

Town of Smooth Rock Falls
REQUEST FOR PROPOSALS
RFP No. 2020-20

Hydro Excavation, Sanitary System Flushing, and
Catch Basin Cleaning Services

Proposals will be received on or before 2:00 pm local time

September 3rd 2020

(Closing date and time)

Obtaining Documents

RFP Documents are available for downloading from the Town of Smooth Rock Falls
Printing of RFP documents is the sole responsibility of the Proponents.

Addenda

Proponents are required to check the Town's website for any updated information and addenda
before the closing date.

Proposals Submissions

The Town reserves the right to accept or reject any or all Proposals or accept a Proposal deemed to
be in the best interest of the Town and will not be responsible for any costs incurred by
Proponents in preparing a response.

DEFINITIONS

“Contract” means the contract for services or Town Purchase Order that will be issued to formalize with the successful Proponent through negotiation process with the Town based on the proposal submitted and will incorporate by reference the Request for Proposals, Specifications, Drawings, any additional subsequent information, any addenda issued, the Proponent’s response and acceptance by the Town.

“Town” means Town of Smooth Rock Falls.

“Contractor” means the person(s) firm(s) or corporation(s) appointed by the Town to carry out all duties, obligations, work and services described in the Request for Proposal and all associated documentation, which may also include mutually agreed revisions subsequent to submission of a Proposal. Both “Contractor” and “Proponent” are complementary in terms of duties, obligations and responsibilities contemplated at the Request for Proposals stage, through evaluation process, execution and performance of the services and works.

“Proponent” means responder to this Request for Proposals.

“Proposal” means the submission by the Proponent.

“RFP” “Request for Proposals” shall mean and include the complete set of documents, specifications, drawings and addenda incorporated herein, and included in this Request for Proposals.

“Services” means and includes the provision by the successful Proponent of all services, duties and expectations as further described in this RFP.

“Supply” “Provide” shall mean supply and pay for and provide and pay for.

“Shall” “Must” “Will” “Mandatory” means a requirement that must be met.

“Work” “Works” shall unless the context otherwise requires, mean the whole of the work, tools, materials, labour, equipment, travel, and all that is required to be done, furnished and performed by the Contractor.

1. INSTRUCTIONS TO PROPONENTS

1.1. Request for Proposals

The Town of Smooth Rock Falls (“Town”) requests Proposals from professional, qualified, experienced companies for the provision of **Hydro Excavation, Sanitary System Flushing, and Catch Basin Cleaning Services** on an “as needed and when requested” basis.

1.2. Scope of Work

The scope of work generally consists of the following:

- Hydro Excavation;
- Sanitary Flushing;
- Catch Basin Cleaning

1.3. Closing Date & Time

Proposals will be received by the Town of Smooth Rock Falls on or

before: September 3rd 2020, 2:00 pm (local time)

1.4. Instructions for Proposal Submission

Submissions will be directed to:

Shane D Skinner, EP
Director of Public Works

142 First Avenue
PO Box 249
Smooth Rock Falls, ON
P0L 2B0

Email: shane.skinner@townsrf.ca

Electronic Proposals submitted shall be deemed to be successfully received when displayed as new email in the in-box of the Town email address. The Town will not be liable for any delay for any reason including technological delays, or issues by either party’s network or email program, and the Town will not be liable for any damages associated with Proposals not received.

The Town reserves the right to accept Proposals received after the closing date and time but is under no obligation to evaluate.

Proposals will not be opened in public.

1.5. Inquiries

All inquiries are to be directed in writing by email quoting the RFP name and number to: shane.skinner@townsrf.ca

Questions are to be submitted in writing 3 business days prior to the closing date.

The Town shall determine, at its sole discretion, whether the query requires response, and such responses will be made available to all Proponents by issue of Addenda posted on the Town's website that will be incorporated into and become part of the RFP.

No oral conversation will affect or modify the terms of this RFP or may be relied upon by the Proponent.

1.6. Addenda

Proponents are required to check the Town's website for any updated information and Addenda issued before the Closing Date.

