



Township of Stone Mills

**REQUEST FOR QUOTATIONS
FOR
ENTERPRISE HALL RAMP REPLACEMENT PROJECT**

Project Number:	SM 01-2024
Building Name:	Enterprise Hall
Date:	July 4th, 2024

Instructions to Contractors

Township of Stone Mills

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1.0 GENERAL		
	1.1	These Instructions to Companies submitting Quotations for the Enterprise Hall Ramp Replacement Project 01-2024 are issued by the Township of Stone Mills ("TSM") for the purpose of selecting a qualified contractor to carry out the work for the Project. TSM is the construction/project manager for the Project. A description of the Project and the work are set out in the Data Sheet.

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	1.2	All qualified contractors are invited to submit a quotation for the Project and encouraged to submit bids.
	1.3	Only one of a contractor's related, associated, or affiliated companies or businesses, shall be entitled to submit a Quotation for the Project.
	1.4	The RFQ's closing and general timetable for the Quotation Submittal ("Timetable") are set out in the Data Sheet.
	1.5	The Timetable may be changed by TSM in its sole discretion at any time prior to the RFQ's closing.
	1.6	TSM will conduct the RFQ process through a paper-based submission process. Bidders are urged to familiarize themselves with the process outlined in the Data Sheet.

2.0 REQUEST FOR QUOTATION DOCUMENTS

	2.1	The Request for Quotation Documents consist of these instructions (including Appendix A to the Data Sheet) and all of the Documents identified in the table in Section 2.1 of the Data Sheet. Any of the Request for Quotation Documents not included with the package made available to the Bidders may be viewed at the offices of the TSM Project Manager identified in Section 3.3 of the Data Sheet, during normal business hours (Monday to Thursday inclusive from 9:00am to 4:00pm). The viewing must be scheduled in advance.
	2.2	Any drawings and specifications included in the RFQ Documents or otherwise made available to the bidders as part of the bid process are the property of TSM or the client, as the case may be. If requested by TSM, the drawings and specifications shall be returned to TSM in good condition no later than seven (7) working days after the date of the RFQ's closing and all electronic versions or copies of such RFQ Documents must be permanently erased from the bidder's computer and/or network.

	2.3	Each Bidder shall verify in its RFQ submittal that it has received and reviewed all of the RFQ Documents and shall assume responsibility for the RFQ Documents received as being complete. Any missing RFQ documents shall be reported immediately, by email, to TSM at the email address set out in Section 3.3 of the Data Sheet.
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	2.4	Prior to the award of the Project, if there are any inconsistencies between the terms and conditions of the RFQ Documents, the Instructions shall prevail over other RFQ Documents. If there are any inconsistencies between (i) the term and conditions of the Instructions, and (ii) the Schedules and Appendices, then the terms and conditions of the Instructions shall prevail over the Schedules and Appendices. If there are any inconsistencies between documents provided in electronic and paper formats, then the electronic versions shall prevail over the paper formats.
3.0 QUESTIONS ARISING DURING RFQ PROCESS		
	3.1	Companies submitting RFQ Bids must familiarize themselves with the requirements of the RFQ Documents and the use paper-based submission process specified in the Data Sheet, as applicable, before submitting their Quotations, and satisfy themselves as to their ability and the ability of their sub consultants and suppliers to meet the requirements for the timely progress and completion of the Project and to execute the Services in full accordance with the RFQ Documents.
	3.2	Companies submitting RFQ's that discover discrepancies in, or omissions from, the RFQ Documents, or having doubt as to the meaning or intent thereof, prior to the Question Period closing, shall at once and no later than the date and time specified notify TSM in writing, who will arrange for written instruction, if necessary, in the form of an addendum, which will be posted on the procurement page of the municipal website. TSM shall issue changes to the RFQ Documents by addenda only. No other statement, whether written or oral, made by TSM, the Client or their respective representatives or agents shall bind TSM, nor change, modify, amend or waive any of the requirements contained in the RFQ Documents.
	3.3	All matters and inquiries relating to the interpretation of the RFQ Documents shall be directed to TSM by email at the email address set out in the Data Sheet. No such communications are to be directed at anyone other than the TSM contact person set out in Section 3.3 of the Data Sheet. Interested contractors and their advisors, employees, representatives and sub consultants shall not contact, either directly or indirectly, at any time during the Bid Process the Client or any employee, advisor or representative of TSM (other than the TSM contact person set out in Section 3.3 of the Data Sheet) on matters related to the Bid Process, the Bid Documents or their Bids.
4.0 EXAMINATION OF SITE		
	4.1	Interested contractors must familiarize themselves with the requirements of the RFQ Documents and the use of any electronic bidding system or paper-based submission process specified in the Data Sheet, as applicable, before submitting their Quotations, and satisfy themselves as to their ability and the ability of their sub consultants and suppliers to meet the requirements for the timely progress and completion of the Project and to execute the Services in

