



NORTH ALGONA WILBERFORCE TOWNSHIP

Deacon Park Docks - Revised 2023 North Algona Wilberforce Township, ON. RFP (Request for Proposal)

Project Name: Deacon Park Docks - Revised
North Algona Wilberforce Township, ON 2023

Location: North Algona Wilberforce Township – Renfrew County

RFP Number: PW2023-05

RFP NUMBER:	PW2023-05
RFP CLOSING DATE:	August 10, 2023
RFP CLOSING TIME:	12:00 p.m.
RFP OPENING TIME:	12:01 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 RFP.
- 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 RFP Documents.
- f. For RFPs 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.
- h. Following the opening, the completed Unofficial Results Form and accompanying bid documents will be given to the Clerk-Treasurer or Designate for evaluation.

The lowest and/or any bid is not necessarily accepted.

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

2. REGISTRATION FORM

Packages will be available for pick up in person (@ .20 cents per page copied), by email, or via the Township website at 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 or by fax **613-628-3341**.

PROJECT NAME	RFP PW2023-05 Deacon Park Docks– Revised 2023
CLOSING DATE	August 10, 2023
COMPANY NAME	
PRINCIPAL CONTACT	
ADDRESS	
ADDRESS LINE 2	
CITY AND PROVINCE	
POSTAL CODE	
TELEPHONE	()
FACSIMILE	()
EMAIL ADDRESS	
DATE:	

3. Request for Quotation Documents (in seven parts)

PART I

A. RFP Procedures

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

Michelle Mantifel – Clerk-Treasurer
613.628.2080 ext. 202, OR clerk@nalgonawil.com

2. Notification of acceptance of RFP 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 RFP may be voided by superseding it with a later RFP or letter of withdrawal, prior to the closing date and time.

B. RFP Requirements

1. A certified cheque, made payable to North Algona Wilberforce Township in the amount of 10% of the total RFP must be submitted with the RFP, for deposit purposes.

Deposit cheques of unsuccessful bidders will be returned within twenty-one (21) calendar days of the RFP opening. The cheque of the successful bidder shall be retained until the Township's acceptance of the completed work.

2. The successful bidder may file with the Township, a completed Performance Bond. The Bond shall be signed and sealed by a recognized bonding company, in the amount of 100% of the total estimated RFP. Upon receipt of such a bond, the Township will return the Contractor's RFP deposit cheque.

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 drawings of the docks.

C. Basis of Rejection

RFPs not conforming to the following requirements will be disqualified:

- a) RFP 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. RFPs which are incomplete, illegible or obscure, or that contain additions not called for, erasures, alterations or irregularities of any kind, may be rejected.

- b) RFP must be on the form provided.

- c) RFP must be signed and sealed by an authorized official of the bidding organization. A joint RFP must be signed and sealed by each company.
- d) All items must be bid.
- e) RFP must not be restricted or modified in any way.

Disqualifications

Under no circumstances will RFPs be considered which:

- a) Are received after August 10, 2023 at 12:00 p.m.
- b) Include RFP qualifications or other conditions not authorized by North Algona Wilberforce Township; or
- c) Are in the determination of North Algona Wilberforce Township, incomplete.

Right to Accept or Reject

The RFP 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 RFPs 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 RFP or by reason of any delay in the acceptance of an RFP. RFPs 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 RFP MAY BE DONE BY RESOLUTION OF THE TOWNSHIP OF NORTH ALGONA WILBERFORCE COUNCIL.

D. Acceptance

Award of RFP

The lowest or any RFP 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 RFP; 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 RFP amount any section not covered in set budget allowance

The determination of the best qualified and compliant RFP 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 RFP 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 RFP documents.

F. CONSTRUCTION TERMS AND SCOPE OF WORK

All work shall be completed on or before October 1, 2023. All work must be in compliance with applicable OBC guidelines and the Ministry of Natural Resources and Forestry (MNRF). Utility locations are the sole responsibility of the contractor.

