



The Corporation of the
TOWNSHIP OF DRUMMOND/NORTH ELMSLEY

REQUEST FOR TENDER
CUSTODIAL SERVICES & FACILITY BOOKINGS
AT VARIOUS TOWNSHIP BUILDINGS

TENDER NO. 2017-03

REQUEST FOR TENDER RECEIVED BY:
Thursday, August 24, 2017 up to 2:00 p.m.
Township of Drummond/North Elmsley
310 Port Elmsley Road
RR # 5
Perth, ON K7H 3C7

Attention: Cindy Halcrow
Clerk/Administrator

Telephone: (613) 267-6500
Fax: (613) 267-2083
E-mail: chalcrow@dnetownship.ca

INFORMATION TO BIDDERS

1. DEFINITIONS

Award – means the acceptance by the Township of Drummond/North Elmsley of a bid to carry out the Work.

Bid – means the written response using the Tender Form to the Request for Tender.

Bidder – means the person, firm, or corporation submitting a proposal.

Contract – means a contract that the Successful Bidder will enter into with the Township of Drummond/North Elmsley for completion of the work.

RFT – means the Request for Tender.

Successful Bidder – means the Bidder who has been selected to carry out the Work.

Township – means the Corporation of the Township of Drummond/North Elmsley.

Work – means all labour, services, and acts required to be done, furnished or performed in accordance with the Scope of Work described in this Request for Tender.

2. TENDER

Sealed Request for Tenders, clearly marked as to contents, will be received by Cindy Halcrow, Clerk Administrator at the Municipal Office located at 310 Port Elmsley Road, RR # 5, Perth, ON K7H 3C7 until **2:00 p.m., local time, on Thursday, August 24, 2017** for Custodial Services & Facility Bookings at Various Municipal Buildings.

The Request for Tenders will be opened, in public, at the Municipal Office, at **2:05 p.m., Thursday, Thursday, August 24, 2017.**

3. MANDATORY SITE MEETING

Mandatory site meetings will take place on **Tuesday, August 15, 2017 at 1:00 p.m.** starting at the Municipal Office proceeding to Port Elmsley Hall, Drummond Centre Hall and Ferguson's Falls Hall. It is estimated that the site meeting will take 2-3 hours to complete.

Interested Bidders must register in advance with Cindy Halcrow, by **Tuesday, August 15, 2017 at 11:00 a.m.** by calling 613-267-6500 or emailchalcrow@dnetownship.ca.

4. BID SUBMISSION

One copy of the completed Tender Form provided, must be submitted. All information shall be shown in the spaces provided, including the signature of the Bidder, with his/her address and telephone number. The Tender Form must be properly signed and witnessed, or signed and sealed if the Bidder is a Corporation. No electronically transmitted submissions will be accepted and tenders received later than the specified closing date and time will be returned unopened to Bidder.

The Request for Tender is to be submitted in a sealed envelope that clearly identifies on the outside, the contents of the envelope addressed to the Clerk Administrator at the address specified below with the Bidder's Name, Address, the Tender Name and Tender Number.

Cindy Halcrow, Clerk Administrator
Township of Drummond/North Elmsley
310 Port Elmsley Road
RR 5
Perth ON K7H 3C7

The completed Tender Form must be legible, written in ink or type written, where stipulated, with the unit price for every item and other entries clearly shown. Bids which are incomplete, conditional or obscure, or which contain erasures or alterations not properly initialled, or irregularities of any kind, may be rejected. Submissions must not be restricted by a statement added to the Tender Form or by a covering letter, or by alterations to the Tender Form supplied, unless otherwise provided in this Tender.

Harmonized Sales Tax (H.S.T.) must be shown separately on the Tender Form.