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		full accordance with the Request for Quotation Documents.
	4.2	If a site visit, or site visits, will be held for the Project, it/they will be held at the place and time(s) and in accordance with the particulars set out on the Data Sheet. Site visits may in TSM's sole discretion be mandatory. The Data Sheet will indicate whether the site visit is mandatory or not. TSM may, in its sole discretion, disqualify a contractor that does not attend a mandatory site visit.
	4.3	TSM reserves the right to change or add site visit(s) requirements through addenda at any time during the RFQ Process.
	4.4	Before submitting a Quotation, interested contractors must examine the Project site and surroundings and satisfy themselves as to the existing conditions and limitations of the Project site, the means of access to same and the nature and quantity of work required.
	4.5	No adjustments to the Project schedule or to the successful contractor's submitted quotation, or to the other terms and conditions of the RFQ Documents will be made for difficulties that the successful Bidder encounters due to conditions, features or peculiarities of the Project site which exist and are known, reasonably discernable, or visible at the time of submitting a Quotation.

5.0 RFQ SUBMISSION

	5.1	Submitted Quotations shall consist of the following: <ul style="list-style-type: none">• The RFQ Form, fully completed, with signatures, dated, signed, sealed and witnessed as appropriate.• Any other documents described as RFQ submission documents in the Data Sheet.
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	5.2	In accordance with Section 1.6 of these Instructions, Quotations must be submitted via a paper-based submission process as TSM may determine in its sole discretion.
	5.3	Quotations shall stipulate a lump sum price in Canadian currency for the Project, including all the requirements of the Bid Documents, without qualifications.
	5.6	In the event that Section 1.6 of the Data Sheet states that a paper-based submission will be accepted, Quotations shall be enclosed in sealed, opaque envelopes, bearing the name of the Contractor, the Project name (Enterprise Hall Ramp Project) and the Bid package number (SM 01-2024), addressed and delivered, personally or by courier, to TSM at the address set out in Section 5.5 of the Data Sheet prior to the RFQ deadline. Emailed or faxed Quotations will not be accepted.

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5.7	Each Bidder shall submit its Quotation on or before the RFQ deadline. For the purposes of the RFQ Process, the determination of whether the Bid is submitted on or before the RFQ deadline shall be determined at the discretion of TSM Staff. For clarity, a Quotation received after RFQ Deadline, in each case as documented by the applicable time and date stamp, shall be rejected.
5.8	Quotations submitted prior to the RFQ deadline may be modified or withdrawn by the contractor at any time prior to the RFQ deadline, by written notice to TSM, sent by email to the TSM contact person identified in Section 3.3 of the Data Sheet, and subject to the conditions set forth below.
5.9	To modify a Quotation, prior to the RFQ deadline, the contractor must withdraw the original Quotation submitted using the process made available through the RFQ or, only if applicable, the other paper-based submission process and submit another Quotation prior to the RFQ submission deadline bearing the same name and signature, where applicable, of the authorized representative of the Contractor who executed the original Quotation, clearly marked to show that it supersedes and invalidates the Quotation previously submitted.

