



**TOWNSHIP OF
BRUDENELL LYNDOCH AND
RAGLAN**

**FOUR SEASONS PARK
FENCED SPORTS COURT
RFP (Request for Proposal)**

Project Name: FOUR SEASONS PARK – FENCED SPORTS COURT

Location: Township of Brudenell Lyndoch and Raglan

RFP Number: REC 2023-6

RFP NUMBER:	REC 2023-6
RFP CLOSING DATE:	DECEMBER 1, 2023
RFP CLOSING TIME:	12:00 PM
RFP OPENING TIME:	12:01 PM

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1. GENERAL INSTRUCTIONS

- a. All bid documents must be submitted in accordance with the location, date, time and manner as specified in the RFP.
- b. All bid documents and corresponding addendums must be submitted in a sealed envelope and clearly marked as to its contents in ink or typed form.
- c. As submissions are received, they are time and date stamped at the Township Office to ensure compliance with the closing date and time.
- d. Late submissions will not be accepted and will be returned unopened to the receiver at the time of submission or shortly thereafter by regular mail.
- e. Openings are a public process and will be held at the Township Office at the time of closing or shortly thereafter, and on the date as specified in the RFP Documents.
- f. For RFPs the name of the proponent will be read aloud and recorded, and the total amount, without HST.
- g. All members of the public in attendance at the opening are required to sign the Attendance Form.
- h. Following the opening, the completed Unofficial Results Form and accompanying bid documents will be given to the Clerk-Treasurer for evaluation.

The lowest and/or any bid not necessarily accepted.

The Township of Brudenell Lyndoch and Raglan reserves the right to accept/reject, cancel/re-advertise any RFP.

Purpose & Background:

The Township of Brudenell, Lyndoch and Raglan (Township) has issued this request for proposal (RFP) in search of a qualified and experienced contractor (hereafter referred to as the 'Contractor') for the creation of a Fenced Sports Court (40' x 50'), including fencing and sporting equipment located at 47 Four Seasons Park Road, Hardwood Lake.

The Township received an Ontario Trillium Capital Grant for the purpose of building a fenced sports court at Four Seasons Park. The total of the RFP excluding HST must not exceed \$104,500.00 and must include all requirements as listed below.

RFP Requirements:

Prep Work:

- Existing area is a flat grassy area which contains horse shoe pits (to be removed)
- Top Soil to be removed and relocated on site to designated area.

Asphalt Slab (40' x 50'):

- 6" Lift of compacted "A" Gravel, levelled and prepped for Asphalt paving
- Asphalt Mix (Appropriate mix for sports pad)
- Sub grade material may be required to achieve level surface, contractor to determine and supply quantities if needed.

Fencing:

- Fabric 1-3/4" x 6ga x 10'H black vinyl coated chain link with knuckled top and bottom selvage
- Terminal posts 3-1/2" O.D. SCH40 black powder coated pipe set in concrete footing
- Line posts 2-3/8" O.D. SCH40 black powder coated pipe set in concrete footings at spacing <10'

(all posts to be set prior to paving and located 6" inside edge of asphalt)

- Top rail 1-11/16" O.D. SCH40 black powder continuous between terminal posts
- Brace rail 1-11/16" O.D. SCH 40 black powder coated pipe at 5'H throughout
- Bottom wire 6ga black vinyl coated continuous between terminal posts
- Two gates 4' wide, locations to be determined
- Gate frames 1-11/16" O.D. black pipe with 1-5/16" bracing and fill to match fence and hardware to facilitate a padlock

Sports Equipment:

- Basketball
 - Two posts/hoops, one at each end of court, located either on the inside of the slab with backboard and hoops/nets installed at standard heights. Posts to be set in concrete footing
- Tennis/Pickle Ball/Badminton/Volleyball
 - Removeable posts mid court, ground/safety covers included when poles not in use. Post sleeves to be set in concrete footing
 - Netting to be easily adjustable in height to suit the nature of the game being played

Line Painting: (Design to be provided by Township)

- Basket ball – end zones and middle line to coincide with the netting for other sports
- Shuffle Board
- Hop Scotch
- Pickle Ball
- Tennis
- Four Square

Finish Landscaping:

- Asphalt pad to be back filled with top soil previously removed, levelled and raked ready for grass seed (Township will apply grass seed)
- All divots/machine tracks to be filled and levelled.

