, April 8, 2022 at 12:00 noon

**Contact:** Alex Patterson, Director  
Department of Community Services and Tourism  
Municipality of Wawa  
40 Broadway Ave, PO Box 500  
Wawa, ON P0S 1K0

**Telephone** 705-856-2244 Ext. 242

**Email** [apatterson@wawa.cc](mailto:apatterson@wawa.cc)

**A. General Description of Project**

The Municipality of Wawa is issuing this Request for Quotation (“RFQ”) to seek out a successful contractor who will undertake the replacement of two (2) banks of heaters as defined in the Scope of Work

The successful contractor will have demonstrable experience and training in the installation of propane heaters and HVAC accessories.

**B. Scope of Work**

The contractor will:

- Remove existing propane heaters and dispose according to local code
- Supply and install new propane tube heaters with the following specifications:
  - Schwank STS-JZ-F-175-N propane fired low intensity infrared heater or alternative\*
  - 175 MBTUH or greater
- Hookup new heater to existing building controls
- Provide all manuals, specifications, and operating instructions to staff

\*Alternative to be approved by staff prior to contract award

See pictures and drawings attached in **Appendix A and B**

**C. Contact**

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**Email is the preferred method of contact.**

**D. Contractor Requirements**

Minimum requirements by the Contractor for submission of a Quote in response to the RFQ shall include the following:

- a) Proof of current WSIB Coverage
- b) Proof of current Working at Heights training as recognized in the Province of Ontario for all workers on site
- c) Proof of certification for licensed installer on site
- d) Proof of \$2,000,000.00 Liability insurance for incidents and occurrences

**E. Contractor’s Work Schedule**

The Contractor’s work will begin by June 1, 2022 and end no later than August 31, 2022.

**F. RFQ Quote Submission Requirements**

Contractors interested in providing these services must prepare and submit a Quote that includes:

a) Budget

Provide a detailed Quote by task for the services identified in the scope of work section of this Quote. Identify costs for materials and labor.

b) Proof of Contractor Requirements

Provide proof of all requirements as outlined in the Contractor Requirements section of this RFQ

c) Deadline and Delivery

An electronic (PDF) version of the Quote shall be submitted to the contact for this RFQ. The deadline for the submission of a Quotation is: **Friday, April 8, 2022 at 12:00 noon**

Quotes received after 12 p.m., April 8, 2022 will not be accepted.

**G. Indemnification, Hold Harmless and Insurance Requirements**

In addition to other standard contractual terms, the Municipality will require the selected vendor to comply with indemnification, hold harmless and insurance requirements as outlined below:

The Contractor shall indemnify and hold harmless the Municipality (including any of its bodies, agencies, councils and associations and their servants, agents, officers, directors, elected officials, successors, assigns, employees and personal representatives and each of them) from and against any loss resulting from negligence, claim, demand, damages, liability, and costs and permitted assigns. This provision shall survive termination of any agreement resulting from this RFQ.

The vendor shall procure and maintain, for the duration of this contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his/her agents, representatives, employees or subcontractors. The cost of such insurance shall be paid by the Contractor. Insurance shall meet or exceed the following unless otherwise approved by the Municipality.

**Insurance Requirements**

- a) Worker's Compensation coverage as required by the Province of Ontario.
- b) Comprehensive or Commercial General Liability: \$2,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage.

**H. Accept or Reject Quote**

The Municipality reserves the right to accept or reject any or all Quotes and recommendations and may waive minor errors or omissions in any Quote. The Municipality reserves the right to select a Contractor, who in and upon our approval provides the most advantageous solution and demonstrates their ability to provide the expected outcomes of the Quotes that will best serve the interests of the Municipality. Wawa is not obligated to award the contract based on the lowest price or any other particular factor. The Municipality will not be liable or reimburse any firm for the costs they incur to prepare their Quotes. The Municipality also reserves the right to substitute components where the Municipality considers that an alternative may be more suitable and the right to modify any and all requirements stated in the RFQ at any time prior to the possible awarding of the contract. The RFQ does not commit the Municipality to award a contract or to pay any costs incurred in the preparation of a Quote or attendance at a pre-awarded meeting.

