



Township of Severn
REQUEST FOR QUOTES
RFQ REC 2018-07

Coldwater Fairgrounds Trees

Closing Date & Time

The Township of Severn requires one (1) hard-copy of each proposal be submitted by 10:00 am local time on September 20, 2018.

Contact Person:

Patricia Harwood
Manager of Recreation & Facilities
1024 Hurlwood Lane
Severn, ON
L3V 0Y6

1.1 Invitation:

The Township of Severn is soliciting quotes for the removal and pruning of trees on the property known as the Coldwater Fairgrounds in Coldwater.

This project if accepted, is proposed **to be completed by December 1st, 2018 or sooner.**

The Township is interested in a project delivery methodology that allows for collaboration between the Township and the proponent.

RFQ issued: August 10, 2018
RFQ closes: September 20, 2018 at 10:00 am

2.0 RFQ Submission Requirements

2.1 Submission Timelines

Deadline for quote submission is **10:00 am local time on September 20, 2018.** Quotes received after this time will not be considered.

Amendments or revisions to quote submissions may be made up until the closing date and time and will only be accepted as part of a completely revised quote.

2.2 Contact Information

Quotes shall be submitted to the following shipping address:

Patricia Harwood
Manager of Recreation & Facilities
1024 Hurlwood Lane,
Severn, ON L3V 0Y6
705-325-2315 #253

pharwood@townshipofsevern.com

One (1) hardcopy shall be submitted to the attention of Patricia Harwood.

It is the responsibility of the applicant to confirm delivery of submission.

2.3 Proposal Submission Content

Proposal submissions should include as a minimum the following:

- 1) A brief synopsis of your company and related credentials.

- 2) Proposed timeline for the work. Work to be completed on or before December 1, 2018.
- 3) Include name and contact information for three (3) references.
- 4) Make full disclosure on any existing business or personal relationship presently in place with the Township of Severn. Failure to disclose interest may result in termination or cancelation of any agreement that may have been entered into.

3.0 Evaluation Criteria

The project will be awarded to the Proponent judged to provide the best overall value. The best value quotes will demonstrate the Proponent's ability to carry out the required services at a competitive price.

4.0 General Conditions:

- 4.1 The Township of Severn reserves the right to:
 - Reject any or all Quotes for any reason, at its sole discretion,
 - Suspend or cancel the RFQ at any time for any reason without penalty,
 - Modify the terms of the RFQ at any time at its sole discretion,
 - Not necessarily accept the lowest cost proposal,
 - Accept any proposal which it may consider being in the best interest of the Township of Severn,
 - Negotiate with the successful Proponent with respect to specific contractual terms and conditions.
- 4.2 The project will be awarded to the Proponent that is judged to provide the best overall value and not necessarily the proposal with the lowest bid.
- 4.3 All firms responding to the RFQ will be notified regarding the awarding of the project.
- 4.4 The successful Proponent will be required to enter into a formal agreement/contract with the Township of Severn.
- 4.5 The successful Proponent will be required to acknowledge and adhere to any Township policies or bylaws and abide by all Provincial and Federal regulations, acts or legislation requirements.
- 4.6 The successful Proponent and all sub-contractors will be required to provide appropriate insurance coverage of not less than \$2 million dollars, proof of good status with W.S. I. B. at time of contract execution – Independent Contractor status will not be accepted and be able to sign the Township's Contractor Agreement in accordance with OH&SA.

- 4.7** All documents submitted by Proponents shall become the property of the Township and are subject to public disclosure under the provisions of the *Freedom of Information and Protection of Privacy Act*.
- 4.8** All expenses incurred in the preparation and presentation of the response to the RFQ is entirely the responsibility of the Proponent.
- 4.9** While the Township of Severn has made considerable effort to ensure an accurate representation of information in this RFQ, the information contained in this RFQ is supplied solely as a guideline for Proponents.
- 4.10** Contract award is contingent upon budget allotted for the work.
- 4.11** Proponents finding discrepancies or omissions in the RFQ or having doubts as to the meaning or intent thereof, shall notify Miss P. Harwood, Manager of Recreation & Facilities who will if necessary send written instructions or explanations to all Proponents. Such written instructions will be made available on the Township website.
- 4.12** It is the sole responsibility of the Proponent to be aware of post-tender instructions/information.
- 4.13** The enclosed Cover Page and Bid Form for RFQ REC 2018-07 must be completed, signed and dated.

5.0 Project Information

5.1 Introduction & Background

The Township of Severn as a whole has a population of 12,000 residents. The boundaries for the Township are Highways 11,12 and 400 with the Trent-Severn Waterway providing good access to the Township.

The Township is looking to make improvements around the Coldwater Fairgrounds including the maintenance of the surrounding trees.

5.2 Project Scope

- The project will be broken down into segments.
- Section One: Corner of Michael Anne Drive to corner of Robinson Street
- Section Two: Corner of the Coldwater Fairgrounds to behind the barn up to Community Centre Drive
- Section Three: Along south side of the Fairgrounds to the second last house along the track

5.3 Approach

- Ensure Township, County, Provincial and Federal codes, bylaws and regulations are met.

5.4 Project Management

Project management support will be required for this project and will include, but not limited to the following:

- **Attend a site meeting on Wednesday, August 29th at 8:30 am – meeting at the arena parking lot with staff**
- Ensure compliance with all applicable statutes, regulations, codes and by-laws throughout the project
- Obtain all necessary consents, approvals, licenses and permits necessary for the project
- All rentals of any/all equipment to be included in the proposal
- Provide reports and recommendations to the Township for future improvements

5.6 Project Schedule

Activity	Date
Proposed Implementation	2018

5.7 Attached Documents

1. Cover Page
2. Bid Form
3. Map of Tree Sections



**THE MUNICIPALITY WISHES TO INVITE
QUALIFIED INDIVIDUALS TO SUBMIT TENDERS TO
PERFORM THE REQUIRED WORK.**

COVER PAGE

Name of Firm

Name under which company conducts business

Address

Postal Code

Telephone Number

Fax Number

E-Mail Address

Cell Phone

Name of Person Signing for Firm (with authority to bind the Corporation)

Position of Person Signing for Firm



Bid Form for RFQ REC 2018-07

NAME OF PROPONENT (CONTRACTOR)

NAME OF PROJECT CONTACT

NAME OF SUBTRADES (IF ANY)

SCHEDULE OF FEES SUMMARY

Section One \$ _____

Section Two \$ _____

Section Three \$ _____

Total Bid Price \$ _____ **no HST**

Signature of Authorized Representative

Date

*This form must be signed and dated for the bid to be accepted



Arena

Washroom

Lunch

Ball Diamond

Section One

Section Two

Section Three

Firehall Ln

Mill St

Robinson St

Centre Dr

Sunset Cres

Riverwalk Dr

Maple Ct

Shaw St

Eplet St

Bush St

Charles St

West St

Heridan Dr