



REQUEST FOR TENDER
for the provision of service for

**Supply and Installation of Flooring at
Community Facilities**

Tender Information	No. CSD 17-03
Issue Date:	March 15, 2017
Site Visit:	Mandatory, by appointment
Closing Date:	March 29, 2017 @ 12:00 noon local time
Opening Date:	March 29, 2017 @ 1:00 pm, Minden Hills Boardroom
Address:	Township of Minden Hills 7 Milne Street, PO Box 359 Minden, ON K0M 2K0
Attention:	Mark Coleman, Director of Community Services
Last Day for Inquiries:	March 24, 2017

Bidder Information

Name/Company: _____

Address: _____

**LATE TENDERS WILL NOT BE ACCEPTED.
THE LOWEST OR ANY TENDER MAY NOT NECESSARILY BE ACCEPTED.**

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1.0 GENERAL CONDITIONS

1.1 Tender Handling

The handling of the Tender document(s) will be in accordance with the Township of Minden Hills Policy No. 17 governing the procurements of goods and services, and this Tender document.

1.2 Tender Submission Mandatory Requirements

All Tenders must be completed in hard copy and submissions must include all Appendices attached to the RFT document. All entries shall be clear, legible, in a non-erasable medium and signed (where applicable). Entries must be made for unit price, lump sum, extensions and totals as appropriate. All items shall be tendered according to instructions contained within the Tender Documents.

- Appendix A- Detailed Criteria
- Appendix B- Experience, References & Contingencies
- Appendix C - Suppliers & Subcontractors
- Appendix D- Bidder Information
- Appendix E- Declaration & Addenda
- Appendix F- Accessibility Regulations for Contracted Services
- Appendix G – Health & Safety Declaration
- Appendix H- Price, Detail & Warranty Schedule
- Appendix I- Guarantee of Performance/Cancellation Acknowledgement
- Appendix J- Agreement Acknowledgement
- Appendix K- Contractor Performance Report
- Appendix L- Delivery Notice

Tenders must be submitted in a sealed envelope with Appendix L - Delivery Notice, completed and affixed to the outside. Tenders can be submitted by mail, placed in the municipal drop box located at the Administration building, hand delivered to the front counter of the Finance Department, the 2nd floor front counter or electronically as specified in the Tender Document.

Bids received after the official closing time will not be considered during the selection process.

Electronically transmitted submissions (facsimile, e-mail, etc.) will not be accepted for this Tender.

It is the responsibility of the Bidder to ensure they comply with this procedure. The Township is not responsible for submissions which are not properly marked and/or delivered to any other location, other than that specified herein.

Tenders that are not submitted in the requested format or are incomplete, conditional, illegible or obscure, or that contain additions not called for, reservations, erasures, alterations incorrectly submitted, or irregularities of any kind may be rejected as per the Township's Procurement Policy.

1.3 Definitions

“**Bidder/Contractor**” Refers to any eligible entity providing a Tender.

“**Corporation/Owner/Township**” Refers to the Township of Minden Hills.

“**Form of Tender/Tender**” Refers to this document and its processes.

“**Successful Bidder**” Refers, in the event of an award, to the selected Bidder.

1.4 Tender Closing

Tenders must be received by the Township of Minden Hills on/before **12:00 noon local time on March 29, 2017**.

In the event that an emergency, staff labour disruption or inclement weather forces the suspension of services of the Township, by closing of the office, the Request for Tender shall become due on the next business day at 11:00 am, local time, after the original closing date and time.

A Tender received prior to suspension of services (closing of the office) may be withdrawn and replaced by a new Tender Package submission and due before the amended closing date and time. Call 705-286-1260 ext. 313 for information in the event of a suspension of service for any additional information.

1.5 Tender Opening

A public opening will be held in the Township Administration Office at 7 Milne Street in Minden 2nd floor boardroom on **March 29, 2017** at 1:00pm. The Successful Bidder will be notified when Council considers the Tender results at their Regular Council meeting scheduled for April 27, 2017 or within 3 business days from receiving council approval, whichever is shortest.

1.6 Withdrawal or Alteration of Tenders

A Bidder who has submitted a Tender may submit a further Tender at any time up to the specified time and date for the Tender closing. The last Tender received shall supersede and invalidate all Tenders previously submitted by that Bidder for this contract.

A Bidder may withdraw or alter the Tender at any time up to the specified time and date for Tender closing by submitting a letter bearing the Bidder's signature to the authorized representative who will mark thereon the time and date of receipt and will place the letter in the Tender box. The Bidder's name and the contract number shall be shown on the envelope containing such letter. Emails, facsimiles (faxes), or telephone calls will not be accepted.

Tenders withdrawn under this procedure cannot be reinstated.

1.7 Examination of Tender Documents

Each Bidder must satisfy himself/herself by a personal study of the Tender documents, by calculations, and by personal inspection of the site, respecting the conditions existing or likely to exist in connection with the proposed goods/services. There will be no consideration of any claim, after submission of Tenders, that there is a misunderstanding with respect to the conditions imposed by this request for Tender.

Prices bid must include all incidental costs and the Bidder must be satisfied as to the full requirements of the Tender. No extra work will be entertained without prior Township approval. Should the Bidder require more information or clarification on any point, it must be obtained prior to the submission of the Tender.

1.8 Omissions, Discrepancies and Interpretations

Should a Bidder find omissions from or discrepancies in any of the Tender Documents, or should the Bidder be in doubt as to the meaning of any part of such documents, the Bidder should notify the designated person and office without delay. If the designated person considers that a correction, explanation or interpretation is necessary or desirable, an addendum will be issued to all who have received Tender Documents.

No oral explanation or interpretation will modify any of the requirements or provisions of the Tender Documents.

1.9 Addenda

If required by the Township, addenda will be distributed to all bidders registered as a document taker for this bid. Addenda will be distributed using the latest contact information as provided by the Bidder. It is the Bidder's responsibility to notify the Township of any changes to their contact information. If the Tender was acquired via the Township website it is the Bidder's responsibility to check the Township website at www.mindenhills.ca for addenda. It is the Bidder's ultimate responsibility to ensure all addenda have been received.

Bidders are required to acknowledge receipt of addenda on Appendix E - Declaration & Addenda Form.

1.10 Acceptance or Rejection of Tender

1.10.1 The Township reserves the right to reject any or all Tenders and to waive formalities as the interests of the Township may require without stating reasons therefore. Notwithstanding and without restricting the generality of the statement immediately above, the Township shall not be required to award and accept a Tender:

- a) When only one (1) Tender has been received as result of the Tender call;
- b) Where the lowest responsive and responsible bidder substantially exceeds the estimated cost of the goods/services;
- c) When all Tenders received fail to comply with the specifications or Tender terms and conditions;
- d) Where a change in the scope of work or specifications is required the lowest

or any Tender will not necessarily be accepted. The acceptance of a Tender will be contingent upon an acceptable record of ability, experience and previous performance.