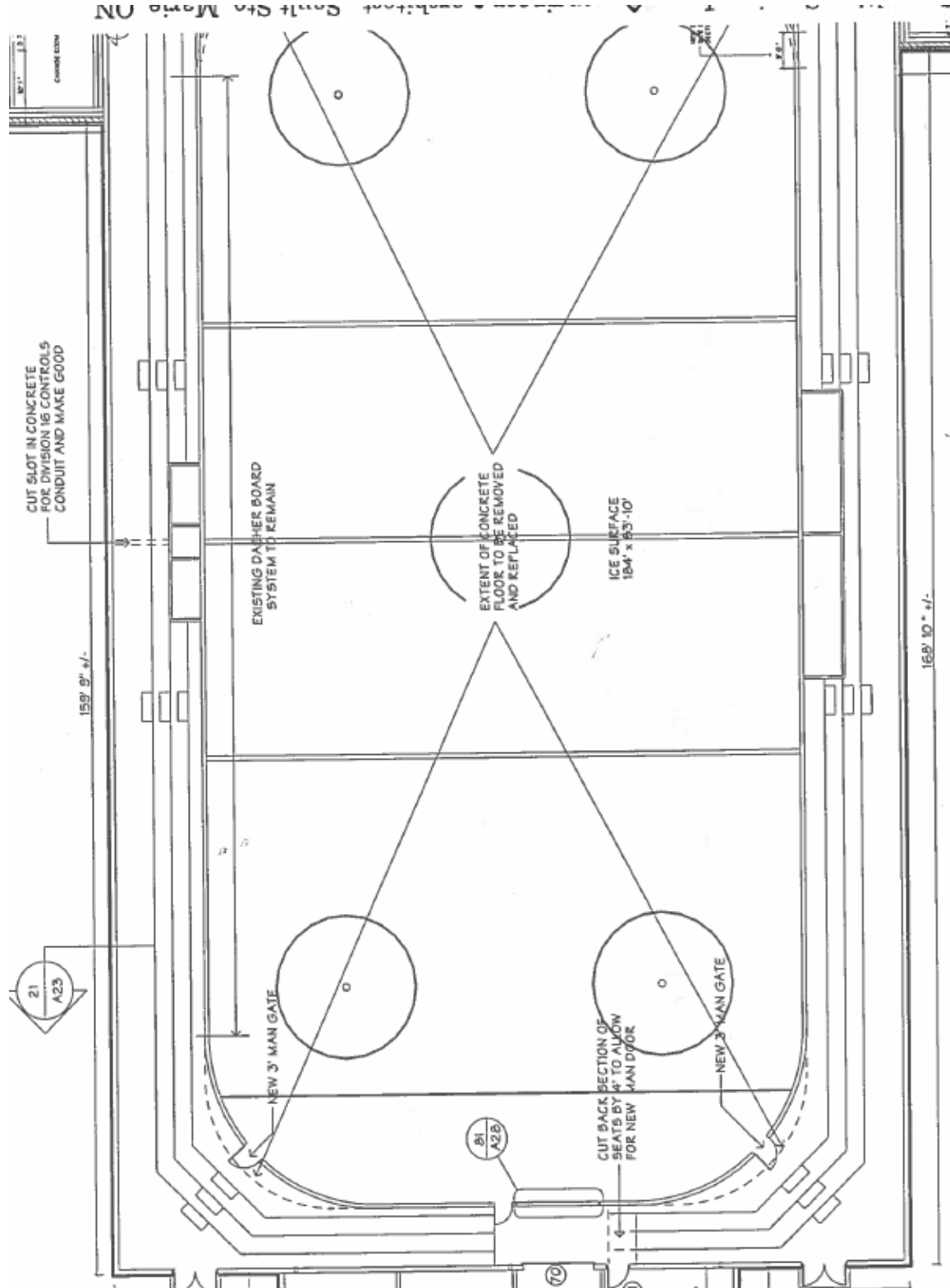
**I. Acceptance and Termination of Contract**

The quotation submitted will form the contract between the Municipality and the Contractor. A signed copy will confirm acceptance of the Quote.

