



## **NORTH ALGONA WILBERFORCE TOWNSHIP**

### **Trail Kiosks, Shelter Areas, and Tourist Information Centre 2022 North Algona Wilberforce Township, ON.**

## **RFQ (Request for Quotation)**

**Project Name:** Trail kiosks, Shelter Areas, and Tourist Information  
Centre  
**North Algona Wilberforce Township, ON 2022**

**Location:** North Algona Wilberforce Township – Renfrew County

**RFQ Number:** **PW2022-11**

**RFQ NUMBER:** **PW2022-11**  
**RFQ CLOSING DATE:** **September 29, 2022**  
**RFQ CLOSING TIME:** **3:00 p.m.**  
**RFQ OPENING TIME:** **3:01 p.m.**

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## **1. GENERAL INSTRUCTIONS**

- a. All bid documents must be submitted in accordance with the location, date, time, and manner as specified in the RFQ.
- b. All bid documents and corresponding addendums must be submitted in a sealed envelope and clearly marked as to its contents in ink or typed form.
- c. As submissions are received, they are time and date stamped at the Township Office to ensure compliance with the closing date and time.
- d. Late submissions will not be accepted and will be returned unopened to the receiver at the time of submission or shortly thereafter by regular mail.
- e. Openings are a public process and will be held in the Council Chamber's at the Township Office at the time of closing or shortly thereafter, and on the date as specified in the RFQ Documents. Note; If permitted during Covid-19 restrictions.
- f. For RFQs the name of the proponent will be read aloud and recorded, and the total amount, without HST.
- g. All members of the public in attendance at the opening are required to sign the Attendance Form and follow Township Covid-19 protocol.
- h. Following the opening, the completed Unofficial Results Form and accompanying bid documents will be given to the CAO or Designate for evaluation.

The lowest and/or any bid not necessarily accepted.

The Township of North Algona Wilberforce (NAW) reserves the right to accept/reject, cancel/re-advertise any RFQ.

## 2. REGISTRATION FORM

All bidders are encouraged to contact Ronnie O'Neill to inspect the sites and discuss scope prior to submitting bids (subject to Township Covid-19 protocol).

Packages will be available for pick up in person (@ .20 cents per page copied), by email, or via the Township website at [nalgonawil.com](http://nalgonawil.com).

**Addendums** to bid documents will be forwarded to all registered proponents/bidders upon completion of this form in order to **guarantee notification and receipt of addendums** (if any). Those who do not complete a registration form are responsible for obtaining all addendums associated with this project. The Township of North Algona Wilberforce shall not be responsible for misinformed proponents/bidders who neglect to complete this form.

**Addendums become part of the bid document and shall be submitted along with the originally distributed bid document.**

Please return the completed form **in person**, by email to [clerk@nalgonawil.com](mailto:clerk@nalgonawil.com) or by fax **613-628-3341**.

PROJECT NAME	<b>Trail Kiosks, Shelter Areas, and Tourist Information Centre North Algona Wilberforce Township, ON 2022</b>
CLOSING DATE	<b>September 29, 2022</b>
COMPANY NAME	
PRINCIPAL CONTACT	
ADDRESS	
ADDRESS LINE 2	
CITY AND PROVINCE	
POSTAL CODE	
TELEPHONE	(   )
FACSIMILE	(   )
EMAIL ADDRESS	
DATE:	

### **3. Request for Quotation Documents (in six parts)**

#### **PART I**

##### **A. RFQ Procedures**

1. All inquiries, concerning the RFQ, prior to RFQ closing, shall be directed to:

Ronnie O'Neill – Public Works Superintendent  
613.628.2080 OR [publicworks@nalgonawil.com](mailto:publicworks@nalgonawil.com)  
OR

Michelle Mantifel – Clerk-Treasurer  
613.628.2080 OR [clerk@nalgonawil.com](mailto:clerk@nalgonawil.com)

2. Notification of acceptance of RFQ will be by telephone and written form of notice, to the address of the Contractor used on the bid forms. The date of acceptance shall be deemed to be the date of receipt of the acceptance notice by the Contractor.

3. An RFQ may be voided by superseding it with a later RFQ or letter of withdrawal, prior to the closing date and time.

##### **B. RFQ Requirements**

1. The successful bidder shall deliver a certified copy of the Firm's Public Liability and Property Damage Insurance Policy for the works, within 10 calendar days of receiving the Acceptance Notice. Coverage shall be a minimum of **\$2,000,000** per accident, in the name of the Township. Failure to provide such a proof may result in cancellation of the Contract and forfeiture of the bid deposit.