- 1.10.2 The Township shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any Bidder by reason of the acceptance or the non-acceptance by the Township of any Tender or by reason of any delay in the acceptance of a Tender except as provided in the Tender document.
- 1.10.3 Each Tender shall be open for acceptance by the Township for a period of **sixty (60)** calendar days following the date of closing.
- 1.10.4 Where the Tender document does not state a definite delivery/work schedule and a submitted Tender is based on an unreasonable delivery/work schedule, the Tender may be rejected.

1.11 Tender Award Procedures

Unless stated otherwise the following procedures will apply:

The Township will notify the Successful Bidder that their Tender has been accepted, within **sixty (60)** calendar days of the Tender closing or within 3 business days from receiving council approval, whichever is shortest.

Notice of acceptance of Tender will be by telephone, email and/or by written notice. Bidder shall confirm acknowledgement of awarded Tender notice.

Immediately after acceptance of the Proposal by the Township, the Successful Proponent shall provide the Township with any required documents within fourteen (14) calendar days of the date of notification of award or as otherwise specified in this tender document or by the Township.

Commencement and completion dates may be altered if mutually agreed to by the Township of Minden Hills and the Successful Bidder.

1.12 Indemnification

The Successful Bidder shall indemnify and hold harmless The Township, its officers, council members, partners, agents and employees from and against all actions, claims, demands, losses, costs, damages, suits or proceedings whatsoever which may be brought against or made upon The Township and against all loss, liability, judgments, claims, suits, demands or expenses which The Township may sustain, suffer or be put to resulting from or arising out of the Successful Bidders' failure to exercise reasonable care, skill or diligence or omissions in the performance or rendering of any work or service required hereunder to be performed or rendered by the Successful Bidder, its agents, officials and employees.

1.13 Ability and Experience of Bidder

It is not the purpose of the Township of Minden Hills to award this contract to any

Bidder who does not furnish satisfactory evidence of possessing the ability and experience in this class of work and sufficient capital and plant resources to ensure acceptable performance and completion of the Tender.

The following criteria will be utilized by the Township, through references provided in Appendix B – References & Contingencies, to determine whether a Bidder is qualified to undertake the award;

- The Bidder's ability and agreement to supply the goods/services.
- The Bidder's ability to work effectively with the Townships' staff and other representatives.
- The Bidder's history with respect to providing satisfactory results and acceptable cooperation.

The Township may reject the lowest or any submissions, if after investigation and consideration, the Township concludes, in its opinion, that the Bidder is not able to supply the goods/services in a manner satisfactory to the Township.

1.14 Variation of Quantities

The Township of Minden Hills reserves the right to adjust quantities. Quantities shown are approximate, are not guaranteed to be accurate and shall be used as a basis for comparison only. No additional compensation will be allowed for any adjustment which may decrease quantities identified in this Tender.

1.15 Occupational Health & Safety

The Successful Bidder must comply with all requirements set out in the *Occupational Health & Safety Act, R.S.O. 1990* and all other regulations that apply to the job at hand. The following language, requirements and conditions shall be included in all agreements with selected Bidders (and sub-selected Bidders) engaged by or on behalf of the Corporation of the Owner:

Where applicable under the Occupational Health & Safety Act (OHSA) (R.S.O. 1990 C.0.1) and regulations, made under that statute:

- a. Selected Bidders acknowledge that they have read and understood the Occupational Health and Safety Act (OHSA) (R.S.O. 1990 C. 0.1) and regulations, made under that statute.
- b. The selected Bidder shall comply with all health and safety requirements established by the Occupational Health and Safety Act and regulations, the Owner and any applicable industry standards. The selected Bidder agrees to assume full responsibility for the enforcement of same.
- c. The selected Bidder shall participate in a pre-project meeting to verify its full understanding of the major contractual requirements and expectations in the area of health and safety before the start of any work.
- d. The selected Bidder shall understand that its performance will be monitored and that their overall performance will be a major consideration for future

contracts with the Owner. The frequency and detail of ongoing project monitoring will be dependent upon the nature of the work and safety precautions specified.

- e. The selected Bidder shall allow access to the work site on demand to representatives of the Owner.
- f. The Owner will take all action necessary to support the selected Bidders health and safety efforts and to ensure that the Owner owned and controlled environments in the vicinity of the project are free from hazards.
- g. The selected Bidder acknowledges and agrees that any breach or breaches of health and safety requirements, whether by the selected Bidder or any of its sub-selected Bidders may invalidate the contract.
- h. The selected Bidder acknowledges and agrees that any damages or fines that may be assessed against the Owner by reason of a breach or breaches of the OHSA by the selected Bidder or any of its sub-selected Bidders will entitle the Owner to set off the damages so assessed against any monies that the Owner may from time to time owe the bidder under this contract or any other contract whatsoever.
- i. The selected Bidder shall provide a list of all controlled hazardous materials or products containing hazardous materials, all physical agents or devices or equipment producing or omitting physical agent and any substance, compound, product or physical agent that is deemed to be or contains a designated substance in accordance with the Workplace Hazardous Materials Information System (WHMIS) as defined under the Occupational Health and Safety Act and shall provide appropriate Material Safety Data Sheets for these substances used for the performance of the required work, all prior to the performance of said work.
- j. Where hazardous materials, physical agents and/or designated substances are used in the performance of the required work, the successful selected Bidder shall ensure that the requirements of the Occupational Health and Safety Act and associated regulations are complied with.
- k. The selected Bidder shall follow Workplace Hazardous Materials Information Systems (WHMIS) requirements and ensure all employees are given required training and support.
- l. The selected Bidder shall have a clearly defined safety plan/rescue plan for its workers involved in hazardous activities.
- m. The selected Bidder agrees at all times to comply with Occupational Health and Safety Standards in the workplace and further agrees to adhere to Health and Safety Standards set out in applicable statutes and regulations and to comply with written Health and Safety Policies of the Owner.
- n. Selected Bidders with known poor safety records or with inadequate qualifications or equipment will not be considered for award.

- o. Worker safety is given first priority in planning, pricing and performing the Work;
- p. Its officers and supervisory employees have a working knowledge of the duties of a Constructor and Employer under the Act and the provisions of the Regulations applicable to the Work, and a personal commitment to comply with them;
- q. Workers employed to carry out the Work possess the knowledge, skills and protective devices required by law or recommended for use by a recognized industry association to allow them to work in safety;
- r. Its supervisory employees carry out their duties in a diligent and responsible manner with due consideration for the health and safety of the workers; and
- s. All subcontractors employed by the Successful Bidder to perform part of the Work and their employees are properly protected from injury while carrying out their associated duties.