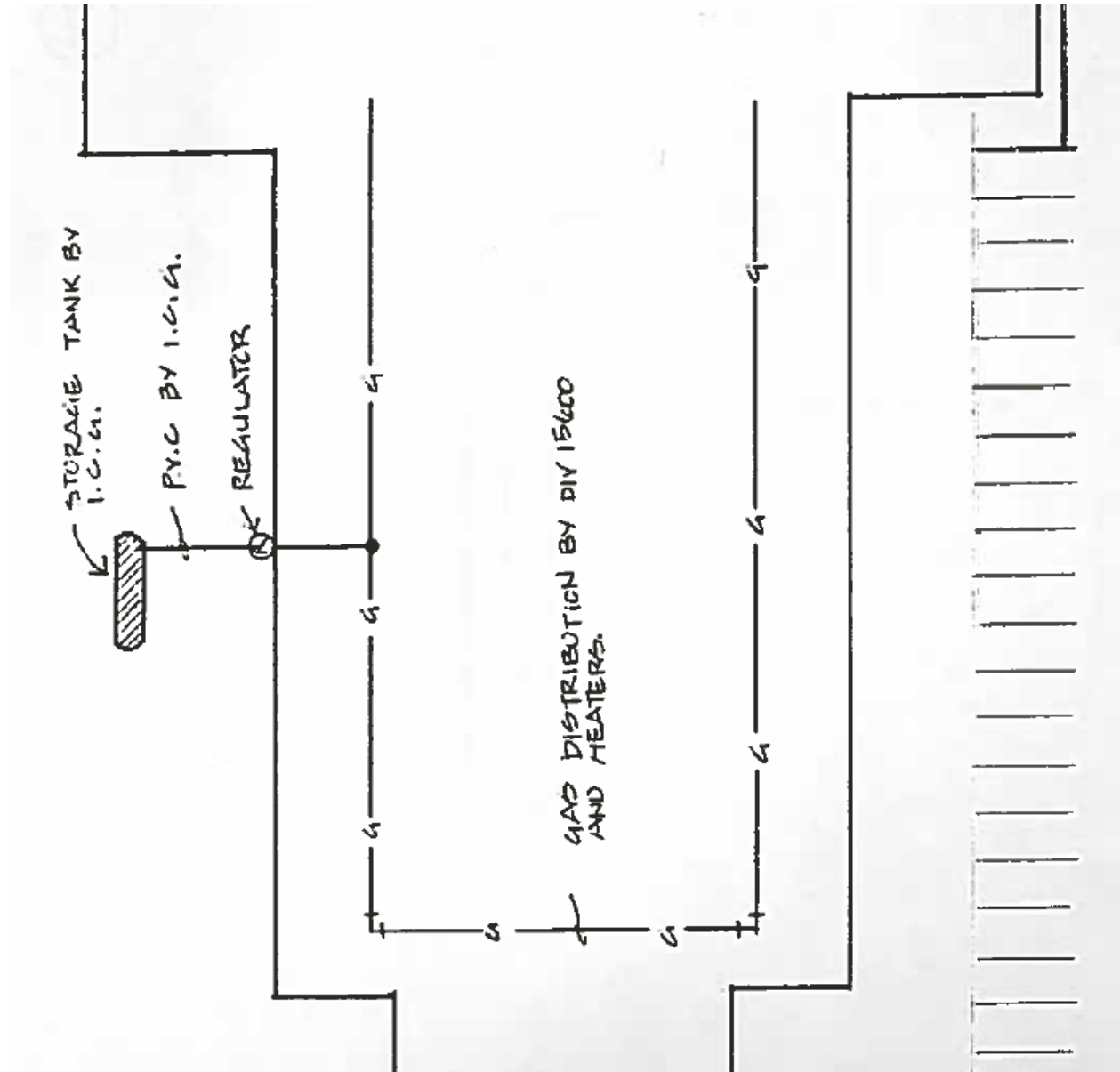
Either the Contractor or Municipality may terminate the contract, once awarded, at any time upon giving notice in writing at least thirty days prior to the date of termination without penalty or recourse. In the event of such termination, the Contractor will be paid for services up to and including the date of termination.