5.10	To withdraw a Quotation prior to submission deadline, the Quotation must be withdrawn through the process made available through the RFQ or, if applicable, the other electronic submission system. If a paper-based submission system is used, TSM must receive from the Contractor a letter to this effect bearing the same signature of the authorized representative of the Contractor who executed the original submission.
5.11	Contractors may not make modifications to their Quotations, or withdraw their Quotations, after the deadline to submit.
5.12	Quotations shall be irrevocable and subject to acceptance by TSM, for a period of ninety (90) calendar days from the deadline for submittal.

6.0 ACCEPTANCE OR REJECTION OF BIDS AND OTHER RESERVE RIGHTS

6.1	Quotations will be opened in private by TSM.
6.2	Subjects to TSM's rights set out in Section 6.3, the successful contractor will be selected based upon an Evaluation Criteria created by TSM.
6.3	Notwithstanding anything to the contrary in these Instructions, TSM in its sole discretion reserves the right to:

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		6.3.1. Elect not to accept any or all Quotations or cancel the Project, for any reason;
		6.3.2. Reject any or all submitted quotations without notice or reasons including, without limitation, the lowest submitted quotation, and to procure services for this project from the Contractor that in TSM's sole discretion, considers most advantageous, notwithstanding any custom, usage or agreement in the industry or trade, or any other policy or practice. In that regard, the successful Contractor, if any may be selected based on any number of criteria that TSM, in its sole discretion, considers relevant, including without limitation any combination of price, value, scheduling, experience, proposed sub trades, qualifications, quality of proposed materials, warranty and maintenance, environmental impact, and relevant experience compatibility of the Contractor's price based on its reputation and past work experience with TSM, the Contractor's proposed personnel relevant, including, without limitation, any combination of price, value, scheduling, experience, proposed sub trades, qualifications and related experience, compatibility of the Contractor based on its reputation and past work experience with TSM, the Contractor's proposed personnel, health and safety and quality control programs, and any other factor that TSM deems relevant. If TSM is of the opinion that a Contractor has submitted a price that is too low to be sustainable so as to ensure that the Services are performed in accordance with the Project requirements, TSM may decline to select that Contractor;
		6.3.3. Accept or reject as informal, irregular, invalid, or non-compliant, any submitted Quotation that contains alterations or erasures, or is incomplete, unbalanced, conditional, illegible or obscure;
		6.3.4. Waive formalities and/or instances of non-compliance and accept Bids which substantially comply with the requirements of these Instructions;
		6.3.5. Request written clarification or the submission of supplementary written information in relation to a clarification request received from any Contractor's Quotation submittal and incorporate a Contractor's response to that request for clarification into the Contractor's submitted Quotation;
		6.3.6. Verify with the Contractor or with a third party any information set out in its submitted Quotation;
		6.3.7. Check references other than those provided by a Contractor;

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		<p>6.3.8. Assess a submitted Quotation on the basis of:</p> <ul style="list-style-type: none"> • 6.3.8.1. a financial analysis determining the actual cost of the Quotation when considering factors including quality, services, price and transition costs arising from the replacement of existing goods, services, practices, methodologies and infrastructure (howsoever originally established); • 6.3.8.2. information provided by references; • 6.3.8.3. the Contractor’s past performance on previous contracts awarded by TSM; • 6.3.8.4. the information provided by the Contractor pursuant to TSM exercising its clarification rights under these Instructions; • 6.3.8.5. The results of the Evaluation Criteria
		6.3.9. Make public the names of any or all Contractors submitting Quotations for the project;
		6.3.10. Disqualify any Contractors who has engaged in conduct prohibited by these Instructions;
		6.3.11. Disqualify any Contractor or the Quotation of any Contractor who has engaged in conduct prohibited by these Instructions;
		6.3.12. Make changes, including substantial changes, to these Instructions provided that those changes are issued by way of addenda in the manner set out in these Instructions; or change the required commencement and completion dates at any point.
		6.3.13. Cancel this Request for Procurement process at any stage; or
		6.3.14. Cancel this Request for Quotation process at any stage and issue a new invitation for Quotations for the same or similar deliverables.
		<p>And these reserved rights are in addition to any other express rights or any other rights which may be implied in the circumstances.</p> <p>By submitting its Quotation, the submitting Contractor authorizes the collection by TSM of the information set out under Section 6.3.6 and 6.3.7 in the manner contemplated in those subsections.</p>
<p>7.0 PROCUREMENT PROCESS NON-BINDING</p>		
	7.1	<p>No Contract A</p> <p>The procurement process is not intended to create and shall not create a formal legally binding bidding process and shall instead be governed by the law applicable to direct commercial negotiations. For greater certainty and</p>