1.16 Workplace Safety Insurance Board (WSIB)

Bidders must indicate WSIB coverage by providing their certificate number, or indicate exemption from coverage as per the *Workplace Safety and Insurance Board* on Appendix A – Detailed Criteria.

The Successful Bidder shall provide proof of coverage and shall maintain this coverage throughout the length of the contract. If exempt from coverage, proof of exemption, in the form of a letter from WSIB indicating that you do not require the coverage must be provided to the Township within ten (10) business days of being awarded the contract, or prior to commencement of the contract, whichever is shortest.

WSIB coverage must remain in effect for duration of the project as per the terms of this Tender.

1.17 Insurance Requirements

Bidders will acknowledge their ability to provide proof of insurance in accordance with this tender document, identified in Appendix A – Detailed Criteria.

The Successful Bidder shall provide proof of insurance, in the form of a proof of insurance certificate, indicating liability insurance with a *minimum coverage of five million dollars (\$5,000,000)*, with the Corporation of the Township of Minden Hills added as an additional insured.

The Successful Bidder shall, at all times prior to commencing construction until total completion, effect, maintain and keep in force, at its sole cost and expense the following coverages:

Commercial General Liability insurance applying to all operations of the Successful

Bidder which shall include coverage for bodily injury or death, broad form property damage, products and completed operations liability, owner's & contractor's protective liability, blanket contractual liability, contingent employer's liability, non-owned automobile liability and shall include cross liability and severability of interest clauses. Such policy shall be written with limits of not less than FIVE MILLION DOLLARS (\$5,000,000.00) exclusive of interest or costs, per occurrence and shall include the Corporation of the Township of Minden Hills as an additional insured.

All Risk Property insurance coverage for construction machinery, tools, equipment and temporary facilities used by the Successful Bidder for the performance of the work.

Automobile Liability insurance for all licensed vehicles owned, rented and/or leased by or on behalf of the Successful Bidder or its contractor(s) while on any business connected with the Successful Bidders Work to a limit of not less than Two Million Dollars (\$2,000,000) per occurrence in respect of bodily injury, death and damage to property including loss of use thereof. The Successful Bidder shall obtain proof of insurance from its subcontractors for the vehicles they own, rent and/or lease.

The certificate must be provided to the Township within five (5) business days of being awarded the contract, or prior to commencement of the contract, whichever is shortest. Failure to submit the requested insurance certificate by the Successful Bidder shall result in a withdrawal of the Contract by the Township.

Insurance must remain in effect for duration of the project as per the terms of this Tender. It will be the responsibility of the Bidder to provide the Township with any and all renewal certificates during this period.

1.18 Limited Liabilities

The Township's liability under this Tender shall be limited to the actual goods/services ordered and provided.

1.19 Bidder Expense

Any expenses incurred by the Bidder in the preparation of the Tender submission are entirely the responsibility of the Bidder and will not be charged to the Township.

1.20 Protection of Work & Property

The Successful Bidder shall provide continuous and adequate protection of all goods from damage and shall protect the Owner's property from injury or damage arising until delivery of the goods/services. The Successful Bidder shall make good any such damage or injury.

1.21 Regulation Compliance and Legislation

The Successful Bidder shall ensure all goods/services provided in respect to this Tender are in accordance with, and under authorization of all applicable authorities, Municipal, Provincial and Federal legislation.

1.22 Accessibility

The Bidder, and any of its employees, must ensure that the goods/services provided are accessible to all potential users, including older people and people with disabilities. Where feasible, it should:

- Be technically accessible, in that it is possible for all users to access all information and functionality;
- Be equally usable, in that it is not prohibitively difficult or time consuming for users with disabilities to carry out normal tasks;
- Be capable of being adapted or configured by individual users to meet their specific needs and preferences;
- Be capable of interfacing with appropriate, widely available assistive technologies employed by users.

Refer to Appendix F - Accessibility Regulations for Contractors for information about accessibility principles and guidelines from the *Accessibility for Ontarians with Disabilities Act, 2005 (AODA)*, Accessibility Standard for Customer Service (ASCS) and the Integrated Accessibility Standards Regulation (IASR).

1.23 Agreement

The Township reserves the right to cancel the awarding of any Tender in the event that both parties are unable to agree to the terms of the contract within ten (10) days, or the commencement of the project, whichever is shortest. Please also refer to Appendix J – Agreement Acknowledgement.

In the event that your Tender is accepted by Council and confirmed by a letter from the Township, the Tender and the acceptance by Council shall constitute a binding contract between the Tenderer and the Township, and the successful Tenderer shall complete the work as described in accordance with the provisions, specifications and conditions outlined in the Tender documents and shall be binding upon the heirs, executors, administrators, successors and assigns of the successful Tender.

1.24 Assignment of Contract

The Successful Bidder shall not assign transfer, convey, sublet or otherwise dispose of this contract or his/her right, title or interest therein, or his power to execute such contract, to any other person, company or corporation, without the previous consent, in writing, of the Township's officials, which consent shall not be unreasonably withheld.

1.25 Cancellation of Contract

1.25.1 The Township reserves the right to immediately terminate the Contract awarded to the Successful Bidder, or part thereof, at its own discretion, including but not limited to such items as non-performance, late deliveries, inferior quality, pricing problems, etc.

1.25.2 Construction Type Services:

It is agreed by the Parties to the Contract that in case all the work called for under this contract is not completed by the date specified, or as extended at the discretion of the Township, a loss or damage will be sustained by the Township. Since it is and will be impracticable and extremely difficult to ascertain and determine the actual loss damage which the Township will suffer in the event of and by any reasons of such delay and the Parties hereto agree that the Bidder will pay to the Township, the sum of **Three Hundred and Fifty dollars (\$350.00)**, as liquidated damages for each and every calendar days delay in achieving completion of the work beyond the date prescribed. It is agreed that this amount is an estimate of the actual loss or damage to the Township, which will accrue during the period in excess of the prescribed date for completion.

The Township may deduct any amount under this paragraph from any monies that may be due or payable to the Bidder on any account whatsoever. The liquidated damages payable under this paragraph are in addition to and without prejudice to any other remedy, action or alternative that may be available to the Corporation.

1.25.3 The Bidder shall not be assessed with liquidation damages for any delay caused by Acts of God or of the Public Enemy, Acts of the Province or of any Foreign State, Fire, Flood, Epidemics, Quarantine, Restrictions, Embargoes, Labour Disruptions, Strikes, Lockouts or delays due to such causes, then the time of delivery shall be extended for a period of time equal to the time lost to such delay.

1.25.4 The Township shall not be liable to the Bidder for loss of anticipated profit on the cancelled portion or portions of the work.

