



# Clarence-Rockland

THE CORPORATION OF THE CITY OF CLARENCE-ROCKLAND

**REQUEST FOR TENDER**

**Tender Number**

**F18-INF-2018-021**

**2 Standby Generators for the Clarence Creek Arena  
and Municipal Garage**

Request for Tenders Issued On: 25 April -2018

Tender Submission Deadline: 2:00:00pm on 16 May 2018 Local Time in Clarence-Rockland Ontario, Canada

**Deliver to:  
The Corporation of the City Clarence-Rockland  
1560 Laurier  
Clarence-Rockland  
Client Service Center  
Rockland, ON  
K4K1P7**



## INFORMATION FOR CONTRACTORS – SUMMARY SHEET

The following is a summary of some of the key requirements included in the attached document. The details of each requirement are provided in the attached document. This information summary is provided for the convenience of the Contractors only. It is not necessary to return this summary sheet with your submission.

**NOTE:**

Contractors must consult every section of this RFT to ensure that they have included all information required. Bid submission forms in Section 4 must be completed, executed, and submitted at the time of closing.

**Project Description: 2 Standby Generators for the Clarence Creek Arena & Municipal Garage**

- Reference Number: **F18-INF-2018-021**
- Term of Agreement: **N/A**
- Closing Date: **2:00:00 P.M., Local Time, May 16, 2017**
- Opening Location: **1560 Laurier, Rockland, ON, Client Services**
- Submission Requirements: Original in sealed envelope and indicating the Contract number
- Documents to be submitted: All forms in Section 4
  
- Site Meeting: Yes  No  Date and Time: May 2, 2018 , 10:00am  
 Mandatory: Yes  No  Location: 418 Lemay St., Clarence-Creek, ON
  
- Bid Deposit: Yes  Amount \_\_\_\_\_ No
- Agreement to Bond (or approved equivalent): Yes  No
- If Yes, Performance Bond Yes  ♦ Labour/Materials Bond Yes  No
- 10% Holdback Applicable: Yes  No  ♦ Fidelity Bond: Yes  No
- Prices Read out at Public Opening: Yes  No  ♦ Schedule of Prices to be completed in whole: Yes  No
- Sample Products: Yes  No  ♦ References Mandatory: Yes  No
- Subcontractor Form: Yes  No  ♦ WSIB Certificate required: Yes  No
- Other Certifications: Yes  No
- Accessibility for Ontarians with Disabilities Act (AODA) Applies: Yes  No

**Insurance Requirements:**

- Commercial General Liability Insurance  
 Yes  Amount: \$2,000,000/occurrence  or \$5,000,000/occurrence  No
- Automobile Insurance not less than \$2,000,000/occurrence Yes  No
- Professional Liability not less than \_\_\_\_\_ Yes  No

**Inquiries:** Buyer Name: **Alain Payer**  
 Email: [Apayer@clarence-rockland.com](mailto:Apayer@clarence-rockland.com)



**INFORMATION FOR CONTRACTORS – SUMMARY SHEET – CONT'D**

Tender must be submitted in a sealed envelope.  
It must be clearly addressed as set out below.

Or you can affix the below label to your envelope.

**REQUEST FOR TENDER**

**Alain Payer  
Supply Manager  
Client Services**

**The Corporation of the City of Clarence-Rockland  
1560 Laurier  
Rockland, ON  
K4K1P7**


**PROJECT: 2 Standby Generators for the Clarence Creek Arena  
and Municipal Garage**

**TENDER #: F18-INF-2018-021**

**Company Name:** \_\_\_\_\_  
**Company Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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1. **ELIGIBILITY TO PARTICIPATE**

Open competition.

2. **Invitation to Contractors**

This Request for Tender (“RFT”) is an invitation to prospective Contractors to submit Proposals from Contractors as further described in Section 3- Scope of Work (the “Scope of Work”):

2 Standby Generators Clarence Creek as follows:

- 1 Clarence Creek Arena
- 2 Clarence Creek Municipal Garage

3. **DEFINITIONS**

- (a) **Alternative** means a choice of things, each being fully compliant.
- (b) **Contractor(s)** means all persons, partnerships or corporations who respond to this RFT, and includes their heirs, successors, and permitted assigns.
- (c) **City** means The Corporation of the City of Clarence-Rockland and includes its successors and assigns.
- (d) **Contract** means the agreement to be entered into between the Contractor and the City with respect to the supply of the Equipment and Services. It shall be based upon this RFT, with any agreed upon amendments, and shall also include any plans and specifications and will be held to cover the supply of any and all work, labour, implements and materials that could be reasonably required to properly and satisfactorily supply the Equipment or Services.
- (e) **Contractor** means the Bidder(s) whose Tender(s) is/are accepted and who has/have agreed to supply the Equipment and Services as described in the Contract. In either case, the term extends to its legal representatives, successors and permitted assigns, agents, employees, sub-contractors and Contractors.
- (f) **Equipment** means all goods, materials, articles, equipment, software, intellectual property (or any part of them) and vehicles as described in the Specifications attached to this RFT as



Section 3 and acquired through the inclusion of such equipment in a schedule to the Contract from time to time throughout the term of the Contract.

- (g) **Improper** means a Tender that is not in conformity in some manner with the requirements of this RFT but will be reviewed by the City to determine whether it may be considered in the evaluation process, in the sole and unfettered discretion of the City.
- (h) **Tender(s)** means the Contractor's submission in response to this RFT, including the specifications, directions, specifications, schedules and requirements, together with all documents of any description and agreements made or to be made pertaining to the method of supplying the Equipment or Services or to the quantities as shown of acceptable materials to be furnished under the Contract.
- (i) **RFT** means this Request for Tender document, including all schedules, parts and attachments, as issued by the City, including any addenda or amendments made to it after initial issue.
- (j) **Services** means the services as required and described in Part C, Specifications of this RFT and Equipment is as described in the Specifications attached to this RFT as Section 3
- (k) **Total Acquisition Cost** means the sum of all costs, including purchase price, all taxes, warranty, life cycle cost, operating and disposal costs.

#### 4. TENDER TIMELINE

Event	Anticipated Date
Request for Tender issued	25-Apr-2018
Job Showing Meeting	May 2, 2018
Last Day for submitting e-mail inquiries	11-May-2018
Tenders due from firms	16-May-2018 2:00 pm
Evaluations	May 18, 2018

#### 5. TENDER DELIVERY & OPENING

- (a) Tenders made on the forms provided must be submitted in a sealed package, clearly **marked showing the contract number found on the front of the RFT** and throughout the document and must be submitted to the following address to the attention of the following individual **not later than 2:00:00 p.m.**, Local Time, on the date shown on the front of the RFT and throughout the document (the "deadline for submission").

Alain Payer

Client Services  
The Corporation of the City of Clarence-Rockland  
1560 Laurier  
Rockland, ON  
K4K1P7



- (b) The time stamp in the Purchasing Office is the official time for the deadline for submission. No other clock or source of time will be recognized when considering the submission date and time of Requests for Tenders / Proposals / Quotations / Pre-Qualifications, Expressions of Interest or any other competitive bidding document issued by Purchasing. Tenders must be received not later than 2:00:00 P.M. on the specified date of closing. Tenders received at 2:00:00 P.M., as shown on the time stamp in the Purchasing Office, are “on time” and will be accepted. Tenders received at 2:00:01 P.M. or later, as shown on the time stamp in the Purchasing Office are late and will be rejected.
- (c) Any Tenders received after the deadline for submission will be considered as non-compliant and will be returned unopened. In the event that the Tender is too large for an envelope, the Tender shall be **sealed** in a carton clearly marked with the Contract number and description.
- (d) The use of the mail or courier services for delivery of a Tender will be at the risk of the Contractor. The Tender must come into the possession of the above-mentioned representative of the City before the deadline for submission or the Tender will be returned to the Contractor unopened.
- (e) In the event that the Tender is hand delivered and is received past the deadline for submission, the Tender envelope will be time stamped and returned unopened to the deliverer immediately.
- (f) In the event that the Tender is received by a means other than ‘in person’ and is received past the submission deadline, it will be time stamped and returned unopened by courier.
- (g) **NOTE: Tenders must be submitted in a sealed envelope. Submissions by facsimile or electronic delivery secure site or otherwise, are not acceptable.**
- (h) The onus unequivocally remains with the Contractor to ensure that Tenders are delivered to Purchasing Services, at the address shown in Item 3(a) above by the deadline for submission, in accordance with the submission instructions. Requests for adjustments to submitted Tenders by telephone fax or electronically will not be considered.
- (i) The City shall not be liable for any cost of preparation or presentation of Tenders, and all Tenders and accompanying documents submitted by the Contractor become the property of the City and will not be returned. There will be no payment to Contractors for work related to and materials supplied in the preparation, presentation and evaluation of any Tender, nor for the Contract negotiations whether they are successful or unsuccessful.
- (j) Tenders will be opened at a public tender opening meeting immediately following the deadline for submission. The opening will be held in the room identified on the Information to Contractors Summary Sheet at the front of this RFT. Requests for information as disclosed at the public opening shall be in writing, directed to the City Buyer.
- (k) The City, its elected officials, employees and agents shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any Contractor, prior or subsequent to, or by reason of the acceptance, or non-acceptance by the City of any Tender, or by reason of any delay in the acceptance of any Tender.