The Description of work for Deacon Park Docks – Revised 2023 is as follows:

Deacon Park Docks – Revised 2023

North Algona Wilberforce Township is installing highly accessible docks at the boat launch located in Deacon Park adjacent to the existing shoreline crib. The docks will have a zero-threshold shoreline access ramp (no greater than 13 mm in accordance with the Accessibility Act.) The ramp will have a sturdy metal handrail on the left side and have a slope of 8% or less. The dock will have a metal kayak launcher, and standard boat launch bumpers around all side surface areas of the docks as indicated in the drawing. The entire dock system will be wheel-mounted for easy seasonal installation and removal.

The ramp will be 6' wide, and 27' long, with three additional 6'x12' dock sections. Docks and ramp shall be made of aluminum and waterproof synthetic composite. The contractor will install 4 heavy duty dock cleats and 4 docking rings total as indicated in the drawing in Appendix C. See Appendix C for photos of the new Horton Township boat launch for reference only.

It will be the responsibility of the contractor to acquire all the necessary permits, drawings and utility locates prior to commencing work and carry out work according to permit and locate guidelines. Contractor is responsible for ensuring that the ramp sits flat and level on site. The contractor will maintain a clean and organized worksite and remove and dispose of all renovation debris. 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 construction phase 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. Note, any such costs must be approved by the North Algona Wilberforce Council. Contractor to ensure all workers follow all health and safety regulations, including any Township safety policies. Contractor must not impede public use of the boat launch at any time during construction.

G. COMPLETION DATE

The Contractor shall complete the listed work by October 1, 2023.

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 that do not alter the construction terms and scope of work expectations 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:

Michelle Mantifel, Clerk-Treasurer
613.628.2080, ext. 202 - office
613.628.3341 – fax
clerk@nalgonawil.com

RFP CLOSING

RFP submissions until August 10, 2023 at 12:00 p.m.
(a) Package Submission Process

RFP 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 RFP 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

ITEM	DESCRIPTION	PRICE	TOTAL
Dock			
Ramp			
Wheels			
Bumpers			
Kayak launcher			
Anchors			
Floats			
Docking cleats			
Docking rings			
Aggregate			

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 RFP, 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 RFP opening.

I/We (the Contractor) promise to perform the work without undue delay and complete the work by October 1, 2023.

SIGNATURE PAGE

By signing below, I acknowledge that I have read and understand this RFP PW2023-05 and I agree to abide by the terms and conditions contained herein.

Price excluding HST \$ _____

HST \$ _____

Total RFP Amount \$ _____ CDN

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

Name (Print)

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.

PART VII BID IRREGULARITIES

A bid irregularity is a deviation between the requirements (terms, conditions, specifications, special instructions) of a bid request and the information provided in a bid response.

For the purposes of this policy, bid irregularities are further classified as **“Major Irregularities”** or **“Minor Irregularities”**.

A **“Major Irregularity”** is a deviation from the bid request that affects the price, quality, quantity, or delivery, and is material to the award. If the deviation is permitted, the proponent/bidder could gain an unfair advantage over competitors. The Clerk-Treasurer must reject any bid, which contains a major irregularity.

A **“Minor Irregularity”** is a deviation from the bid request, which affects form, rather than substance. The effect on the price, quality or delivery is not material to the award. If the deviation is permitted or corrected, the proponent/bidder would not gain an unfair advantage over competitors. The Clerk-Treasurer may permit the proponent/bidder to correct a minor irregularity.

Mathematical Errors – Rectified by Staff

The Treasurer or designate will correct errors in mathematical extensions and/or taxes, and the unit prices will govern.

Action Taken

Township will be responsible for all action taken in dealing with bid irregularities, and acts in accordance with the nature of the irregularity:

- Major Irregularity (Automatic Rejection)
- Minor Irregularity (Proponent/Bidder May Rectify)
- Mathematical Error (Additions or Extensions) as above

In the event that the Proponent/Bidder withdraws a bid due to the identification of a Major Irregularity, the Township may disqualify such Proponent/Bidder from participating in Municipal RFP Calls for a period of up to one (1) year.

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 RFP 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.		

Clerk-Treasurer 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
RFP 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.		