1.26 Governing Laws

This Tender and subsequent contract/agreements will be interpreted and governed by the laws of the Province of Ontario.

1.27 Freedom of Information

Any personal information required on the Tender Form is received under the authority of the *Municipal Freedom of Information and Protection of Privacy Act, 1989, RSO, 1990 (Act)*. This information forms an integral component of the Tender submission.

All written Tenders received by the Township become a public record once a Tender is deemed complete by the Township. All information contained in the Tender document is available to the public, including personal information.

Questions about collection of personal information and the *Municipal Freedom of*

Information and Protection of Privacy Act, 1989, R.S.O. 1990, Chapter M.56, as amended, should be directed to:

Clerk, Township of Minden Hills
7 Milne Street, PO Box 359
Minden, ON
K0M 2K0
Telephone (705) 286-1260

The Clerk has been designated by the Township of Minden Hills Council to carry out the responsibilities of the Act.

1.28 Contractor Performance Evaluation

Contractor performance is critical to the success of Township Projects. To this end, the Township has adopted a Contractor Performance Evaluation system, by which the Contractor's performance will be ranked at the end of the term of contract, or more frequently if deemed necessary.

The Township's Director of Community Services, or designate, will complete the ranking. Once the ranking has been completed, a meeting will be set up by the Township, with the Contractor to discuss the overall ranking for performance. From this ranking will stem a recommendation to either allow the consultant to bid on future projects, place the Contractor on a two (2) year probation or to suspend the Contractor from bidding on any future contracts.

In the event of a dispute over the final ranking, the Contractor will have twenty (20) days in which to appeal the decision. A copy of the Performance Evaluation form has been attached to this Tender (Appendix K – Contractor Performance Report)

1.29 Tender Package Submissions Information Release to Other Bidders

The number of Tenders received and the names of the Bidders are confidential and shall not be divulged prior to the public Tender opening.

2.0 Specific Conditions

2.1 Award

It is the intention of the Township to award this Tender to one (1) or more qualified Bidders. The lowest or any Tender may not necessarily be accepted.

2.2 Multiple Submissions

Bidders wishing to offer more than one (1) submission for consideration must complete a separate Tender document for each separate offer and clearly identify each submission as a separate offer.

2.3 Delivery & Execution of Work

The Successful Bidder may commence work no earlier than **May 8, 2017**. All work must be completed by **June 29, 2017**.

Once work has commenced, the Successful Bidder shall ensure continuous operations to minimize disruption to the public and minimize damage caused by traffic to the opened road.

Prior to commencing the work, the Successful Bidder, Director of Community Services or designate, shall meet for a Pre-Start meeting.

The **Pre-Start Checklist** must be signed by an authorized representative of the Successful Bidder and designate for the Owner, prior to the start of any work being undertaken.

The Successful Bidder is responsible for any inspections and/or permits required.

2.4 Manufacturer's Specifications

Bidders shall include with their Tender submission the full manufacturers' specifications and literature, which fully describe the item(s) being offered, including any optional equipment.

2.5 Warranty

The Tender submission shall include a brief summary covering materials and workmanship on Appendix H – Price, Detail & Warranty Schedule. Additional warranty and/or guarantee information may be included separately.

If the product needs to be returned to the supplier for warranty work, it will be at full cost to the Successful Bidder. Warranty work will be performed at the closest dealer.

2.6 Equivalent

Where applicable, the Township has specified certain product(s) and/or brand names throughout this document for a number of the components utilized in the good/service. In some instances, the Township would be willing to consider an equivalent for the specified item. "Equivalent" would mean an equivalent product, design, manufacturer, etc. that, in the opinion of the Township is an "acceptable" alternative. The determination of the item to be an "acceptable" equivalent will be at the sole discretion of the Township and will be identified in Appendix A – Detailed Criteria.

Where a product, design, manufacturer, etc. has been stipulated and, there is no alternative option, Bidders must submit based on the specified item and, without substitution.

2.7 Harmonized Sales Tax (HST)

HST is applicable to the item(s) listed, however, is not to be included in the Tendered unit cost. Please tender all prices “HST Extra”.

2.8 Terms of Payment

Payment will be made in response to the Successful Bidder’s invoice to the Township. The Township will not pay in part or in full until the goods/services are received. Possession will not be taken until the unit(s) meet(s) all specifications and is approved by the Director of Community Services or their designate.

Unless otherwise stated herein, the Township’s normal terms of payment will be net thirty (30) calendar days from the receipt of goods/services or the date of invoice, whichever occurs later. Invoices shall be forwarded to the attention of:

Accounts Payable
Township of Minden Hills
7 Milne Street, PO Box 359
Minden, ON
K0M 2K0
accountspayable@mindenhills.ca

2.9 Tender Selection

2.9.1 Evaluation Stages and Total Evaluation Points Available

Each project referred to in Section 3.0 will be evaluated separately. The Township reserves the right to award each project separately based on points achieved.

The Township of Minden Hills will conduct the evaluation of Tenders in three (3) stages as follows:

Stage 1 – RFT Review (pass/fail)

A review will be undertaken to determine if the submitted Tender complies with all the mandatory requirements (inclusion of all Appendices and compliance with the submission requirements and deadline).

Tenders that do not comply with the mandatory requirements may, subject to the reserved rights of the Township of Minden Hills and the Township’s Procurement Policy, be disqualified and not evaluated further.

Stage 2 – Rated Criteria (60 points)

Stage 2 will consist of a scoring by the review committee of each qualified Tender on the basis of the detailed criteria as specified in Appendix A – Detailed Criteria and follow up of the information provided in Appendix B – References & Contingencies.

The following is an overview of the categories and weightings for the Stage 2 Criteria of the RFT:

Criteria	Maximum Points
Ability to meet Detailed Criteria requirements (Appendix A)	25
Ability to meet WSIB, Insurance, Warranty and Site Visit requirements (Appendix A)	15
Ability & Experience of Bidder (Appendix B)	20
Total Points	60

At the end of this stage, the top 4 Respondents (where applicable) will be short-listed to move on to Stage 3.

Stage 3 – Evaluation and Pricing (40 points)

Stage 3 will consist of a scoring of the pricing submitted on Appendix H – Price, Delivery & Warranty Schedule. The evaluation of the price/cost shall be undertaken only after the first two (2) stages have been completed. Only those Bidders who move forward from Stage 2 will be scored here.

Each Bidder will receive a percentage of the total possible 40 points allocated to price by dividing the Bidder's price into the lowest tender of the short-listed Bidders.

For example, if the lowest Tender price is \$120.00, that Bidder received 100% of the points ($120/120 = 100\%$), or 40 points. A Bidder who Tenders \$150 receives 80% of the possible points ($120/150 = 80\%$) or 32 points. A Bidder who Tenders \$240 receives 50% of the possible points ($120/240 = 50\%$) or 20 points.