## 6. SCHEDULED SITE MEETING:

418 Lemay Street  
Clarence-Creek, ON

Should the City receive only one bid submission for goods/services that have a known multiple-source potential, the City reserves the right to recall or cancel the bid solicitation

## 7. TENDER SUBMISSION

- (a) Submission of a Tender will constitute acceptance of all provisions contained in this RFT on the part of all Contractors.
- (b) When submitting a Tender, Contractors must ensure that all areas of this RFT that require information are completed and submitted in accordance with the instructions. Failure to do so may result in the incomplete Tender being rejected.
- (c) All Tenders must be made upon the Bid Submission Forms found in Section 4 to this RFT. The Bid Submission Form must be executed with an original signature and remitted prior to the deadline for submission or it will be rejected.
- (d) Signatures should be made in ink. If a joint Tender is submitted it must be signed by signing officers of each of the joint Contractors.
- (e) Tenders which are incomplete, conditional, illegible, or obscure or which contain reservations, erasures, alterations, or irregularities will be declared Improper and may be rejected. Tenders must be legible, written in ink, or by computer. Tenders written in pencil will not be considered. In the case of an error in extending the unit prices, the unit price shall determine the price bid. Mathematical errors made by the Contractor extending unit prices will be corrected by the City.
- (f) None of the conditions contained on the Contractor's standard or general conditions of sale shall be of any effect unless explicitly agreed to by the City and specifically referred to on the purchase order.
- (g) Any erasures or corrections to a Tender must be initialled or noted by the Contractor or the Tender may be deemed as Improper and may not be considered.
- (h) If after reading the RFT, your organization does not wish to submit a Tender, **do not forward the material to another organization. Discard/recycle the material and return a completed "Notice of No Bid" and/or return all materials immediately to the City.**

## 8. INQUIRY

- (a) All inquiries regarding this RFT shall be directed, by email to the attention of the Buyer shown on the front of the RFT package and throughout the document.
- (b) Details of the site visit, if applicable, are provided in the Information for Contractors - Summary Sheet provided at the front of this RFT.
- (c) Any inquiries will be responded to in writing. Any clarification shall not alter the Tender. Oral arrangements or discussions are not binding and cannot be relied upon.
- (d) If during the period prior to submission of Tenders, the City determines, in its sole and unfettered discretion, that part of the Tender requires formal amendment or clarification, written addenda to this Tender will be produced and distributed to all known Contractors. In that case, the Tenders shall identify the addenda and indicate how they respond to them.
- (e) Contractors attempting to contact City staff or elected officials other than the contact indicated in this RFT, for whatever reason during the Tender or evaluation process are advised that such action may result in their disqualification from the process. If consultation is deemed to be necessary by the City, a pre-tender meeting of all Contractors and City staff will be arranged at a location of the City's choosing. The City reserves the right to change the deadline for submission, if necessary, to accommodate such a meeting.
- (f) No officer, agent or employee of the City is authorized to verbally alter any portion of this RFT.
- (g) All references to Contractor include all staff from the proposing organization as well as all contractors and subcontractors that the proposing organization may hire to supply the Equipment or Services.
- (h) Any questions to interpretation of Specifications or the bid process shall be addressed to Purchasing Services, in writing, in ample time before the deadline for submissions.

## 9. TENDER CONTENT

Tenders will be deemed complete if they include:

- (a) A completed and executed Bid Submission Form and Pricing Schedule A attached to this RFT. (Section 4)
- (b) A completed List of Subcontractors, attached to this RFT. (Section 4)
- (c) Reference list, attached to this RFT. Contractors must provide three appropriate references; listing completed projects of a similar size and nature, including contact names and telephone numbers. (Section 4)



- (d) If any of the above information (items (a) through (d) inclusively) is missing or deficient, the City reserves the right, in its sole and unfettered discretion, to request written clarification, or, to reject the Tender in its entirety.

## 10. ACCEPTANCE OF TERMS

Each Contractor, by submitting a Tender, represents that the Contractor has read, completely understands, and accepts the terms, conditions, and specifications of the RFT in full.

## 11. NON-EXCLUSIVE

Contractors should note that any Contract(s) awarded as a result of this RFT will be non-exclusive. The City may, at its sole and unfettered discretion, purchase the same or similar Equipment or Services from other sources, including but not limited to other Contractors, during the term of the Contract(s).

## 12. INTERPRETATION

The following rules of interpretation apply:

- (a) The term 'best value' means the most cost efficient and effective manner of supplying the Equipment or Services in the sole and unfettered opinion of the City.
- (b) Where any mention is made to the masculine gender in any part of this RFT or the Contract, it shall be interpreted as, and deemed to mean, the masculine or feminine gender. Words in the singular can be interpreted in the plural, and vice versa, as the context allows.
- (c) Each reference to Provincial legislation in this RFT, unless otherwise specified, is a reference to the Current Consolidated Statutes of Ontario and, in every case, includes all applicable amendments to the legislation, including successor legislation.
- (d) The words "shall", "will", and "must" used in this RFT denote imperative and mean "a requirement having a significant degree of importance to the objective of this RFT".
- (e) The words "should" or "may" used in this RFT denotes permissive.
- (f) The word "and" is an inclusive conjunction, the use of which indicates that all items or phrases in the subsection, article, or list in which it appears are permitted or required, as the case may be. The word "or" is an alternate conjunction, the use of which indicates that alternate or optional items or phrases in the subsection, article or list in which it appears are permitted or required, as the case may be; however, notwithstanding the foregoing, where the context permits, the word "or" may also be an inclusive conjunction having the same meaning as the word "and".

### 13. REQUIREMENTS UPON ACCEPTANCE

Prior to award, the recommended Contractor is required to submit the following in a form satisfactory to the City for execution within ten (10) business days after being notified by the City.

- i) Should the recommended Contractor either; attempt to withdraw their Bid, or fail to or refuse to execute the Contract and/or provide the necessary documentation, within the time specified, the recommended Contractors' Bid Deposit (if applicable) shall be forfeited and applied for use by the City.
- ii) The following documents, as listed, shall be submitted prior to or at the time of signing an agreement or prior to the issuance of a PO:
  - a) Insurance Certificate;
  - b) a current copy of the Workplace Safety and Insurance Clearance Certificate, and



## 1. ACCEPTANCE

- (a) As soon as practicable after opening the Tenders, the City will endeavor to act upon them. The acceptance of a Tender will be notice in writing signed by a duly authorized representative of the City, and no other act of the City shall constitute the acceptance of a Tender. The placing of a notice of award to a Contractor by the City in regular mail or courier to the address given in a Tender shall constitute formation of the Contract and no other form of notice shall be required. Acceptance of a Tender by the City shall bind the Contractor to execute any additional documents as required.
- (b) The Contract shall consist of and have priority in the following order:
- i. the purchase order;
  - ii. the RFT;
  - iii. and the Contractor's Tender.
- (c) The above mentioned documents will be interpreted in precedential order as they are named above regardless of the chronological order in which they are issued or executed. This means, in effect, that if there is a discrepancy between a term in the City's purchase order and a term in the chosen Tender, the term in the purchase order will prevail to the extent of the discrepancy.
- (d) The City may accept any Tender in whole or in part, whether the Total Acquisition Cost is the lowest or not, and may reject any or all Tenders.
- (e) The City reserves the right to award by items, groups of items, parts of items or parts of groups of items, or all items of the Tender, and to award Contracts to one or more Contractors; to accept or reject any Tender in whole or in part; to waive irregularities and omissions in the City's sole and unfettered discretion, if in so doing, the best interests of the City will be served. No liability shall accrue to the City for its decision in this regard.
- (f) In addition to the preceding paragraph, the Contractor, by submitting a Tender, agrees that it will not claim damages in excess of an amount equivalent to the reasonable costs incurred by the Contractor in preparing its Tender for matters relating to the Contract or in respect of the competitive process, and the Contractor, by submitting a Tender, waives any claim for loss of profits if no contract is made with the Contractor.
- (g) Should the City receive only one (1) Tender on commodities/services that have a known multiple source potential, the right is reserved to recall or cancel the competition or to negotiate the prices/terms offered by the Contractor.
- (h) All Tenders shall be irrevocable for ninety (90) days following the deadline for submission to allow sufficient time for evaluation of the Tenders and for the investigation of the Contractors.

- (i) Upon acceptance of a Tender, (or any part of it), by the City, the successful Contractor shall, if requested by the Solicitor for the City so to do, execute and enter into an additional formal contract that is satisfactory to the Solicitor of the City, to properly secure the Contract resulting from the acceptance of a Tender (or any part of it) and to embody indemnity and related provisions that in the opinion of the Solicitor are required to protect the City.
- (j) Any notice that the City may be required or desire to give to the Contractor shall for all purposes be deemed to have been sufficiently and properly given if forwarded by regular mail or courier and addressed to the Contractor at the address shown for the Contractor on its Tender. It shall be presumed to have been received by the Contractor on the third day following the mailing or the day following registration with the courier.
- (k) No Tender shall be accepted from any person or Contractor who, has a claim or has instituted a legal proceeding against the City or against whom the City has a claim or has instituted a legal proceeding, without the prior approval of City Council. This applies whether the legal proceeding is related or unrelated to the subject matter of this RFT.

The placing in the mail or delivery to the address given in the Tender of a notice of award to the Contractor by the City shall constitute formation of the Contract

## **2. NEGOTIATION (PRE CONTRACT AWARD)**

In the event that all bids submitted exceed the Owners budget for the project, the Owner may negotiate changes in the scope of work with the Contractor submitting the lowest acceptable bid. Where included in the bid, unit prices shall be used to achieve the reduction. If a unit price is not provided, said change will be negotiated between the successful contractor and the Supply Manager and will be based on similar prices contained in the bid, the nature and scope of work, material required and hourly rate.