Clerk-Treasurer 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***

RFP Opening Attendance Form

ATTENDANCE FORM – RFP OPENING

Project Name: _____

Closing Date and Time: _____

Name(Print)	Title	Company	Signature

APPENDIX A

OCCUPATIONAL HEALTH AND SAFETY STATUTORY DECLARATION Deacon Park Docks – Revised 2023, PW2023-05

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 RFP 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 _____ 2023.

Authorized Signing Officer (please print)

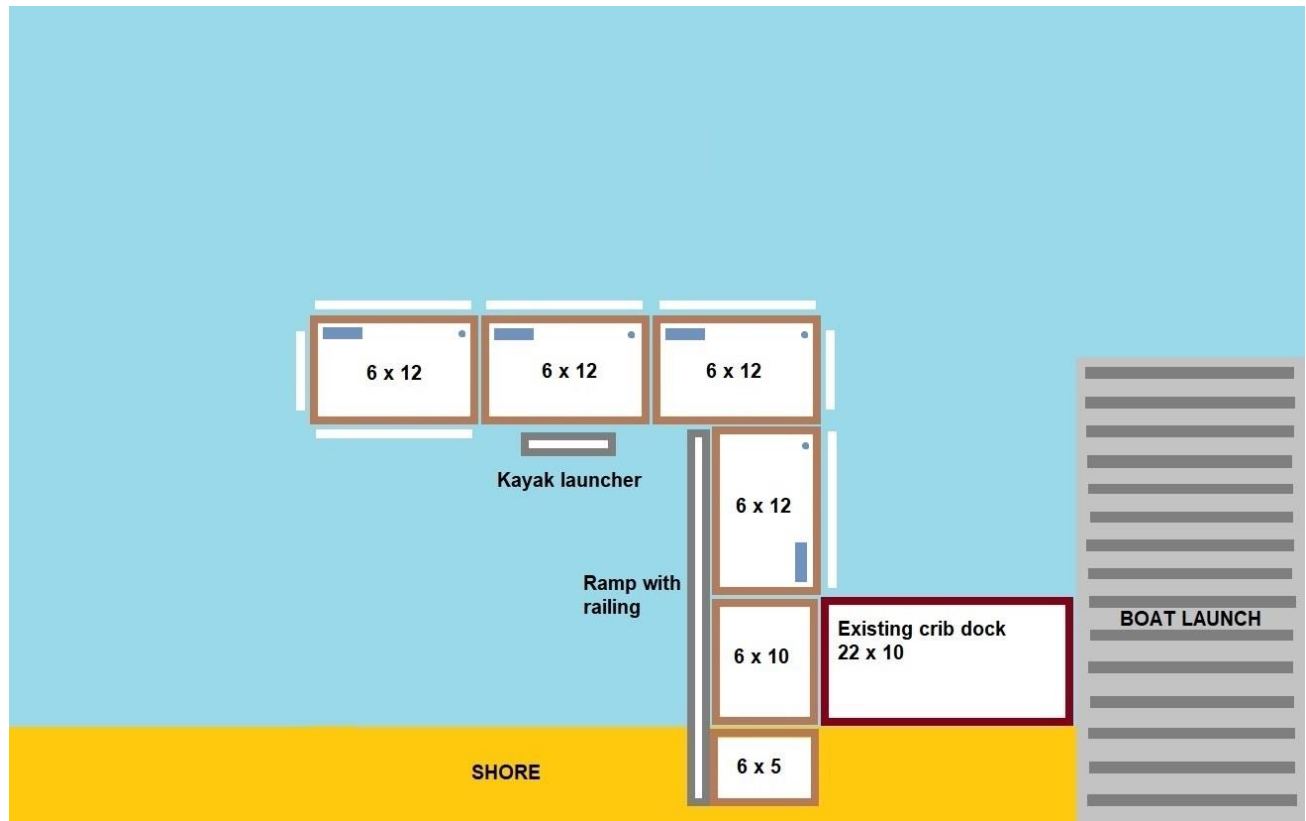
Title

Signature

THIS PAGE MUST BE COMPLETED AND RETURNED WITH RFP

APPENDIX B – Drawings and Photos

Drawing of the boat launch, existing crib, and location and layout of new docks for North Algona Wilberforce Township.





Horton Township Boat Launch.



Horton Township Boat Launch.



Horton Township Boat Launch.