5. TENDER TIME SCHEDULE

While every attempt will be made to meet the following timelines, the Township reserves the right to modify any or all dates at its sole discretion

Mandatory Site Meeting:	August 15, 2017
Last Day for Questions:	August 22, 2017
Closing Date:	August 31, 2017
Selection of Successful Vendor:	September 19, 2017
Start of Contract:	October 1, 2017

6. TENDER ACCEPTANCE

The Township reserves the right to accept or reject any or all Requests for Tender, in whole or in part. Acceptance of the tender in parts may occur to realize savings for the Township because of the distance between facilities.

The Township reserves the right to reject an offer to supply services or Request for Tender presented in response to the Township's procurement processes where the Township determines, in its sole and unfettered discretion, that the Bidder making the offer has performed poorly on any Township Contract during the previous five-year period. Township Council may remove a person or a company from consideration for a Contract under this policy, for a period of up to five years, on the basis of documented poor performance or non-performance on a Township Contract.

Therefore, the lowest or any Tender may not necessarily be accepted.

The Successful Bidder will be required to enter into a Contract with the Township prior to commencing Work.

7. CONTACT & QUESTIONS

All questions or inquiries must be made in writing to the Clerk Administrator named below by no later than **2:00 p.m. local time on August 22, 2017.**

Cindy Halcrow, Clerk Administrator
Township of Drummond/North Elmsley
310 Port Elmsley Road
RR 5
Perth ON K7H 3C7
Email: chalcrow@dnetownship.ca
Phone: 613-267-6500

Bidders shall not contact other Township staff in preparing their Tender. The Township may disqualify a Bidder and/or his/her bid if it determines that inappropriate contact has been made.

Any clarification of the Township documents required by a Bidder prior to submission shall be requested through the Township. Any such clarifications so given shall not in any way alter the Township documents and the Bidder and the Township agree that in no case shall oral arrangements be considered.

8. REVIEW & CLARIFICATION

Bidders should carefully review this Tender for any errors or omissions. All clarification requests are to be sent in writing to Cindy Halcrow, Clerk Administrator by email to chalcrow@dnetownship.ca. No clarification requests will be accepted by telephone.

In submitting a Bid, Bidders acknowledge that they have read, completely understood, and accepted the terms and conditions of the RFT in full. The Township is not responsible for any misunderstanding of the RFT. The onus is on Bidders to ensure that they understand all aspects of the RFT.

9. EVALUATION PROCESS AND CRITERIA

An Evaluation Committee comprised of Municipal staff will evaluate proposals. Evaluation Criteria and their values are as follows:

Evaluation Criteria	Points
Conformance with Tender	10
Experience in performance in comparable engagements	15
Cost	65
References	10
Total maximum points	100

10. AMENDMENTS TO THE TENDER

No officer, agent or employee of the Township is authorized to alter orally any portion of these documents other than the Clerk Administrator. During the period prior to submissions alternations will be issued to Bidders as written addenda. In the submission, the Bidder shall list all addenda that were considered when the submission was prepared.

The Township may issue addenda to clarify and/or modify certain aspects of the RFT prior to the submission deadline. Addenda will be sent from the Township to all Bidders who were issued RFT documents where known and posted on the Township's website. Bidders must acknowledge receipt of such addenda in Tender Form. If, in the opinion of the Township an addendum issued affects the price of the proposal and the addendum is not returned or acknowledged in the Form of Tender then the proposal submitted will be deemed non-compliant and rejected.

Under no circumstances shall the Bidder rely upon any information or instruction from the Township, its employees, or agents unless provided in writing by the Clerk Administrator. The Township, its employees, or agents shall not be responsible for any information or instructions given to the Bidder, with the exception of information or instruction provided by the Clerk Administrator or issued through formal addenda to the RFT.

