

# The Corporation of the Township of McNab/Braeside Request for Quote No. ADM-2019-01 Municipal Office Furniture

Issue Date: April 23, 2019

Sealed Quotes using the prescribed content and quotation form will be received until 3:00:00p.m. local time on Wednesday, May 8, 2019 at the Township office as follows:

Township of McNab/Braeside  
2508 Russett Drive, R. R. #2,  
Arnprior, Ontario. K7S 3G8  
Attn.: Lindsey Lee, CAO/Clerk  
Re: RFQ – No. ADM-2019-01 Municipal Office Furniture

Note: Faxed or emailed RFQ submissions will not be accepted.

All queries related to this Request for Quote shall be submitted **in writing** to the attention of:

Lindsey Lee, CAO/Clerk  
Township of McNab/Braeside  
Fax: (613) 623-9138  
Email: [llee@mcnabbraeside.com](mailto:llee@mcnabbraeside.com)

## **1. Introduction**

The Township of McNab/Braeside is currently constructing a new municipal office across the street from its current location. This new building is located at:

2473 Russett Drive, R. R. #2,  
Arnprior, ON. K7S 3G8

Construction of the interior of the building is expected to be completed mid-May 2019. As a result, the Township is currently inviting Quotes from qualified firms to provide for the supply, delivery and installation of office furniture for the new location. Furniture delivery and fit-up is anticipated to occur during the month of June to support a move-in date in early July 2019. The Township has not purchased new office equipment in many years. Durability is a key component to this fit-up.

## **2. Requirements and Scope of Service**

### **2.1. Basic Requirements**

#### **2.1.1. Eligibility**

Before preparing a quote for services, firms are advised to ensure that they can meet the following mandatory eligibility criteria:

- Have recent experience in providing similar goods and services to other municipalities/government organizations in Renfrew County/greater Ottawa area;
- Demonstrate a commitment to meeting all deadlines.

### **2.2. Scope of Work**

#### **2.2.1. Objective of RFQ**

The objective of this RFQ is to obtain specified furniture for the new office as described in Annex B and as supported by the proponent's layout recommendations. To assist in this task, a CAD drawing of the new municipal office is enclosed as Annex D. Architectural drawings of the building are enclosed as Annex E.

#### **2.2.2. Optional Site Visit**

To support this RFQ, proponents may elect to participate in an optional site visit at the new office location on Monday, April 29, 2019 at 1 p.m. Hard hats and safety shoes/boots are mandatory to all site visitors and must be provided by the proponent. Proponents wishing to participate in a site visit must RSVP no later than Friday, April 26 at 3:00 pm to [lee@mcnabbraeside.com](mailto:lee@mcnabbraeside.com)

#### **2.2.3. Mandatory Site Measurements**

It is expected that, upon award of any portion of the RFQ requirements and prior to any furniture order, the successful proponent(s) will schedule an on-site visit and conduct site-measurements to ensure that any furniture proposed will fit

the new space as built. It should be noted that radiators are typically installed under each window. With installation of these radiators in progress, staff has noted that radiator piping is protruding in the corners of some offices along the window which may obstruct the installation of furniture in the corners. In a few instances, bulkheads may also create issues in specific offices.

#### **2.2.4. Warehousing/Storage**

It is expected that the successful proponent(s) will store any furniture received before a mutually agreeable delivery date at their own cost. Delivery is expected sometime in June 2019. Any warehousing/storage costs that may be applicable after the end of June 2019 must be specified in the quote.

#### **2.2.5. Delivery and Installation**

It is expected that the successful proponent(s) will deliver and install all furniture proposed with associated pricing included as part of their bid.

### **3. Quote Content**

#### **3.1. Eligibility**

A statement confirming that the proponent meets the eligibility criteria as detailed in section 2.1.1 above. As such, as part of your quotation, please provide a brief overview of your firm as described in section 3.2

#### **3.2. Firm Profile**

##### **3.2.1. History of the firm**

Provide a brief history of the firm including the name, address and principal contact information of your company, the number of years in business, and the previous names of the firms, if any.

##### **3.2.2. Previous Experience**

Briefly outline the breadth and depth of the firm's experience relative to the scope of work required. This would include a listing of the firm's clients, the number of years served for each, and the types of services performed.

##### **3.2.3. References**

Provide up to three municipal/government client references and their contact information.

##### **3.2.4. Installation Service Profile**

Indicate in-house or contract installation and service. If in-house, indicate number of installation/service staff. If contracted, please list contractor(s) and length of relationship(s) or volume of work completed in the past three years. Please also indicate estimate installation time for project layout.

### 3.3. Proposed Products and Costs

Proponents are requested to present a listing of their proposed products for each requirement, inclusive of delivery and installation charges, in a separate envelope clearly marked including the cover sheet noted in Annex A. This listing shall include the following information:

- Township's Reference Number (section and item number as described in Annex B)
- Manufacturer
- Model
- Pricing
- Estimated Lead Times
- Warranties
- Supporting brochures, drawings, layouts and colour samples as applicable

All fees quoted shall be exclusive of applicable taxes, although it is understood that HST shall be applied to any costs charged. Terms of payment shall also be provided.

Quotes for a portion of the total furniture requirement in Annex B is acceptable. The Township reserve the right to award any portion of the total requirements to different vendors. As such, any applicable volume discounts shall be clearly outlined and disclosed.