If a change, or additional information related to the original version of the Request for Proposals is warranted, the Town's response will be communicated to all Proponents by means of written Addenda prior to the closing date and posted on the Town's website. Upon submitting a Proposal, Proponents are deemed to have received all Addenda posted on the Town website and deemed to have considered the information for inclusion in the Proposal submitted.

Should there be any discrepancy in the documentation provided, the Town's original file copy shall prevail.

1.7. General Information

Wherever possible, the Town wishes to purchase goods and services which represent minimal impact to the environment, or that offer value to a sustainability objective.

The Town of Smooth Rock Falls reserves the right to cancel any order or contract if not fulfilled within the timeframe described in accordance with the terms and conditions specified at their sole discretion. Time shall be of the essence.

Proposals may be withdrawn upon request sent to email: shane.skinner@townsrf.ca prior to time set as closing time for receiving Proposals.

Proponents are advised that submissions are subject to the Freedom of Information and Protection of Privacy Act and contents may be disclosed if required to do so pursuant to the Act.

Incomplete Proposals or Proposals submitted on forms other than the Proposal Form may be rejected.

The Town will not assume any responsibility or liability for any costs incurred by the Proponent in the preparation of a Proposal.

1.8. Prices

All Prices shall be all-inclusive stated in (Canadian Funds) and shall remain **FIRM** for the completion of the Services.

1.9. Evaluation Criteria

The criteria for evaluation of the Proposals may include, but is not limited to:

Corporate Experience and Resources

- Qualifications, experience, and demonstrated performance working on contracts of similar size, scope and complexity
- Experience and qualifications of any listed subcontractors
- Company equipment and resources

Technical

- Response times and availability

Financial

- Submitted Rates and Unit Prices
- Sustainable Value
- Value added Benefits

And, upon selection of one or more lead proponent(s):

- references may be contacted

The Proponents agree that upon submission of their proposal, the Town may disclose the name of their company. However, no prices, scores, weights or totals will be provided to any Proponents.

1.10. Negotiation

The Town reserves the right, prior to contract award, to negotiate changes to the scope of the services or to the contract documents (including pricing to meet budget) with the proponent or any one or more proponents, proposing the “best value” without having any duty to advise any other proponent or to allow them to vary their proposal as a result of changes to the scope of the services or to the contract documents; and the Town

may enter into a changed or different contract with the proponent(s) proposing the “best value”, without liability to proponents who are not awarded the contract.

1.11. Irrevocability and Acceptance of Proposals

The Town requests that Proposals remain open for acceptance for a period of not less than sixty (60) days from the closing date and time.

The Town reserves the right to waive formalities in, accept or reject any or all Proposals, cancel this RFP, or accept the Proposal deemed most favourable in the interest of the Town.

The Town reserves the right to accept or reject any or all Proposals. The lowest Proposal may not necessarily be accepted, rather will be analyzed to determine best overall value to the Town.

The Town reserves the right to cancel this RFP at any time without recourse by the Proponent. The Town has the right to not award this work for any reason including choosing to complete the work with the Town’s own forces.

No alterations, amendments or additional information will be accepted after the closing date and time unless invited by the Town.

Should a Proposal be accepted, a purchase order will be placed for the provision of these services. Contract documents may be utilized to document the agreement fully and completely.

1.12. No Claim

Except as expressly and specifically permitted in these Instructions to Proponents, no Proponent shall have any claim for any compensation of any kind whatsoever, relating to this RFP, including accepting a non-compliant bid, and by submitting a Proposal, each Proponent shall be deemed to have agreed that it has no claim.

No contractual, tort, or other legal obligations are created or imposed on the Town, or any other individual, officer or employee of the Town with respect to the RFP documentation or by submission or consideration by the Town of any Proposal.

1.13. Conflict of Interest

Proponents shall disclose any actual or potential conflicts of interest and existing business relationships it may have with the Town, its elected or appointed officials or employees.

1.14. Non-Solicitation

Proponents and their agents will not contact any member of the Town Council with respect to this RFP at any time prior to the award of a Contract or the termination of the RFP, and the Town may reject the Proposal of any Proponent that makes any such contact.