11. RESERVED RIGHTS OF THE TOWNSHIP

The Township reserves the right to:

- a) make public the names of any or all Bidders;
- b) request written clarification or the submission of supplementary written information in relation to the clarification request from any Bidder and incorporate a Bidder's response to that request for clarification into the Bidder's Bid;
- c) adjust a Bidder's scoring or reject a Bidder's Bid on the basis of
 - i) a financial analysis;
 - ii) information provided by references;
 - iii) the Bidder's past performance on previous contracts awarded by the Township;
 - iv) the information provided by a Bidder pursuant to the Township exercising its clarification rights under this RFT process; or
 - v) other relevant information that arises during the RFT process;
- d) verify with any Bidder or with a third party any information set out in the Tender;
- e) check references other than those provided by any Bidder;
- f) disqualify any Bidder whose Bid contains misrepresentations or any other inaccurate or misleading information, or any qualifications;
- g) disqualify any Bidder who has engaged in conduct prohibited by this RFT;
- h) make changes, including substantial changes, to this RFT provided that those changes are issued by way of addenda in the manner set out in this RFT;
- i) select the Bidder other than the Bidder whose Bid reflects the lowest cost to the Township or the highest overall score;
- j) cancel this RFT process at any stage;
- k) cancel this RFT process at any stage and issue a new RFT for the same or similar deliverables;
- l) accept or reject any or all bids in whole or in part;
- m) discuss with any Bidder different or additional terms to those contemplated in this RFT or in any Bidder's Bid;

These reserved rights are in addition to any other expressed rights or any other rights which may be implied in the circumstances.

12. FORCE MAJEURE

A party hereto shall not be responsible for failures in performance due to force majeure. "Force Majeure" means any circumstance or act beyond the reasonable control of a party to this contract claiming Force Majeure, including an intervening act of God or public enemy, war, blockade, civil commotion, fire, flood, tidal wave, earthquake, epidemic, quarantine restriction, a stop-work order or injunction, issued by a court or public authority having jurisdiction, or governmental embargo, which delays the performance of any obligation created by this Contract beyond its scheduled time, provided such circumstance or act is not expressly dealt with under this contract or does not arise by reason of the negligence or willful misconduct of the party claiming Force Majeure or those for whom it is responsible at law, any act or omission by the party claiming Force Majeure (or those for whom it is responsible at law) in breach of the provisions of this contract, or lack or insufficiency of funds or failure to make payment of monies or provide required security, provided further that, in the case of an event of Force Majeure affecting the Successful Bidder, the Successful Bidder notifies the Township as soon as possible and in any event within five (5) working days following the date upon which the Successful Bidder first becomes aware (or should have been aware, using all reasonable due diligence) of such event so that the Township may verify same.

In any such event, Successful Respondent's Contract and price and schedule shall be equitably adjusted based on the actual work authorized and performed satisfactorily, and the rates agreed to in the Contract.

13. INSURANCE

Without restricting the generality of the Indemnification provisions, the Successful Bidder shall, during the term of this Contract, provide and maintain during the term of this contract:

- a) Comprehensive General Liability Insurance protecting the Successful Bidder's liability, legal, or assumed, under the contract for all claims arising from personal injury, bodily injury, death and damage to property including loss of use thereof in the amount of Two Million Dollars (\$2,000,000) or greater per incident with Township named as additional insured in respect to services provided in the contract.
- b) Automobile Liability Insurance for both owned and non-owned licensed vehicles with limits of not less than Two Million Dollars (\$2,000,000) inclusive per occurrence for bodily injury, death and damage to property; and
- c) The Successful Bidder shall provide the Township with proof, satisfactory to the Township of the insurance required under this section, before commencing any work under this contract, a certificate of insurance detailing the coverage and expiry date for all policies duly executed by the insuring company stating that said policies are cancelled or changed in any manner, thirty (30) days written notice of such change or cancellation will be given to the Township.

14. INDEMNIFICATION

The Successful Bidder must acknowledge that he/she is an independent Contractor and shall indemnify and save harmless the Township and its agents and employees from and against all claims, actions, losses, expenses, costs or damages of every nature and kind whatsoever which the Township, its employees, officers or agents may suffer as a result of the negligence, poor workmanship, materials or breach of contract of the Successful Bidder, its employees, officers or agents in the performance of this Contract.