## **3. CONTRACTOR ELIGIBILITY**

- (a) Contractors must meet the City's requirements for experience. The City will disqualify any Contractor who cannot provide the following, when requested by the City:
  - i. proof that they have previously held and satisfactorily completed a contract of the size and type being proposed; or
  - ii. proof of employment in the type of service being proposed and written references as to their satisfactory performance; or
  - iii. adequately demonstrate that they have the ability to provide the necessary expertise and resources, including Sub-Contractors, to satisfactorily complete the Contract.
- (b) The City reserves the right to investigate and evaluate the experience, capability, safety, quality, registration and financial position of any Contractor

prior to an award of a Contract. The City reserves the right to reject any Contractor or Tender in its sole discretion, based on the information obtained.

- (c) This Tender is made by the Contractor without any connection, knowledge, comparison of figures or arrangement with any other person or persons making a Tender for the same Equipment or Services, and is in all respects fair and without collusion or fraud.

#### 4. INDEMNIFICATION

- (a) The Contractor agrees that it shall continuously save, keep harmless and fully indemnify the City, its elected officials, employees and agents and its successors and assigns, from and against all actions, claims, suits, demands, proceedings, losses, liabilities, damages, costs and expenses, which may be brought against or made upon the City resulting from or arising out of the Contractor's performance of or rendering of any Services pursuant to the Contract.
- (b) The Contractor also agrees that it shall continuously save, keep harmless and fully indemnify the City, its elected officials, employees and agents and its successors and assigns, against all actions, claims, suits, demands, proceedings, losses, liabilities, damages, costs and expenses, which may be incurred by the City resulting from or arising out of the Contractor's performance of or rendering of any Services pursuant to the Contract.
- (c) The Contractor shall indemnify the City from all claims arising out of unpaid accounts relating to the Contract. The City shall have the right at any time to require satisfactory evidence that the Equipment (or any part of it) in respect of which any payment has been made or is to be made by the City is free of and clear of construction or other liens, attachments, claims, and demands, charges or other encumbrances.

The Contractor, during the term of the contract, at its expense, shall take out and keep in full force and affect the following insurance policies:

**Commercial General Liability insurance** insuring all services, operations, products, and work as described in the contract. The policy will be extended to include bodily injury, property damage, personal injury and advertising injury, contractual liability, products- completed operations, contingent employer's, and owners and contractors protective liability to a limit of not less than five million dollars (\$5,000,000) per occurrence.

The policy shall include a cross liability and severability of interest clause and be endorsed to name The Corporation of the City of Clarence-Rockland as an additional insured;

**Non-owned automobile insurance** to a limit of not less than two million dollars (\$2,000,000) and;

**If applicable, automobile insurance (OAP1) for both owned and leased vehicles with inclusive limits of not less than two million dollars (\$2,000,000).**

All policies of insurance shall:

- (i) be written with an insurer licensed to do business in the Province of Ontario;
- (ii) contain an undertaking by the insurers to notify the City of Clarence-Rockland in writing not less than thirty (30) days prior to any termination or cancellation of coverage unless otherwise required by law;
- (iii) be non-contributing with and will apply only as primary and not excess to any other insurance or self-insurance available to the City of Clarence-Rockland
- (iv) and any deductible amounts will be borne by the Contractor

Upon notification of intent to award the Contract and within ten (10) business days, the Contractor shall provide to the City of Clarence-Rockland proof of insurance on a form of a certificate of insurance which has been signed by an authorized representative of the insurer which references the appropriate bid number. The Contractor will make available complete certified copies of all applicable insurance policies for examination if required by the City.

Certificates of Insurance evidencing renewal or replacement of policies shall be delivered to the City within fifteen (15) business days prior to the expiration or replacement of the current policies, without demand by the City.

The City reserves the right to require the Contractor to purchase such additional insurance coverage as the City may reasonably require. The City reserves the right to request such higher limits of insurance or otherwise alter the types of insurance coverage requirements as the City may reasonably require from time to time.

It shall be the sole responsibility of the contractor to determine what additional insurance coverage and limits are necessary to fulfill its obligations in accordance to the contract.

## **5. INSURANCE CLAIMS**

Claims or alleged claims received by the Contractor shall be dealt with immediately by the Contractor.

- (a) The Contractor shall retain an independent adjuster who will determine the Contractor's liability for all third party claims, and advise the claimant in writing of the determination of liability within sixty (60) days of service of the claim on the Contractor. Copies of such determination of liability shall be forwarded to the City of Clarence-Rockland.



- (b) If the Contractor or the Contractor's independent adjuster fails to respond within the time noted in (a) or responds in a manner inconsistent with the evidence at hand, the City of Clarence-Rockland reserves the right to have another independent adjuster review the claim and determine liability therefore. Any monies incurred by the City of Clarence-Rockland to investigate, defend and satisfy any third-party claim where it was determined that the Contractor was liable will be deducted from monies owing to the Contractor by the City of Clarence-Rockland.
- (c) If a claim is settled to the satisfaction of the Claimant, the Contractor shall provide the City of Clarence-Rockland with a copy of the Claimant's Release. The Claimant's Release shall cover the interests of the Contractor and The Corporation of the City of Clarence-Rockland, its employees, agents and anyone for whom it is in law responsible.

## **6. WORKPLACE SAFETY INSURANCE BOARD CERTIFICATE**

- (a) A certificate from the Workplace Safety Insurance Board (WSIB) shall be provided prior to the commencement of work indicating all payments by the company to the WSIB in conjunction with the Contract have been made, and that the City will not be liable to the WSIB for future payments in connection with the Contractor's fulfilment of the Contract.
- (b) The Contractor shall file a "Certificate of Clearance" from the WSIB prior to commencing the Contract. Clearance certificates should be renewed every sixty (60) days (minimum) during the term of the Contract.
- (c) The City shall have the right to retain, out of any monies payable by the City to the Contractor under this Contract, the total amount from time to time outstanding of all damage claims by third parties arising out of this Contract which have not been settled by the Contractor or its insurers. For the purposes of this paragraph, a claim has been settled if a payment has been made to and accepted by the claimant and a complete release obtained once the claim has been fully investigated by the WSIB.
- (d) Independent operators (single owner/operators) will be considered for these requirements. As such these operators may be exempt from providing a WSIB Certificate of Clearance.
- (e) However, independent operators will be required to submit a letter from WSIB containing the Independent Operator Identification number issued by the Board. As well, in lieu of a WSIB Certificate of Clearance, independent operators must provide proof that they are covered by a long-term disability insurance policy.

## **7. OCCUPATIONAL HEALTH & SAFETY ACT/ENVIRONMENTAL PROTECTION ACT**

- (a) Should the provisions of the Occupational Health and Safety Act, apply to the work to be completed under a Contract resulting from this RFT, a

contravention of the Occupational Health and Safety Act by the Contractor, subcontractor or Contractor may be considered a breach of this Contract.

- (b) The Contractor shall “take every precaution reasonable in the circumstances” for the protection from injury of City employees, occupants of the site, the general public and workers.
- (c) The Contractor shall provide, erect, and maintain required barricades, warning signs, guard-rails, and light guards in accordance with applicable regulations.
- (d) Except as specified in the Contract, the Contractor will ensure that no additional signs are erected unless approved by the City.
- (e) The Contractor shall remove debris, packaging and waste materials frequently, as directed by the City. The Contractor shall remove from the site and legally dispose of rubbish, waste materials, and any form of hazardous waste (as defined in regulations passed pursuant to the Environmental Protection Act).
- (f) Dust and dirt shall be kept to an acceptable level, as directed by the City. The Contractor shall cover or wet down dry materials and rubbish to prevent blowing dust and debris.
- (g) While on the premises, all hazardous chemical waste shall be properly identified and stored so as not to pose a safety or health hazard to City employees, occupants of the site or the general public.

## **8. STORAGE AND DISPENSING EQUIPMENT**

Where storage and/or dispensing equipment is required for proper handling and storage of delivered Equipment, such Equipment is provided and owned by the City.

## **9. CHARACTER OF WORKERS**

- (a) The reference to "workers" refers to workers of the Contractor and its sub-contractors (if any), and includes Corporate Officers.
- (b) The Contractor agrees to employ only orderly, competent, and skilful workers. Whenever the City informs the Contractor in writing that any worker is, in its sole and unfettered opinion, incompetent, unfaithful or disorderly, the Contractor will ensure that the worker in question is removed from the work and shall not be further employed on the Contract without the City's written consent.
- (c) The Contractor, as a representative of the Municipality must treat the public with the utmost respect. The Contractor shall advise the Municipality of all complaints received.

- (d) The Municipality will notify the Contractor of any complaints received regarding the unfavourable character or actions of workers in writing. The Municipality will assess the nature of the complaint and determine if corrective measures may be taken, or in the case of severe issues, whether the Contract should be terminated. The Municipality's discretion in this regard is final.

## **10. PROJECT SITE WORKING CONDITIONS**

- (a) It is the Contractor's responsibility to investigate the project site and the nature of the work and inform itself, before bidding, of all the physical and working conditions and administrative practices applicable.
- (b) Details of the site visit, if applicable, are provided in the Information for Contractors - Summary Sheet provided at the front of the RFT. Contractors not attending mandatory site meetings will be disqualified from the bidding process. Tenders received from disqualified Contractors will be returned unopened.

## **11. CARE AND HANDLING**

- (c) The Contractor will assume full responsibility for the safe handling and delivery of materials, in accordance with the Transportation of Dangerous Goods Act the Occupational Health and Safety Act including amendments (WHMIS), and any other municipal, provincial or federal legislation applicable during the term of this Contract.
- (d) Prior to commencement of the work the Contractor shall provide a list of products controlled under WHMIS which he expects to supply on this Contract. The Contractor will provide Material Safety Data Sheets (M.S.D.S.) to the City prior to Contract commencement.
- (e) The Contractor(s) shall be aware of and conform to all governing regulations, including those established by the City, related to employee health and safety. The Contractor shall keep employees and sub-contractors informed of such regulations. The Contractor will be responsible for obtaining Workplace Safety and Health Policy and adhere to the policy, including the dress code for on-the-job safety.