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		without limitation: (a) the RFQ shall not give rise to any “Contract A” based tendering law duties or any other legal obligations arising out of any process contract or collateral contract; and (b) neither the Contractor nor TSM shall have the right to make any claims against the other with respect to the award of a contract, failure to award a contract or failure to honour a response to this RFQ.
8.0 TSM's RIGHTS		
	8.1	General
		8.1.1. In addition to any other express rights contained in the RFQ Documents or any other rights which may be implied in the circumstances, TSM reserves the right to exercise any or all or a combination of the rights described in this Article. TSM shall not be liable for any costs, expenses or damages incurred or claimed by a Contractor resulting from TSM's exercise of any of its rights.
		8.1.2. TSM may, in its sole discretion, and for any or no reason: <ul style="list-style-type: none">• 8.1.2.1. Reject any and all submitted quotations;• 8.1.2.2. reject the whole or any part of any Quotation;• 8.1.2.4. cancel this RFQ competition at any time;
		8.1.3. TSM reserves the right to: <ul style="list-style-type: none">• 8.1.3.1. waive minor errors and matters of non-conformance contained in a Quotation;• 8.1.3.2. disqualify any Contractor whose quotation contains misrepresentations or any other inaccurate or misleading information relating to matters which TSM, in its sole discretion, considers material;• 8.1.3.3. select a contractor to provide construction services for this project who did not provide the lowest quotation dollar amount in this RFQ process.
	8.2	Prohibition on Lobbying and Collusion

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		<p>8.2.1. Contractors and their respective employees, consultants, agents, advisors and other representatives are prohibited from engaging in conduct which is or could reasonably be considered as any form of political or other lobbying, or as an attempt to influence the outcome of this RFQ. Without limiting the generality of the foregoing, and except as provided in this RFQ, no such person shall contact, communicate with or attempt to contact or communicate with, directly or indirectly and in any manner whatsoever, any staff, personnel or representative of TSM in connection with this RFQ.</p>
		<p>8.2.2. Contractors and their respective employees, consultants, agents, advisors and other representatives are prohibited from communicating to, or attempting to contact or communicate with other companies who may be submitting a price for this construction work, for the purposes of colluding in the RFQ pricing.</p>
		<p>8.2.3. Failure of any Contractor submitting a Quotation to comply with this Section may result in the disqualification of the Contractor and the rejection of its submitted quotation.</p>
	8.3	<p>Public Disclosure of Received RFQ Documents 8.3.1. Information provided in the bids may be presented at public meetings and may be disclosed to the public. In addition, TSM may be required to disclose parts or all of a bid pursuant to the provisions of the <i>Freedom of Information and Protection of Privacy Act</i> (Ontario) or other legislation. By delivering a Quotation each Contractor agrees to such disclosure and releases TSM's Staff, the Evaluation Team and TSM from any liability for the same.</p>
	8.4	<p>Public Statements 8.4.1. Contractors shall not publish, issue, advertise, distribute or make any statements, postings, blogs or news release, electronic or otherwise, concerning their or any other bid, this RFQ, the evaluation of bids, the selection of the Highest Scoring Quotation, without TSM's prior express written consent. A Contractor's failure to comply with this paragraph may result in the disqualification of their RFQ submission.</p>
	8.5	<p>Disputes 8.5.1. In the event that a Contractor wishes to review the decision of TSM in respect of any material aspect of the RFQ process, the Contractor shall submit a protest in writing to TSM within ten (10) business days from the date of posting of a contract award notification in respect of the RFQ.</p>
	8.6	<p>8.6.2. Any protest in writing that is not timely received will not be considered and the Contractor will be so notified in writing.</p>