15. CONFLICT OF INTEREST

Neither the Successful Bidder nor any person, firm or corporation associated or affiliated with nor subsidiary to the Successful Bidder shall undertake any work, or have an interest either directly or

indirectly in any work arising from this contract. The Successful Bidder is required to disclose to the Township, prior to accepting this assignment, any potential conflict of interest. If a conflict of interest exists, the Township may, at its discretion, withhold this assignment from the Successful Bidder until the matter is resolved to the satisfaction of the Township. If, during the term of this Contract, the Successful Bidder is retained by another client and that assignment gives rise to a potential conflict of interest, the Successful Bidder shall so inform the Township and if a conflict of interest is deemed to exist by the Township, the Successful Bidder shall either refuse the new assignment or take such steps to remove the conflict of interest as are deemed necessary by the Township.

16. WORKPLACE SAFETY AND INSURANCE BOARD

- a) The Successful Bidder must submit a copy of a valid and current "Clearance Certificate" from the WSIB with his/her Proposal or documentation from the WSIB confirming their exemption prior to commencement of the Work.
- b) If the Successful Bidder does not provide a current and valid Clearance Certificate, or proof of exemption, on or before the commencement of the Contract, then at the option of the Township, the Contract will be terminated and may be awarded to the next qualified Bidder.
- c) During the term of the Contract, the Successful Bidder shall ensure that the Township has a current and valid "Clearance Certificate" every ninety (90) days during the term of the Contract unless the Successful Bidder has provided documentation of exemption outlined in paragraph 13.1.
- d) The Township will not pay invoices unless a current and valid "Clearance Certificate" is provided.
- e) The Township reserves the right to terminate any Contract in the event there is not a current and valid Clearance Certificate and reserves the right to refuse the Successful Bidder access to the municipal buildings.
- f) The Successful Bidder clearly understands and agrees that he/she is not, nor is anyone hired by he/she, covered by the Township under the Workplace Safety Insurance Act, Employment Insurance Act, or any other act whether provincial or federal in respect of themselves, his/her employees and operations, and shall, upon request, furnish the Township with satisfactory evidence that they have complied with the provisions of any such Acts.

17. INTEGRATED ACCESSIBILITY STANDARDS REGULATION

The Township is required to comply with the Accessibility for Ontarians with Disabilities Act, 2005 as amended and the Integrated Accessibility Standards Regulation. Under this Act, every person who provides goods and services to the public must receive training about the provision of these goods and services to people with disabilities. Therefore the Successful Bidder must be trained in accordance with the Human Rights legislation in addition to the Accessible Customer Service, Information and Communication, Built Environment, Employment Standards made under this act and complete the Representation, Warranty and Acknowledgement Regarding Integrated Accessibility Standards Regulation on the Tender Form, with respect to their representation, warranty and acknowledgement that he/she and their employees, agents and volunteers or others, have completed all required Training.

Requirements of the Integrated Accessibility Standards Regulation can be found on the Province of Ontario's website at <https://www.ontario.ca/page/accessibility-laws>.

18. OCCUPATIONAL HEALTH AND SAFETY ACT

The Township is committed to ensuring that a high standard of health and safety is provided and maintained for all employees, visitors, guests, contractors, agents and others on our premises.

Therefore, the Successful Bidder shall ensure that the Work is provided in a manner that complies with the Occupational Health and Safety Act, R.S.O. 1990, c.O.1, as amended, any other Federal and Provincial statute or Township Health & Safety policies concerning safety or any other phase of their work on this Contract.

The Successful Bidder must wear Personal Protective Equipment (PPE) in accordance with the Occupation Health & Safety Act and/or manufacturer or supplier recommendations.

The Successful Bidder will ensure that all chemicals and/or equipment are used in accordance with the Occupation Health & Safety Act and/or manufacturer or supplier recommendations and disposed of in a safe and responsible manner.