Bidders should be aware that this is a “gated process”. Tenders will be initially evaluated on non-price based criteria first. From there, the highest scoring Tenders will be chosen to have their pricing evaluated in order to arrive at a total aggregate score for the best solutions.

2.9.2 Total Evaluation Points Available

Overall, a Bidder may receive a maximum of 100 Evaluation points as follows:

Criteria	Maximum Points
Stage 1 - Compliance with Submission Requirements	Pass/Fail
Stage 2 - Rated Criteria	60
Stage 3 - Pricing	40
Total	100

2.10 Inquiries

Inquiries concerning the Tender specifications general Tender process are to be directed to:

Shannon Prentice
Deputy Clerk/Administrative Assistant
(705) 286-1260 ext. 313

Questions of clarification will be answered individually, but response(s) to any question that modifies the scope of the Request for Tender will be circulated as outlined in section 1.9 of this document, as a Request for Tender Addendum to all registered document takers who have received the Request for Tender document from the Township.

Inquiries must be received no later than **three (3)** business days prior to the closing date, on or before 12:00 noon, local time; otherwise a response may not be provided.

3.0 Tender Specifications

3.1 Overview

The Township of Minden Hills is looking to replace the existing flooring in various Community Services Department facilities. This RFT specification covers the supply and installation of flooring at the following Community facility locations, referred to as Project 1 and Project 2:

Project 1:

Locations include:

- The Minden Hills Cultural Centre, 176 Bobcaygeon Road, Minden
- The Minden Community Centre, upper level, 55 Parkside Street, Minden.

Within Project 1, the Township is requesting separate prices for the two (2) locations, see Appendix H – Price, Detail & Warranty Schedule.

Project 2:

Location includes:

- S.G. Nesbitt Memorial Arena, lower level, 55 Parkside Street, Minden.

The Township reserves the right to award each project separately.

Only the major details of the requested products and their installation are listed. It is the Successful Contractor's responsibility to supply and install the flooring products with experienced installers, compatible methods, equipment, and accessories to provide dependable, efficient service. Where minimums are given, the flooring products must meet or exceed the qualities and performance specified. The flooring products must be supplied and installed per the Product Manufacturer's specifications and those outlined in Appendix A – Detailed Criteria.

3.2 Scope of Work

The Successful Contractor will supply and install the flooring specified in this RFT for the project locations as described in this tender document. The Successful Contractor will also be available for any necessary repairs and servicing as required or as directed by the Director of Community Services or their designate(s).

3.3 Project Product Requirements

The floor products required to be installed per facility location shall be Armstrong Commercial Flooring - Luxury Vinyl Tile (LVT) – Natural Creations Earthcuts.

The unique Project Specifications include:

Project 1:

Minden Hills Cultural Centre Gallery and Common Areas

Total Area Size: Approximately 3000 sq. ft.

Colour: Olympic Stone – Theia 18 in. x 18 in. tiles.

Product Code: TP548

Minden Community Centre Entranceways, Hallways, Rooms 1, 2, 3, Kitchen, Storage Rooms and two (2) Staircases to the lower level

Total Area Size: Approximately 7200 sq. ft.

Colour: Sierra – Soft White 18 in. x 18 in. tiles.

Product Code: TP539

Project 2:

S.G. Nesbitt Memorial Arena Lobby and Dressing Rooms

Total Project Area Size: Approximately 3300 sq.ft.

Floor Type: Resilient (rubber) athletic flooring (non-porous).

3.4 Bidder Experience

Bidders shall submit a report that will accompany Appendix “B” – Experience, References & Contingencies, that outlines and defines their technical competence, experience on similar projects, proven performance, and availability of dedicated, experienced personnel for the duration of the project, ability to perform within time constraints, location and/or local knowledge, professional independence/ integrity and managerial ability. This report may be used by the Township in assessing the Bidder’s ability and experience for the project.

3.5 Bidder Responsibilities

Bidders are responsible for supplying of product and warranty information and samples; supplying and installing the flooring product(s) including all related accessories specified in this RFT to the Product Manufacturer’s specifications and per the specifications in Appendix “A”; removal and disposal of all existing flooring to be replaced; inspection and clean-up of all installed flooring prior to acceptance by owner. Bidders are solely responsible for accurately measuring and confirming square footage of floor areas to be replaced and amount of materials to be installed.

3.6 Township Responsibilities

The Township of Minden Hills will make available and provide access to facilities as mutually agreed to with the Successful Contractor, to facilitate the work specified in the RFT. The Township will move portable equipment and storage room materials

to open all floor surfaces to be replaced. The Township will secure facilities and restrict access by facility users from areas under work.

3.7 Maintenance Information

The Successful Contractor shall provide and review with facility staff upon completion of the installations, product maintenance information and recommended cleaning equipment/products.

3.8 Utilities

Access to facility heat, hydro, water and lighting by installers will be available per facility staff in support of installation work.

3.9 Pricing Requirements

Bidders may submit prices for Project 1 only, Project 2 only, or both Projects 1 and 2. The total cost for each project shall be submitted on the supplied Appendix H – Price, Detail & Warranty Schedule and shall include preparation, freight/delivery, labour, equipment, materials, disposal and travel fees, and applicable taxes.

3.10 Site Visit

A Site visit is mandatory, by appointment. Please contact Mark Coleman, Director of Community Services directly at 705-286-1936 ext. 201 or email: mcoleman@mindenhills.ca to accurately view and assess existing facility flooring/conditions, rooms, stairways, etc., to calculate/confirm square footage requirements in support of submitting a bid to this RFT. Product information and samples may be left at this time.

3.11 General Instructions

For each Specification item listed, you are required to indicate your compliance of each item. Please do so as follows:

You are able to provide the item as specified - indicate **YES** in the Bidder's Compliance box.

You are not able to provide the item as specified - indicate **NO** in the Bidder's Compliance box.

Where an item allows for an "Alternative" to the specified item, you may indicate **YES** to the item as specified or you may provide your **alternative item** in the Bidder's Compliance box.

Where minimums are called for, the item must meet or exceed the capacity, size or performance as specified, unless an alternative is allowed. This specification may list only the major details for the specification items. Therefore, it is the Bidder's responsibility to deliver fully equipped items with compatible components to provide dependable efficient service.