## **12. PATENTS AND COPYRIGHTS**

- (a) The Contractor shall, at its sole expense, defend all claims, actions or proceedings against the City based on any allegations that the Equipment (or any part of it) constitutes an infringement of any patent, copyright or other proprietary right, and shall pay to the City all costs, damages, charges and expenses, including its lawyers' fees on a solicitor and his own client basis occasioned to the City in this regard.
- (b) The Contractor shall pay all royalties and patent license fees required for the Equipment.

- (c) If the Equipment (or any part of it) is in any action or proceeding held to constitute an infringement of any patent, copyright or other proprietary right, the Contractor shall either secure for the City the right to continue using the Equipment or shall, at the Contractor's sole expense, replace the infringing Equipment with non-infringing Equipment or modify it so that the Equipment no longer infringes.

### 13. ERRORS AND OMISSIONS OF THE CONTRACTOR

Errors, mistakes, or omissions made by the Contractor, its agents, employees, or workmen shall be rectified by the Contractor at its sole expense.

### 14. EQUIVALENCIES

Bid submissions of a comparable product will be considered if it meets City of Clarence-Rockland requirements.

#### Substitutions or Alternatives

- I. The Contract will be based on the content of the Contracting Documents.
- II. Within the Specifications certain Products or work methods may be referenced by a Manufacturer brand, a common trade name or common work practice. Where such references are made these are to convey to Bidders the City's minimum standard (or benchmark) of acceptable Work. Proposed equivalent Products, meaning from another Manufacturer, or, proposed alternative work methods may be considered by the City as acceptable equivalents, provided that the technical properties of the Product substitutions or the outcome of the proposed alternative work method can be demonstrated as being equivalent to those set forth in the Contract Document Specifications. Moreover where substantive compliance of the Evaluation Method can be demonstrated, substitute Products or alternative methods will be accepted by the City.
- III. In the event that, prior to closing of Tenders, a Bidder wishes to tender based on a substitute Product or alternative work method to those described in the Contract Documents, a consideration request must be submitted to the City in writing. Substitution requests should be submitted at least ten (10) calendar days prior to the Tender Closing Date. The City is not obligated to respond to a substitute consideration request received after this time period has elapsed.
- IV. The consideration request shall include the following:
  - a) A description of the proposed Product substitution or alternative work method;
  - b) A direct comparison between the Product or method referenced in the Contract Documents and the proposed substitute Product or alternative work method;
- V. In the event, that the City deems the information provided with the request for approval of a substitution to be inadequate the request will be rejected.
- VI. Approval of substitutions of Products or alternative methods will be signified by the issue of an addendum.

- VII. It remains the sole prerogative of the City, to determine the acceptability of Products offered as equivalents to those benchmarked in this RFT, as well as to determine whether any deviation from the City's Specifications, which is inherent in a Product offered as an equivalent to a benchmarked Product, is material enough such to affect Product and/or Equipment performance.
- VIII. The approval or rejection of a proposed equivalent will be made after the Tender Closing Date during the evaluation of the bid at the sole discretion of the City. Should the proposed equivalent be rejected by the City, the bid will be deemed non-compliant and will not be considered for contract award. To mitigate this risk, bidders are permitted to submit two separate bids, one based on the use of the material, product, system or brand name specified in the Specifications and one based on the use of a proposed equivalent

The cost of any testing requirements to establish acceptable equivalent or comparable products will be borne by the Bidder, unless otherwise stated by the City.

## 15. QUANTITIES

- (a) Unless otherwise specified in this RFT, quantities shown are approximate and furnished without liability on behalf of the City. Quantities are supplied for the guidance of the Contractors only and are not to be considered as minimum or maximum quantities.
- (b) Unless otherwise stated, payment will be by the unit complete at the Tender price on the actual quantities deemed acceptable by the City.

## 16. TERMS OF PAYMENT

- (a) Unless alternate payment terms are specified in the Specifications attached to this RFT, the City will accept billing for 100 percent of the actual value of each element of the Equipment provided or Services performed in each month and accepted by the City. Invoices will be payable by the City 30 days after they are received. Where required by the Construction Lien Act, appropriate monies may be held back until 45 days after successful provision of the Equipment or completion of the Services, as the case may be. Holdback releases are dependent upon the Contractor completing the Statutory Declaration and placing of an advertisement as required under the Construction Lien Act.
- (b) Payments made by the City, including final payment, shall not relieve the Contractor from its obligations or liabilities under the Contract.
- (c) Contractors must note that payments will be made in accordance with the authorized prices and upset limit (estimate) outlined on the purchase order. No other payments will be made without prior express, written justification to and authorization by Purchasing Services.
- (d) Acceptance by the Contractor of the final payment shall constitute a waiver of claims by the Contractor against the City, except those previously made in writing in accordance with the Contract and still unsettled.

- (e) The City shall have the right to withhold from any sum otherwise payable to the Contractor any amount sufficient to remedy any defect or deficiency in the Equipment, pending correction of the deficiencies or any amount sufficient to satisfy any claim the City has against the Contractor resulting from a previous Contract, a legal proceeding or unpaid accounts, including property or business taxes.
- (f) Contractors are advised that the City has implemented a Pcard (Procurement/Purchasing Card) system for its small dollar acquisitions. Although this Contract will be implemented as a systems Contract, users (City staff) may require the ability to pick up goods needed immediately from the closest available location and would “release” off the City Contract by means of the Pcard. The Contractor must ensure that any City acquisitions made with a Pcard are charged at the quoted prices.

**17. INVOICE REQUIREMENTS**

The Contractor will submit to the City of Clarence-Rockland, Finance - Accounts Payable, an invoice for payment at the completion of work.

All applicable taxes are to be itemized separately on invoices, i.e. H.S.T.

The City of Clarence-Rockland also accepts electronic invoicing from Contractors. Invoices must be provided in PDF format and sent directly to Accounts Payable at;

[AP@Clarence-Rockland.com](mailto:AP@Clarence-Rockland.com)

**18. UNPAID ACCOUNTS**

The Contractor must indemnify the City from all claims arising out of unpaid accounts relating to the Equipment and/or Services. The City shall have the right at any time to require satisfactory evidence that the Equipment in respect of which any payment has been made or is to be made by the City is free of and clear of construction or other liens, attachments, claims, and demands, charges or other encumbrances.

**19. CHANGES IN THE EQUIPMENT OR SERVICES**

The City may, without invalidating the Contract, direct the Contractor to make changes to the Equipment or Services. When a change causes an increase or decrease in the Equipment or Services, the Contract price shall be increased or decreased by the applicable unit price, or in the absence of applicable unit prices, by an amount to be agreed upon in writing between the City and Contractor. All changes must be in writing.

**20. NON-PERFORMANCE**

- (a) The City reserves the right to determine, in its sole and unfettered discretion, non-performance of the Contract, including the level of quality of Equipment or Services provided and further reserves the right to cancel any or all of the

Contract if the Contractor fails to correct deficiencies upon thirty (30) days written notice. The City's evaluation and determination in this regard shall be final and not reviewable by any court or tribunal.

- (b) In the event that the Contractor fails or neglects to comply with any condition set out in the Contract, the Contract may be unconditionally cancelled by the City without notice.
- (c) The City reserves the right to disqualify, for an indeterminate period (minimum two (2) years), the name of any Contractor for breach of the terms and conditions of this RFT or for unsatisfactory performance of the Contract. This disqualification will apply to the terminated Contractor as the Contractor or Proponent on future quotations, tenders or requests for proposal or as a sub-trade to a Contractor or Contractor on future competitions (quotations, tenders, or proposals) issued by the City. The City also reserves the right to publish the names of all disqualified Contractors in any future quotation, tender or requests for proposal.

## **21. UNIT PRICES**

Bid prices shall be F.O.B. delivered. Unit prices shall be firm and shall include all federal excise tax, duty, freight and shall be subject to Goods and Services Tax, Provincial Sales Tax or Harmonized Sales Tax, when applicable. Applicable taxes shall be shown in the spaces provided on the Tender form.

## **22. DISCLOSURE**

- (a) Total bid prices will only be made available if provided to City Council in a public report.
- (b) Submissions of Tenders as a result of this RFT are in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).
- (c) Release of information contained in the Tenders may be requested by anyone under the MFIPPA. Consideration will be given to Proposals that contain either a trade secret or information that if disclosed would result in harm to the Contractor. This would include scientific, technical, financial or labour relations information.
- (d) All requests for information must be made in writing and submitted, along with the applicable fee to the City's Freedom of Information Officer, City Clerk Services.
- (e) To prevent the release of information the Contractor must state that the Tender is submitted in confidence and indicate the nature of the confidential information and what harm would result from the release.

## 23. ADDENDUM / ADDENDA

- (a) All clarifications, and/or modifications to the bid documents will be made by written addendum. All such modifications shall be incorporated into the bid documents and shall be considered when determining the base bid. Replies to questions and modifications in any other manner will not be legally binding and the City of Clarence-Rockland will assume no responsibility for oral instruction or suggestion provided by any City representative or consultant.
- (b) N.B. It is the responsibility of the Contractor to check the Merx Web Site or the City Web site for any possible addendums.
- (c) Contractors will be allowed the opportunity to acknowledge Addendum / Addenda 48 hours after the closing date and time.
- (d) Contractors will not be allowed to alter their submission in any way after the closing date and time has elapsed.
- (e) Contractors should acknowledge receipt of all Addendum / Addenda by inserting in the space provided on the Bid Submission Form, the numbers of all Addendum / Addenda received during the bidding period.