19. EXTRAS

The Contract is contemplated of being inclusive of all Work, including due to any unforeseen or unknown conditions in the price quoted. To the extent, however, that any extras are authorized by the Township, in addition to this contract, then the price which is extra, shall be agreed upon between the Successful Bidder and the Township in advance. The Successful Bidder shall not proceed with any Work unless an agreement has been reached on the price of such extra work and/or the method of determining the cost and price of such extra Work.

20. FAILURE TO PERFORM/POOR PERFORMANCE

The Township shall be the sole judge of the work and therefore its acceptability. Work that is unsatisfactory, in the opinion of the Township representative, shall be made satisfactory at no additional cost to the Township.

If, in the opinion of the Township, the Successful Bidder refuses or neglects to perform the work required, or performs the work unsatisfactorily, the Township may cancel the contract by giving fifteen (15) days written notice. The Township shall have the full right and power at its discretion, without process of action at law, to take possession of the whole work remaining at the time of notice of cancellation and to re-let the same to any other contractor or person(s).

21. ASSIGNMENT

The contract awarded shall be exclusive to the Successful Bidder. The Successful Bidder shall not assign the Contract, or any portion thereof, without the prior consent of the Township.

22. LAWS AND REGULATIONS

The Successful Bidder shall comply with relevant, federal, provincial and municipal statutes, regulations and by-laws pertaining to the work and its performance. The Successful Bidder shall be responsible for ensuring similar compliance by its suppliers and subcontractors. It shall be the obligation of the Successful Bidder to be informed of these Government Regulations. The Successful Bidder shall apply for all Permits and Inspections which may be required under this contract including the Electrical Safety Authority. Permit Fees and Inspection fees shall be paid by the Township.

The Contract shall be governed and interpreted in accordance with the laws of the Province of Ontario.

23. DEFAULT

If the Successful Bidder 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 Successful Bidder makes a general assignment for the benefit of its creditor, then, in any such case, the Township may, without notice; terminate the Contract.

If the Successful Bidder fails to comply with any request, instruction or order of the Township, or fails to pay its accounts, or fails to comply with or persistently disregards statutes, regulations, by-laws or directives or relevant authorities relating to the Work, or fails to prosecute the Work with skill and diligence, or assigns or sublets the Contract without the Township's written consent; or refuses to correct defective work, 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 Township may upon expiration of ten days from the date of written notice to the Successful Bidder, terminate the Contract.

24. TERM

This Contract will be in effect for a period of two (2) years, with the Township having the option of extending the Contract for two (2) additional years. The Contract will be a fixed price Contract for its two (2) year term, with an increase for the optional year's extension to be discussed and agreed upon. In the event an agreement cannot be reached, the Contract will terminate at the end of the two (2) year period.

The contract shall commence on October 1, 2017 and continue until September 30, 2015. The total length of any Contract resulting from the award of Tender will not exceed four (4) years.

Either party has the right to terminate this Contract upon providing ninety (90) day's written notice to the other party, without penalty.

25. DISCLOSURE

The names of the Bidders and total bid prices will only be made available at the Public Opening. After the Public Opening, requests may be submitted to the Township for the results, and only the names of the Bidders and total bid prices will be given in the reply.

26. BID ACCEPTANCE

Unless otherwise specified in these Tender documents, this Tender constitutes an irrevocable offer to provide the goods and/or services described herein for a **period of thirty (30) calendar days** from the closing date of the receipt of Request for Tender.

27. PAYMENT

The Successful Bidder shall provide an invoice to the Township on a monthly basis. The Township shall pay said invoices within thirty (30) days. The Township shall have the right to withhold, from any sum otherwise payable to the Successful Bidder, such amount as may be sufficient to remedy any defect or deficiency in the work, for any damages to The Township property resulting from the Successful Bidder's negligence.