2. The successful bidder shall also deliver proof of Workers' Compensation Board Coverage, within 10 calendar days of receiving the Acceptance Notice.

3. The successful bidder will provide plans and detailed drawings of the kiosk, staging shelter, and Tourist Information Centre designs.

##### **C. Basis of Rejection**

RFQs not conforming to the following requirements will be disqualified:

a) RFQ must be legible, in ink, by typewriter or by printer. Entries or changes made in pencil shall, unless otherwise decided by the Township of North Algona Wilberforce, be invalid.

RFQs which are incomplete, illegible or obscure, or that contain additions not called for, erasures, alterations or irregularities of any kind, may be rejected.

b) RFQ must be on the form provided.

c) RFQ must be signed and sealed by an authorized official of the bidding organization. A joint RFQ must be signed and sealed by each company.

d) All items must be bid.

e) RFQ must not be restricted or modified in any way.

### *Disqualifications*

Under no circumstances will RFQs be considered which:

- a) Are received after Thursday September 29, 2022.
- b) Include RFQ qualifications or other conditions not authorized by the Township of North Algona Wilberforce; or
- c) Are in the determination of the Township of North Algona Wilberforce, incomplete.

### **Right to Accept or Reject**

The RFQ which includes the lowest submitted cost will not necessarily be accepted. The Township of North Algona Wilberforce has the right to reject any and all RFQs for any reason whatsoever. The Township of North Algona Wilberforce shall not be responsible for and potential bidders shall not be entitled to, reimbursement for any liability costs, expenses, loss, economic loss, damages or consequential damages incurred, sustained or suffered, including loss of profit, by any potential bidder prior or subsequent to, or by reason of the acceptance or the non-acceptance by the Township of North Algona Wilberforce of any RFQ or by reason of any delay in the acceptance of an RFQ. RFQs are subject to formal acceptance by the Township of North Algona Wilberforce and a formal contract being prepared and signed.

**POTENTIAL BIDDERS ARE ADVISED THAT ACCEPTANCE OF ANY RFQ MAY BE DONE BY RESOLUTION OF THE TOWNSHIP OF NORTH ALGONA WILBERFORCE COUNCIL.**

### **D. Acceptance**

#### **Award of RFQ**

The lowest or any RFQ will not necessarily be accepted. The Township of North Algona Wilberforce may, in its sole discretion.

- a) Award a contract to the potential bidder that the Township of North Algona Wilberforce, in its sole discretion, determines is the best qualified and compliant RFQ; or
- b) Determines that the potential bidder meets the best possible competencies; or
- c) Not award any contract at all; or

- d) Remove from Total RFQ amount any section not covered in set budget allowance

The determination of the best qualified and compliant RFQ shall be in the sole discretion of the Township of North Algona Wilberforce, whose decision shall be final and not challengeable.

### **E. General Conditions**

#### **1. Performance Evaluation**

Failure to execute the contract in a competent manner may result in the bidder's disqualification from bidding on the Township's contracts for a period of three (3) years.

#### **2. Engineer, Authority, Ministry and Township**

The terms: Corporation, Inspector, Engineer, Authority and Ministry shall be deemed to be the Township.

### 3. Omissions or Discrepancies and Interpretations

Should a potential bidder find omissions from or discrepancies in any of the RFQ documents or be in doubt as to the meaning of any part of such documents, the potential bidder is required to contact the Township of North Algona Wilberforce, no later than five (5) days before the closing date. If the Township of North Algona Wilberforce considers that a correction or explanation or interpretation is necessary or desirable, it will issue an addendum to all that have taken out RFQ documents.

## **F. CONSTRUCTION TERMS AND SCOPE OF WORK**

All work shall be completed on or before Friday, December 2, 2022. All work must be in compliance with applicable OBC guidelines. Utility locations are the sole responsibility of the contractor.