## 24. WITHDRAWAL OR AMENDING OF TENDERS

- (f) If, after submission of a Tender, a Contractor receives an addendum issued by the City, and the addendum content does **not** alter the original submission of that Tender, the Contractor shall sign the addendum and deliver it to the City's Purchasing Services Branch
- (g) If the Contractor submits addenda in accordance with the terms of Item 24(a) above, in an envelope, the envelope should include the following information: Contractor's name (or company name under which the original Tender was submitted), the appropriate competition document reference, the addendum number, and the closing date.
- (h) If after submission of a Tender, a Contractor receives an addendum issued by the City, and the information contained in the addendum **does** alter the original submission of the Contractor, the Contractor shall 'withdraw' its previous submission in accordance with the withdrawal procedures outline below.
- (i) A Contractor who has already submitted a Tender may submit a further Tender at any time up to the deadline for submission. The last Tender received shall supersede and invalidate all Tenders previously submitted by that Contractor for this RFT.
- (j) A Contractor who has submitted a Tender may request that its Tender be withdrawn. (Adjustments or corrections to a Tender submitted will not be allowed). The withdrawal shall be allowed if the request is made before the deadline for submission. Withdrawal requests must be directed to the City's



Manager of Purchasing by letter, fax, email or in person. Telephone requests will not be considered. Withdrawals will be handled in accordance with the City's Purchasing By-law. Any request to withdraw a Tender must be made by a person having signing authority within the firm involved.

## **25. CONTRACT CANCELLATION**

- (a) The City shall have the right to cancel any uncompleted or unperformed portion of the Equipment or Services or part of them. In the event of such cancellation, the City and the Contractor shall negotiate a settlement.
- (b) The City shall not be liable to the Contractor for loss of anticipated profit on the cancelled portion or portions of the Contract. In the event that the Contractor fails or neglects to comply with any condition outlined in the Contract, the Contract may be unconditionally cancelled by the City without notice.

## **26. LAWS AND REGULATIONS**

The Contractor shall comply with relevant federal, provincial and municipal statutes, regulations and by-laws pertaining to the Contract and its performance. The Contractor shall be responsible for ensuring similar compliance by its Contractors and subcontractors. The Contract shall be governed and interpreted in accordance with the laws of the Province of Ontario.

## **27. ENVIRONMENTAL CONCERNS**

In order to contribute to waste reduction and to increase the development and awareness of environmentally sound purchasing, the Contractor will ensure that wherever possible, specifications are amended to provide for expanded use of durable products, reusable products and products (including those used in services) that contain the maximum level of post-consumer waste and/or recyclable content, without significantly affecting the intended use of the products or services. It is recognized that cost analysis is required in order to ensure that the products are made available at competitive prices.

## **28. DEFAULT BY CONTRACTOR**

- (a) If the Contractor: commits any act of bankruptcy; or if a receiver is appointed on account of its insolvency or in respect of any of its property; or if the Contractor makes a general assignment for the benefit of its creditors; then, in any such case, the City may, without notice, terminate the Contract.
- (b) If the Contractor: fails to comply with any request, instruction or order of the City; or fails to pay its account; or fails to comply with or persistently disregard statutes, regulations, by-laws or directives of relevant authorities related to the Equipment or Services; or fails to prosecute the Equipment or Services with skill and diligence; or purports to assign or sublet the Contract or a portion of it without the City's written consent; or refuses to correct defective Equipment or Services; or is otherwise in default in carrying out its part of any of the terms, conditions and obligations of the Contract; then, in any such

case, the City may, upon expiration of ten days from the date of written notice to the Contractor, terminate the Contract.

- (c) Any termination of the Contract by the City, as mentioned in b) above, shall be without prejudice to any other rights or remedies the City may have.
- (d) If the City terminates the Contract, it is entitled to:
  - i. withhold any further payment to the Contractor until the completion of the Equipment or Services and the expiry of all obligations under the Contract; and
  - ii. recover from the Contractor any loss, damage and expense incurred by the City by reason of the Contractor's default (which may be deducted from any monies due or becoming due to the Contractor).

## **29. ELECTRICAL SAFETY AUTHORITY**

In accordance with the Electrical Safety Authority (ESA) regulations on the Continuous Safety Services (CSS) Program, all Contractors providing services at any City of Clarence-Rockland location involving any degree of electrical connections(s) must:

- (a) Enter all electrical work into a log book (for "routine" work at facilities on the CSS program); and/or
- (b) Apply for and receive a Certificate of Inspection, prior to energizing any electrical work (for "substantial" work at facilities on the CSS program, or any work performed at any City location NOT on the CSS program).

## **30. ERRORS, OMISSIONS IN THE CITY DOCUMENTS**

The City shall not be held liable for any errors or omissions in any part of this RFT. While the City has used considerable effort to ensure an accurate representation of information in this RFT, the information contained in the RFT is supplied solely as a guideline for Contractors. The information is not guaranteed or warranted to be accurate by the City, nor is it necessarily comprehensive or exhaustive.

## **31. ONTARIANS WITH DISABILITIES ACT, 2001**

The Corporation of the City of Clarence-Rockland is committed to proactively addressing accessibility issues and the development of strategic actions to remove, where possible, and prevent barriers to access for people with disabilities.

On September 29, 2003 the City implemented a Corporate Accessibility Plan pursuant to the Ontarians with Disabilities Act, 2001 requiring, in part, that the City when deciding to purchase goods or services shall have regard to the accessibility for persons with disabilities to the goods or services.

The City is committed to accessibility principles and to complying with all relevant provincial statutes and regulations enacted thereunder, with particular regard to but not limited to the Ontarians with Disabilities Act, 2001 and the Accessibility for Ontarians with Disabilities Act, 2005 as amended from time to time as well as all successor and other accessibility-related legislation.

## **32. ACCESSIBILITY STANDARDS FOR CUSTOMER SERVICE FOR CONTRACTED SERVICES**

Ontario's first accessibility standard, Ontario Regulation 429/07, "Accessibility Standards for Customer Service", came into effect on January 1, 2008. The standard states what businesses and other organizations in Ontario, including The Corporation of the City of Clarence-Rockland, must do to make the provision of their goods and services more accessible to people with disabilities. You can review Ontario Regulation 429/07 at [www.e-laws.gov.on.ca](http://www.e-laws.gov.on.ca).

So, pursuant to the requirements of Ontario Regulation 429/07, all employees, agents, volunteers and others who deal with members of the public or other third parties on the City's behalf or who participate in developing the City's policies, practices and procedures governing the provision of goods and services to members of the public or other third parties must receive training about the provision of goods and services to persons with disabilities.

This training must include a review of the purposes of the Act and the requirements of Ontario Regulation 429/07 as well as instruction about the following:

How to interact and communicate with persons with various types of disability;

How to interact with persons with disabilities who use an assistive device or require the assistance of a guide dog or other service animal or the assistance of a support person;

How to use equipment or devices available on the City's premises or otherwise provided by the City that may help with the provision of goods or services to a person with a disability; and

What to do if a person with a particular type of disability is having difficulty accessing the City's goods or services.

All successful Contractors must ensure compliance with Ontario Regulation 429/07. This means that, as a person or business that deals with the public or other third parties on behalf of the City, you or your business must train all of your employees, agents and volunteers who work on City property or at City facilities. Training must also be provided by you to other employees, i.e. consultants, who participate in developing the City's policies, practices and procedures governing the provision of goods or services to members of the public or other third parties.

This training must be provided by you to each employee, agent or volunteer as soon as possible after he or she is assigned to work on City property or at a City

facility. As well, training must be provided on an ongoing basis to ensure compliance with amendments to the legislation.

The City reserves the right to inspect the successful Contractor's records of training, which must describe its training policy and summarize the training, including to whom the training has been given and when the training was given. The City also reserves the right to require the Contractor to amend its training policies, practices and procedures if the City deems the training not to be in compliance with the requirements of Ontario Regulation 429/07.

### **33. DESIGN AND DEVELOPMENT PROHIBITIONS**

Contractors, potential Contractors and consulting firms shall not be requested to expend time, money, or effort, for the design or development of specifications or otherwise help define a requirement beyond the normal level of service expected. Should such extraordinary services be required, the Manager, Purchasing Services will be advised. If there is no alternative but to request such extraordinary services, the firm providing same, shall be compensated at a pre-determined fee. The resulting specifications shall become the property of the City for use in obtaining competitive bids. Contractors or Consultants who provide Design Services and/or specifications for work to be tendered or quoted shall not be permitted to submit a bid for said work.

### **34. TAX ARREARS**

Firms/individuals having tax arrears exceeding \$10,000 will not be contracted by the City for any new business. Payments owing to firms/individuals with existing contracts, having tax arrears exceeding \$10,000, will be applied to the outstanding taxes and not forwarded to the firm/individual until all outstanding taxes have been fully paid.

### **35. WITHDRAWAL OF BIDS**

A Contractor may withdraw their Bid by written notice on business letterhead, clearly identifying the project, signed by an authorized individual and received by Procurement Services UNTIL 1:59 PM Local Time on the closing day. Faxes will be accepted (613) 446-1497 with the receiving time at Procurement Services being the "Official" time of receipt. Procurement Services takes NO responsibility for fax transmittals NOT being received on time, regardless of when they were transmitted.

If more than one (1) bid is received under the same name for the same contract and no Bid Withdrawal Form has been received, the Bid contained in the Bid Envelope bearing the latest date and time shall be considered the intended Bid. The first Bid received shall be considered withdrawn and returned to the Contractor.