### 3.4. Signed Quotes

The quote must be signed by the person(s) authorized to sign on behalf of the proponent and bind the proponent to statements made in response to this RFQ.

## 4. Request for Quote Process

### 4.1. Enquiries

Inquiries regarding this Request for Quote must be received by email to the attention of:

Lindsey Lee, CAO/Clerk  
Township of McNab/Braeside  
Email: [llee@mcnabbraeside.com](mailto:llee@mcnabbraeside.com)

Responses to clarification requests will be provided to all proponents in writing. No clarification requests will be accepted by telephone.

### 4.2. Closing Date/Time

All Quotes are to be submitted in writing in a sealed envelope or package clearly marked **"RFQ – No. ADM-2019-01 Municipal Office Furniture"**.

Quotes submitted by fax or other electronic media shall be rejected.

Quotes must be received by 3:00:00 PM (local time), Wednesday, May 8, 2019 (the "Closing Time") at the office of:

Township of McNab/Braeside  
2508 Russett Drive, R. R. #2,  
Arnprior, Ontario. K7S 3G8  
Attn.: Lindsey Lee, CAO/Clerk

Quotes received after the Closing Time will not be accepted and will be returned unopened. The Township of McNab/Braeside reserves the right, at its sole discretion, to extend the closing date and time.

Prior to the Closing Time, proponents must not establish contact with anyone inside the organization regarding this Quote without the permission of the CAO/Clerk.

Received Quotes will be time and date stamped on the exterior of the unopened envelope. Once received, the Quotes become the property of the Township and shall be kept in safekeeping by the Treasurer. The number of bids received and the names of bidders shall not be divulged prior to the Quote opening.

#### **4.3. Evaluation and Selection**

The Quotes received shall be evaluated with consideration to the following:

- Functionality, quality, durability and warranty of products proposed
- Overall product aesthetics and fit
- Cost

The Township reserves the right to discuss any and all quotes, to request additional information from proponents and to accept or reject any and all quotes made. The lowest or any quote will not necessarily be accepted.

The Township reserves the right to accept different portions of any quotes presented without penalty based on the prices presented in the quote (example: systems furniture from one proponent, board room furniture from another). As a result, any volume discounts available for larger orders must be clearly presented in the quote.

#### **4.4. Purchasing Procedures**

RFQ's are required to comply with the Township's Purchasing Procedures, attached as Annex C. These procedures form part of the process of this RFQ.

#### **4.5. Rejection of Quotes**

The following bids will be rejected:

- Late bid
- Bids received by facsimile or email

- Bid not completed in ink or by non-erasable medium
- Incomplete bid
- Bid form not signed
- Quote form not used
- Quote requirements not being met
- Informal Quote

#### **4.6. Award**

The award, if any at all, will be made to the product(s) which, in the opinion of the Township, best meets the needs of the new Township Office.

The Township will not be liable for any costs incurred by the bidders in the preparation of their response to this quote.

### **5. Additional Terms**

#### **5.1. Acceptance of Quotes**

This RFQ should not be construed as an agreement to purchase goods or services. The Township is not bound to accept the lowest priced or any quote of those submitted. Quotes will be assessed in light of the evaluation criteria.

Neither acceptance of a quote nor execution of a Contract will constitute approval of any activity or development contemplated in any quote that requires any approval, permit or license pursuant to any federal, provincial, regional district or municipal statute, regulation or bylaw.

#### **5.2. Errors and Omissions**

The Township shall not be held liable for any errors or omissions in any part of this RFQ. While the Township has endeavored to ensure an accurate representation of information in this RFQ, the information contained in the RFQ is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate, nor is it necessarily comprehensive or exhaustive.

#### **5.3. Agreement with Terms**

By submitting a Quote, the Proponent agrees to all the terms and conditions of this RFQ. Proponents who have obtained the RFQ electronically must not alter any portion of the document, with the exception of adding the information requested. To do so will invalidate the Quote.

#### **5.4. Modification of Terms**

The Township reserves the right to modify the terms of the RFQ at any time at its sole discretion.

#### **5.5. Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)**

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, the information collected in response to the Request for Quote is collected under the authority of the Corporation of the Township of McNab/Braeside and the Municipal Act, S.O. 2001, c.25, as amended. The information collected will be used solely for the purpose of evaluating the submissions for supplying external auditing services. All Quotes submitted become the property of the Township. Because of MFIPPA, respondents are reminded to identify their Quote material for specific scientific, technical, commercial, proprietary, or similar confidential information, the disclosure of which could cause them injury. Complete Quotes are not to be identified as confidential. Questions about the collection of information should be directed to the CAO/Clerk.

#### **5.6. Conflict of Interest**

The successful proponent will be required to indicate whether its firm or any member of the engagement team is currently employed or retained by a private or public sector client whose interests could be deemed to conflict with those of the Township with respect to this engagement. Prior to accepting this engagement, all firms are required to disclose any potential conflict of interest to Council.

#### **5.7. Confidentiality of Information**

The successful proponent shall not at any time before, during or after the completion of the engagement, divulge any confidential information communicated to or acquired by the Firm or disclosed by the Township in the course of carrying out the engagement. No such information shall be used by the Firm on any other engagement without prior written approval.

### **6. Selected Contract Clauses**

#### **6.1. Business Registration**

The successful Proponent will be required to register to conduct business in Ontario.