1.15. Liability for Errors

While the Town has used considerable effort to ensure an accurate representation of information in this RFP, the information contained is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the Town, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve the Proponents from forming their own opinions and conclusions with respect to the work in this RFP.

1.16. Proposal Submission

Proponents should complete and submit the information requested in this section of the RFP document on this Proposal Submission Form or in a format that has been approved and is acceptable to the Town.

1.17. Examination of Proposal Documents

The Proponent must carefully examine the Proposal Documents. The Proponent may not claim, after the submission of a Proposal, that there was any misunderstanding with respect to the requirements and conditions imposed by the Town of Smooth Rock Falls.

There will be no opportunity to make any additional claim for compensation or invoice for additional charges that were not considered and included in the Proposal price submitted, unless the Town, at its sole discretion, deems that it would be unreasonable to do so, or there are additional work requirements due to unforeseen circumstances.

All information in this RFP Document and any resulting Addenda will be incorporated into any Contract between the Town and the successful Proponent, and therefore must be considered by the Proponent in preparing their Proposal.

2. GENERAL CONDITIONS OF CONTRACT

2.1. Notification of Award

The Town will notify the successful Proponent (“Contractor”) in writing of its decision to award the services. The following general conditions will apply to this Contract. Proponents are to include with their proposal submission a full description of any deviations if they are unable to comply with any of these general conditions.

2.2. Health and Safety Requirements

The Contractor shall strictly comply with the current federal and provincial health safety regulations and safety policies/procedures of the Town of Smooth Rock Falls. Other applicable federal, provincial and local regulations and policies concerning the health and safety of workers and general public shall also be followed.

2.3. One Year Guarantee

The Contractor shall guarantee to maintain the work and materials against any defects arising from adverse weather conditions, faulty installation, faulty materials supplied under the contract, or faulty workmanship, which may appear within one (1) year from the date of acceptance of the work by the Town. Faulty or damaged materials shall be replaced, and any defects discovered or failures which occur during the guarantee period, shall be rectified to the satisfaction of the Town on-site within 2 weeks of notification. This shall be at no cost to the Town of Smooth Rock Falls.

2.4. Indemnity

The Contractor shall indemnify and save harmless the Town from and against all losses and all claims, demands, payments, suits, actions, recoveries, and judgements of every nature and description brought or recovered against him and/or the Town, by reason of any act or omission of the Contractor, its agents, Sub-contractors or employees in the execution of the work.

2.5. Insurance Requirements

The Contractor shall submit, upon award by the Town of Smooth Rock Falls, a Certificate of Insurance signed by the Insurance Company certifying that the required insurance policies are in force and that:

- a) **The Town of Smooth Rock Falls** be named as “additional insured”;
- b) The policy shall not be cancelled, lapsed, transferred, assigned or materially altered without at least thirty (30) days written notice to the Town of Smooth Rock Falls and the Town’s written approval of the cancellation, transfer, assignment or alteration.
- c) Such certificate is to be as shown in **Appendix A – Certificate of Insurance:**

The Contractor shall carry Commercial General Liability Insurance satisfactory to the Town in the amount of FIVE MILLION DOLLARS (\$5,000,000.) inclusive per occurrence.

Automobile Liability insurance, in an amount of not less than THREE MILLION DOLLARS (\$3,000,000.) is required on all licensed vehicles owned or used by the Contractor.

Contractor's Equipment Insurance is required for all equipment owned or rented by the Contractor and employees that provides coverage against all risks of loss or damage.

The Contractor shall ensure that all Sub-contractors carry insurance in the form and limits specified in this clause.

Note that the effective date for Certificate of Insurance will be the date of the Notice of Award.

2.6. Independent Contractor

The Contractor is an independent Contractor and this contract does not render the Contractor an agent or employee of the Town.

2.7. Business Licence

The Contractor and any subcontractors shall maintain a valid Town of Smooth Rock Falls Business License.

The Contractor shall be in good standing with WSIB and provide a WSIB Certificate.