28. CRIMINAL RECORD CHECK

The Successful Bidder shall provide, at his/her own expense, a Criminal Record Check from the local Police Service Station for all employees, agents or others completing the Work before entering into a contract with the Township. A Criminal Reference Check must be provided to the Township annually or upon request thereafter.

SCOPE OF WORK

Service shall be provided as specified or in some cases as requested by the Public Works Department and more specifically according to the following:

A. DRUMMOND CENTRE HALL, 1920 DRUMMOND CONCESSION 7

Weekly Cleaning

Perform general cleaning which includes sweeping, dusting, vacuuming and washing of floors, spot cleaning walls, cleaning all glass windows, placing garbage and recyclables inside garage, cleaning and disinfecting kitchen and washrooms (including the washroom in the garage), and replacing paper products, and light bulbs.

General Services

Arrange for the timely order of all supplies such as cleaning supplies, furnace filters, light bulbs and paper products) with the Township.

Monthly

Conduct monthly Fire Code Inspections and replace furnace filters as needed.

B. FERGUSONS' FALL HALL 1362 FERGUSON'S FALLS ROAD (COUNTY ROAD 15)

Weekly Cleaning

Perform general cleaning which includes sweeping, vacuuming and washing of floors, spot cleaning walls, cleaning all glass windows, cleaning and disinfecting kitchen and washrooms, placing garbage and recyclables curbside for waste collection and replacing paper products, and light bulbs, grass cutting and keeping the flower beds/shrubs in shape, and litter pick-up.

Facility Bookings

Responsible for all bookings including: meeting with prospective renters, making arrangements for open/closing of facility at rental events, collecting rental monies and remitting those monies to the Township Office, A log of bookings must be maintained and shared with the Township.

General Services

Arrange for the timely order of all supplies such as cleaning supplies, furnace filters, light bulbs and paper products) with the Township.

Monthly

Conduct monthly Fire Code Inspections and replace furnace filters as needed.

C. PORT ELMSLEY HALL, 120 STATION ROAD

NOTE:

It is the Township's intention to sell the Port Elmsley Hall and it is currently listed for sale. Services are required only for the period of time that the facility is owned by the Township.

Weekly Cleaning

Perform general cleaning which includes sweeping, dusting, vacuuming and washing of floors, spot cleaning walls, cleaning all glass windows, cleaning and disinfecting kitchen and washrooms, placing garbage and recyclables curbside for waste collection, monitor the UV treatment system, monitor and add salt to the water softener, and replacing paper products, and light bulbs.

(Training on the UV Treatment system will be provided by the Township).

Facility Bookings

Responsible for all bookings including: meeting with prospective renters, making arrangements for open/closing of facility at rental events, collecting rental monies and remitting those monies to the Township Office. A log of bookings must be maintained and shared with the Township.

General Services

Arrange for the timely order of all supplies such as cleaning supplies, furnace filters, light bulbs and paper products) with the Township.

Monthly

Conduct monthly Fire Code Inspections and replace furnace filters as needed.

D. MUNICIPAL OFFICE, 310 PORT ELMSLEY ROAD

Weekly

Perform a general cleaning outside of normal office hours which includes vacuuming of carpets, sweeping and washings floors, dusting, spot cleaning walls and door frames, cleaning all glass windows/window screens and glass doors, wiping council tables and dusting of desks/ counters/ cabinets/ window sills, baseboards, removing waste and recyclables, cleaning and disinfecting kitchen and washroom, place garbage and recyclables curbside for waste collection, monitor and add salt to the water softener, and replacing paper products, and light bulbs. Includes cleaning and disinfecting washroom and office located in the garage area of the Municipal Office.

Monthly

Conduct monthly Fire Code Inspections and replace furnace filters as needed.

General Services

Arrange for the timely order of all supplies such as cleaning supplies, furnace filters, light bulbs and paper products) with the Township.

General Maintenance

General labourer duties that include minor fixing and repairing.