REGISTRATION FORM

Packages will be available for pick up in person (@ .15 cents per page copied), by email, or via the Township website at blrtownship.ca

Addendums to bid documents will be forwarded to all registered proponents/bidders upon completion of this form in order to **guarantee notification and receipt of addendums** (if any). Those who do not complete a registration Form are responsible for obtaining all addendums associated with this project. The Township of Brudenell Lyndoch and Raglan shall not be responsible for misinformed proponents/bidders who neglect to complete this form.

Addendums become part of the bid document and shall be submitted along with the originally distributed bid document.

Addendums will be issued after the **Mandatory site** meeting being held on **November 22nd at 10:00am** at 47 Four Seasons Park Road, Hardwood Lake, ON.

Please bring the completed registration form to the **Mandatory** site meeting.

PROJECT NAME	REC 2023-6 FOUR SEASONS PARK – FENCED SPORTS COURT
CLOSING DATE	December 1, 2023 @ 12 PM
COMPANY NAME	
PRINCIPAL CONTACT	
ADDRESS	
ADDRESS LINE 2	
CITY AND PROVINCE	
POSTAL CODE	
TELEPHONE	()
FACSIMILE	()
EMAIL ADDRESS	
DATE:	

PART A Tendering Procedures

1. All inquiries, concerning the tender, prior to tender closing, shall be directed to: Tammy Thompson by email to deputyclerk@blrtownship.ca no later than November 23rd, 2023.
2. Notification of acceptance of tender will be by telephone and written form of notice, to the address of the Contractor used on the bid forms. The date of acceptance shall be deemed to be the date of receipt of the acceptance notice by the Contractor.
3. A tender may be voided by superseding it with a later tender or letter of withdrawal, prior to the closing date and time.

PART B Tendering Conditions

1. A certified cheque made payable to the Township of Brudenell Raglan and Lyndoch in the amount of 10% of the total tender must be submitted with the tender, for deposit purposes.

Deposit cheques of unsuccessful bidders will be returned within ten (10) business days of the tender opening. The cheque of the successful bidder shall be retained until the Municipality's acceptance of the completed work

2. Based on the Township's objective for this project, the Contractor is to complete the building of a Fenced Sports Court located at 47 Four Season's Park Road, Hardwood Lake.
3. The contractor is to provide all necessary materials, labor, tools, and equipment to complete the project.
4. The Contractor is restricted to operate only during the following dates/times unless prior approval is granted: **Monday – Friday – 7:00 am to 5:00 pm**. Extended hours will be permitted with prior approval from Township.
5. The Contractor is responsible for managing all sub-contractors and completion of work as outlined in the requirements set by the Township.

PART C Basis of Rejection

Tenders not conforming to the following requirements will be disqualified:

- (a) Tender must be legible, in ink, by typewriter or by printer. Entries or changes made in pencil shall be invalid. Tenders which are incomplete, illegible, or obscure, or that contain additions not called for, erasures, alterations or irregularities of any kind, may be rejected
- (b) Tender must be on the form provided.
- (c) Tender must be signed and sealed by an authorized official of the bidding organization. A joint tender must be signed and sealed by each company.
- (d) All items must be bid.
- (e) Tender must not be restricted or modified in any way.