The Description of work for Trail kiosks, Shelter Areas, and Tourist Information Centre North Algona Wilberforce Township, ON 2022 is as follows:

### **Trail kiosks, Shelter Areas, and Tourist Information Centre**

- All work will be made with a timber-frame and log aesthetic in mind
  - Structures will be made of wood with an amber honey stain
  - All structures will have a red tin roof
  - All structures will be wheelchair accessible
  - See Appendix C for photo examples
1. TRAIL KIOSKS – Information Signage
    - Build 4 information signboard “trail kiosks” whose purpose is to offer trail route wayfinding and educational information
    - Each kiosk will be a timber frame triptych with space to install three 24 x 36 panels (panels will be provided)
    - Kiosks will have a red tin roof
    - Built-in bench at base of kiosk sign posts
    - Solar lighting
  2. STAGING SHELTERS – Gazebo
    - Build 4 covered outdoor staging shelters featuring a bike rack, horse tethering and mounting area (horse tether mount will be provided), benches, and floor decking
    - Solar or other renewable energy option for lighting and a plugin/charging area for visitors
    - Red tin roof
    - 8 x 10
  3. TOURIST INFORMATION CENTRE – Tiny Schoolhouse
    - A small 12 x 12 “schoolhouse” facade with a miniature bell tower and bell (bell provided by Township)

- A nicely finished rustic wood exterior with signage that will draw curious visitors inside
- Seasonal, does not need to be insulated
- Plain wood decking floor inside the “schoolhouse”
- Inside the Centre will be built-in shelves to display brochures and local tourism information (contractor to install simple shelves between 2 x 4’s)
- 1 window (36 x 42), 1 door (36 x 82)
- Lighting (by running electrical from the Hall, or solar, to be determined by contractor)
- Centre to be attached by a 12 x 6 breezeway to existing Hall Entrance at the Golden Lake Community Complex
- 12 x 6 breezeway has existing asphalt floor
- Reface vinyl Hall Entrance to match the rustic wood exterior of Centre

It will be the responsibility of the contractor to acquire all the necessary permits and utility locates prior to commencing work and carry out work according to permit and locate guidelines. Any public or personal property damage caused by the contractor or sub-contractors under the employ of the prime contractor shall be the responsibility of the contractor. If unforeseen issues or problems should arise during the duration of the contract involving any extra cost to the Township the contractor shall discuss said issues and get approval from the Municipal representative before any further work is performed. Contractor to ensure all workers on site wear PPE (Personal Protective Equipment) as a requirement and follow all health and safety regulations, including any Township safety policies.

#### **G. COMPLETION DATE**

The Contractor shall complete the listed work by Friday, December 2, 2022.

If the time limit above is not sufficient to permit completion by the Contractor working a normal number of hours, the Contractor shall make changes to permit the work to be completed by the above date.

Any undue delays in the execution of the work and/or costs incurred by the Municipality due to inefficiencies in performance on behalf of the successful Contractor shall be deemed to be the responsibility of that Contractor and as such, any and all costs, as deemed appropriate and reasonable compensation for the Municipality, will be assessed to the successful Contractor.



## Part II

### TOWNSHIP CONTACTS AND ADMINISTRATION

For questions about site preparation and access, or utilities, please contact:

Ronnie O'Neill, Public Works Superintendent  
1091 Shaw Woods Road  
Eganville, Ontario K0J 1T0  
613.628.2080 – office  
613.628.3341 – fax  
613.639.5612 - cell  
[publicworks@nalgonawil.com](mailto:publicworks@nalgonawil.com)

For more information about the project, photo examples, or questions about the design, please contact:

Cameron Montgomery, Special Projects Coordinator  
613.628.2080 – office  
613.639.2760 – cell  
[coordinator@nalgonawil.com](mailto:coordinator@nalgonawil.com)

Michelle Mantifel, Clerk-Treasurer  
613.628.2080 - office  
613.628.3341 – fax  
[clerk@nalgonawil.com](mailto:clerk@nalgonawil.com)

### RFQ CLOSING

RFQ submissions until Thursday September 29, 2022 by 3:00 p.m.  
(a) Package Submission Process

RFQ packages shall be submitted in a closed and sealed envelope clearly marked as to contents, to:

Township of North Algona Wilberforce  
1091 Shaw Woods Road  
Eganville, Ontario K0J 1T0  
613.628.2080

**Please note that the successful RFQ may not necessarily be the lowest submitted cost, but the one that provides the best long-term solution for the Township of North Algona Wilberforce.**

## RFP Price Form

Trail Kiosk – Price per kiosk			
ITEM	DESCRIPTION	PRICE	TOTAL
Lumber			
Solar lighting			
Bench			
Roofing			
Labour			