#### **6.2. Laws of Ontario**

Any contract resulting from this RFQ will be governed by and will be construed and interpreted in accordance with the laws of the Province of Ontario.

#### **6.3. Indemnity**

The Proponent will indemnify and save harmless the Township, its employees and agents from and against all claims, demands, losses, damages, costs and expenses made against or incurred, suffered or sustained by the Township at any time or times (either before or after the expiration or sooner termination of this Contract) where the same or any of them are based upon or arise out of or from anything done or omitted to be done by the Proponent or by any servant, employee, officer, director or sub-Proponent of the Proponent pursuant to the Contract excepting always liability arising out of the independent acts of the Township.

#### **6.4. Insurance**

The successful Proponent shall maintain sufficient Public Liability Insurance and shall provide to the Township proof of such insurance in the form of a Certificate of Liability issued by an insurance company licensed to write property casualty insurance in the Province of Ontario and providing as a minimum requirement the following:

- i) \$2,000,000 primary limits (or primary plus excess liability coverage equaling \$2,000,000 or greater) for both General Liability and owned Automobile Liability, coverage to include Bodily Injury, Property Damage and Products/Completed Operations; policies to be written on an occurrence basis.
- ii) Certificates must provide for sixty (60) days' notice to the Township of McNab/Braeside in the event of cancellation or in the event of nonrenewal of an Insurance Policy or pertinent coverage.
- iii) Certificates to name the Corporation of the Township of McNab/Braeside as additional insured with respect to the work being performed.

The successful Proponent is required to protect its employees with WSIB coverage and a valid Certificate of Clearance indicating the project involved must be provided before commencement of the project.

The Proponent shall be responsible for ensuring the health and safety of all personnel at the site and may be requested to submit its health and safety policies and/or procedures.

The Proponent agrees that if the Proponent fails to take out or keep in force any such insurance and should the Proponent fail to rectify the situation within seventy-two (72) hours after written notice by the Township, the Township has the right, without assuming any obligation in connection herewith, to effect such insurance at the sole cost of the Proponent which cost shall be payable on demand as additional rent.

#### **6.5. Compliance with Laws**

The Proponent shall comply with the relevant Federal and Provincial Municipal statutes and regulations pertaining to the work and its performance. The firm shall be responsible for ensuring the similar compliance by its suppliers. The contract shall be governed by and interpreted in accordance with the laws of the Province of Ontario.



## Annex A: RFQ No. ADM-2019-01 Municipal Office Furniture

### Form of Quotation

*To be completed by Firm submitting a quote:*

Quotation by:	
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*Name of Firm*

Address:	
Contact:	
Phone:	
Email:	

Having examined the scope, services, terms, contract clauses and other requirements as stipulated in the Request for Quote No. ADM-2019-01 Municipal Office Furniture which forms part of this quotation, we do hereby offer and agree to furnish the goods and services quoted as stated below:

Year	Quoted Fees (excluding HST)
2019	As per enclosed listing
Payment Terms	

#### **FO-23 Statement by Bidder**

Bid Document Name: Request for Quote No. ADM-2019-01 Municipal Office Furniture

- 1) I/We have reviewed all terms and conditions of all forms included as part of this RFQ package.
- 2) I/We have read and understand all of the terms and conditions of the forms included as part of this package.
- 3) I/We understand that if our RFQ bid is successful, all requirements of the successful bidder as outlined in the documents will be completed by the time and in the format required.

Dated at \_\_\_\_\_ this \_\_\_\_ day of \_\_\_\_\_, 2019.  
City

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature of Authorized Person

\_\_\_\_\_  
Position

## **Annex B: Requirements**

### **General Office Design Overview:**

The new municipal office has been designed with exposed wood ceilings and polished concrete flooring. Samples of our interior finishes are enclosed as Annex F. It should be noted that, in Annex F, the accent colour “E” was not used in the municipal office. Each office instead has an accent wall of this colour--HC-112 Tate Olive <https://www.benjaminmoore.com/en-ca/colour-overview/find-your-colour/colour/hc-112/tate-olive?color=HC-112>

Generally speaking, Township staff would prefer darker wood finishes for the furniture in their offices with a lighter top and silver metallic accents, if possible. The picture below has been provided to illustrate desired styling:



## **Section A: CAO/Clerk's Office**

### **Overview:**

The CAO/Clerk is looking for a desk that fits the space which can also function as a meeting table, similar to the example shown below, but with a hutch along the back of the table as opposed to the cabinets shown. The office needs to accommodate a desk, two lateral filing cabinets or equivalent, and two visitors.



Section		Room Description	CAD Location Reference
A		CAO/Clerk's Office	B116
Qty	Item No.	Item Description	
1	A.1	"U" shaped desk equipped with: <ul style="list-style-type: none"> <li>• Under-desk fully adjustable ergonomic keyboard tray</li> <li>• 3-drawer lockable pedestal</li> <li>• 2-drawer under-desk lateral filing cabinet</li> <li>• Meeting space</li> <li>• Hutch/Overhead bin(s) with slide-down/flipper door and under-mount task lighting</li> <li>• Tack-board under overhead bin(s)</li> </ul>	
Any 2 of:	A.2.1	4-Drawer lateral filing cabinet legal size (flip up doors)	
	A.2.2	4-shelf bookshelf	
	A.2.3	Combination unit: 2 drawer filing cabinet plus 2-shelf bookshelf	
2	A.3	Visitor chair, upholstered seat and back, stain-proof	

## **Section B: Staff Offices (Main Corridor)**

### **Overview:**

Office staff is looking to have up to three choices of layouts for their offices, if possible, considering the space limitations. Offices in the main staff corridor have similar sizes BUT some obstructions may exist in certain offices, particularly related to radiators and related connective piping around the windows of the offices. Staff is looking to have at least one deep work surface on their desk (30" deep).