The Contractor is responsible for having the site secured in accordance with Ministry of Labour regulations and to perform the work so that there is no risk of danger or hazard to the staff and public at any time during the progress of the work until completion.

2.8. Prime Contractor

The Contractor shall be deemed to be the "prime contractor" as defined by the Ministry of Labour and be absolutely responsible for having the site secured in accordance with current regulations.

2.9. Clean Up

At the end of each day the Contractor shall ensure the site is safe and secure and, at the conclusion of work, the Contractor shall clean out all debris promptly remove any equipment or materials and leave the site of the work in a clean and tidy condition.

2.10. Operations and Coordination of the Services

The Contractor shall agree to coordinate the execution of the Services with the Town such that disruption of the work of all involved is minimized.

2.11. Equipment, Materials and Workmanship

The Contractor shall ensure that they are qualified and experienced and have the necessary resources for the successful completion of the work including any amendments as they may occur during the execution of the work.

All equipment, materials and labour utilized and all workmanship shall comply with all current codes, standards, regulations and statutes pertaining to the services.

Equipment must be in good mechanical repair and not require excessive maintenance or create excessive down time that jeopardizes the Contractors ability to provide the services agreed to.

2.12. Inspection of Services

- a) All services provided shall be subject to inspection and shall meet the approval of the Town or a designated representative. If they are not approved, the Town shall have the right to reject them or to require correction.
- b) Acceptance or rejection of the work shall be made as promptly as practical, but failure to accept or reject the work shall not relieve the Contractor from responsibility for services provided not in accordance with the contract.
- c) The Town will not be deemed to have accepted the services by virtue of a partial or full payment for it.

- d) The Town or a designated representative shall be the final judge of all services and its decisions of all questions in dispute will be final.
- e) The Contractor will not be liable for any excess costs if failure to perform is due to strike, lockout, or circumstances beyond control. The Town will not be liable where sites are not available due to strike, lockout, or unique circumstances.

2.13. Damage and Defects

The Contractor shall use due care so that no persons are injured, or no property damaged or lost in providing the services. The Contractor shall be solely responsible for all loss, damages, costs and expenses in respect of any injury to persons, damage of property, or infringement of the rights of others incurred in the performance of the services or caused in any other manner whatsoever by the Contractor or its employees. The Contractor shall rectify any loss or damage for which, in the opinion of the Town, the Contractor is responsible, at no charge to the Town and to the satisfaction of the Town.

Alternatively, the Town may repair the loss or damage and the Contractor shall pay to the Town the costs of repairing the loss or damage upon demand from the Town. Where, in the opinion of the Town, it is not practical or desirable to repair the loss or damage, the Town may estimate the cost of the loss or damage and deduct such estimated amount from the amount owing to the Contractor.

2.14. Default

The Town reserves the right, at its sole discretion, to immediately terminate the contract, in whole or in part, and utilize the services of any other Contractor, if the successful Contractor:

- Fails to make delivery of the services
- Fails to perform any provision of the contract within the time specified, or within a reasonable amount of time if no time is specified, as determined by the Town
- Fails to meet the Town's standard of expected and agreed level of service and performance
- Be adjudged bankrupt or makes general assignment for the benefit of creditors

2.15. Cancellation

The contract may be cancelled by the Town for any reason without cause or penalty upon 30 days written notice.

The Contractor would be compensated for all work provided at the date of notification.

2.16. Dispute Resolution

The parties will make reasonable efforts to resolve any dispute, claim or controversy arising out of this contract using the following dispute resolution procedures:

- a) Negotiation – the parties will make reasonable efforts to resolve any dispute by amicable negotiations and will provide frank, candid and timely disclosure of all relevant facts, information and documents to facilitate negotiations.
- b) Mediation – If all or any of a Dispute cannot be resolved by good faith negotiations within 30 days, either party may refer the matter to mediation. Within 10 days of delivery of notice, the parties will mutually appoint a mediator. If the parties fail to agree on the appointment of the mediator, then either party may apply to for appointment of a mediator. The parties will continue to negotiate in good faith to resolve the Dispute with the assistance of the mediator. The place of mediation will be Smooth Rock Falls, Ontario. Each party will bear its own costs of participating in the mediation.
- c) Litigation – If within 90 days of the request of the mediation, the Dispute is not settled, or if the mediator advises that there is no reasonable possibility of the parties reaching a negotiated resolution, then either party may without further notice, commence litigation.