E. SCALE HOUSE – LANDFILL SITE

Monthly Cleaning

Perform general cleaning which includes sweeping, dusting, vacuuming and washing of floor, spot cleaning walls, and cleaning glass windows. Cleaning must be done during open hours.

F. SPECIAL SERVICES FOR ALL FACILITIES

Seasonal cleaning twice a year outside of normal office hours including: cleaning of refrigerators, oven (vacuum compressor coils), vacuuming smoke detectors and changing batteries, washing windows inside and out. Wash and clean all light fixtures on the inside and outside. Washing walls as far as reach will allow, washing light fixtures, cleaning window coverings, dusting pictures and sweeping cobwebs on the outside and inside of buildings.

In addition to this, the Successful Bidder will be required to meet with Township staff from time-to-time to provide advice / suggestions for facility repairs and expenses.

General Maintenance

General labourer duties that include minor fixing and repairing.

Repairs

Arrange for repairs with the Township-approved contractor/business for equipment such as furnace/well/air conditioner etc.

Municipal Office

Shampoo carpets once a year

Port Elmsley Hall

Spraying Thompson water seal on the deck/ramp
Stripping and waxing floors in the kitchen, washrooms, and stage
Remove snow from all exits and ensure path is free of ice

Drummond Centre Hall

Stripping and waxing floors wherever there is tile

Ferguson's Falls Hall

Dust and clean fans
Stripping and waxing floors in the kitchen, washrooms, and stage
Clean out roof gutters of leaves to prevent rain/ice buildup.
Monitor the level of the septic tank and arrange to have the septic tank pumped as required
Sweeping parking lot free of pine needles if required (prevent needles from being tracked into hall)

Remove snow from all exits and ensure path is free of ice and access to propane tank and septic tank if required, and snow removal from roof if required.

Equipment & Supplies

All cleaning supplies and some equipment shall be supplied by the Township. In some cases, where minor repairs/fixing are required, the equipment to undertake those repairs/fixings shall be the responsibility of the Successful Bidder. Examples may include, carpet steam cleaning and tools.

FORM OF TENDER

I/We have reviewed the Tender, including the Terms and Conditions, and Terms of Reference, and hereby offer to provide services for the following amounts of money in exchange for the right to enact the requirements of the Tender

ITEM #	DESCRIPTION	UNIT RATE	HST	TOTAL COST
A.	Custodial Services at Drummond Centre Hall	\$ _____/week	\$	\$
B.	Custodial & Booking Services at Ferguson's Falls Hall	\$ _____/week	\$	\$
C.	Custodial & Booking Services at Port Elmsley Hall	\$ _____/week	\$	\$
D.	Custodial Services at the Municipal Offices	\$ _____/week	\$	\$
D.	Custodial Services at Scale House	\$ _____/month	\$	\$
E.	Special Services for all Facilities	\$ _____/hour	\$	\$

Name of Business or Individual

Address

Telephone Number

Cell Phone

Fax Number

Email address

Name of Person Signing for Firm

Position of Person Signing for Business

Note for Signing Officer: By my signature, I hereby confirm that I am a principal, or have been duly authorized by the principal or board, to sign on behalf of the above-named organization.