Section		Room Description	CAD Location Reference
B		Staff Offices (Main Corridor)	B108, B110, B112, B109, B111, B115 (times 2)
Total Quantity:		7 offices equipped as follows:	
Qty	Item No.	Item Description	
Choice of 1 of:	B.1.1	"L" Shaped desk equipped with: <ul style="list-style-type: none"> <li>• Under-desk fully adjustable ergonomic keyboard tray</li> <li>• 3-drawer lockable pedestal</li> <li>• Hutch/Overhead bin(s) with slide-down/flipper door and under-mount task lighting</li> <li>• Tack-board under overhead bin(s)</li> </ul>	
	B.1.2	"U" shaped desk equipped with: <ul style="list-style-type: none"> <li>• Under-desk fully adjustable ergonomic keyboard tray,</li> <li>• 3-drawer lockable pedestal,</li> <li>• 2-drawer under-desk lateral filing cabinet</li> <li>• Hutch/Overhead bin(s) with slide-down/flipper door and under-mount task lighting</li> <li>• Tack-board under overhead bin(s)</li> </ul>	

	B.1.3	<p>Sit/Stand desk option with:</p> <ul style="list-style-type: none"> <li>• Under-desk fully adjustable ergonomic keyboard tray,</li> <li>• 3-drawer lockable pedestal,</li> <li>• Hutch/Overhead bin(s)/Upper shelving with slide-down/flipper door and under-mount task lighting</li> <li>• Tack-board under overhead bin(s)</li> </ul>
Any 2 of:	B.2.1	4-Drawer lateral filing cabinet legal size (flip up doors)
	B.2.2	4-shelf bookshelf
	B.2.3	Combination unit: 2 drawer filing cabinet plus 2-shelf bookshelf
1	B.3	Visitor chair, upholstered seat and back, stain-proof

## Section C: Planning Offices

### Overview:

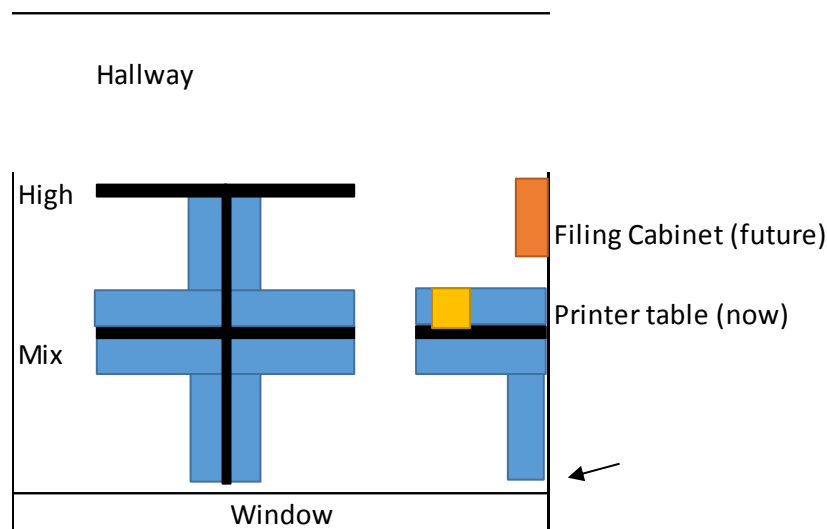
The two offices located in the planning section of the office have slightly different dimensions as compared to the offices in the main staff corridor. Some obstructions may exist in certain offices, particularly related to radiators, related connective piping and bulkheads. Staff is looking to have at least one deep work surface on their desk (30" deep).

Section		Room Description	CAD Location Reference
C		Planning Offices	B102a, B102b
Total Quantity:		2 offices equipped as follows:	
Qty	Item No.	Item Description	
1	C.1	"L" Shaped desk equipped with: <ul style="list-style-type: none"> <li>• Under-desk fully adjustable ergonomic keyboard tray</li> <li>• 3-drawer lockable pedestal</li> <li>• Hutch/Overhead bin(s) with slide-down/flipper door and under-mount task lighting</li> <li>• Tack-board under overhead bin(s)</li> </ul>	
2	C.2	4-Drawer lateral filing cabinet legal size (fixed front doors)	
1	C.3	Visitor chair, upholstered seat and back, stain-proof	

## Section D: Staff Cubicles

### Overview:

A portion of the staff wing has space for cubicles. While six cubicles are depicted in the CAD drawing enclosed, the Township will designate 1 cubicle space to accommodate a group printer and (possibly) future filing. A slightly different layout is also proposed, roughly as follows (space permitting). It is envisioned to have high cubicle walls along the hallway, but having a mix of panel heights within the space. The Township is open to different options for this space based on the proponent's recommendations. Power and data would need to be dropped from the ceiling to power the middle cubicles. Power and data would need to be dropped from the ceiling to power the middle cubicles.