**36. REJECTION OF BIDS**

The City of Clarence-Rockland reserves the right to reject any, or any part of, or all Bids, or cancel this Bid at any time for any reason whatsoever and also reserves the right to award the contract to other than the lowest compliant Contractor.

The City of Clarence-Rockland will not consider Bids where the Bid Submission Form is improperly or incompletely filled out. The Bid Submission Form is supplied by the City of Clarence-Rockland. Bids submitted to the Client Service Center, City Hall, Clarence-Rockland, Ontario, after the designated closing time on the due date will not be considered, regardless of the circumstances which resulted in the late arrival to the Bid Deposit Box, and regardless of any postal cancellation date that may be imprinted on them.

The Bid Submission Form must bear a signature of an authorized person(s) of the Contractor.

**37. BID IRREGULARITIES**

This list of irregularities should not be considered all-inclusive. City staff and/or the Town Clerk in consultation with the requisitioning department will review minor irregularities not listed and acting in consensus shall have authority to waive other irregularities or grant two (2) business days to initial such irregularities.

Where, at the request of the City, a Bidder has been given two (2) business days to correct an irregularity and the Bidder fails to make such correction within that time period, the Bidder shall be deemed non-compliant and the Bid rejected without further consideration.

For the purpose of this document, the following shall apply:

- a) Bidder(s) shall also mean Proponent(s)
- b) Bid(s) shall also mean Proposal(s)
- c) Bid Form shall also mean Form of Proposal

<b>Item</b>	<b>Irregularity</b>	<b>Response</b>
1	Late bids	Automatic rejection, returned unopened to bidder
2	Bids received in an unsealed envelope	Automatic rejection
3	Bid submitted in a form other than the original Bid Form provided	Automatic rejection, unless in the opinion of the City the information provided is complete and it is not a financial schedule that has been submitted in a form other than the original Bid Form provided
4	Bid Form not signed or witnessed	Automatic rejection
	Bid Form signed by an authority to bind the company, but not witnessed	Upon notification, two (2) business days to seal or witness or bid shall be rejected
	Bid Form witnessed, but not signed by an authority to bind the company	Upon notification, two (2) business days to sign or bid shall be rejected

5	Incomplete Bid	Automatic rejection, unless:
		a) the competitive bid opportunity state that partial bids are acceptable, and the bid is complete in respect to the portion of the scope of work or deliverable(s) bid on; or
		b) in the opinion of the City, the omission is of a minor nature and is remedied by the bidder within two (2) business days of notification. Incomplete pricing shall not be considered minor in nature and shall result in automatic rejection, with the exception of the irregularities stated in accordance with Item 6 and 7
6	If a unit price has been provided but the corresponding extended total has been omitted	The extended total will be calculated from the unit price and the quantity specified, by the Owner
7	If an extended total has been provided but the corresponding unit price has been omitted.	The unit price will be calculated from the extended total and the quantity specified, by the Owner
8	Mathematical errors which are not consistent with the Unit Price, such as tax calculation errors	Upon notification, two (2) business days to correct or bid shall be rejected
9	Unit Price, which has been changed, not initialled but the corresponding extension is consistent with the amended Unit Price	Upon notification, two (2) business days to initial or bid shall be rejected
10	Unit price, which has been changed, not initialled and the corresponding extension is not consistent with the amended Unit Price	Automatic rejection
11	Transfer of an amount from one part of the submission to another is incorrect or incomplete	Upon notification, two (2) business days to correct or Bid shall be rejected
12	Bid Bond, in the form, amount and irrevocability outlined in the Contract documents, not submitted	Automatic rejection, unless the Bid Bond submitted is in excess of the competitive bid document requirements
13	Bid Bond not signed or sealed, as applicable	Automatic rejection
14	Bids not completed in ink or typed format	Automatic rejection
15	Alterations, additions, deletions or qualifying statements made to or provided with the Bid Form	Automatic rejection, unless in the opinion of the City the statements provided do not qualify any pricing but are included for clarity purposes

16	Strikeouts, erasures, whiteouts or overwrites made to the Bid Form that are not initialled	Automatic rejection, unless in the opinion of the City, the failure to initial is minor in nature and is capable of being remedied; upon notification, bidders shall have two (2) business days to initial or the bid shall be rejected. Un-initialled alterations to pricing shall be dealt with in accordance with Items 8, 9 and 10
17	Failure to have a representative in attendance and registered at a mandatory site visit	Automatic rejection
18	Bidder has not been previously prequalified under a related prequalification process, where applicable	Automatic rejection
19	Addenda have not been acknowledged:	
	a) which have financial implications	Automatic rejection
	b) which have informational content	Two (2) business days to acknowledge or bid shall be rejected

**38. UNBALANCED SUBMISSION AND DISCREPANCIES**

Submissions that contain prices which appear to be unbalanced and likely to adversely affect the interests of the City may be rejected.

**39. AWARD**

The lowest or any Bid shall not necessarily be accepted.

Award of this Bid shall be as recommended by the designated City of Clarence-Rockland Department in conjunction with Procurement Services, and as approved by Council (if applicable), and conveyed as a PO by Procurement Services to the successful contractor or an executed agreement which has been signed by the City and the successful contractor.

Consideration for Award shall only be undertaken in relation to Contractors who are determined by the Owner to have satisfied all Bid Requirements.

The Owner hereby reserves the right, privilege, entitlement and absolute discretion, and for any reason whatsoever to:

- ii. Accept a Bid which is not the lowest Bid submission, or reject a Bid that is the lowest Bid even if it is the only Bid received;

- iii. Cancel this Call for Bids at any time, either before or after the Closing Date and Time;
- iv. Accept the Bid deemed most favourable to the interests of the Owner or that may provide the greatest value advantage and benefit to the Owner based upon but not limited to the following criteria;
  - a) price
  - b) ability,
  - c) quality of Work, (guarantees and warranties)
  - d) service (service depot location)
  - e) past experience
  - f) past performance
  - g) completion history (including extended completion dates)
  - h) qualification
- v. Accept or reject any and all Bids, whether in whole or in part;
- vi. With the exception of Part I, Instructions to Contractors, waive any informalities, requirements, discrepancies, errors, omissions, or any other defects or deficiencies in any Bid Form or Bid submission;
- vii. Award any part of any Bid;
- viii. Accept or reject any unbalanced, irregular, or informal Bids; or
- ix. Reject any Contractor who is involved in litigation with The Corporation of the City of Clarence-Rockland.

#### 40. **EVALUATION OF BIDS**

The Owner reserves the right to consider, during the evaluation of Bids

- i. Information provided in the Bid itself;
- ii. Information provided in response to enquiries of credit, experience and industry references set out in the Bid;
- iii. Information received in response to enquiries made by the Owner of third parties apart from those disclosed in the Bid in relation to the reputation, reliability, experience and capabilities of the Contractor;
- iv. The manner in which the Contractor provides services to others;
- v. The experience and qualification of the Contractor's senior management, and project management;



- vi. The compliance of the Contractor with the Owner 's requirements and specifications; or
- vii. Contractors with known poor safety records or with inadequate qualifications or equipment shall not be considered for Award.

The Contractor acknowledges that the Owner may rely upon the criteria, which the Owner deems relevant, even though such criteria may not have been disclosed to the Contractor. By submitting a Bid, the Contractor acknowledges the Owner 's rights under this Section and absolutely waives any right, or cause of action against the Owner and its consultants, by reason of the Owner 's failure to accept the Bid submitted by the Contractor, whether such right or cause of action arises in contract, negligence, or otherwise.

**41. TIE BREAK**

If two Bids in response to a Tender or Request for Quotation are found to be equal in price, quality and service, the successful Bidder shall be chosen by "flip of a coin". This action shall be taken in the presence of both low Bidders. If more than two Bidders are equal in all three areas - price, quality, service - the determination of the successful Bidder shall be established in the presence of the low Bidders by Lot (drawing a name from a container).

**42. VERIFICATION OF SAFETY PERFORMANCE**

Contractors for consideration of possible Contract award may be required to submit a recent copy of their NEER or CAD-7 Statement upon request.

**43. LIQUIDATED DAMAGES DUE TO LATE DELIVERY**

It is agreed by the parties to the Contract that in case all the work called for under the Contract is not finished or completed within the date of completion specified previously, damage will be sustained by the City, and that it is and will be impracticable and extremely difficult to ascertain and determine the actual damage which the City will sustain in the event of and by reason of such delay and the parties hereto agree that the Contractor will pay to the City the sum of FIVE HUNDRED (\$500.00) DOLLARS per day for liquidated damages for each and every calendar day's delay in finishing the work beyond the date of completion prescribed and it is agreed that this amount is an estimate of actual damage to the City which will accrue during the period in excess of the prescribed date of completion.

The City may deduct any amount under this paragraph from any monies that may be due or payable to the Contractor on any account whatsoever. The Liquidated Damages payable under this paragraph are in addition to and without prejudice to any other remedy, action or other alternative that may be available to the City.

**44. TOXIC AND HAZARDOUS SUBSTANCES**

If the Successful Contractor encounters unidentified toxic or hazardous substances at the Place of the Work, or has reasonable grounds to believe that unidentified toxic or hazardous substances are present at the place of the Work, the Successful Contractor shall take all reasonable steps, including stopping the Work to ensure that no person suffers injury, sickness or death, and that no property is injured or destroyed as a result of exposure to the presence of the substances, and immediately report the circumstance to the City in writing.

