



TOWNSHIP OF NORTH DUNDAS

**REQUEST FOR PROPOSAL FOR
THE DESIGN, PRODUCTION AND INSTALLATION OF A COMMERCIAL BUSINESS
SIGN**

**ISSUED:
August 21, 2018**

SUBMISSION CLOSING

Submissions will be received by the Township until **3:00 p.m. on September 11, 2018** at the Township of North Dundas office, 636 St. Lawrence St, Winchester, Ontario, which shall be deemed the date of closing.

Respondents are required to submit one (1) copy of their submission, including the original, in a sealed envelope. **Faxed or emailed submissions will not be accepted.**

SUBMISSION OPENING

An official opening of submissions will take place at the Township office located at 636 St. Lawrence St. Winchester, Ontario on September 11, 2018.

CONTENTS

| | |
|---|----------------|
| FORM OF SUBMISSION | Page 3 |
| SCOPE OF WORK | Page 5 |
| SUBMISSION SCHEDULE | Page 6 |
| PROPOSAL CONTENTS | Page 6 |
| SELECTION CRITERIA | Page 7 |
| SUBMISSION CHECKLIST | Page 7 |
| TERMS AND CONDITIONS FOR THIS REQUEST FOR PROPOSAL | Page 8 |
| APPENDIX A: PROJECT REFERENCE LIST | Page 13 |
| ACKNOWLEDGEMENT TO RECEIPT OF ADDENDA | Page 14 |

FORM OF SUBMISSION

PROCUREMENT: Design, Production and Installation of a Commercial Business Sign

| | |
|--|----|
| Company Name | |
| Respondent's Main Contact Individual | |
| Address | |
| Principal Office Location | |
| Office Phone # | |
| Cellular # | |
| Fax # | |
| E-mail Address | |
| Website | |
| HST Account # | |
| Bid Prices: | A) |
| A) Commercial Business Advertising Sign (including header) | B) |
| B) Existing Sign Removal | |
| C) Optional: Individual Business Sign Inserts | C) |

**TO: ATTN: STEPHEN MANN
Economic Development Officer
TOWNSHIP OF NORTH DUNDAS
636 St. Lawrence St,
Winchester, Ontario, K0C 2K0**

I/We, having carefully examined any and all sites of the proposed work, the request for proposal and all documents relating thereto, do hereby submit and offer in accordance therewith to enter into an agreement as and when required by the Township of North Dundas, in strict accordance with the said documents and such further details as may be supplied and to supply all necessary labour and material to complete the work and agree to be bound by the terms and conditions of this procurement process.

DATED AT _____ THIS _____ DAY OF _____ 2018.

Signature of Witness

Signature of Respondent

NOTE:

If the submission is submitted by or on behalf of a corporation, it must be signed in the name of such corporation by a duly authorized officer and the seal of the corporation must be affixed. If the submission is submitted by or on behalf of an individual or a partnership, a seal must be affixed opposite the signature of the individual or the partner.

PURPOSE

The Township of North Dundas is seeking bids from qualified vendors for:

- A) The design, production and installation of a commercial business advertising sign at the corner of Dawley Drive and County Road 31 in Winchester, Ontario. This sign will replace an existing sign that is in a state of disrepair and no longer meets the current advertising demand. The sign header must include the Township logo and/or business park name.
- B) Removal of the existing sign.
- C) Advertising inserts for businesses – price to be guaranteed for 24 months from the date of main sign installation. (Does not include the header which is to be included in section A above). May include size options with applicable prices.

NOTE: The Township will manage the operation of the sign and the rental of sign space.

SCOPE OF WORK

Design

- Sign size - approximate size of the sign should be 7.5m tall and 2.4m wide; recommendation solicited.
- Advertising space – it will have enough space to advertise at least 15 businesses, with each business space being at least 1' - 2' in height.
- Functionality - each businesses sign space needs to be designed in such a way that the signs can be easily removed and replaced as required; recommendation solicited.
- Layout - the top section of the sign must have space for either the Township logo and/or the business park name; recommendation solicited.
- A mock-up of the final design for the sign and the inserts is to be provided as part of the submission.

Production

- Sign material: the sign could be of steel design, double-sided, with high efficiency lighting; recommendation solicited.
- Finish - to maximize durability; recommendation solicited.

Installation

- Engineering drawings and specifications are required detailing the sign, poles and base construction.

- It is the responsibility of the winning bidder to obtain the appropriate building permits and authorizations from the Township of North Dundas and the United Counties of Stormont, Dundas and Glengarry prior to construction.
- Bids must include costs for the demolition and disposal of the existing sign (may be reflected as either a cost for removal or a credit to account for the value of the former sign), the design, production and installation, hydro hook up, project management, expert fees and contingencies.
- Warranty – Product must be warrantied to be free from defects for a minimum of 24 months from installation. Provide details of warranty coverage.

Budget

- This project has a budget of \$25,000 – includes Part A and Part B. Parts C is required but is not included in the \$25,000 budget price.