Note: Columns exist along window area  
See CAD drawing.

Sample cubicle styling (but full partition height along hallway and in a different colour)



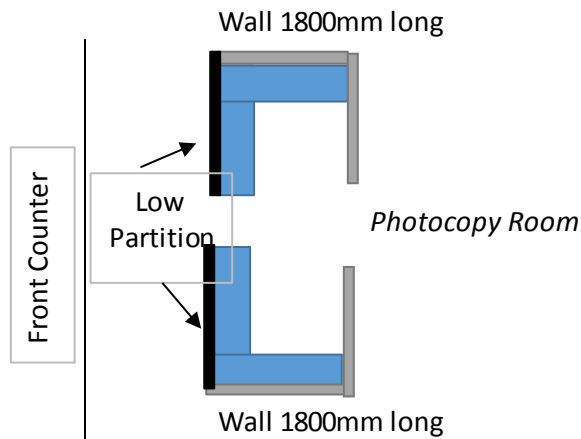
Section		Room Description	CAD Location Reference
D		Staff cubicles	B113
Total Quantity:		5 offices equipped as follows	
Qty	Item No.	Item Description	
5	D.1	"L" Shaped desk <ul style="list-style-type: none"> <li>• Under-desk fully adjustable ergonomic keyboard tray</li> <li>• 3-drawer lockable pedestal</li> <li>• 2-drawer lockable pedestal</li> <li>• Hutch/Overhead bin with slide-down/flipper door, lockable and under-mount task lighting</li> <li>• Tack-board under overhead bin</li> </ul>	
Total Quantity		1 cubicle equipped as follows:	
1	D.2	<ul style="list-style-type: none"> <li>• Single desk (for the printer)</li> <li>• 2-drawer under-desk lateral filing cabinet, legal size (for storage)</li> </ul>	



## Section E: Reception Cubicles

### Overview:

The front reception space has room for two cubicles. Reception staff work at a desk and get up to greet visitors at the counter as needed. The front panels of the work space must facilitate full view of the front counter.



Section		Room Description	CAD Location Reference
E		Reception cubicles	B101
Total Quantity:		2 cubicles equipped as follows	
Qty	Item No.	Item Description	
2	E.1	"L" Shaped desk <ul style="list-style-type: none"> <li>• Under-desk fully adjustable ergonomic keyboard tray</li> <li>• 3-drawer lockable pedestal</li> <li>• 2-drawer lockable pedestal</li> <li>• Hutch/Overhead bin with slide-down/flipper door, lockable and under-mount task lighting</li> <li>• Tack-board under overhead bin</li> </ul>	

## Section F: Lobby

### Overview:

Our goal with the lobby space is to keep the space as uncluttered as possible. The main goal of this space is to provide seating for 2-3 people and accommodate water bottle testing samples. The Township will provide a small bar fridge for collecting water samples. A display bin is required to hold the actual water bottles. Seating is required for 2-3 people. The builder will be providing a brochure holder stand. AV will also be accommodated into the space under a separate quoting process for a notice board.

For the seating, we would like something modern. The following are two examples of possible styles, we are open to recommendations. Arm rests are an important feature to ensure visitors can easily get up out of the chair.



For the water bottle display bin, this is an example of proposed styling:



Section		Room Description	CAD Location Reference
F		Lobby	A100
Qty	Item No.	Item Description	
1	F.1	Reception seating for 2-3 people	
1	F.2	Acrylic/stainless steel retail display bin with sign holder	

## Section G: Staff Meeting Room

### Overview:

The staff meeting room should ideally fit up to 8 people but ultimately needs to be sized to fit the space. A round table is pictured for the space, but the Township is open to other layout suggestions. The table should have the ability to run phone/power cabling from the middle of the floor into the middle of the table to accommodate a conference phone and other equipment.

Section		Room Description	CAD Location Reference
G		Staff Meeting Room	B117
Qty	Item No.	Item Description	
1	G.1	Proposed: Round table, seating up to 8 people	
8	G.2	Upholstered chairs (arm rest, seat and back)	
1	G.3	Storage Credenza/Cabinet	
1	G.4	Whiteboard cabinet	

## Section H: Staff Lunchroom

### Overview:

For the staff lunchroom, the Township is looking for a table and chairs (something easily washable), sized to fit the space.

Section		Room Description	CAD Location Reference
H		Staff Lunchroom	B104
Qty	Item No.	Item Description	
1	H.1	Rectangular table	
6 (?)	H.2	Plastic stackable chairs	