APPENDIX “A”

Detailed Criteria

****MANDATORY COMPLETION****

Floor Products to be installed per Project Location:	
Armstrong Commercial Flooring - Luxury Vinyl Tile (LVT) – Natural Creations Earthcuts	
Project 1	<i>Minden Hills Cultural Centre Gallery and Common Areas</i> Product Style/Colour: Olympic Stone – Theia, 18 in. x 18 in. tiles. Product Code: TP548
	<i>Minden Community Centre Entranceways, Hallways, Rooms 1, 2, 3, Kitchen, Storage Rooms and two (2) Staircases to the lower level</i> Product Style/Colour: Sierra – Soft White, 18 in. x 18 in. tiles. Product Code: TP539
Project 2	<i>S.G. Nesbitt Memorial Arena Lobby and Dressing Rooms</i> Product Style/Colour: Resilient (rubber) athletic flooring (non-porous).

1 Point for each mandatory item for a total of 25 Points

Specification		Mandatory/ Optional	Alternative Permitted	Bidder's Compliance	
1	Provide Manufacturer's current printed data sheets on specified products (surfacing product, adhesives, accessories, etc.).	Mandatory	No	Yes	No
2	Provide samples, for verification of such characteristics as color, texture and finish for each specified flooring product.	Mandatory	No	Yes	No
3	Meet current subfloor preparation guidelines, as published by the Product Manufacturer.	Mandatory	No	Yes	No
4	Perform current installation guidelines, as published by the Product Manufacturer.	Mandatory	No	Yes	No
5	Provide current maintenance guidelines, as published by the Product Manufacturer.	Mandatory	No	Yes	No
6	Provide extra stock materials for use in facility operation and maintenance. Provide amount of approximately 2% of the total floor surface, of each type, color and dye lot.	Mandatory	No	Yes	No
7	Product Manufacturer must be certified ISO 9001 and ISO 14001.	Mandatory	No	Yes	No
8	Materials must be delivered in Manufacturer's original, unopened and undamaged containers with identification labels intact.	Mandatory	No	Yes	No
9	Maintain a stable room and subfloor temperature for a period of 48 hours prior, during and 48 hours after installation. Recommended range: 18C to 29C.	Mandatory	No	Yes	No

10	Moisture vapor emission content of the concrete slab must not exceed the tolerance of the adhesive used, when tested using the anhydrous calcium chloride test as per ASTM F1869 and/or using the in-situ probes test as per ASTM F2170.	Mandatory	No	Yes	No
11	Meets Static Load Limit ASTM F970 PSI – 250 lbs.	Mandatory	No	Yes	No
12	Meets ASTM E 648 Flooring Radiant Panel Critical Flux – 0.45 watts/cm ² or more, Class1.	Mandatory	No	Yes	No
13	Meets ASTM E 662 Smoke Chamber Specific Optical Smoke Density – 450 or less.	Mandatory	No	Yes	No
14	ADA Compliant as per ASTM D2047.	Mandatory	No	Yes	No
15	Low Volatile Organic Chemical (VOC) Emissions Compliance.	Mandatory	No	Yes	No
16	Anti-microbial and Anti-fungal properties.	Mandatory	No	Yes	No
17	Provide adhesive certified by flooring Product Manufacturer.	Mandatory	No	Yes	No
18	Removal and disposal of existing flooring.	Mandatory	No	Yes	No
19	Cleaning/preparation of concrete sub-floor surfaces.	Mandatory	No	Yes	No
20	Leveling of uneven surfaces and joints.	Mandatory	No	Yes	No
21	Leveling compound to be supplied and/or recommended/approved by flooring Product Manufacturer.	Mandatory	No	Yes	No
22	Installation of wall base mouldings to all perimeters.	Mandatory	No	Yes	No
23	Installation of stair treads, risers as required.	Mandatory	No	Yes	No
24	Flooring surface to be protected during and after the installation, prior to acceptance by the Owner.	Mandatory	No	Yes	No
25	Dust/fume control, suppression and venting	Mandatory	No	Yes	No

APPENDIX “A” Continued

Detailed Criteria

****MANDATORY COMPLETION****

All Bidders are required to successfully meet the mandatory requirements described in the following table and **supply, with their submission**, proof of meeting these requirements to be used for evaluation purposes as per Section 2.9 of the Tender document.

4.5 Points each for *mandatory* item and **1.5 Points** for each *preferred* item for a **total of 15 Points**

Specification		Mandatory/ Optional/NA	Bidder's Compliance		Comments
1	WSIB Account #: _____	Mandatory	Yes	No	
2	Site Visit as per section 3.10 of the RFT.	Mandatory	Yes	No	
3	Product/Workmanship Warranty as per section 2.5 of the RFT.	Mandatory	Yes	No	
4	One (1) additional hardcopy of the completed Tender document submitted. (NOTE - One (1) hardcopy is mandatory).	Preferred	Yes	No	

WSIB and Insurance Acknowledgement

By signing below, I _____, acknowledge that
Name of individual

_____ has the ability to provide the requested WSIB, or proof
Name of company

of exemption of coverage, and Insurance Certificate(s) in accordance with this tender document.

Signature

APPENDIX "B"
Experience, References & Contingencies
****MANDATORY COMPLETION****

Three (3) references and a contingency plan must be provided for the purpose of assessing the Bidder's ability and experience.

The Bidder **shall also submit, with this document**, a brief summary that outlines and defines their technical competence, experience on similar projects, proven performance, and availability of dedicated experienced personnel for the duration of the project, ability to perform within time constraints, location and/or local knowledge, professional independence/integrity and managerial ability.

A maximum of **20 Points** may be awarded.

References	
1	<p>Reference No.1 Name: Contact Name & Title: Phone No.: Term of Contract: Nature of Contract:</p> <hr/> <p>Reference No.2 Name: Contact Name & Title: Phone No.: Term of Contract: Nature of Contract:</p> <hr/> <p>Reference No.3 Name: Contact Name & Title: Phone No.: Term of Contract: Nature of Contract:</p>
Contingency Plan	
2	<p><i>Please provide details on a contingency plan to be implemented by the Successful Bidder in the event of services disruptions due to emergency situations i.e. Spills, fire or other potentially hazardous occurrences.</i></p>

APPENDIX "C"
Suppliers & Subcontractors
****MANDATORY COMPLETION****

Please provide information on the suppliers and/or subcontractors as it will apply to your tender submission. If there are none, please submit N/A.

Suppliers
Supplier No.1 Name: Contact Name & Title: Address: Phone No.: Nature of goods/services supplied:
Supplier No.2 Name: Contact Name & Title: Address: Phone No.: Nature of goods/services supplied:
Contractors
Subcontractors No. 1 Name: Contact Name & Title: Address: Phone No.: WSIB: Insurance: Nature of Work to be Subcontracted:
Subcontractors No. 2 Name: Contact Name & Title: Address: Phone No.: WSIB: Insurance: Nature of Work to be Subcontracted:

APPENDIX "D"

Bidder Information

****MANDATORY COMPLETION****

Information provided must be legible and made in a non-erasable medium.

