



## Public Call to Tender

### Redesign and Build of Locker Space in Equipment Room

**Date Issued: Feb 22, 2018**

Parry Sound Minor Hockey is seeking a contractor to redesign and build new lockers for the new local league teams to be located in the Equipment Room at the Bobby Orr Community Centre. The new lockers (5-9) will be built into the current "rec league" locker space which is currently available. The space available is approximately 20' in length and approximately 8' deep, running under the bleachers. The general design requirements are listed below.

Submissions to this request are to be delivered to Chris Mahon - Parry Sound Minor Hockey Equipment Director by 4 p.m. on the PCT Closing Deadline of Friday March 9, 2018.

Prior to the submission deadline, all questions related to the Public Call to Tender and process shall be directed in writing/email/text to:

Chris Mahon  
Email: [chris@parrysoundhockeyclub.com](mailto:chris@parrysoundhockeyclub.com)  
Text: 705.774.2517

#### General Design Requirements:

- Basic materials (2x4 and fencing) can be used similar to what is currently being used for the "rep team lockers"
- Fencing is suggested to allow light through to avoid electrical work
- Construction of all doors for each of the lockers
- There will be no structural changes required
- If Tapcon Concrete Anchors may be required but **must** be coordinated with the Parks & Recreation Manager before construction begins.

#### CRITERIA FOR SELECTION

Parry Sound Minor Hockey will compare and evaluate all tenders that provide the overall best value to the Club, based on, but not limited to, the following:

- (a) the Proponent's fee proposal- Total Project Cost to be delivered.
- (b) the qualifications, experience and reputation of the Proponent, including any past experience the Parry Sound Minor Hockey has with the Proponent.
- (c) the Proponent's proposed deliverables, methodology; warranties; and timelines.
- (d) the Proponent's ability to provide a Certificate of Insurance.



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### **Unacceptable Performance**

Parry Sound Minor Hockey reserves the right to inspect all operations and to withhold payment for any work not performed or performed not in accordance with the specifications/contract documents. Payments may be delayed for unsatisfactory performance and will be released upon receipt of satisfactory evidence that the work has been corrected to the Club's satisfaction. These corrections shall be at no cost to the Parry Sound Minor Hockey. The Proponent shall correct deficiencies within twenty-four (24) hours of notice by telephone or in writing. Failure to do so may be cause for withholding of payment for the service and may result in default action.

### **Invoice/Method of Payment**

The Proponent shall submit invoices listing the services performed and completed. Invoices must show: purchase order number or contract number and payment due based on final contract agreed upon by both parties, at the intervals agreed upon. Invoices must be submitted to the Parry Sound Minor Hockey Treasurer. Proponents are advised that Parry Sound Minor Hockey will not authorize payment if reports, tasks and duties assigned for that particular period have not been produced or completed as required. Payment of any and all invoices will be based upon successful completion of the required duties and tasks for that particular time period per the final negotiated contract payment terms. Parry Sound Minor Hockey will implement a 10% holdback from each invoice. Payment in full will be made within 45 days of satisfactory completion of the contract.