2.17. Confidentiality

The Contractor agrees that proprietary Town information obtained in providing the services will be treated as confidential and not disclosed.

2.18. Advertisement

The Contractor shall not advertise its relationship with the Town without prior written consent from the Town.

2.19. Subletting

The Contractor will not, without the written consent of the Town of Smooth Rock Falls, assign, sublet or transfer any subsequent contract or any part thereof.

2.20. Law

The RFP and any resultant award shall be governed by and construed in accordance with the laws of the Province of British Columbia.

2.21. Non-exclusivity

The intent of the Town is to have one service provider but the acceptance of any proposal, and upon award, does not entitle any Contractor to exclusive rights for the provision of the services.

2.22. Payments - Invoicing

- a) All invoices shall include the Work Order numbers as provided by the Town and will be submitted monthly or upon substantial completion.
- b) The Contractor shall be paid net 30 days or best effort from receipt of invoice and acceptance of the goods and/or services, whichever is the later, unless alternate payment terms have been agreed to between the Contractor and the Town.
- c) Invoices shall show the appropriate amounts for value added taxes.

3. SCOPE OF SERVICES

3.1 General Requirements

The Town requires Hydro Excavation, Sanitary System Flushing, and Catch Basin Cleaning Services on an “as needed and when requested” basis.

Quantities stated are estimates only and are used for comparison purposes only. Actual quantities may vary. Payments will be made according to the actual amount of work done. The Town reserves the right to make additions or subtractions to the quantities.

3.1.1. Hydro Excavation

The Town of Smooth Rock Falls Hydro Excavation – Safe Working Practices require the use of hand digging or hydro-excavation when working within the no digging zone around utilities. Contracted services would include equipment and personnel to provide hydro-excavation services to the Water and Sewer/Drainage divisions of Public Works when required. It is anticipated that the Town will require between 20 and 40 hours of contracted hydro-excavation per year. Excavated material shall be deposited at the Municipal Landfill with quantities per job site provided to the Town at the end of each day.

3.1.2. Flushing

Flushing of Town storm and sanitary mains are required when blockages occur and prior to the CCTV video of the mains. Contractors would provide all equipment and labour to perform the flushing of mains for these purposes. It is estimated that the Town will require between 100 and 150 hours of flushing services per year.

3.1.3. Catch Basin Cleaning

Catch basin cleaning includes all equipment and labour to perform the vacuuming of debris from the identified catch basins and a visual inspection of each catch basin condition including grate, grouting and lead conditions. Any deficiencies shall be reported to the Town on a daily basis. The Town will require between 20 and 40 hours of services per year. Material collected from the catch basins shall be deposited at the Municipal Landfill with the number of loads provided to the Town daily.

3.1.4. Hydraulic Root Cutting

Root cutting of storm and sanitary mains occurs when root intrusion impacts the ability of the main to drain properly. Root cutting includes all equipment and labour to perform the cleaning of the mains. Any material collected from the mains will be deposited at the Municipal Landfill with the number of loads provided to the Town daily. It is estimated that the Town will this service on an hourly basis.

Pricing for hydro excavating, flushing, and hydraulic root cutting shall be provided as an hourly rate. Pricing for catch basin cleaning should be a unit rate.

3.2 Dangerous Materials

Any and all dangerous or hazardous materials removed from the site are to be separated and disposed of in accordance with all applicable policies, guidelines and standards from authorities having jurisdiction.

3.3 Site Control and Organization

The Contractor shall at all times be responsible for maintaining safety zones around the worksite with safety barricades, signage, and lane closure permits when required.

The Contractor shall at all times keep the site secure, safe, clean and orderly as the Work allows, with the removal of trash and debris daily.