SUBMISSION SCHEDULE

- Issue of Request for Proposal: August 21, 2018
- **Date of Closing: 3:00 p.m. on September 11, 2018**

PROPOSAL CONTENTS

- Submissions must contain the completed Form of Submission.
- Qualifications must be provided detailing the company's capabilities and years in business. Samples of similar work must be included in your submission.
- A work plan is to be provided detailing the design, construction, materials used and timelines for completion, in order to demonstrate that the firm understands and can respond effectively to the needs of the Township of North Dundas.
- Proposal pricing is to be quoted in Canadian funds exclusive of HST.
- Details of the sign warranty must be included with the submission.
- The selected company or individual will be responsible for all aspects of this project including the acquisition of services of all subcontractors if required. A list of the subcontractors is to be provided with the submission.
- Any pricing provided for business inserts must include the cost of design, production and installation, and must be guaranteed for 24 months from the date of installation of the new sign. A list of businesses desiring signs may be provided to the winning bidder within 30 days of award of this contract; however, that is not guaranteed. This item is optional by the Township.

SELECTION CRITERIA

| Criteria | |
|---|-----|
| Cost effectiveness & timeframe | 30* |
| Experience & similar projects | 15 |
| Design creativity & quality of products | 30 |
| References (at least 3 required) | 15 |
| Warranty | 10 |

* The lowest price proposal will receive 30 points and all other proposals will receive a proportionate score.

Submission Checklist

- ___ Form of Submission
- ___ A work plan including project timelines
- ___ Mock-up of the final design
- ___ Samples of similar work
- ___ Qualifications and years of experience
- ___ List of sub-contractors, if applicable
- ___ References
- ___ Proof of insurance
- ___ Receipt of addenda as required
- ___ Sign warranty details

For further information please contact:

Stephen Mann, BComm.
Economic Development and Communications Officer
Township of North Dundas
636 St. Lawrence Street, P.O. Box 489, Winchester, ON, K0C 2K0
P: (613) 774-2105 x 244
F: (613) 774-5699
E: smann@northdundas.com
W: www.northdundas.com

TERMS AND CONDITIONS OF THIS REQUEST FOR PROPOSAL

1. Time Limit for Bidding

1.1 Submissions will be received by the Township at the reception desk at 636 St. Lawrence Street, Winchester, Ontario, until the time and date designated as the Date of Closing.

1.2 Late submissions will not be accepted.

2. Submissions

2.1. Each respondent is solely responsible for any and all costs associated with preparing and submitting its submission.

2.2. All submissions become the property of the Township of North Dundas. Details of submissions may be disclosed after the evaluation process and therefore shall not be treated as confidential unless expressly stated otherwise.

2.3. Upon closing all submissions become irrevocable for 60 days from the closing time. It is anticipated that the winning respondent will be notified following the October 9, 2018 North Dundas Council Meeting.

3. Contract Documents

3.1. Each respondent must satisfy itself by its own study, calculations, procurement documents and work sites, respecting the conditions existing or likely to exist in connection with the execution of the agreement, as to the practicability of completing the work successfully within the stipulated time. There will be no consideration of any claim that there is a misunderstanding with respect to the conditions imposed by the procurement process or any agreement arising from this process.

4. Ability and Experience of Respondent

4.1. It is not the intent of the Corporation of the Township of North Dundas to award this contract to any respondent who does not furnish satisfactory evidence that it has the ability and experience in this class of work and has sufficient capital and plant to enable it to execute and complete the agreement.

5. Collusion or Fraud

5.1. The respondent has ensured that its submission is made without any connection, comparison of figures, or arrangements with, or knowledge of any other corporation, firm or person making a submission for the same work and is in all respects fair and without collusion or fraud.

6. Written Agreement

6.1. This solicitation is subject to a formal agreement being prepared and executed.

6.2. The Township shall not be obligated to any respondent whatsoever unless a written agreement has been executed relating to an approved submission.

6.3. The successful respondent will be required to execute the agreement within ten (10) business days from the date of mailing of the notice to the respondent, according to the address given in the submission.

6.4. Unless specifically stated otherwise in any agreement arising from this procurement process, any service, good or claim made in a respondent's submission shall be considered to be part of the agreement arising from this procurement process.

7. Payment

7.1. Payment shall be considered as compensation in full for the supply of all necessary labour, equipment, trucking and appliances including all material to complete the work as outlined in this Contract.

8. Rights of Respondents

8.1. By submission of a clear and detailed written notice, a respondent may amend or withdraw its submission prior to the closing date and time.

8.2. Based on an approved invoice submitted to the Township, the respondent shall be entitled to be paid within 30 days upon successful completion of the project.

8.3. Submissions and correspondence of respondents shall be protected by the Freedom of Information and Protection of Privacy Act.