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		<p>8.6.3. A protest in writing shall include the following:</p> <ul style="list-style-type: none">• 8.9.3.1. A specific identification of the provision and/or procurement procedure that is alleged to have been breached;• 8.9.3.2. A specific description of each act alleged to have breached in the procurement process;• 8.9.3.3. A precise statement of the relevant facts;• 8.9.3.4. An identification of the issues to be resolved;• 8.9.3.5. The Contractor’s arguments and supporting documentation;• 8.8.3.6. The Contractor’s requested remedy.
		<p>8.6.4. For the purpose of a protest under this RFQ, TSM’s CAO will review and address any bid protest in a timely and appropriate manner.</p>
	9.0	<p>CONTRACTOR’S OBLIGATIONS</p> <p>9.1. By submitting an RFQ, Contractors acknowledge that they have read and accept and agree to be bound by all of the terms, conditions and stipulations set out in the RFQ Documents and further acknowledge and agree that TSM, the Client and their respective representatives and agents will have no liability or obligation to any Contractor whose submitted quotation is not accepted and the Contractors expressly waive any rights they may have to any claim against TSM, its Client and their respective representatives and agents relating, in any way, to this RFQ process.</p>
		<p>9.2. The Contractors shall be responsible for all costs related to the preparation of their Quotations and participation in this RFQ process. Under no circumstances shall TSM, the Client or their respective representatives or agents be liable, in contract, tort, restitution or any other legal theory, to any Bidder for any claim, action, loss, damage, costs or liability whatsoever arising from the preparation of a Quotation, the submission of a Quotation (including any technical or interface issues, malfunctions or other errors or omissions associated with the use of the system identified in this RFQ or any other electronic tendering system used by TSM), any act or omission by TSM, including the rejection or evaluation of any or all of the submitted quotations, any negotiations in respect to the submitted quotations, or the selection of any Contractor for this project.</p>
		<p>9.3. Without limiting the generality of the foregoing, TSM, and their respective representatives and agents shall not be liable to any Contractor for any claim, action, cost, loss, damage or liability whatsoever arising from or related to any information or advice or any errors or omissions that may be contained in the RFQ Documents, errors or omissions arising from or in connection with a Contractor’s use of the system identified in this RFQ or any other type of electronic tendering system by TSM as part of the RFQ process or any data, materials or documents disclosed or provided to a Contractor pursuant to this RFQ process, or otherwise.</p>

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10.0 AWARD		
10.1	Within five (5) working days from notification from TSM informing the Contractor that their RFQ submittal was the preferred Quotation, the selected Contractor shall deliver to TSM the following documentation: <ul style="list-style-type: none">• a valid Workplace Safety and Insurance Board Certificate of Clearance, or equivalent certificate, in accordance with applicable construction health and safety legislation;• Certificates of Insurance evidencing coverage for all required insurance policies as stipulated in the RFQ Documents;	
10.2	If the preferred Contractor, upon receipt of Notification that their submitted Quotation has been selected as the preferred Quotation, fails to deliver the documents identified in Section 10.1 above within the time prescribed, the preferred Contractor shall indemnify and save harmless TSM from all loss, damage, cost, charge and expense which TSM may suffer or be put to by reason of the preferred Contractor's default, including, without limitation, the difference between the Quotation price of the preferred Quotation and any greater sum which TSM may expend or incur by reason of such default. TSM may select a different preferred Quotation should this occur.	
10.3	TSM shall be entitled, in its sole discretion, to vary or extend any of the time limits in proposed or submitted construction scheduling.	
11.0 COMMENCEMENT OF SERVICES		
11.1	Submission of a Quotation constitutes an agreement to commence the work promptly and to execute the work without interruption until completion in accordance with the terms and conditions of the Contractor's submitted construction schedule, if chosen by TSM as the successful contractor.	
11.2	Contractors are required to ensure, before submitting Quotations, that an adequate supply of materials, equipment and labour are available for the work until completion.	
11.3	The successful Contractor is advised that all provincially and federally legislated and contractual health and safety requirements must be stringently adhered to at all times during the performance of the work.	