3.4 Rectify Damages

The Contractor shall make good any damage or spillage to adjacent buildings, areas, grounds, or vehicles at no cost to the Town and leave the site in the same state as it was prior to commencement of the Work and to the satisfaction of the Town. All Work shall be carried out so as to ensure the minimum interference with normal use of public spaces and facilities. The Contractor shall be responsible to pay the full cost of any repairs for all damage to curbs, pavement, existing structures, etc. if caused by the Contractor during the contract period.

Damage to landscape and infrastructure shall be reported promptly.

3.5 Rejected Work

Defective Work, whether the result of poor workmanship, use of defective products or damage through carelessness or other act or omission of the Contractor, shall be rectified at the Contractor's expense.

3.6 Quality of Work

All Work shall be performed by skilled persons including, if required, the abatement of hazardous materials in strict accordance with the applicable Municipal, Provincial, Federal and other laws, regulations, standards, codes, etc. All workmanship and materials will be subject at any time to the inspection and approval of the Town.

The Contractor and persons hired by it to perform the Work shall at all times be properly attired and shall be courteous to the public and perform the work in a manner that minimizes any inconvenience or nuisance to the public.

3.7 Environmental Protection

The Contractor shall be responsible to take all necessary measures to comply with requirements of the Federal and Provincial Environmental Protection Agencies and Municipal Acts and Bylaws in respect to air, earth and water pollution.

All activities and earthworks shall be restricted following rain events equal to or greater than 20mm in 24 hours.

Proactive wet weather shutdowns would include deferral of works in advance of forecast rain events of 20mm in 24 hours. Reactive wet weather shutdowns shall be implemented when rain events result in significant surface saturation or visible surface runoff.

Both the proactive and reactive wet weather operating shutdown guidelines are best management practices to mitigate erosion and sediment transfers resulting from disturbance of surface materials and compaction due to machine activities.

3.8 Protection of the Public

The Contractor shall take adequate measures to protect the public, Town staff, and all others on site from injury, damage, or other loss resulting from maintenance operations and related activities.

3.9 Hours of Work

The Contractor shall carry out the "Work" during normal working hours, and in compliance with the Town's Noise Bylaw.

3.10 Approval

In all cases where approval or direction is required, it shall be provided by the Town's Project Manager and/or their designated Representative.

Town of Smooth Rock Falls
REQUEST FOR PROPOSALS
RFP No. 2020-XX

**Hydro Excavation, Sanitary System Flushing, and
Catch Basin Cleaning Services**

Proposals will be received on or before 2:00 pm local time
September 3rd 2020
(Closing date and time)

Proposal Submission Instructions

Submissions will be directed to:

Shane D Skinner, EP
Director of Public Works
142 First Avenue PO Box 249
Smooth Rock Falls, ON
P0L 2B0

Email: shane.skinner@townsrf.ca

Electronic Proposals submitted shall be deemed to be successfully received when displayed as new email in the in-box of the Town email address. The Town will not be liable for any delay for any reason including technological delays, or issues by either party's network or email program, and the Town will not be liable for any damages associated with Proposals not received.

The Town reserves the right to accept Proposals received after the closing date and time but is under no obligation to evaluate.

Proposals will not be opened in public.

PROPOSAL SUBMISSION FORM

Complete and return this Proposal Submission Form

Submitted by: _____
(company name)

1. PRICE

1.1. Price

All service provided is to be in accordance with all governing regulatory authorities within the Town of Smooth Rock Falls. The following are rates that would be used for valuing the work and services of this RFP on an “as needed and when requested” basis. These rates are all inclusive without limitation, including all labour, wages, benefits, equipment, transportation, fuel, mobilization, overhead and profit.

