

Township of Drummond/North Elmsley

## **REQUEST FOR QUOTE (RFQ) FOR THE**

**Design & Install of Improvements  
to the Municipal Office Reception**

### **RFQ-2022-05**

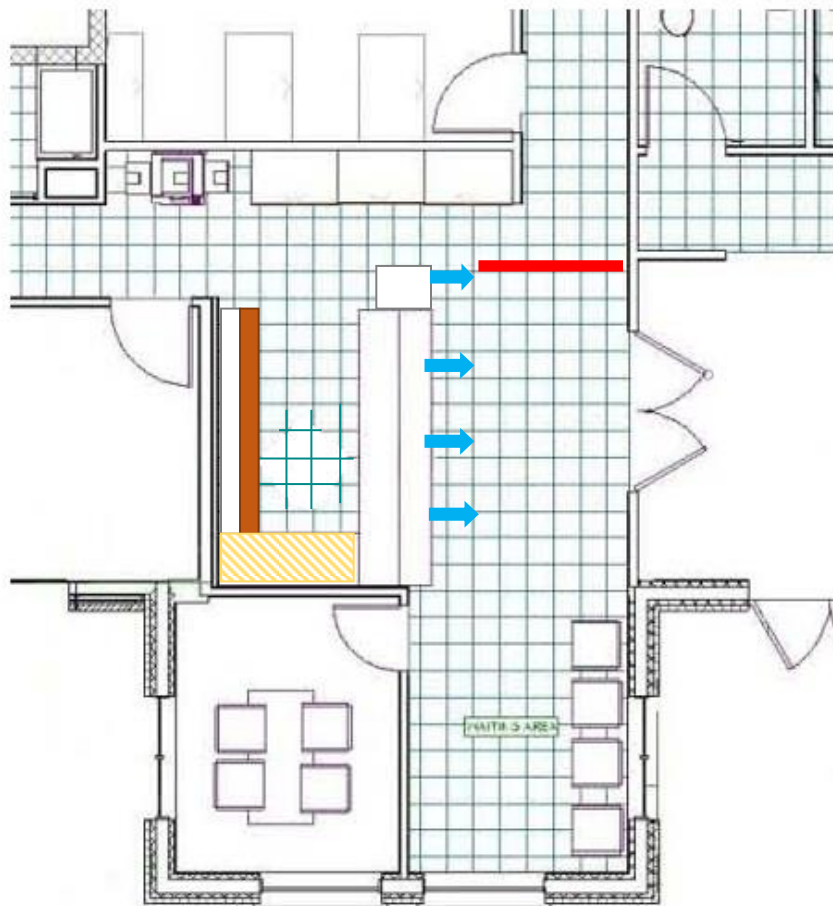
<b>ISSUE DATE:</b>	<b>September 6, 2022</b>
<b>MANDATORY SITE MEETING:</b>	<b>September 27, 2022 at 11:00 A.M.</b>
<b>CLOSE DATE:</b>	<b>October 4, 2022 at 2:00 P.M.</b>
<b>DELIVERY LOCATION:</b>	310 Port Elmsley Road Perth ON K7H 3C7
<b>Attention:</b>	Cindy Halcrow Chief Administrative Officer
<b>Or By Email:</b>	<a href="mailto:chalcrow@dnetownship.ca">chalcrow@dnetownship.ca</a>

## Section 1: Scope of Work Overview

### 1.1 Scope of work

Redesign the reception area of the municipal office located at 310 Port Elmsley Road to:

- 1) close off public access to the office area by constructing a counter height wall with swing gate (red lines below).
- 2) increase the back counter to a depth of 20 inches (brown box)
- 3) move the service counter at least 24 inches into the reception area (blue arrows)
- 4) move the existing cupboards up by 5 inches (yellow box)
- 5) Mill work must compliment or replicate the existing millwork
- 6) The Township will be responsible for provision of electrical services if lighting, and rewiring is required.
- 7) Must be completed by December 31, 2022 and the work schedule will be subject to operational requirements and must be approved in advance by the Township.



