



### Request for Expression of Interest

#### Elmgrove Hall Proposals

#### Submission deadline – Friday, March 14, 2025

The Town of Georgina is seeking Expressions of Interest (EOI) from anyone interested in submitting plans and proposals for the future use of the Elmgrove Hall, located at 577 Catering Rd., Sutton, Ontario.

The subject facility includes a 1,872-square-foot, one-storey building with an unfinished crawlspace. Lot size is approximately 60 feet wide by 260 feet deep. The original portion of the building is a designated heritage building under the Ontario Heritage Act and was constructed in 1881. This should be considered if the intention is to renovate.

There is a small extension on the back of the building which dates from c.1960 and contains the washroom and kitchen facilities.

The Town does not make any claims as to the condition or functionality of the building nor is it prepared to invest funds to render the building compliant with Building Codes, AODA or any such regulations at this time.

Interested proponents must attend a site visit prior to submitting proposals. Site visit will take place Monday, Feb. 24, 2025, at 9 a.m.

Question submission deadline will be Friday, Feb. 28, 2025, and respondents are asked to send their questions to [tmclatchie@georgina.ca](mailto:tmclatchie@georgina.ca).

Proponents shall submit a detailed plan for the intended renovations to the building as well as anticipated types of use once the renovations are complete. All repairs and associated costs including any necessary building permits will be the responsibility of the successful proponent as selected by the Town.

Should the successful proponent not decide to renovate the building using the bell tower, it shall be returned to the Town.

Renovations shall comply with all applicable codes and statutes and are subject to proper regional/municipal permitting. An agreement with terms, conditions and responsibilities of each party will be prepared and must be endorsed by Council in order to proceed.

Send submissions to [tmclatchie@georgina.ca](mailto:tmclatchie@georgina.ca) no later than 2 p.m. Friday, March 14, 2025.

Prior to the commencement of any work, the successful proponent must obtain insurance in accordance with the following, and provide proof thereof to the Town Representative:

1. Insurance requirements

1. The selected respondent (contractor) must submit a Certificate of Insurance (COI) to the Town Representative within seven days after notice of award of contract and the coverage must be:
  1. Commercial General Liability Insurance on an occurrence basis for an amount of not less than five million dollars (\$5,000,000) and on an aggregate basis of not less than five million dollars (\$5,000,000);
    1. Such policy to include, but not be limited to, bodily injury (including death), personal injury property damage, contractual liability, products and completed operations and shall contain cross liability and severability of interest clause; and
    2. "The Corporation of the Town of Georgina" must be named as additional insured.
  2. OAP 1 Owned Automobile Liability Insurance subject to a limit not less than two million dollars (\$2,000,000) per accident meeting statutory requirements covering all licensed vehicles owned, operated or leased by the contractor and used in any manner in connection with the performance of the terms of the contract. and
    1. The Corporation of the Town of Georgina does not need to be named as an additional insured.
2. The contractor/consultant will be entirely responsible for the cost of any deductible maintained in any insurance policy;
3. The policies shown above will be endorsed to provide the Town with not less than 30 days, written notice of cancellation or non-renewal, change or amendment restricting coverage;
  1. However, if for any reason the Insurer, on behalf of the contractor/consultant, cannot endorse their policies to provide the Town Representative with not less than 30 days written notice of cancellation or non-renewal, change or amendment restricting coverage, the responsibility thereof will automatically transfer to the contractor/consultant; and
  2. It then becomes the contractor/consultant's strict obligation to deliver to the Town Representative by registered mail with not less than 30 days, written notice of cancellation or non-renewal, change or amendment restricting coverage.
4. The contractor/consultant must not commence work under the contract until evidence of insurance coverage is completed and filed with and approved by the Town representative;

1. The contractor/consultant must provide evidence to the Town representative of the continuance of this insurance at each policy renewal date or notice if the policies have been amended or extended, all or any part of the insurance, for the duration of the contract.
5. If required by the Town Representative, the contractor/consultant must provide certified true copy(s) of the policy(s) certified by an authorized representative of the Insurer together with copies of any amending endorsements applicable to the work;
6. If the contractor/consultant fails to maintain insurance as required by the contract, the Town will have the right to provide and maintain such insurance and give evidence to the contractor/consultant;
  1. The contractor/consultant must pay the cost thereof to the Town on demand or the Town may deduct the cost from the amount, which is due to or may become due to the contractor/consultant.
7. The Town reserves the right to request such higher limits of insurance or other types of policies appropriate to work as the Town may reasonably require;
8. All policies must be with Insurers licensed to underwrite insurance in the Province of Ontario and will be in a form acceptable to the Town;
9. All policies must apply as primary and not as excess of any insurance available to the Town;
10. If requested, the contractor/consultant must provide the Town Representative with a letter from their insurance provider confirming the contractor/consultant's ability to meet the insurance requirements as set out in the contract; and
11. Failure to submit the required documents to the Town Representative seven working days after notification will be sufficient cause for the Town to cancel the contract.