Disqualifications

Under no circumstances will tenders be considered that:

- (a) Are received after December 1, 2023 at 12:00 PM (EST)
- (b) Include tender qualifications or other conditions not authorized by the Township of Brudenell Raglan and Lyndoch; or
- (c) Are in the determination of the Township of Brudenell Lyndoch and Raglan, incomplete.
- (d) Have been received by email or fax.

Right to Accept or Reject

The tender which includes the lowest submitted cost will not necessarily be accepted. The Township of Brudenell Lyndoch and Raglan has the right to reject any and all tenders for any reason whatsoever. The Township of Brudenell, Lyndoch and Raglan shall not be responsible for and potential bidders shall not be entitled to, reimbursement for any liability costs, expenses, loss, economic loss, damages or consequential damages incurred, sustained or suffered, including loss of profit, by any potential bidder prior or subsequent to, or by reason of the acceptance or the non-acceptance by the Township of Brudenell Lyndoch and Raglan of any tender or by reason of any delay in the acceptance of a tender. Tenders are subject to formal acceptance by the Township of Brudenell Lyndoch and Raglan and a formal contract being prepared and signed.

POTENTIAL BIDDERS ARE ADVISED THAT ACCEPTANCE OF ANY TENDER MAY BE DONE BY RESOLUTION OF THE TOWNSHIP OF BRUDENELL RAGLAN AND LYNDOKH COUNCIL.

Part D Acceptance

Award of Tender

Award of optional material will be at the discretion of the Township based on the Townships convenience and may not necessarily reflect the main Tender amount. The lowest or any tender will not necessarily be accepted. The Township of Brudenell Lyndoch and Raglan may, in its sole discretion.

- (a) Award a contract to the potential bidder that the Township of Brudenell Lyndoch and Raglan, in its sole discretion, determines is the best qualified and compliant tender; or
- (b) Determines that the potential bidder meets the best possible competencies; or
- (c) Not award any contract at all.

The determination of the best qualified and compliant tender shall be in the sole discretion of the Township of Brudenell Lyndoch and Raglan, which decision shall be final and not challengeable.

PART E General Conditions

1. Performance Evaluation

Failure to execute the contract in a competent manner may result in the bidder's disqualification from bidding on the Municipality's contracts for a period of five years (5)

2. Engineer, Authority, and Municipality

The terms: Corporation, Inspector, Engineer, and Authority shall be deemed to be the Municipality.

3. Omissions, Discrepancies, and Interpretations

Should a potential bidder find omissions from or discrepancies in any of the tender documents or be in doubt as to the meaning of any part of such documents, the potential bidder is required to contact the Township of Brudenell Lyndoch and Raglan, no later than five (5) days before the closing date. If the Township of Brudenell Lyndoch and Raglan considers that a correction, explanation, or interpretation is necessary or desirable, it will issue an addendum to all that have taken out tender documents.

4. Sub-Contractors

Use of sub-contractors shall be at the discretion of the Contractor. A list of sub-contractors must be provided to the Township for approval. The Contractor and all sub-contractors must be in good standing with the Township and provide current WSIB certificate and proof of insurance naming the Township of Brudenell, Lyndoch and Raglan as additionally insured.

PART F Completion Date

The Contractor shall complete the listed work by **July 1, 2024**.

If the time limit above is not sufficient to permit completion by the Contractor working a normal number of hours, the Contractor shall make changes to permit the work to be completed by the above date.

Additional costs incurred shall be deemed to be included in the price bid for the work. If the work is not complete by the above date, or by an amended date allowed by an approved extension of time, then the Contractor agrees to pay the Municipality a sum of \$250.00 per calendar day, for each day's delay in finishing the work, as liquidated damages.

RFP Price Form

ITEM DESCRIPTION	UNIT OF MEASUREMENT	QUANTITY	UNIT PRICE	TOTAL
Construction	Lump Sum	1		
Equipment	Lump Sum	1		

TOTAL RFP \$ _____ CDN

HST \$ _____ CDN

TOTAL RFP PRICE \$ _____ CDN

TOWNSHIP CONTACTS AND ADMINISTRATION

Any questions or any additional information contact:

Tammy Thompson
613-758-2061
deputyclerk@blrtownship.ca

RFP CLOSING

RFP submissions can be made until December 1, 2023 at 12:00 PM.