**45. LICENCES AND PERMITS**

The successful Contractor will be responsible for applications and fees associated with any and all **licences and permits** required by any and all governing bodies unless otherwise stipulated in the bid request document. A copy of all permits, and any other required documentation will be forwarded to the City's designate for City records.

**46. EVIDENCE OF QUALITY**

It is the Contractor's responsibility to prove their product/service quality meets the City of Clarence-Rockland's requirements and Contractors may be required to submit evidence in a form acceptable to the City. Substitution of materials equipment or methods different from that outlined in the specifications / terms of reference will not be accepted unless provided for within the bid request document or without the written approval of the City of Clarence-Rockland.

**47. LABOUR DISPUTES**

The obligations of the successful Contractor hereunder shall continue unchanged throughout the occurrence of any labour disputes (including strike or lockout), whether the same occurs with respect to the employees of the City, the contractor, or otherwise.

**48. GUARANTEED MAINTENANCE AND WARRANTY**

48.1 Upon completion of the Work, the Contractor shall maintain the Work for a warranty period of Twelve (12) Months after the date of substantial completion to the satisfaction of the City/or Consultant, if any, both acting reasonably. The Contractor shall correct any imperfections due to material or workmanship. The decision of the City/or Consultant, if any, both acting reasonably, as to the nature and cause of any imperfections and the necessity for the type of repair shall be final.

48.2 The warranty given pursuant to this section shall not limit extended or other warranties on any items of equipment or material called for elsewhere in the Contract.

48.3 The Contractor shall, before final payment is applied for, to the extent permitted by the manufacturer and Contractor, assign to the City the benefit of any warranty by any manufacturers or Contractors in addition to the warranty as mentioned above.

**49. F.O.B. POINT AND DELIVERY REQUIREMENTS**

- a) All prices must be tendered F.O.B. DESTINATION - Freight Prepaid. All packaging and freight costs shall be prepaid and borne by Contractor. All Equipment or Vehicles must be floated to the delivery address for any company bidding out of the City boundaries.
- b) Title to the Goods or Equipment contracted for delivery shall pass to the City upon
- c) the Goods or Equipment having been delivered and offloaded at the designated delivery location(s); and
- d) the City having certified its acceptance of the Goods, Equipment or Vehicle. The Contractor shall bear full all risks and rewards of ownership of the Good or Equipment while in transit, including, but not necessarily limited to, the administration of any damage claims with the Contractor's contracted delivery agent or carrier.
- e) Tendered pricing shall include the safe unloading or offloading of the Goods or Equipment at the designated delivery location(s).
- f) The Contractor/Supplier shall be responsible for resolving any other damage claims, either with its contracted delivery agent or carrier or with the Manufacturer of the Equipment or the Product distributor, regardless as to whether the damage to the Equipment could have been visible at time of shipment or is later found to have been concealed during shipment.

**50. GOVERNING LAW**

The obligations of the parties and resolutions of any disputes shall be governed by and construed in accordance with the laws of the Province of Ontario and the federal laws of Canada, both as to interpretation and performance, and shall be treated, in all respects, as an Ontario contract. The parties shall attorn to the exclusive jurisdiction of the courts of the Province of Ontario.

**51. FREEDOM OF INFORMATION**

All information supplied to the City in this document becomes the property of the City of Clarence-Rockland and is subject to the provisions of the Municipal Freedom of Information and Protection of Privacy Act.

The names and bid amount of all Contractors will be disclosed in accordance to our Procurement By-law.

Contractors agree that all documentation and information contained in any Bid Submission become the property of the City of Clarence-Rockland and as such, may be subject to disclosure under the terms of the Municipal Freedom of Information and Protection of Privacy Act. Although the City of Clarence-Rockland can in no way be responsible for any interpretation of the provision of this Act, if any Contractor believes any part of its Bid Submission reveals any trade secret of the Contractor, any intellectual property right, scientific, technical, commercial, financial or labour relations information, or any other similar secret, right or information belonging to the Contractor and if the Contractor wishes the City of Clarence-Rockland to attempt to preserve confidentiality of same, the particular trade secret, property right or information should be clearly designated as confidential.

## **52. TERMINATION**

In the event that the contractor fails to comply with any provision of this agreement or otherwise fails to perform its obligations hereunder in a competent manner satisfactory to the City, the City may give the contractor notice in writing of such failure. In the event that the contractor has not remedied its failure within ten (10) days of the said notice, the City shall be entitled to exercise any one or more of the following remedies:

- a) The City may terminate the contract without further notice, and exercise its rights to the performance security provided by the contractor;
- b) The City may withhold any payment due to the contractor hereunder until the contractor has remedied its failure;
- c) The City may engage the services of another contractor to remedy the contractor's failure, and obtain reimbursement therefore from the original contractor. The said reimbursement may be obtained either through deduction from any amounts owing to the contractor hereunder, or through any other legal means available to the City; or
- d) The City may assert any other remedy available to it in law or equity.

Unless the City expressly agrees to the contrary, any failure of the City to exercise any of the foregoing remedies, or the granting of any extension or indulgences, shall not be prejudicial to any right of the City to subsequently obtain such remedies.

## **53. SKID AND DRUM DEPOSITS**

If returnable skids, drums or reels are supplied, the Contractor must indicate if an extra charge applies and if this is fully refundable. The Corporation prefers that the Contractor pick up skids, drums or reels when empty with no deposit or demurrage charge.

## **54. CONTRACTOR'S CONDUCT AND CONFLICTS OF INTEREST**

- a) The City expects its Contractors to act with integrity and conduct business in an ethical manner. The City may refuse to do business with any Contractor that:

- i. has engaged in illegal or unethical bidding practices;
  - ii. has an actual or potential conflict of interest;
  - iii. has an unfair advantage in the procurement process; or
  - iv. fails to adhere to ethical business practices.
- b) The Contractor, all of the Subcontractors, and any of their respective advisors, partners, directors, officers, employees, agents, and volunteers shall not engage in any activity or provide any services where such activity or the provision of such services creates a conflict of interest (actually or potentially, in the sole opinion of the Owner) with the provision of the Work pursuant to the Contract. The Contractor acknowledges and agrees that a conflict of interest includes the use of Confidential Information where the Owner has not specifically authorized such use.
- c) The Contractor shall disclose to the Owner, in writing, without delay any actual or potential situation that may be reasonably interpreted as either a conflict of interest or a potential conflict of interest, including the retention of any Subcontractor or Contractor that is directly or indirectly affiliated with or related to the Contractor.
- d) The Contractor covenants and agrees that it will not hire or retain the services of any employee or previous employee of the City of Clarence-Rockland where to do so constitutes a breach by such employee or previous employee of the previous employer's conflict of interest policy, as it may be amended from time to time.
- e) A breach of this Article by the Contractor, any of the Subcontractors, or any of their respective advisors, partners, directors, officers, employees, agents, and volunteers shall entitle the Owner to terminate the Contract, in addition to any other rights and remedies that the Owner has in the Contract, in law, or in equity.
- f) Where a Contractor is retained to participate in the development of a solicitation document or the specifications for inclusion in a solicitation document, that Contractor will not be allowed to respond, directly or indirectly, to that solicitation document.
- g) Illegal or unethical bidding practices include:
- i. bid-rigging, price-fixing, bribery or collusion or other behaviours or practices prohibited by federal or provincial statutes;
  - ii. attempting to gain favour or advantage by offering gifts or incentives to City officers and employees, members of Council or any other representative of the City;

- iii. lobbying members of Council or City officers and employees or engaging in any prohibited communications during a procurement process;
- iv. submitting inaccurate or misleading information in response to a procurement opportunity; and
- v. engaging in any other activity that compromises the City's ability to run a fair procurement process.

## 55. CONTRACT AND CONTRACTOR REQUIREMENTS

The Contractor hereby covenants and agrees that if their Tender or any part thereof is accepted by the Corporation, they:

- a) Shall **perform** the contract in accordance with the specifications, terms and conditions under which it is awarded.
- b) Shall use due care that no person is injured and that no property is damaged in the performance of the work.
- c) Shall not, except with the consent of the City in writing, release information relating to any subsequent order for **advertising**, promotional or technical purposes or otherwise give it publicity in any fashion, nor shall the name of the City be used for, or in connection with, any advertising or promotional purpose of the Contractor.
- d) Contractors are to treat information gained while working with the City confidentially and not use it for any other project and return it to the City if requested with no copies to be retained.,
- e) Shall provide a complete list of all controlled products, hazardous materials, products containing hazardous materials, and all biological or chemical agents or devices or equipment producing or emitting a physical agent and any substance, compound, product or physical agent that is deemed to be, or contains, a designated substance as defined under the Act and the Regulations, which will be supplied or used in the work, before commencing. The Contractor/contractor shall provide appropriate information and Material Safety Data Sheets, where required, with the shipment
- f) Shall ensure that contractors, sub-contractors and all of their employees are trained in W.H.M.I.S.

## 56. FOLLOW ON CONTRACTS

At the City's discretion, and where applicable, the City reserves the right to enter in follow-on contract(s) with the Successful Contractor for supply of other related or similar Goods, materials or Equipment should there be a requirement and where the supply of such items would require the same levels of expertise and service delivery from the Successful Contractor. Such contracts would either use same unit rates as set out in the Contract or as would be negotiated with the Successful Contractor.

57. **VIDEO SURVIELANCE**

While on City property visitors, guests, and service providers may be recorded by video surveillance equipment installed throughout the premise. The Personal Information recorded by such equipment is the property of the City and will be collected, stored, and destroyed in accordance with all appropriate provincial and federal laws.