Grand Total for 4 kiosks: \$ \_\_\_\_\_  
 CDN

Trail Shelter – Price per shelter			
ITEM	DESCRIPTION	PRICE	TOTAL
Lumber			
Solar lighting			
Benches x 2			
Roofing			
Bike rack			
Charging port			
Labour			

Grand Total for 4 shelters: \$ \_\_\_\_\_  
 CDN

Tourist Information Centre			
ITEM	DESCRIPTION	PRICE	TOTAL
Lumber			
Lighting			
36 x 42 inches window			
Roofing (12 x 28 ft)			
Wall racks			
Charging port			
Labour			
Locking door 36 x 82			
Reface exterior of the hall			

entrance and tourist information centre (24 x 10)			

TOTAL RFP \$ \_\_\_\_\_ CDN  
 HST \$ \_\_\_\_\_ CDN  
 TOTAL RFP AND PRICE \$ \_\_\_\_\_  
 \_\_\_\_\_ CDN

### Part III

#### Statement of Understanding

The Contractor has carefully examined the conditions and specifications attached and referred to in this contract, and has carefully examined the site and work location, and understands and accepts the said conditions and specifications, and for the quote set forth in this RFQ, hereby offers to furnish all labour, equipment and materials, except as otherwise specified in the contract, to complete the work in strict accordance with said conditions and specifications.

This offer shall be irrevocable for a period of thirty (30) calendar days following the date of RFQ opening.

I/We (the Contractor) promise to perform the work without undue delay and complete the work by Friday December 2, 2022.

#### SIGNATURE PAGE

By signing below, I acknowledge that I have read and understand this RFQ PW2022-11 and I agree to abide by the terms and conditions contained herein.

**Trail Kiosks, Shelter Areas, and Tourist  
Information Centre 2022  
Excluding HST**

\$ \_\_\_\_\_

**HST**

\$ \_\_\_\_\_

**Total RFQ Amount**

\$ \_\_\_\_\_ CDN

---

Signature of Authorized Official  
(I have the authority to bind the company)

---

Name

---

Company Name

---

## PART IV ACKNOWLEDGEMENT OF ADDENDUMS

I/We declare that I/We have carefully examined all addendums (as referenced in Section 2) and hereby acknowledge that these addendums are part and parcel of any contract to be let for all work described in this Request for Proposal document.

Addendum No. 1 _____	Addendum No. 4 _____
Addendum No. 2 _____	Addendum No. 5 _____
Addendum No. 3 _____	Addendum No. 6 _____

Check here if NO Addendum was received ☐

Dated at the \_\_\_\_\_  
(Insert City/Town and Province where document was signed)

This \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_  
(Insert date on which document was signed)

Signature(s) on behalf of Proponent \_\_\_\_\_  
(Signature)  
\_\_\_\_\_  
(Print signatory's name and title legibly beneath signature)

**By signing I/We are representing that I/We have been duly authorized by the corporate Proponent to execute this proposal, and that our signatures bind the corporation on whose behalf we have executed, whether or not the corporate seal is applied.**

Signature of or for the individual proponent(s) \_\_\_\_\_

Signature of Witness \_\_\_\_\_  
(An individual proponent's signature must be signed before a witness who must also sign here)

Signature of Proponent \_\_\_\_\_  
(Or, where there is more than one individual proponent, one representative proponent):

\_\_\_\_\_  
Print witness' name legibly beneath signature

\_\_\_\_\_  
Print Proponent's name legibly beneath signature

By signing, I am representing that each individual Proponent (where is there is more than one) has authorized me to sign on all of our behalves, and we are all bound by this signature.

## **Part V**

### **REFERENCES**

Proponents are asked to provide a minimum of 3 references of similar contract size. If the Proponent is new in this business, alternative references may be submitted.

#### **Reference #1**

Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contract Value: \_\_\_\_\_

#### **Reference #2**

Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contract Value: \_\_\_\_\_

#### **Reference #3**

Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contract Value: \_\_\_\_\_

## PART VI SIGNATURE

The proponent has carefully examined the proposal document in its entirety and will submit the price according to these documents.

The Proponent by this bid offers to complete the proposal as per all documents.

