

PROVIDED TO

Tracy Guy
Deputy Clerk

PROJECT

Municipality of Kincardine
Washroom checklist & review

DATE

Aug 8, 2024

ACCESSIBILITY CONSULTING

Goal: To create a comprehensive outline of upgrades required for municipal washrooms in Kincardine.

WORK PLAN & DELIVERABLES

Julie will engage in:

- One (1) day, on-site visit to two (2) washroom locations (including male and female washroom at each location)
- Walkthroughs to include up to five staff/AAC members to learn as we go
- Detailed reports to be provided for washrooms reviewed in person.
- Create a comprehensive checklist/spreadsheet to be used by staff to have the details needed to update and improve existing washroom infrastructure in as efficient manner as possible.
- Checklist will include list of features and fixtures to required to develop a comprehensive cost framework for the improvements needed
- Five printed copies of *Building Better Bathrooms*
- One follow-up meeting to review comments and considerations discussed during consultation

INVESTMENT \$2500 for checklist, washroom review and education of staff on site (plus HST and travel expenses)

Notes:

- Upon acceptance of this proposal, SAS will provide a contract to outline terms and conditions.
- Quote is valid for for 30 days from date of proposal
- Work will commence once payment of a 50% retainer and signed contract is received.
- Best efforts will be made to stay within project scope but additional hours may apply based on client discretion and project needs. The client will be made aware of work outside the original scope prior to any additional work being completed.
- Additional charges may be billed for revisions outside of the original project scope as outlined above at a rate of \$145/hour.

- All quoted fees exclude GST, all necessary travel & accommodations and reimbursable expenses. All reimbursable expenses will be invoiced on the final invoice.
- Payment made via credit card will be billed an additional 3% for processing fees.
- Sawchuk Accessible Solutions carries Professional Liability Insurance. Confirmation of coverage is available on request.

Acceptance of Contract

Corporation Name (for invoicing): _____

Mailing Address: _____

Preferred Payment method:

E-transfer: payable to julie@juliesawchuk.ca

Cheque: payable to:

Sawchuk Accessible Solutions

40861 Blyth Rd.,

Blyth, ON

NOM 1H0

Credit Card: payable through QuickBooks (3% processing fee applies)

Corporation Contact Information:

Full Name: _____

Title: _____

Email Address: _____

Phone Number: _____

This quotation is a binding contract and I have the authority to sign for the corporation.

Name

Title

Signature

Date