9. Liability Insurance

- 9.1 The respondent shall take out and keep in force until the date of acceptance of the entire work by the Municipality, a comprehensive policy of public liability and property damage insurance acceptable to the Municipality providing insurance coverage in respect of any one accident to the limit of at least \$5,000,000, exclusive of interest and cost, against loss or damage resulting from bodily injury to or death of, one or more persons and loss of or damage to property and such policy shall name the Municipality as an additional insured thereunder and shall protect the Municipality against all claims for all damage or injury including death to any person or persons and for damage to any property of the Municipality or any other public or private property resulting from or arising out of any act or omission on the part of the Contractor or any of his servants or agents during the execution of the contract and the Contractor shall forward a certified copy of the policy or certificate thereof to the Municipality before the work is started.
- 9.2. The respondent shall indemnify and save harmless the Township, its employees and agents from any losses, claims, damages, actions, causes of action, costs or expenses that we or any of our employees or agents may sustain, incur, suffer, or be put to at any time, either before or after this agreement ends, which are based upon, arise out of or occur, either directly or indirectly, by reason of any act or omission by the contractor or any of his/her agents, employees, officers, directors, or subcontractors in providing the services.
- 9.3. The Respondent must be accountable for all health and safety infractions that its employees commit.

10. Rights of the Township

- 10.1. Notwithstanding anything herein, if it is deemed most favourable in the interests of the Township of North Dundas that the Township reserves the following rights, to be exercised at its sole discretion, in order to select a submission that provides the greatest value based on quality, service and price:
- 10.1.1. to accept corrections to a submission after the closing date for obvious clerical errors except those that would vary the bid price;
 - 10.1.2. to reject any or all submissions;
 - 10.1.3. to include externalities and full-life cycle costs in determining price;
 - 10.1.4. to use its own estimates on time requirements or “cost plus” estimates in determining price;

- 10.1.5. to accept non-compliant submissions where such non-compliance relates purely to a matter of form, is of a trivial nature, or has no effect upon the relative standing of the submissions;
- 10.2. Notwithstanding anything herein, the Township reserves the following rights in all cases, to be exercised at its sole discretion:
 - 10.2.1. to reject any or all submissions based on one or more of the following factors: safety, financial stability of the respondent, previous problems with the respondent in delivering goods or services, the benefits of diversifying the Township's sources of supply, reliability of a respondent, and other commercially relevant considerations;
 - 10.2.2. to modify, extend, suspend, postpone or cancel any part of this solicitation or any subsequent processes without any liability to anyone;
 - 10.2.3. to reject any or all submissions if the fairness or legitimacy of the procurement process could reasonably be called into question because of interests any and all persons, firms or corporations have in a respondent's submission;
 - 10.2.4. to issue, prior to the closing date, addenda for any part of the procurement process. It is the respondent's responsibility to check the Tenders page at www.northdundas.com to see if there are any addenda posted, which may include: guidelines, plans, specifications, scope of work, requirements, timelines, etc.;
 - 10.2.5. to cancel any agreement arising out of this procurement process, without liability to the Township, if it is found that the successful respondent provided information as part of this procurement process that it should have known to be incorrect and, in such circumstances, the respondent will be liable for any damages incurred by the Township resulting from the cancellation of any such agreement;
 - 10.2.6. in the event of an emergency or pending emergency, to cancel the solicitation and accept, at any time, the submission that best meets the needs of the Township given the emergency;
 - 10.2.7. the Township may contact any respondent before, during and/or after this procurement process, including to clarify or gather additional information regarding a submission.

- 10.3. In the event that two or more submissions are ranked as equal the Township reserves the right to break the tie in a manner it deems appropriate.
- 10.4. The Township reserves the right, at its sole discretion, to restrict a respondent from participating in future solicitations if, at any time, they fail to follow any part of this procurement process.

11. Other

- 11.1. A respondent must be prepared, if requested, to present evidence of experience, ability, service facilities and financial standing necessary to meet satisfactorily the requirements set forth or implied in the procurement process, regardless of whether this is a requirement of the procurement process.
- 11.2. Where the respondent fails to correct a default within the time specified by the Township or where the respondent fails to comply with the terms of the procurement or contract documents, the Township, without prejudice to any other right or remedy the Township may have, may terminate the respondent's right to continue the work in whole or in part by giving written notice to the respondent and charge the respondent the additional cost over the submission price of completing the work or portion thereof.

APPENDIX A — PROJECT REFERENCE LIST

Please list a minimum of three (3) major sign projects your organization has performed in the last five (5) years within Ontario, providing the name of project, contact, location, phone number and email.

PLEASE BE ADVISED THAT YOUR REFERENCES WILL BE CONTACTED.

Reference 1:

Name of project: _____

Contact: _____

Location: _____

Phone Number: _____

Email: _____

Reference 2:

Name of project: _____

Contact: _____

Location: _____

Phone Number: _____

Email: _____

Reference 3:

Name of project: _____

Contact: _____

Location: _____

Phone Number: _____

Email: _____