Name of Company Or Individual(s) forming the "Proponent"	
Street Address or P.O. Box #	
City and Province	
Postal Code	

Dated at the \_\_\_\_\_  
(Insert City/Town and Province where document was signed)

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_  
(Insert date on which document was signed)

Signature of or for the individual proponent(s) \_\_\_\_\_

Signature of Witness \_\_\_\_\_  
(An individual proponent's signature must be signed before a witness who must also sign here)

Signature of Proponent \_\_\_\_\_  
(Or, where there is more than one individual proponent, one representative proponent)

\_\_\_\_\_  
Print witness' name legibly beneath signature

\_\_\_\_\_  
Print Proponent's name legibly beneath signature

By signing, I am representing that each individual (where there is more than one) Proponent has authorized me to sign on all our behalves, and we are all bound by this signature.

## **PROPONENT'S CHECKLIST**

Completion of (2) Original Request for Proposal Documents

Signed Statement of Understanding

Signed Acknowledgment of Addendums

References

Signature Page

Bid Form



## Unofficial Results Form X2

### UNOFFICIAL RESULTS FORM RFQ RESULTS

Project Name: \_\_\_\_\_

Closing Date and Time: \_\_\_\_\_

No.	PROPONENT'S NAME	TOTAL BASE AMOUNT EXCLUDING HST
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

CAO or Designate Signature: \_\_\_\_\_

The Township of North Algona Wilberforce is not responsible for any irregularities during the reading of information and will review and correct accordingly.

**\*THE ABOVE RESULTS ARE PRELIMINARY AND NO CONCLUSION OF AWARD  
SHOULD BE MADE FROM THE INFORMATION ABOVE\***

**UNOFFICIAL RESULTS FORM**  
**RFQ RESULTS**

Project Name: \_\_\_\_\_

Closing Date and Time: \_\_\_\_\_

No.	PROPONENT'S NAME	TOTAL BASE AMOUNT EXCLUDING HST
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

CAO or Designate Signature: \_\_\_\_\_

The Township of North Algona Wilberforce is not responsible for any irregularities during the reading of information and will review and correct accordingly.

**\*THE ABOVE RESULTS ARE PRELIMINARY AND NO CONCLUSION OF AWARD  
SHOULD BE MADE FROM THE INFORMATION ABOVE\***

**RFQ Opening Attendance Form**

**ATTENDANCE FORM – RFQ OPENING**

Project Name: \_\_\_\_\_

Closing Date and Time: \_\_\_\_\_

<b>Name(Print)</b>	<b>Title</b>	<b>Company</b>	<b>Signature</b>

# APPENDIX A

## OCCUPATIONAL HEALTH AND SAFETY STATUTORY DECLARATION

### Trail kiosks, shelter areas, and Tourist Information Centre 2022, PW2022-11

The Township of North Algona Wilberforce (NAW) is obligated to ensure that the Work completed by the Contractor is undertaken in a safe manner. Before awarding this Contract, the Township of NAW must be satisfied that the Tenderer has available resources and understands the Work adequately to be able to complete the undertaking to meet the Township's obligation. The Contractor shall complete, including a signature, and submit this form with this RFQ envelope.

The Owner reserves the right to reject any Bid for tendered Work if the information herein is not complete or specific to the operation or does not meet an adequate level as determined by the Owner. If necessary, the Owner also reserves the right to address with the low Bidder, minor deficiencies with the information provided and require the bidder to make the necessary changes to this information. Any additional equipment, labour or material adjustments required by the Owner shall not increase the Bid price.

The Township retains the right to negotiate with suppliers on any procurement.

In submitting this proposal, I/We, on behalf of

\_\_\_\_\_  
(Legal Name of Company)

Certify the following:

- a) I/We have a health and safety policy and will maintain a program to implement such policy as required by clause 25(2)(j) the *Occupational Health and Safety Act*, R.S.O 1990, c.0.1, as amended, (the "OHSO").

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 2022.

\_\_\_\_\_  
Authorized Signing Officer (please print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

THIS PAGE MUST BE COMPLETED AND RETURNED WITH RFQ

## **APPENDIX B – Drawings**

# APPENDIX C – Sample Photos



*All work will be made with a timber-frame and log aesthetic in mind. Structures will be made of wood with an amber honey stain. All structures will have a red tin roof.*

## 1. Trail Kiosks



## 2. Staging Shelters





3. Tourist Information Centre





*Addition on the left, breezeway in the middle, existing Hall Entrance on the right.*



*Existing Hall Entrance.*





*Schoolhouse bell.*