## **Section I: Boardroom**

### **Overview:**

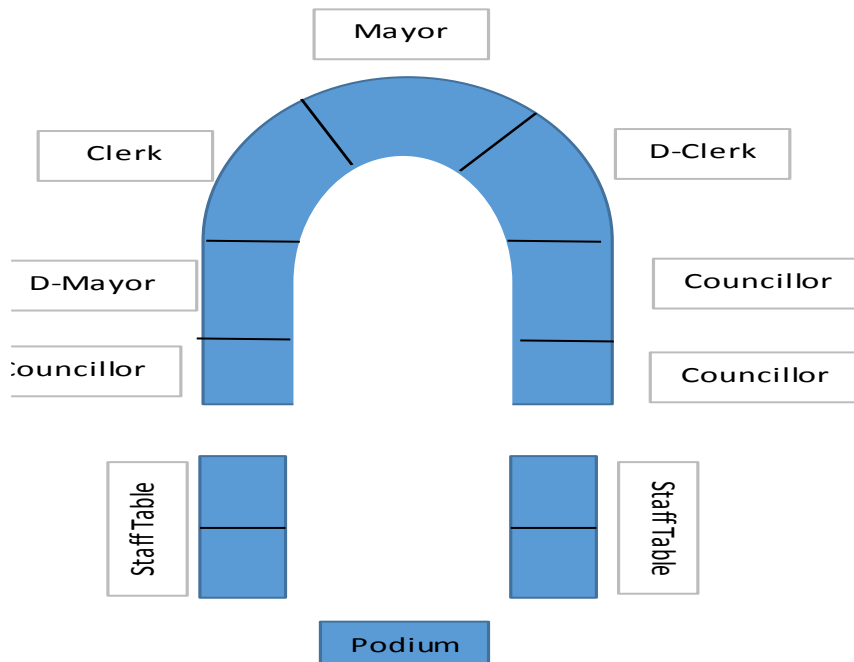
The boardroom should ideally fit up to 8 people, but should ultimately be sized to fit the space. A skinny rectangular table is pictured for this space, with the ability to run phone/power cabling from the middle of the floor into the middle of the table to accommodate a conference phone and power other equipment.

Section		Room Description	CAD Location Reference
I		Boardroom	A103
Qty	Item No.	Item Description	
1	I.1	Rectangular table, seating up to 8 people	
8	I.2	Executive-style chairs, full upholstery, casters	
1	I.3	Whiteboard cabinet	

## Section K: Council Chambers Furniture

### Overview:

The Council Chambers is considered the showpiece of the office from a furniture perspective. Chambers traditionally has very heavy, immovable furniture. The Township is looking to make this space a more flexible space, if possible, with movable furniture that could fold down and/or be easily stored to accommodate a different type of event. We are looking for executive but modern styling. A rough drawing of the proposed layout is as follows (with public seating behind podium):



Section		Room Description	CAD Location Reference
K		Council Chambers	A105
Qty	Item No.	Item Description	
7 desks forming a "U"	K.1	"U" shaped Council Chamber table to accommodate 7 people with: <ul style="list-style-type: none"> <li>• Individual desks that join together to form the "U" shape.</li> <li>• Top storage drawer</li> <li>• Ideally, movable/fold down/storable</li> <li>• Lockable casters</li> <li>• Front privacy panel</li> </ul>	

2	K.2	Matching rectangular table: <ul style="list-style-type: none"> <li>• To accommodate 2-3 people</li> <li>• Lockable casters</li> <li>• Front privacy panel</li> </ul>
1	K.3	Matching podium
36	K.4	Stackable chairs, upholstered (seat and back), with storage dollies

### **Section M: Other Furniture**

Other furniture requirements in the office are as follows:

Section	Room Description	CAD Location Reference
L	Photocopier Room	B103
Qty	Item No.	Item Description
4	L.1	3-Drawer lateral filing cabinet legal size (flip up doors). Lockable. <i>Located under counter-top across from the photocopier. Maximum size for each unit is (mm) 915Wx460Dx1042H</i>
Section	Room Description	CAD Location Reference
L	Plans Public Office	B102
Qty	Item No.	Item Description
2	L.2	Plans drawers <i>Located under counter in centre of room. Space to stack two cabinets high. Max exterior dimensions (each, in mm) 1182W x 902D X 420H</i>
6	L.3	3-drawer vertical filing cabinets (legal) Exterior size of each cabinet 26.56"Dx15.15"W X 40"H Size available to hold all 6 cabinets is 2800mm wide, 690mm deep, 1042mm high.
3	L.4.	5-drawer lateral filing cabinets, legal size, fixed front. Exterior size of each cabinet 915mm wide and 460mm deep.

Section	Room Description	CAD Location Reference
L	File Room	B114
Qty	Item No.	Item Description
1	L.5	Combination lock safe. Fire-proof, water-proof and burglary-proof. At least 60" tall. 4-5 interior shelves. Interior space should be at least 21" deep and 22" wide.

### **Annex C: FO-24 - Purchasing Procedure**

The following are the general purchasing procedures for the Township that are to be included as an attachment to all formal bid documents. All bidders must adhere to the following procedures.

1. The following procedures shall be followed explicitly. Changes to any of these procedures shall be done only in writing by the Department Head responsible for such bid document, to be given to all persons bidding. Copies of these procedures shall be given to every person intending to submit pricing for goods and services and a statement shall be signed and submitted with every bid submission that these procedures have been read and understood by the bidder.
2. All bid submissions must be properly signed and sealed or witnessed and placed in an envelope with the Submission Label affixed in the top left corner and submitted to the CAO/Clerk/designate to the location detailed in the bid document, as determined by the CAO/Clerk/designate as specified in the bid document.
3. All submitted bids shall have the date and time of receipt noted on the face of the envelope.
4. Bids received later than the time specified will not be accepted, regardless of any postal seal date and such bids will not be opened and will be returned by regular registered mail or picked up by the owner from the CAO/Clerk/designate.
5. All bids shall be submitted in one envelope, with the Submission Label attached in the top left corner and shall contain all of the bid documents required at time of closing as stated in the bid document. The Submission Label must be completed in full by bidder. Envelopes will not be supplied.
6. All bids will be opened at a time announced by the CAO/Clerk/designate as soon after the closing as is practical. Such bid opening shall be open to the public and the CAO/Clerk, Department Head and Committee Members of the appropriate Department shall attend at such opening. The names of those in attendance shall be recorded.
7. Upon opening, if the envelope does not contain the appropriate documentation as required, the bid will be declared as informal. The CAO/Clerk, Department Head and Committee Members will review the bids immediately after opening. If it is confirmed that the bid does not comply with the requirements at time of closing, the bid will be rejected. Written confirmation of the bids rejected will be forwarded to the bidder by the CAO/Clerk.
8. When the CAO/Clerk/designate checking bid compliance is satisfied that the bid submission contains the proper forms and information, the total price bid will be quoted publicly. All bid compliancy will again be reviewed by the using department.