***Refer to attached files***

**Tender Specifications F18-INF-2018-021**

**and**

**Tender Drawings F18-INF-2018-021**

**E1.1 Clarence Creek Arena electrical layout**

**E2.1 Clarence Creek Arena single line diagrams and details**

**E1.1 Municipal Garage electrical site plan and details**

**E2.1 Municipal Garage single line diagram and details.**



Submitted To: Corporation of the City of Clarence-Rockland  
(Owner)



1560 Laurier  
Client Service Center  
Rockland, ON  
K4K1P7

We hereby offer to sell to the City of Clarence-Rockland, hereafter referred to as the City, the Goods and/or Services described in accordance with the Specifications, Terms and Conditions specified set forth herein at the price(s) quoted therefore

Tender Number	<u>F18-INF-2018-021</u>
Bid Description:	<u>2 Standby Generators for the Clarence Creek Arena and Municipal Garage</u>
Closing Date:	<u>May 16, 2018</u>
Time:	2:00 p.m. Local Time, Rockland, ON
Company Name	

I/We the undersigned have read and understand this Bid document, and herewith agree to perform the work required in accordance with the Bid document issued by Procurement Services, at the price(s) listed below:

I/We acknowledge that we have received addenda numbered \_\_\_ to \_\_\_ inclusive, and the prices submitted include the provisions set out in such addenda.

\_\_\_\_\_/100  
Prices are in Canadian dollars, and excluding HST (Dollars in Words to be inserted above)

Dollars (\$\_\_\_\_\_) )  
(Dollar numbers to be inserted above)

The Contractor declares that:

- a) No persons, other than the Contractor, have any interest in this RFT or in the Contract proposed to be entered into.
- b) This Submission is made without any connection, knowledge, comparison of figures, or arrangement with any other person or persons making a Submission for the same work, and is in all respects fair and without collusion or fraud.
- c) The several matters stated in the said Submission are in all respects true.
- d) The Contractor has carefully examined the locality and site of the proposed works, as well as all the RFT Documents, and hereby accepts the same as part and parcel of this Submission, and does as hereby tender and offer to enter into a Contract to do all the work, provide the labor and to provide, furnish, deliver, place and erect all materials mentioned and described or implied therein, including in every case freight, duty, exchange, and all other charges on the terms and conditions, and under the provisions therein set forth, and to accept in full payment therefore in accordance with the schedule of prices hereto annexed, and the Contractor also agrees that this offer is to remain open for acceptance until the formal Contract is executed by the successful Contractor for said

work, and that the Owner may at any time without notice accept this Submission whether any other Submission has been previously accepted or not.

- e) The prices offered in this schedule take into account in all respects the cost of execution of the work under all weather conditions and any water level.
- f) In making this Submission for the work and in entering into the Contract, if awarded to this Contractor, the Contractor has investigated for himself the character of the work to be done and all local conditions that might affect this Submission and his acceptance of the work.
- g) The Contractor also declares that in making this Submission, he/she did not and does not rely upon verbal information furnished by the Owner or City representative.
- h) The Contractor acknowledges that the Owner shall have the right to reject any, or all, Tenders for any reason, or to accept any Tender which the Owner in its sole unfettered discretion deems most advantageous to itself.
- i) The Contractor does hereby acknowledge that no damages or liability flow from the inability for a contract to be reached and does hereby release and hold completely harmless the Owner for any costs or damages incurred by the Contractor in preparing a Proposal or discussing/negotiating with the Owner. By submitting a Tender, the Contractor acknowledges the Owner's rights under this section and absolutely waives any right, or cause of action against the Owner and its consultants, by reason of the Owner's failure to accept the Tender submitted by the Contractor, whether such right or cause of action arises in contract, negligence, or otherwise.
- j) The lowest, or any, Tender will not necessarily be accepted and the Owner shall have the unfettered right to:
  - (i) Accept a non-compliant Tender;
  - (ii) Accept a Tender which is not the lowest Tender; and
  - (iii) Reject a Tender that is the lowest Tender even if it is the only Tender received.
- k) The Owner reserves the right to consider, during the evaluation of Tenders;
  - (i) information provided in the Tender document itself;
  - (ii) information provided in response to enquiries of credit and industry references set out in the Tender;
  - (iii) information received in response to enquiries made by the Owner of third parties apart from those disclosed in the Tender in relation to the reputation, reliability, experience and capabilities of the Contractor;
  - (iv) the manner in which the Contractor provides services to others;
  - (v) the experience and qualification of the Contractor's senior management, and project management;
  - (vi) the compliance of the Contractor with the Owner's requirements and specifications; and
  - (vii) innovative approaches proposed by the Contractor in the Tender;
  - (viii) whether the Contractor has been involved in litigation with the Owner during the last sixty (60) months before the date of this RFT.

- l) The Contractor acknowledges that the Owner may rely upon the criteria which the Owner deems relevant, even though such criteria may not have been disclosed to the Contractor.

**Signed and submitted for and on behalf of:**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address City Postal Code

X \_\_\_\_\_  
Signature of Authorized Signing Officer Print Name, Title

( ) \_\_\_\_\_  
Telephone Number Date

( ) \_\_\_\_\_  
Fax Number Email Address

\_\_\_\_\_  
HST Business Number Payment Terms (E.G. 2%-10 Days, Net 30)

Your completion of this form confirms acceptance of the City of Clarence-Rockland's Standard Terms and Conditions. Contractors who impose restrictions on their bid using a qualifying statement risk having their bid rejected.

**THIS DOCUMENT MUST BE SIGNED AND SUBMITTED TO BE A VALID OFFER OR THE  
TENDER WILL BE REJECTED.**



**PRICING SCHEDULE "A"**

The Contractor hereby bids and offers to enter into the Contract referred to and to supply and do all or any part of the Work which is set out or called for in this Bid, at the unit prices, and/or lump sums, hereinafter stated. **The Total Bid amount shall include all costs incurred, excluding taxes.**

The Contractor also understands and accepts that the quantities shown in the Bid Documents are approximate estimates only and are subject to increase, decrease or deletion entirely if found not to be required.

DESCRIPTION	QTY	Warranty Years	UNIT PRICE	TOTAL
Standby Generator #1 Clarence-Creek Arena			\$	\$
Standby Generator #2 Clarence-Creek Municipal Garage			\$	\$
TOTAL				\$
				/100
<i>Insert Dollars in words above</i>				

Please confirm Best Delivery/install Date: \_\_\_\_\_

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## SUBCONTRACTORS

CONTRACT NUMBER: F18-INF-2018-021

DESCRIPTION: 2 Standby Generators for the Clarence Creek Arena  
and Municipal Garage

SUBMITTED TO: The Corporation of the City of Clarence-Rockland

I/We, \_\_\_\_\_  
(Company Name)

of \_\_\_\_\_  
(Business Address)

having examined the *RFT* including all information to *Contractors*, general terms and conditions, supplemental terms and conditions (if applicable), specifications, and attachments and appendices as issued by the *City* and including Addenda number to \_\_\_\_\_ and having visited the Project Site hereby offer to subcontract the following companies/individuals for the *Services* and *Equipment*.

Name of Subcontractors	Phone Number	Contact	Discipline

**ANY** substitutes or changes in subcontractors **must** be agreed upon and authorized in writing by the *City*.



## REFERENCE INFORMATION

*Contractors* are required to provide three (3) references listing contracts similar to the project described in this *RFT* and undertaken within the past three (3) years.

(1) NAME (Company/Government Agency)\_\_\_\_\_

Contract Description\_\_\_\_\_

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

Phone Number ( )\_\_\_\_\_ E-Mail: \_\_\_\_\_

Email Address (if available): \_\_\_\_\_

Number of Years At Location: \_\_\_\_\_ Value of Contract \$\_\_\_\_\_

(2) NAME (Company/Government Agency)\_\_\_\_\_

Contract Description\_\_\_\_\_

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

Phone Number ( )\_\_\_\_\_ E-Mail: \_\_\_\_\_

Email Address (if available): \_\_\_\_\_

Number of Years At Location: \_\_\_\_\_ Value of Contract \$\_\_\_\_\_

(3) NAME (Company/Government Agency)\_\_\_\_\_

Contract Description\_\_\_\_\_

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

Phone Number ( )\_\_\_\_\_ E-Mail: \_\_\_\_\_

Email Address (if available): \_\_\_\_\_

Number of Years At Location: \_\_\_\_\_ Value of Contract \$\_\_\_\_\_

The *City* reserves the right to check additional references and sources to those supplied by the *Contractor*.

NOTE: THIS DOCUMENT MUST BE COMPLETED AND WILL FORM A PART OF THE  
SELECTION PROCESS



THE CORPORATION OF THE CITY OF CLARENCE-ROCKLAND

NOTICE OF "NO BID"

It is important that the City of Clarence-Rockland receive a reply from all Contractors. Although there is no obligation to submit a Bid, should you choose not to, your completion of this form will assist us in continually improving our Bid Process. Please complete the following by checking off the appropriate statement(s) including your additional comments and fax to Procurement Services at 613-446-1497 prior to the closing time and date indicated in the bid package.

- 1. We do not supply this product(s) or service. \_\_\_\_\_
- 2. We cannot supply to the specification \_\_\_\_\_
- 3. Unable to quote competitively \_\_\_\_\_
- 4. Cannot bid due to present work load \_\_\_\_\_
- 5. Quantity is                    too large \_\_\_\_\_                    too small \_\_\_\_\_
- 6. Unable to meet delivery/completion requirements \_\_\_\_\_
- 7. Patent or licensing restrictions \_\_\_\_\_

Other reasons/additional comments:

\_\_\_\_\_  
\_\_\_\_\_

Do you wish to bid on these goods/services in the future?    Yes \_\_\_\_\_    No \_\_\_\_\_

Company \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

(Print)