(a) Package Submission Process

RFP packages shall be submitted in a closed and sealed envelope clearly marked as to contents, to: FOUR SEASONS PARK – FENCED SPORTS COURT Brudenell Lyndoch and Raglan (REC 2023-6) ATTN: Tammy Thompson

Please note that the successful RFP may not necessarily be the lowest submitted cost, but the one that provides the best long-term solution for the Township of Brudenell Lyndoch and Raglan.

STATEMENT OF UNDERSTANDING

The Contractor has carefully examined the conditions and specifications attached and referred to in this contract, and has carefully examined the site and work location, and understands and accepts the said conditions and specifications, and for the prices set forth in this RFP, hereby offers to furnish all labour, equipment and materials, except as otherwise specified in the contract, to complete the work in strict accordance with said conditions and specifications.

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

This offer shall be irrevocable for a period of thirty (30) calendar days following the date of RFP opening.

I/We (the Contractor) promise to perform the work without undue delay and complete the work by **July 1, 2024**.

REFERENCES

Proponents are asked to provide a minimum of 3 references of similar contract size. If the Proponent is new in this business, alternative references may be submitted.

Reference #1

Company: _____

Contact Person: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone: _____ Fax: _____

Contract Value: _____

Reference #2

Company: _____

Contact Person: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone: _____ Fax: _____

Contract Value: _____

Reference #3

Company: _____

Contact Person: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone: _____ Fax: _____

Contract Value: _____

SIGNATURE PAGE

By signing below, I acknowledge that I have read and understand this RFP REC 2023-6 and I agree to abide by the terms and conditions contained herein.

Price Excluding HST \$ _____

HST \$ _____

Total RFP Amount \$ _____ **CDN**

Signature of Authorized Official
(I have the authority to bind the company)

Name

Company Name

Address

Date

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

SUB-CONTRACTOR LIST

NAME OF SUB-CONTRACTOR	ADDRESS

SIGNATURE

The proponent has carefully examined the proposal document in its entirety and will submit the price according to these documents.

The Proponent by this bid offers to complete the proposal as per all documents.

Name of Company Or Individual(s) forming the "Proponent"	
Street Address or P.O. Box #	
City and Province	
Postal Code	

Dated at the _____
(Insert City/Town and Province where document was signed)

This _____ day of _____, 20_____
(Insert date on which document was signed)

Signature of or for the individual proponent(s) _____

Signature of Witness _____
(An individual proponent's signature must be signed before a witness who must also sign here)

Signature of Proponent _____
(Or, where there is more than one individual proponent, one representative proponent)

Print witness' name legibly beneath signature

Print Proponent's name legibly beneath signature

By signing, I am representing that each individual (where there is more than one) Proponent has authorized me to sign on all our behalfs, and we are all bound by this signature.

PROPONENT'S CHECKLIST

Completion of Original Request for Proposal Documents

Signed Statement of Understanding

Signed Acknowledgment of Addendums

References

List of Sub-Contractors

Certified Cheque

Signature Page

Bid Form

Unofficial Results Form

UNOFFICIAL RESULTS FORM RFP RESULTS

Project Name: _____

Closing Date and Time: _____

No.	PROPONENT'S NAME	TOTAL BASE AMOUNT EXCLUDING HST
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Clerk-Treasurer's Signature: _____

The Township of Brudenell Raglan and Lyndoch is not responsible for any irregularities during the reading of information and will review and correct accordingly.

THE ABOVE RESULTS ARE PRELIMINARY AND NO CONCLUSION OF AWARD SHOULD BE MADE FROM THE INFORMATION ABOVE

