



NORTH ALGONA WILBERFORCE TOWNSHIP

Flooring Installation

RFP-NAW-2024-11

Project Name: Flooring Installation

Location: North Algona Wilberforce Township – Renfrew County

RFP Number: NAW-2024-11

RFP NUMBER:	NAW-2024-11
RFP CLOSING DATE:	December 6, 2024
RFP CLOSING TIME:	12:00 p.m.
RFP OPENING TIME:	12:05 p.m.

Deadline for written questions from proponents is November 28, 2024.

Proponent's questions will be responded to on or before December 2, 2024.

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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 at the Township Office located at 1091 Shaw Woods Road at the time of closing or shortly thereafter, and on the date as specified in the RFP Documents.
- f. For the name of the proponent will be read aloud and recorded.
- 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 evaluated prior to RFP award.

The lowest and/or any bid not necessarily accepted.

North Algona Wilberforce Township reserves the right to accept/reject, cancel/re-advertise any RFP received.

RFP-NAW-2024-11
Flooring Installation

Project Description/Deliverables:

- To Install new flooring at the Township Office located at 1091 Shaw Woods Road, Eganville, Ontario and at the Golden Lake Community Hall located at 3314 Lake Dore Road, Golden Lake, Ontario.
- Proponent must arrange a facility site meeting for both locations by contacting the Public Works Superintendent at 613-628-2080 x 206. Site visits must be completed by November 28, 2024.
- The contractor shall be responsible to remove existing flooring and provide new underlayment as required.
- A waste bin and disposal will be provided by the Township.
- Proponents are to provide a quality flooring product that is able to withstand heavy daily traffic. A complete description of the proposed flooring is to be provided with RFP submission.
- Proponent to provide and install a finish baseboard product. A complete description of the proposed baseboard is to be provided with RFP submission.
- The Proponent is responsible for moving/relocating Township desk and office equipment while completing the flooring removal and installation.

2. REGISTRATION FORM

Packages will be available for pick up in person, by email, or via the Township website at nalgonawil.com. Proponents must register with the Township once RFP package is obtained by emailing both publicworks@nalgonawil.com and office@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. North Algona Wilberforce Township 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 this completed form **in person or by email to** publicworks@nalgonawil.com and office@nalgonawil.com

PROJECT NAME	NAW-2024-11 Flooring Installation
CLOSING DATE	December 6, 2024 @ 12:00 p.m.
COMPANY NAME	
PRINCIPAL CONTACT	
ADDRESS	
ADDRESS LINE 2	
CITY AND PROVINCE	
POSTAL CODE	
TELEPHONE	()
FACSIMILE	()
EMAIL ADDRESS	
DATE:	

PART I RFP Documents (in eighteen parts)

1. RFP Schedule and Closing Time

The RFP Form, in a sealed envelope, must be received, date and time stamped, and be in the possession of the Township Office no later than **12:00 p.m.** local time (**Eastern Standard Time**), on the specified closing date. Late proposals cannot be accepted under any circumstances; however, late proposals shall be dated and time stamped and shall be returned to the proponent unopened.

The Township Office Clock determines the Closing Time of the Proposal Call.

Task	Date
RFP Release for bidding	November 22, 2024
Deadline For Facility Site Visit	November 28, 2024
Deadline for Receipt of Proponent's Questions	November 28, 2024
Deadline for Response to Proponent's Questions	December 2, 2024
RFP Closing	December 6, 2024
Evaluation of RFP Completed	December 10 ,2024
Selection of Preferred RFP	December 17, 2024
Notification to Successful Proponent	December 18, 2024

2. Inquiries/Questions

All questions concerning this proposal must be directed in **writing** (by email) to:

Adrian Tomasini, Public Works Superintendent CRS-I
publicworks@nalgonawil.com

Questions must not be directed to anyone else. Questions will be responded to in the form of an "Addendum" to the Request for Proposal, which will be distributed to all registered proponents known to the Township.

3. Proposal Opening/Confidentiality Assurance

Be advised that all proposals that are received on time will be opened in a public setting; however, the proposals themselves will be maintained in confidence.

All Proposals submitted to the Township become the property of the Township, and as such, become subject to the “Municipal Freedom of Information and Protection of Privacy Act”. While the Township considers all proposals to be confidential and will involve the proponent in any proceeding challenging that position, it must be understood that the Township will not necessarily be the final decision-maker on that point.

4. Submissions

Two (2) original hardcopies of the proposal should be submitted on 8 ½ inch by 11-inch paper, including any addendums that may have been issued under Section 2. The submission must be clearly identified as “**Flooring Installation**”.

5. Initial Screening

The CAO or Designate leading this project will review and evaluate all proposals. They will be checked to make sure they comply with the terms and conditions of this Request for Proposal document. Any proposal that does not meet all of the necessary criteria has to be rejected without further consideration.