9. No announcement concerning the successful bid will be made at the opening. A complete report and analysis shall be prepared by the appropriate Department Head or consultant as the case may be, to be submitted to Committee/ and/or Council for a decision.
10. Bidders shall carefully examine and study all of the bid documentation, drawings, specifications, site of work (if applicable) etc., in order to satisfy themselves by examination as to all conditions affecting the contract as the detailed requirements to fulfill the contract.
11. The Corporation of the Township of McNab/Braeside reserves the right to reject any or all bids for any reason whatsoever and to accept any bid considered best for its interest.
12. Any bidder will be permitted to withdraw his/her unopened submission after it has been deposited with the CAO/Clerk, provided such request is received in writing prior to the time appointed by the CAO/Clerk for the opening of such bids.
13. More than one bid submission from an individual firm, partnership, corporation or association under the same or different names will not be considered. Collusion between bidders will be sufficient cause for rejection of all bids so affected.
14. The bidder may submit alternative prices on any item for consideration. The Corporation reserves the right to waive informalities at its discretion. The Corporation shall be the sole judge of such matters.
15. Bids which are incomplete, conditional or obscure, or which contain additions not called for, erasures, alterations or irregularities of any kind, may be rejected as informal. The bidder may, however, submit alternative prices on any item for consideration. The Corporation reserves the right to waive informalities at its discretion.
16. Bids containing prices that are unbalanced and are likely to affect adversely the interest of the Corporation, may be rejected. The Corporation shall be the sole judge of such matters.
17. Should a bidder find discrepancies in, or omissions from the bid documents, or should he/she be in doubt as to meaning, he/she shall clarify them with the appropriate Department Head or Consultant as the case may be, who may send an addendum to all bidders. No oral explanation or interpretation.
18. All bids must be on the form supplied by the Township and be signed and sealed by the bidder. A bid submitted by a Corporation shall bear the Corporation Seal and the signature of a duly authorized officer or officers who may be required to present evidence of his/her or their authority to sign. Where a bid is a joint venture shall comply individually with this discretion.

19. Where sub-trades are to be used, a complete list showing sub-trade name, owners, phone numbers and addresses shall accompany the bid submission. The amount of indebtedness to the sub-trade for works to be performed shall be clearly shown on the list. Sub-trades may be changed by the main contractor but only on written approval by the appropriate Department Head or the Consultant of the Township.
20. The Contractor shall insert the firm's WSIB account number in the space provided on the Bid Form (as applicable). This number is required in order to verify the firm's standing with the Board at the time of the recommendation to award this contract.
21. Any contingency allowance to be included shall be stated by the Township and no bidder shall include any contingency in any bid.
22. The estimate of quantities as shown in the bid document shall be used as a basis of calculation upon which the award of the contract will be made. These quantities are not guaranteed to be accurate and are furnished without any liability on the part of the Corporation.
23. Whenever in a bid submission the amount bid for an item does not agree with the extension of the estimated quantity and the bid unit price, the unit price shall govern and the amount of the total bid price shall be corrected accordingly.
24. The unit price or lump sum for all items in the Schedule of Quantities and Unit Prices shall be deemed to be full compensation for all the works including all necessary labour, equipment and materials specified in the Special Provisions, standard specifications and supplemental specifications.
25. The CAO/Clerk/designate will notify the successful bidder of the contract award within two to five business days after the Council meeting that considers the bid.
26. When the bid deposits are a requirement of the bid document, they must be submitted in full compliance of the bid and in adherence with the following:
  - 26.1 It is noted that the bid deposit cheque, money order or bid bond is a guarantee that the contract or supplier will execute a contract agreement with the Township for the delivery of the services, material or equipment provided for in the applicable bid document. In the event that a bidder or contractor fails to execute a contract agreement or supply the requested documentation with the Township when requested to do so, the bidder shall be deemed to be in default and the Township will have full unencumbered right to cash any bid deposit cheque or money order or act upon a bid bond in its possession relating to the specific bid document for default of the bidder and the Township has full, unfettered rights to use the funds in its sole discretion and any bidder who has

defaulted as herein shall have no claim whatsoever against the Township for such action to be taken by the Township.