### Appendix A – Site Drawings

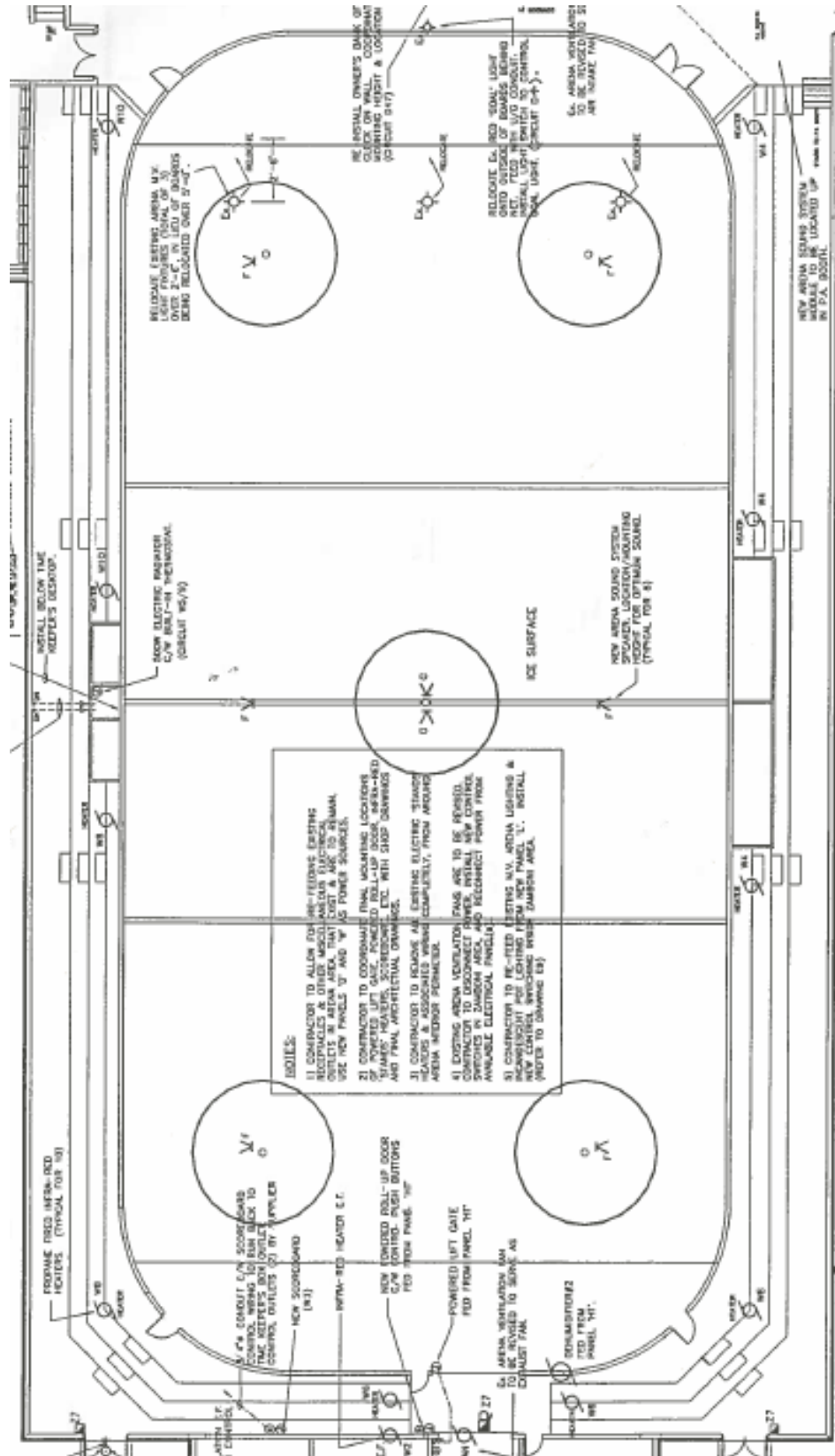
#### General Arena Plan



Propane Service line layout



Electrical Service Layout





**Appendix B – Pictures**

New Heater – Installed 2019 (example – not to be replaced)





Old Heaters – To Be Replaced





Controls