6. Award Options

The CAO or Designate leading this project reserves the right, privilege, entitlement and absolute discretion, and for any reason whatsoever to:

1. Accept a proposal which is not the one with the lowest cost.
2. Reject a proposal, even if it is the one with the lowest cost.
3. Reject a proposal, even if it is the only proposal received.
4. Accept the proposal that the CAO or Designate consider to be most favourable to address the scope of work.
5. Accept and reject any and all proposals, whether in whole or in part.
6. Accept or reject any unbalanced, irregular, or informal proposals; and/or
7. Reject any proposal submitted (directly or indirectly) by a proponent who is involved in a dispute with the Township or who owes the Township money. North Algona Wilberforce Township reserves the right to define who can be qualified to bid for work or supply goods and services to the Township, and reserves the right to exercise its intent to not contract with persons for the provision of goods and services who have delinquent accounts with the Township.

7. Proponent's Statement of Understanding

The submission of a proposal is the proponent's assurance to the Township that it has carefully examined this Request for Proposal document, **and** the Township's Procurement Policy. The proponent acknowledges that it understands these documents and has had sufficient opportunity to get clarification on any or all portions of them that it did not understand.

8. Irrevocability of Proposals – Binding Agreement

Until the closing time, any proponent may withdraw its previously submitted proposal, whether another is submitted in its place. However, upon closing time, all proposals become irrevocable.

The submission of a proposal is the proponent's assurance to the Township that if its proposal is selected, it will become legally bound to the Township by agreement. The terms and conditions of this Request for Proposal document, the Township's policies, and the proponent's proposal (in that order of preferential sequence) will form the foundation of the contract between the successful proponent and the Township.

9. Errors and Omissions

Nothing verbally said to anyone by anyone can modify the provisions of this Request for Proposal document. Any modification or clarification must be in writing, issued by the CAO or Designate. All of these written materials called "Addendums" will be issued in accordance with Section 2 and will become part of the Request for Proposal document.

10. Proponent's Expenses

Proponents are solely responsible for their own expenses in preparing a proposal and for subsequent negotiations with the Township, if any. If the Township elects to reject all proposals, the Township will not be liable to any proponent for any claims, whether for costs or damage incurred by any proponent in preparing its proposal, for loss of anticipated profit in connection with any final agreement, or for any other matter whatsoever.

11. Insurance

The successful proponent must obtain, maintain, and pay for Comprehensive General Liability Insurance with an insurer acceptable to the Township. This insurance coverage shall be subject to limits of not less than 2 million inclusive, per occurrence, for bodily injury, death and damage to property, for any one occurrence. All required insurance must be endorsed to provide the Township with thirty (30) days advance written notice of cancellation or material change.

The successful proponent will provide the Township with the evidence of the required insurance in the form of a completed Certificate of Insurance immediately following the execution and delivery of the formal legal agreement.

12. Compliance with Applicable Law

The successful proponent must make sure that its operations, and all of the services and products it provides relating to project, are in accordance with, and appropriately authorized under all relevant and applicable law. Some of the many laws that might apply are the Workplace Safety and Insurance Act - 1997, the Occupational Health and Safety Act, and the Accessibility for Ontarians with Disabilities Act - 2005. Other laws will also apply and could be provincial or federal statutes or regulations, or municipal by-laws and policies. The successful proponent is responsible for applying for and receiving any required authorizations or licenses to undertake the work associated with the project.

The successful Proponent **guarantees to the Township** that it does, and that it will continue to, comply with all applicable laws in this regard.

The successful Proponent will allow the Township to view its books and records, including personal training records, where reasonably necessary, to satisfy that this section is being complied with.

13. Professional Operations

The successful proponent **guarantees to the Township** that it will run the project in a professional and prudent manner without negligence. It will be sure that its staff (including contract workers or volunteers) are properly trained and provide quality customer service to patrons of the project.

14. Indemnification

The proponent shall be responsible for all damages, losses, or expenses caused by it, its employees, agents, volunteers, and sub-contractors that arise out of the work associated with this project. This may be due to the existence, location, condition of work relating to the project, to any materials, plant or machinery used for the project, or which may happen by reason of the successful proponent's failure (or the failure of those for whom it is responsible) to do or perform any or all of the things required to be by them under the proposal. The successful proponent agrees to indemnify and hold the Township harmless from any such damages, losses, or experiences, or claims by third parties, including any and all legal costs incurred by the Township in connection with the project.

15. Termination for Cause

The Township retains the right to terminate the agreement with the successful proponent at any time, in whole or in part, if the work is not performed in strict accordance with the agreement. This applies even if the Township has been lenient to the successful proponent with respect to the same or different performance issue.

16. Laws of Ontario

The agreement resulting from the Request for Proposal will be governed by and will be construed and interpreted in accordance with the laws of the Province of Ontario.

