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REQUEST FOR PROPOSALS NOTICE

Contract Number: RFP 17 - 13

Water Conservation Initiatives – Various Properties

Closing 11:00 am, Hamilton time

Thursday June 15, 2017

Sealed Proposals for the above noted Request for Proposals, addressed to Scott Mooney, CityHousing Hamilton, Asset Renewal Department, 55 Hess Street South, 23rd Floor, Hamilton, ON, L8N 4E5 will be received at **only** the above noted address on or before the date and time stated above.

1.0 SCOPE OF WORK

The provision of all labour, materials, equipment, transportation and all other associated work required for the supply and installation of new high efficiency toilets, showerheads, and aerators at various CityHousing Hamilton properties. The Work also includes the removal and disposal of existing toilets, showerheads, and aerators.

2.0 CONTRACT REQUIREMENTS

Proponents are advised of the following contract requirements for this Request for Proposals:

2.1 Proposal Security

Proposal security:

The Bidder shall include together with the Bidder's Step 2 Cost Submission Form any one of: a Bid Bond from a Surety acceptable to CHH, a certified cheque, a Bank Draft or an irrevocable Letter of Credit (not a letter of guarantee) in favour of CHH in the amount of \$10% of the total contract prices on your Cost Submission

Form. All security will be valid for a period of 60 days from the date of RFP closing unless otherwise stipulated in the Cost Submission Form.

2.2 Performance and/or Labour and Material Payment Security

Performance and Labour and Material security:

The Contractor shall provide security as follows:

Performance Security: 50%

Labour and Material Security: 50%

Securities which are acceptable would be as follows:

1. Performance Bond from a Surety acceptable to CHH.
2. Certified Cheque
3. Bank Draft
4. An Irrevocable letter of Credit (not a letter of guarantee)

The cost of which will be included in the Cost Proposal.

3.0 SITE MEETINGS

3.1 Mandatory Information Session

Wednesday May 24, 2017 at 11:00am

**55 Hess Street South, 23rd Floor Boardroom
Hamilton, ON**

4.0 TO OBTAIN DOCUMENTS

A complete set of Request for Proposals documents will be available upon request at the Asset Renewal Department at the location stated above.

4.1 Online: Not Available

4.2 Hardcopy (in person):

Fee: \$100.00 non-refundable, tax included

Method: cash, money order, bank draft or company cheque made payable to CityHousing Hamilton.

Location: CityHousing Hamilton, Asset Renewal Department,
55 Hess Street South, 23rd Floor, Hamilton, ON, L8N 4E5

Time: 8:30 am to 4:30 pm

If using a courier service to pick up and pay for documents on your behalf, ensure you provide them with the applicable fee payment and return courier waybill.

To help with the processing of couriered documents, email the following information to:

Email: scott.mooney@hamilton.ca
Subject: Contract number

- Company name, address and fax number
- Contact name and telephone number
- Courier's name
- Courier account number

Documents will not be released by collect courier shipment, and CityHousing Hamilton will not be responsible for any lost fee.

Proposals shall be opened at the Asset Renewal and Maintenance Department Office following the closing date and time of the Request for Proposals.

COMMUNICATIONS NOTICE

All requests for information, instructions or clarifications must be set out in writing and directed to:

Scott Mooney
Contract Administrator / Specifications Writer
Asset Renewal Department
CityHousing Hamilton
55 Hess Street South, 23rd Floor
Hamilton, ON L8N 4E5
Email: Scott.Mooney@hamilton.ca

All questions related to this Request for Proposals (RFP) or any clarification with respect to this RFP must be made no later than **three Business Days prior** to the Closing Time of this RFP in order that CHH staff may have sufficient time to respond. CityHousing Hamilton reserves the right to extend the deadline for questions if required regarding this RFP.

Written answers or clarifications to issues of substance shall be shared with all Proponents and issued as part of the RFP in the form of an Addendum.

Addenda will be issued by email. Notification of Addenda will be only posted on CityHousing Hamilton's website:

www.cityhousinghamilton.com

CityHousing Hamilton is not responsible for non-receipt of Addendum. It is the sole responsibility of each proponent to check CityHousing Hamilton's website for any and all Addenda notifications that have been issued for this Request for Proposals.