FORM OF TENDER

CONTRACTOR'S DECLARATION

I/WE (name) _____

Title/Position: _____

Name of Business
or Organization: _____

1. **DECLARE** that no person, firm or Corporation other than the one whose signature or the signature of whose proper officers and seal is or are attached below, has any interest in this Tender or in the Contract proposed to be undertaken.
2. **I FURTHER DECLARE** that this Tender is made without any connections, knowledge, comparison of figures or arrangement with any other company, firm or person submitting a bid for this Tender and is in all respects fair and without collusion or fraud.
3. **I FURTHER DECLARE** that no Township Council member or employee and their families is, or will become interested, directly or indirectly, as a contracting party or otherwise, in the performance of the Contract, or in the supplies, work or business to which it relates or any portion of the profits thereof, or any such supplies to be used therein in any of the monies to be derived therefrom, unless he/she first declares an interest in this Contract to the Clerk Administrator, prior to the opening of the Request for Tender.
4. **I FURTHER DECLARE** that all matters stated in the said Tender are in all respects true.
5. **I FURTHER DECLARE** that I have carefully examined the locality and site of the proposed works of this Contract and hereby acknowledge the same to be part and parcel of any Contract to be let for the work therein described or defined and I do hereby tender and offer to enter into a Contract, to do all of the work and to furnish all necessary labour, machinery, and apparatus, to complete the work, herein described and to accept in full payment therefore, the sums calculated, in accordance with the unit prices and standby rates set forth in the Tender.
6. **I AGREE** that this offer is to continue open for acceptance until a formal contract is executed to the Successful Bidder
7. **I FURTHER DECLARE** that Addendum/Addenda No. _____ inclusive has/have been received, and that all changes specified in the Addendum/Addenda have been included in the prices submitted.

Print Name

Address

Telephone and Fax Number

Email Address

Signature

Date

Note: If the Contractor is a limited company, then his/her offer must be signed by the Signing Officer of the Company and the Corporate Seal affixed.

FORM OF TENDER

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

This will acknowledge receipt of the following addendum/addenda and that the pricing quoted includes the provision set out in such addendum/addenda.

No Addendum received

OR

Yes, the following Addendum's were received

ADDENDUM #	DATE RECEIVED

Bidder's Name _____ Date: _____

Authorized Signature: _____

FORM OF TENDER

REPRESENTATION, WARRANTY AND ACKNOWLEDGEMENT

REGARDING INTEGRATED ACCESSIBILITY STANDARDS REGULATION

(Insert Name/Business Name) _____

Hereby represents and warrants that:

1. I/we and my/our employees, agents, volunteers or others, for whom I/we are responsible, will have successfully completed all the requirements for training under the Integrated Accessibility Standards Regulations prior to commencement of the Work on behalf of the Township, in accordance with the Award of the Tender for Custodial Services & Facility Bookings at Various Municipal Buildings.
2. The Accessible Customer Service Training provided will encompass the following training content:
 - The purposes of the Accessibility for Ontarians with Disabilities Act, 2005 and the requirements of the customer service standard;
 - How to provide goods and services in a manner that respects the dignity and independence of persons with disabilities;
 - How to interact and communicate with persons in a manner that takes into account their disabilities;
 - The process for people to provide feedback to the Township about its' provision of goods and services to persons with disabilities, and how the Township responds to the feedback and takes action on any complaint;
 - How to interact with persons with disabilities who use an assistive device or require the assistance of a guide dog, service animal or a support person to access goods and services;
 - Information on other Township policies, practices and procedures dealing with the AODA;
 - How to use equipment or devices available on Township premises or provided by the Township that may help with the provision of goods and services;
 - What to do if a person with a disability is having difficulty accessing the Township's goods and services.

ACKNOWLEDGEMENT

I/We, the undersigned, acknowledge and agree that this representation and warranty will be relied upon by the Township and as such I/we solemnly provide this representation and warranty as if it was given under oath.

Name (Business Name if applicable)

Signature(s)	PRINT NAME	PRINT TITLE
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Signature(s)	PRINT NAME	PRINT TITLE
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Date

I/WE HAVE THE AUTHORITY TO BIND THE COMPANY
FORM OF TENDER

LIST OF REFERENCES

Bidders must provide a minimum of three (3) current customer references that have been provided similar services to the type of work specified herein.

#1 Company Name:

Address:

Phone No.:

Contact Name:

Relevant Work Experience:

.....

Date(s):

#2 Company Name:

Address:

Phone No.:

Contact Name:

Relevant Work Experience:

.....

Date(s):

#3 Company Name:

Address:

Phone No.:

Contact Name:

Relevant Work Experience:

.....

Date(s):