17. Conflict of Interest

In its proposal, the proponent must disclose to the Township any possible conflict of interest that might compromise the project. This applies to actual conflicts of interest, and also to circumstances that might lead an ordinary person to believe that a conflict of interest exists, even if it does not. If a conflict of interest exists or appears to exist, the Township may, at its discretion, refuse to consider the proposal. If the proponent becomes aware of a possible real or apparent conflict of interest after it has submitted its Proposal, but before the selection process has been completed, that proponent must inform the Township by contacting the individual identified in Section 2.

18. Negotiations

Each proponent must prepare its proposal with the understanding that the Township may select the successful proponent on the basis of the proposals received, without discussion. Each proposal should contain the proponent's best terms and information, including all required documents as listed. The Township reserves the right to enter into negotiations with the proponent. If the Township and the proponent cannot negotiate a successful agreement, the Township may terminate the negotiations and begin negotiations with another proponent. This process may continue until an agreement has been executed or all proponents have been rejected. No proponent shall have rights against the Township arising from negotiations.

RFP Price Bid Form

RFP Number: NAW-2024-11 – Flooring Installation
 RFP Closing Date: December 6, 2024
 RFP Closing Time: 12:00 p.m.
 RFP Opening Time: 12:05 p.m.

RFP Price/Bid Form

SECTION	ITEM DESCRIPTION	Quantity Required	Unit price per sq. ft/ li. ft	Bid Price	HST	TOTAL Amount
A	Flooring removal & New Floor Installation 1091 Shaw Woods Road, Eganville, Township Office	1130 sq. ft				
B	Flooring removal & New Floor Installation 3314.Lake Dore Road, Golden Lake Community Hall	1580				
C	Cove Base Molding, both sites	465 SWO 300 GLH ----- Total 765 Linear Feet				

Approximately 2710 square feet of flooring, completed at North Algona Wilberforce Office located at 1091 Shaw Woods Road, Eganville and Golden Lake Community Hall, located at 3314 Lake Dore Road, Golden Lake, Ontario, with job to be completed **on or before January 17, 2025.**

Contractor shall submit work plan by January 21, 2025, if work is not completed by above date.

RFP BID (A+B) \$ _____

HST \$ _____

TOTAL RFP PRICE \$ _____

NOTE: CLOSING DATE: December 6, 2024, at 12:00 p.m.

TOWNSHIP CONTACTS AND ADMINISTRATION

Any questions or any additional information contact:

Adrian Tomasini, Public Works Superintendent
613.628.2080 x 206
613.639.5612 – cell
publicworks@nalgonawil.com

Luke Desjardins
1091 Shaw Woods Road
Eganville, Ontario K0J 1T0
613.628.2080 x 202
613.628.3341 – fax
cao@nalgonawil.com

RFP CLOSING

RFP submissions can be made until Friday, December 6, 2024, 12:00 p.m.
(a) Package Submission Process

RFP packages shall be submitted in a closed and sealed envelope clearly marked RFP NAW-2024-11 Flooring Installation by the above closing date and time, 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 North Algona Wilberforce Township.

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 prices 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.

Attached to this RFP is a certified cheque, in the amount of 10% of the total RFP bid, made payable to the Township. The proceeds of this cheque shall, upon acceptance of the RFP, constitute a deposit which shall be forfeited to the Township, if the Contractor fails to complete the work in accordance with the RFP documents.

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 January 17, 2025.

SIGNATURE PAGE

By signing below, I acknowledge that I have read and understand this RFP NAW-202411 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

Company Name

Address

Date

Note that this RFP is not transferrable, and any alteration of the Company name entered hereon will be cause for considering the proposal irregular and subsequent rejection of the RFP.

PART II 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 III

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 IV 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 Proponent (where 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 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 CAO or Designate 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 CAO or Designate 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

The CAO or Designate will be responsible for all action taken in dealing with bid irregularities, and acts in accordance to 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 Township Procurement for a period of up to one (1) year.

3. PROPONENT'S CHECKLIST

Completion of (2) Original Request for Proposal Documents

Signed Statement of Understanding

Signed Acknowledgment of Addendums

References

Certified Cheque

Signature Page

Bid Form

4. Unofficial Results Form X2

RFP SUBMISSIONS RESULTS FORM

Project Name: _____

Closing Date and Time: _____

No.	PROPONENT'S NAME	SUBMISSION DATE/TIME
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

CAO or Designate Signature: _____

North Algona Wilberforce Township 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

1. Unofficial Results Form X2

RFP SUBMISSIONS RESULTS FORM

Project Name: _____

Closing Date and Time: _____

No.	PROPONENT'S NAME	SUBMISSION DATE/TIME
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

CAO or Designate Signature: _____

North Algona Wilberforce Township 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

ATTENDANCE FORM – RFP OPENING

Project Name: RFP-NAW-2024-11 Flooring Installation

Closing Date and Time: December 6, 2024, 12:00 p.m.

Name (Print)	Title	Company	Signature