***Please note that for this RFQ, Tables 1 and 2 must be completed. These tables are the final pages of the document.***

## **Section 2: Terms and Conditions**

### **2.1 Reserved Rights**

- a) The Proponent (Contractor) acknowledges that the Township shall have the right to reject any, or all, Proposals for any reason, or to accept any Proposals which the Township in its sole unfettered discretion deems most advantageous to itself. The lowest, or any, Proposals will not necessarily be accepted and the Township shall have the unfettered right to:
  - i. Accept a non-compliant Tender/Request for Proposal/RFQ;
  - ii. Accept a Tender/Request for Proposal/RFQ which is not the lowest Tender/Request for Proposal/RFQ; and
  - iii. Reject a Tender/Request for Proposal/RFQ that is the lowest bid even if it is the only Tender received.
- b) The Township reserves the right to consider, during the evaluation of Proposals all or some of the following criteria in assessing a Proposal, none of which shall be binding on the Township;
  - i. Information provided in the Tender/Request for Proposal/RFQ document itself, including but not limited to information relating to: the proponent's understanding of the project, quality of submission, cost savings, process improvements for the Township, project schedule and cost;
  - ii. Information provided in response to enquiries of credit and industry references set out in the Tender/Request for Proposal/RFQ;
  - iii. Past performance in the provision of services to the Township;
  - iv. Information received in response to enquiries made by the Township of third parties apart from those disclosed in the Tender/Request for Proposal/RFQ in relation to the reputation, reliability, experience and capabilities of the proponent;
  - v. The manner in which the proponent provides services to others;
  - vi. The experience and qualification of the Proponent's senior management, and project management;
  - vii. The compliance of the proponent with the Township's requirements and specifications;
  - viii. Innovative approaches proposed by the proponent in the Tender/Request for Proposal/RFQ, and,
  - ix. The Township's policies relating to tendering and issuing contracts to third parties.
- c) The Proponent acknowledges that the Township may rely upon the criteria which the Township deems relevant, even though such criteria may not have been disclosed to the Proponent. By submitting a bid, the proponent acknowledges the Township's rights under this Section and absolutely waives any right, or cause of action against the Township and its consultants, by reason of the Township's failure to accept the bid submitted by the proponent, whether such right or cause of action arises in contract, negligence, or otherwise.

### **2.2 Laws & Regulations**

The Contractor shall comply with relevant federal, provincial and municipal statutes,

regulations and by-laws pertaining to the work and its performance. The Contractor shall be responsible for ensuring similar compliance by its suppliers and subcontractors.

The Corporation of the Township of Drummond/North Elmsley (Township) reserves the right to request that certain materials or equipment be changed or not used in the provision of the services and Township also reserves the right to not award based the submitted information.

The Contract shall be governed by and interpreted in accordance with the laws of the Province of Ontario. The Contractor shall conform to and enforce strict compliance with the *Occupational Health and Safety Act* and Regulations made under that Act.

**TABLE 1 (COST PROPOSAL) FOR RFQ-2022-05**

	Cost in Canadian Dollars (\$)
Design and Install of Improvements to the Municipal Office Reception	
<b>Total before HST</b>	
<b>HST</b>	
<b>Total Cost including HST</b>	

**TABLE 2 – COST FACTOR PROPOSAL FORM**

<b>FOR THE PROVISION OF:</b>	Design and Install of Improvements to the Municipal Office Reception	
<b>AS SUPPLIED BY:</b>		
	<b>FIRM NAME</b>	
	<b>ADDRESS</b>	<b>POSTAL CODE</b>
	(HEREINAFTER CALLED THE PROPONENT)	

<b>TO:</b>	Township of Drummond/North Elmsley Located at 310 Port Elmsley Road, Perth ON K7H 3C7 <b>(HEREINAFTER CALLED THE TOWNSHIP)</b>
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## **THE PROPONENT DECLARES**

1. No person(s), firm or Township, other than the Proponent, has any personal interest in the Proposal or in the award for which this Proposal is made.
2. No member of the Township Council and no officer or employee of the Township is or will become interested directly or indirectly as a contracting party, partner, shareholder, and surety or in any portion of the profits thereof, or in any of the monies to be derived, there from.
3. This Proposal is made without any connection, comparison of figures, or arrangements with, or knowledge of any other Township, firm or person making a proposal for the same and is in all respects without collusion or fraud.
4. I understand that in submitting this Proposal, the lowest costed or any proposal at all will not necessarily be accepted and that an award under this RFQ is required by the Township Chief Administrative Officer.
5. I/We have read and understand the contents and requirements of this RFQ, including all Addenda to this RFQ, and hereby agree to all of the terms and conditions noted in this RFQ and all Addenda thereto. By signing this responding submission, I confirm that the Township has the legal right and ability to enforce the said provisions of the Request for Quote as against the Proponent to the extent of its obligations as established herein and that it is stopped from pleading or asserting otherwise in any action or proceeding.

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

\_\_\_\_\_  
Name of Proponent (please print)

\_\_\_\_\_  
Address

Telephone \_\_\_\_\_ Facsimile \_\_\_\_\_ Email \_\_\_\_\_

Per: \_\_\_\_\_

Signature of Proponent

(Name) \_\_\_\_\_ (Position) \_\_\_\_\_

I have authority to bind the (Business Type) \_\_\_\_\_