1.	Bidder's Contact Individual	
2.	Office Phone #	
3.	Toll Free #	
4.	Cellular #	
5.	Fax #	
6.	E-mail address	
7.	Website	
8.	HST Account #	
9.	1 st Emergency Contact Name	
10.	1 st Emergency Contact Phone #	
11.	2 nd Emergency Contact Name	
12.	2 nd Emergency Contact Phone #	

APPENDIX "E"
Declaration & Addenda Form
****MANDATORY COMPLETION****

For the provision of:	CSD 17-03 - Supply and Installation of Flooring at Community Facilities			
As supplied by:	_____			
	Firm Name			
	_____	_____	_____	_____
	Mailing Address	City	Prov.	Postal Code

To:	Township of Minden Hills 7 Milne Street, PO Box 359 Minden, ON K0M 2K0
------------	--

The Bidder Declares:

1. No person(s), firm or corporation, other than the Bidder, has any personal interest in this Tender or in the award for which this Tender is made;
2. No member of Council, no officer or employee of the Township is or will become interested directly or indirectly as a contracting party, partner, shareholder, surety or in any portion of the profits thereof, or in any of the monies to be derived, there from;
3. This Tender submission is made without any connection, comparison of figures, or arrangements with, or knowledge of any other corporation, firm or person making a Tender submission for the same and is in all respects without collusion or fraud;
4. By signing this submission, I confirm I have read and understood the content and requirements of this Tender document.

ACKNOWLEDGEMENT TO RECEIPT OF ADDENDA

This will acknowledge receipt of the following addenda and, that the pricing quoted includes the provision set out in such addenda:

ADDENDUM #	DATE RECEIVED
Check here if NO Addenda received	Check here if website (www.mindenhills.ca) was checked for Addenda

LOWEST OR ANY TENDER NOT NECESSARILY ACCEPTED

Dated at _____ this _____ day of _____, 2017

 PRINT NAME OF WITNESS

 PRINT NAME OF BIDDER

 SIGNATURE OF WITNESS

 SIGNATURE OF BIDDER

By my signature, I hereby confirm I am a principal, or have been duly authorized by the principal/board, to sign on behalf of the above named.

APPENDIX “F”
Accessibility Regulations for Contracted Services
****MANDATORY COMPLETION****

In accordance with *Ontario Regulation 429/07, Accessibility Standards for Customer Service Sect. 6*, every provider of goods and services shall ensure that every person who deals with members of the public or participates in the developing of the service providers policies, practices and procedures governing the provision of goods and services to members of the public, shall be trained on the following:

1. How to interact and communicate with persons with various types of disability
2. How to interact with persons with disabilities who use assistive devices or require the assistance of a guide animal, or a support person
3. How to use equipment that is available on the premises that may help in the provision of goods or services
4. What to do if a person with a particular type of disability is having difficulty accessing the provider’s goods or services
5. Information on the policies, practices and procedures governing the provision of goods and services to people with disabilities.

Contracted employees, third party employees, agents and others that provide customer service on behalf of Township of Minden Hills must meet the requirements of Ontario Regulation 429/07 with regard to training.

Accessibility Training:

[The Accessibility for Ontarians with Disabilities Act, 2005 \(AODA\)](#) [Accessibility Standard for Customer Service \(ASCS\)](#) and the [Integrated Accessibility Standards Regulation \(IASR\)](#) requires all contractors and their employees who provide goods, services or facilities on behalf of the Township to receive training on these standards and on the Human Rights Code as they pertain to persons with disabilities.

The online [Serve-Ability](http://curriculum.org/sae-en/) (<http://curriculum.org/sae-en/>) e-course includes the Province’s ACSC and IASR training. It is easily available to contractors for free.

Training Records:

Contractors must keep records of all training, including dates when training was provided, the number of employees who received training and individual training records for their business. Contractors are required to make this information available to the Township and/or the Province upon request.

Accessible Procurement:

Under the General Requirement of the IASR, the Township is required to incorporate accessibility criteria, features and designs when procuring or acquiring goods, services,

self-service kiosks or facilities, including written materials, web content and the delivery of programs, except where it is not practicable to do so. Contract specifications and evaluation include these criteria, features and designs where applicable.

More information on these subjects can be found on our website at www.mindenhills.ca and can also be found from the Accessibility Standard for Customer Service and Integrated Accessibility Standards Regulation, through [AccessON](http://www.accesson.ca), and available from the Ministry of Economic Development, Employment & Infrastructure's website – link provided below: (<http://www.mcass.gov.on.ca/en/mcass/programs/accessibility/ado.aspx>).

If you have questions please do not hesitate to contact your Contracting Authority.

Acknowledgement

I _____, confirm that I have read, understand and meet the requirements outlined in Appendix F - Accessibility Regulations for Contracted Services and the on-line Serve-Ability e-course.

I further agree that all required training information will be provided to the Township if requested.

Signature

Date

APPENDIX "G"

Health & Safety Declaration Form

****MANDATORY COMPLETION****

All work performed under this Contract must be carried out in accordance with the terms and conditions of the *Occupational Health & Safety Act, R.S.O. 1990*, as amended and any other applicable legislation.

Failure to comply with Safety Regulations, as set out above and in section 1.15 of the RFT document, may result in the immediate cancellation of this contract.

I acknowledge that I understand my responsibilities under the *Occupational Health & Safety Act, R.S.O. 1990*, as amended, and agree that all workers under my employment will comply with this Act and all other applicable regulations.

Date

Bidder (please print)

Signature (Authorized Agent)

Company Name

APPENDIX "H"
Price, Delivery & Warranty Schedule
****MANDATORY COMPLETION****

Bidders may submit prices for Project 1 only, Project 2 only, or both Projects 1 and 2.

1) Details of Goods/Services to be provided:		
Tender No. CSD 17-03: Supply and Installation of Flooring at Community Facilities		
Date Goods/Services Required: Project completion not to exceed June 29, 2017		
2) Project Locations (as specified in the RFT document)		
PROJECT 1:		
Minden Hills Cultural Centre Gallery and Common Areas.	Cost	\$
	H.S.T.	\$
	Total	\$
Minden Community Centre Entranceways, Hallways, Rooms 1, 2, 3, Kitchen, Storage Rooms and two (2) Staircases to the lower level.	Cost	\$
	H.S.T.	\$
	Total	\$
Project 1 Total Cost		
PROJECT 2:		
S.G. Nesbitt Memorial Arena Lobby and Dressing Rooms.	Cost	\$
	H.S.T.	\$
	Total	\$
Project 2 Total Cost		
3) Warranty Details:		
Attach separately, a brief statement of term and coverage for manufacturer's and workmanship warranty if applicable.		