- 26.2 All cheques, bonds, letters of credit or money orders shall be payable to the Corporation of the Township of McNab/Braeside. The Township, within ten (10) days after the close of the bids shall return all bid deposits except the lowest bid and the next lowest bid unless some anomalies are found in the analysis of the two lowest bids in which case the third lowest bid deposit will be retained. The bid deposits retained by the Township shall be released after execution of the contract agreement and submission to the Corporation of all documents required for the contract. If the bidder refuses or neglects to execute the contact agreement or to submit the required documents as specified by the Township in its bid documents within three weeks after the date of contract award, the Corporation at its sole discretion, may cash the deposit and such deposit shall be subject to forfeiture.
- 26.3 Bidders shall note that no interest will be paid on any deposit.
- 26.4 Agreement to Bond shall be in a form established by the Township if a format is provided in the bid document. If not, the format provided by the bonding company is sufficient.
27. After notification of award, the successful bidder will be responsible for adhering to the following as applicable to the bid document requirements.
- 27.1 The successful bidder shall be bound to execute the contract agreement and to file satisfactory bonds, insurance policies and WSIB clearance letter, as required herein, with the Corporation within three weeks of the date of contract award and shall be maintained until contract completion.
- 27.2 Failure to execute the contract or to file satisfactory bond, insurance policies and WSIB clearance letter as required by the bid document within the specified time period shall be just cause for the cancellation of the contract award and the forfeiture of the bid deposit to the Corporation, not as penalty, but in liquidation of damages sustained. The Corporation shall then have the right to award the contract to any other bidder or to reissue the bid document.
- 27.3 Upon award of the contract, and where required the Contractor must furnish the Corporation, at his/her cost, a Performance Bond in the amount specified in the bid documents. Such bond must be satisfactory to the Corporation.
- 27.4 The Performance Bond shall unconditionally guarantee that the work will be satisfactorily completed or materials supplied or both within the terms of the contract up to the face value of the bond. In other words, the bonding company will be liable whenever the Contractor is liable. Without limiting the generality

of the foregoing, such bond shall cover extensions to the contract, modifications thereof, and twelve month maintenance guarantee. The bonding company shall NOT replace a prime Contractor or Sub-Contractor without prior approval of the CAO/Clerk or Consultant of the Township.

- 27.5 Upon award of the contract, the Contractor must furnish to the Corporation, at his/her cost, a CERTIFIED copy of a liability insurance policy as detailed in the bid document. All minimum coverage is detailed below:

\$2 million - general liability and automobile liability policies

\$2 million - homeowners (e.g. for rental of facilities)

\$5 million - general liability and automobile liability policies - for contract work done all for Public Works and Environmental Services Department Projects.

\$2 million - professional errors and omissions liability

Builders Risk - the amount of the project cost

Such policy shall contain:

27.5.1 a "Cross Liability" clause or endorsement;

27.5.2 an endorsement certifying that the Township and (Insert bidder) is included as an additional named insured;

27.5.3 an endorsement to the effect that the policy or policies will not be altered, cancelled or allowed to lapse without thirty days prior written notice to the Corporation.

- 27.6 The Contractor's Liability Insurance Policy shall not contain any exclusions of liability for damage, etc. to property, building or land arising from:

27.6.1 the removal or weakening of support of any property, building or land whether such support be natural or otherwise;

27.6.2 the use of explosives

27.6.3 the vibration from pile driving or caisson work, provided that the minimum coverage for any such loss or damage shall be \$5,000,000.00.

- 27.7 The Liability Insurance Policy and/or endorsements shall be satisfactory to the Corporation.

- 27.8 If required upon award of contract, the Contractor shall maintain and pay for a Builder's all Risk Policy satisfactory to the Corporation in the joint names of the Corporation and the Contractor, in the amount of 100 percent of the total value of the contract. All monies paid under such insurance shall be received by the Corporation, which shall pay as much of it as may be required for the purpose of replacing, rebuilding, or repairing the work and all such material which has been damaged, or destroyed according to the CAO/Clerk or Consultants certificate and

the balance, if any, shall be paid to the Contractor upon completion. Such replacing, rebuilding, repairing and completion shall be carried out in every way subject to the terms and conditions of the contract. The Builder's All Risk Policy shall remain in the custody of the Corporation and shall be kept in force by the Contractor until the work has been completed and accepted in writing by the CAO/Clerk of the Township.

- 27.9 The CAO/Clerk will notify the successful bidder of the contract award within two to five business days after the Council meeting that considers the bid. The successful bidder must submit the necessary performance bond and certified copies of insurance policies in accordance with the contract requirements prior to any construction on site. No work is to commence until the required documentation is received and approved by the Township.
- 27.10 The Contractor shall provide and maintain the necessary first aid items and equipment as called for under the First Aid Regulations of the Worker's Compensation Act and Occupational Health and Safety Act as applicable to the scope of work.
- 27.11 The successful bidder shall deal with claims of any nature immediately including insurance claims, complaints from sub-trades, etc. If a claim is settled to the satisfaction of the claimant, the successful bidder shall submit to the CAO/Clerk, a copy of the claimant's release
- 27.12 The Contractor, by executing the contract, unequivocally acknowledges that he/she is the constructor within the meaning of the Occupational Health and Safety Act and amendments thereto.
- 27.13 Payments to the Contractor, hold backs and their release, and certificate of substantial performance and completion under this contract shall be in full compliance with the provisions of The Construction Lien Act, R.S.O. 1990.
- 27.14 In his/her bid price, the Contractor shall be deemed to have made due allowance for the publication of a copy of the certificate of substantial performance of the contract in the Daily Commercial News within seven days of receipt of the said certificate, in order to facilitate the hold back release under the substantial performance certificate.