SCHEDULE OF UNIT PRICES

(All prices shall exclude GST)

Item No.	Description	Unit of Measure	Regular Time	Overtime
	Hydro Excavation			
1.	Truck and Operator	Hourly	\$	\$
2.	Truck, Operator, and Labourer	Hourly	\$	\$
	FLUSHING			
3.	Truck and Operator	Hourly	\$	\$
4.	Truck, Operator, and Labourer	Hourly	\$	\$
	CATCH BASIN CLEANING			
5.	Truck and Operator	Each	\$	\$
6.	Truck, Operator, and Labourer	Each	\$	\$
	HYDRAULIC ROOT CUTTING			
7.	Truck and Operator	Hourly	\$	\$
8.	Truck, Operator, and Labourer	Hourly	\$	\$
	Other			
9.	Labourer	Hourly	\$	\$
10.	Super Combo & Labourer	Hourly	\$	\$

2. SUBCONTRACTORS

The following Sub-contractors will be utilized in provision of the services and will comply with all the terms and conditions of this RFP:

	Type of Service	Company Name
1.		
2.		
3.		

3. RESPONSE TIMES

In addition to regular service, emergency repairs may be required. Provide the maximum response time in these instances:

		Response in Hours/Minutes
1.	During Regular Hours:	
2.	Outside Regular Hours:	

4. METHODOLOGY

Describe your approach to the work on this project and how your company would mitigate the risk factors to complete work.

i.e. Equipment choice for certain work, size and type of crew(s), work plan, etc.

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5. **EQUIPMENT AND VEHICLES**

Equipment, vehicles and power tools used at the work site must be clearly identified. List Proponent’s vehicles and equipment which is owned or leased and would be used in providing the services. Demonstration of the equipment, vehicles and tools offered may be required and must comply in all respects with all applicable standards, requirements and governing regulations.

Equipment and Vehicles		
Equipment (including power tools to be used)	Make / Model	Year

6. **NON-COMPLIANCE**

Fully describe any deviations outlined in Section 2 General Conditions that your company is unable to comply with.

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7. **SUSTAINABLE PRACTISES AND INITIATIVES**

Describe all initiatives, policies or programs that illustrate your firm’s efforts towards sustainable practises and responsibility in providing the services.

(Social/Ethical, Environmental, Economic/Financial)

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8. **VALUE ADDED**

Provide information on what makes your firm innovative, what is your competitive advantage, and what other services your firm provides that would assist or be of benefit to the Town:

9. **HEALTH AND SAFETY PROGRAM**

The quality of Proponent's in-house program to manage safety shall be considered in the evaluation.

- a) Does your firm have a written safety program in place **Yes** **No**
- b) If no is checked, describe how safety training is accomplished.

10. EXPERIENCE AND REFERENCES

Proponents shall be competent and capable of performing the services requested and have successfully completed or currently participate in contracts similar in size, scope and complexity:

Year Started	
Year Completed	
Description of Contract	
Company	
Contact Person	
Telephone and Email	
Contract Value	

Year Started	
Year Completed	
Description of Contract	
Company	
Contact Person	
Telephone and Email	
Contract Value	

Year Started	
Year Completed	
Description of Contract	
Company	
Contact Person	
Telephone and Email	
Contract Value	

11. ACCEPTANCE

The Town requests that Proposals remain open for acceptance for a period of not less than sixty (60) days from the closing date.

We, the undersigned, confirm that this proposal is open for acceptance by the Town for a period of: ___ days.

12. ADDENDA

We acknowledge receipt of the following Addenda related to this Request for Proposals and have incorporated the information received in preparing this Proposal:

Addendum No.	Date Issued	Date Received

13. AUTHORIZATION

We hereby submit our Proposal for the services as specified and undertake to carry out the work in strict accordance with all referenced Terms & Conditions, Regulations and Codes, Specifications, and information provided in this RFP.

Company Name	
Street Address	
Town, Province & Postal Code	
Tel No.	
Fax No.	
E-mail	
GST Registration No.	
WSIB Account No.	
Name and Title of contact (please print)	
Signature	
Date:	

For the purpose of this Proposal submission, electronic signatures will be accepted.

- End of Proposal Submission Form

- PROOF OF INSURANCE AND WSIB CERTIFICATE MUST ACCOMPANY YOUR SUBMISSION TO BE COMPLETE**