Bidder: _____ **Date:** _____

Signature: _____

APPENDIX "I"
Guarantee of Performance/Cancellation of Contract
****MANDATORY COMPLETION****

It is agreed by the Parties to the Contract that in case all the work called for under this Contract is not completed by the date specified, or as extended at the discretion of the Township, a loss or damage will be sustained by the Township. Since it is and will be impracticable and extremely difficult to ascertain and determine the actual loss damage which the Township will suffer in the event of and by any reasons of such delay, the Parties hereto agree that the Bidder will pay to the Township, the sum of **Three Hundred and Fifty dollars (\$350.00)**, as liquidated damages for each and every calendar days delay in achieving completion of the work beyond the date prescribed. It is agreed that this amount is an estimate of the actual loss or damage to the Township, which will accrue during the period in excess of the prescribed date for completion.

The Township may deduct any amount under this paragraph from any monies that may be due or payable to the Bidder on any account whatsoever. The liquidated damages payable under this paragraph are in addition to and without prejudice to any other remedy, action or alternative that may be available to the Corporation.

Acknowledgement

I _____, confirm that I have read, understand and agree to the requirements outlined in Appendix I – Guarantee of Performance/Cancellation of Contract.

Signature

Date

APPENDIX "J"
Agreement Acknowledgement
MANDATORY COMPLETION

In the event that the Township of Minden Hills wishes to enter into a Contract Agreement with the Successful Bidder for the **Supply and Installation of Flooring at Community Facilities**, upon final approval from Council. The following Tender document items will form part of the agreement document:

Contract Term, Tender document including all appendices, Scope of Work, Health and Safety, Workplace Safety Insurance Board (WSIB), Insurance Requirements, Cancellation of Contract, Limited Liabilities, Protection of Work & Property, Regulation Compliance and Legislation, Accessibility, Assignment of Contract, Cancellation of Contract, Contract Liquidated Damages, Terms of Payment, Warranty, Appendices A, B, C, D, E, F, G, H, I.

The Successful Bidder hereby acknowledges, by signing below, that any information included in the Tender submission, including the Tender document, Form of Tender, Appendices and/or other submission requirements, will become public information and form part of the completed Contract Agreement. The Township encourages the use of business/professional information only in all tender submissions. It is acknowledged that the agreement will be reviewed and agreed upon by both parties prior to signing.

In the event that your Tender is accepted by Council and confirmed by a letter from the Clerk the Tender and the acceptance by Council shall constitute a binding contract between the Tenderer and the Township, and the successful Tenderer shall complete the work as described in accordance with the provisions, specifications and conditions outlined in the Tender documents and shall be binding upon the heirs, executors, administrators, successors and assigns of the successful Tender.

Acknowledgement

I _____, confirm that I have read, understand and agree to the requirements outlined in Appendix J– Agreement Acknowledgement.

Signature

Date

APPENDIX "K"

Contractor Performance Report



THE TOWNSHIP OF MINDEN HILLS
DEPARTMENT

CONTRACTOR PERFORMANCE REPORT

SECTION I: CONTRACTOR INFORMATION				SECTION II: PROJECT DATA			
TENDER NUMBER		TENDER TITLE		DESCRIPTION OF PROJECT			
CONTRACTOR		PHONE		PROMISED WORKING DAYS	ACTUAL WORKING DAYS	ACTUAL START DATE	ACTUAL COMPLETION DATE
ADDRESS				CONTRACT AWARD AMOUNT		CONTRACT COMPLETION AMOUNT	
SITE SUPERINTENDENT							
BRIEF DESCRIPTION OF WORK:							

SECTION III: NUMERICAL RATING				RANKING KEY: <p style="text-align: center;">Below Standard Point Range: 1 to 5</p> <p>In order to achieve a below standard ranking, the Contractor will have, on several or repeated occasions, been in contravention of the requirements of the contract. For example, they may, on a regular basis, not follow the direction of the Township Inspector or fail to resolve issues brought forward to by the Township Inspector in a timely manner. They have on occasion been confrontational to the Township Inspector, Staff or disrespectful to the Public.</p> <p style="text-align: center;">Any safety issues will be ranked below standard</p> <p style="text-align: center;">Standard Point Range: 5 to 10</p> <p>A Standard Ranking means that the Contractor has fulfilled all of the duties and requirements of the contract in a timely and efficient manner. They follow the direction of the Township Inspector, appropriately and conscientiously. They are professional in all dealings with their staff, Township Staff and the Public. They resolve issues quickly and repetitive problems do not often occur. Their equipment and work methods are conducted safely.</p> <p style="text-align: center;">Above Standard Point Range: 10 to 15</p> <p>This ranking is used when the contractor has exceeded expectations. When their work methods are above reproach and their dealings with public and staff are without issue.</p>			
A- Administration/Management/Supervision			RANKING				
1. Supervision and decision making, compliance with contract requirements							
2. Coordination and communication with own workers and subcontractors							
3. Submission of documents, reports, schedules, invoices							
4. Adequacy and timeliness and ability to maintain progress schedules							
5. Public safety and traffic control							
6. Compliance with WSIB provisions							
7. Maintenance of employee safety standards							
8. Coordination and cooperation with Inspector and Township Staff							
9. Compliance with Ministry of Labour regulations							
10. Relations with general public, other agencies & adjacent contractors							
TOTAL							
B - Quality of Work							
1. Adherence to plans and specifications and requirements of the contract							
2. Standards of Workmanship ability to resolve issues							
3. Completion of final work and deficiencies							
TOTAL							
C - Progress of Work							
1. Completion of project within allotted time and budget							
2. Scheduling and execution of schedule, delivery of timely service							
3. Efficient delivery of materials and supplies and/or equipment							
4. Operation and use of equipment, attention to WSIB & MOL regulation							
5. Efficient use of personnel							
TOTAL							
D - Equipment							
1. Condition, safety and reliability							
2. Maintenance, downtime due to maintenance issues							
TOTAL							
GRAND TOTAL (A+B+C+D)							
Overall Performance Rating: (Please circle)	Below Standard Points Totaling 20-120	Standard Points Totaling 121-220	Above Standard Points Totaling 221-300				

APPENDIX "L"

Delivery Notice

****MANDATORY COMPLETION****

Complete and affix this delivery notice to your Tender submission envelope.

**RFT No. CSD 17-03 Supply and Installation of
Flooring at Community Facilities**

Deliver To:

Township of Minden Hills
7 Milne Street, P.O. Box 359
Minden, ON
K0M 2K0

Attention: Shannon Prentice

Bidder's Company Name: _____

Received By: _____ at the Municipal Office,

On the _____ day of _____, 2017 at _____ am/pm

From: _____
(Name of Person or Organization Delivering Documents)

**THIS DELIVERY NOTICE IS TO BE AFFIXED TO THE OUTSIDE OF THE
SEALED SUBMISSION**