12.0 DEFINITIONS AND INTERPRETATION

Definitions

“**Appendices**” means the documents attached as appendices to Schedule 1 – Data Sheet, and to Schedule 2 – RFQ Form.

“**Quotation**” means the Contractor’s submission in response to these instructions. “**Contractor**” means all qualified or eligible construction companies preparing a Quotation for this project.

“**RFQ Closing**” means the date and time set out as the deadline for the submission of Quotations to TSM at Section 1.5 of the Data Sheet.

“**RFQ Documents**” means these Instructions and all of the documents identified in the table at Section 2.1 of the Data Sheet.

“**RFQ Form**” means the Contractor’s submission form attached as Schedule 2.

“**RFQ Process**” means the procurement process set out in these Instructions which commences on the issuance of these Instructions and ends at the expiry of the Bid validity period set out in Section 5.11.

“**Data Sheet**” means the data sheet found at Schedule 1.

“**Evaluation Criteria**” has the meaning set out in Section 6.2.

“**Instructions**” means these Instructions to Contractors and includes its Schedules and appendices.

“**Project**” means the project described at Section 1.1 of the Data Sheet.

“**Purchase Order**” means the document issued by TSM or Client to the successful Bidder for the Services.

“**TSM**” means Township of Stone Mills.

“**Timetable**” has the meaning set out in Section 1.5.

“**Services**” means the total services to be carried out by the successful Contractor to carry out the Project, including as described in the Bid Documents.

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SCHEDULE 1

CONTRACTOR DATA SHEET

Project title:	Enterprise Hall Ramp Replacement Project
Project #:	SM – 01 - 2024

INSTRUCTIONS TO BIDDERS SECTION REFERENCE AND DESCRIPTION	ITEM
Section 1.1 Client Name	Township of Stone Mills
Section 1.1 Description of Scope of Work and Project	Description of Project / Work: Enterprise Hall Ramp Replacement Project
Section 1.4 Timetable	Timetable: Instructions to Contractors Issued: July 4, 2024 Site Visits – By Request Deadline for Contractor Questions and Site Visits: August 7th, 2024 RFQ Closing: August 14, 2024 11:00 am EST Construction Commencement: Sept 1st, 2024 Project Completion: October 26th, 2024

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<p>Section 1.5 Paper Based Submission System</p>	<p>Paper based submission only. To be submitted in a sealed envelope.</p>
<p>Section 2.0 List of Bid Documents</p>	<p><i>Document Issued by Revision Number Date</i></p>
<p>Section 3.0 TSM Contact Person</p>	<p>Attention: Jacob Detlor</p> <p>Township of Stone Mills 4504 County Rd 4, Centreville ON, K0K 1N0</p> <p>Phone Number: 613-378-2475 Fax Number: 613-378-0033 E-mail Address: jdetlor@stonemills.com</p>
<p>Section 4.0 Site Visit</p>	<p>Site Visits are available upon Request. No Mandatory Site Visit is scheduled for this project.</p>

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<p>Section 5.0</p> <p>Address for Submission of Bids</p>	<p>Attention: Jacob Detlor Township of Stone Mills 4504 County Road 4, Centreville ON K0K 1N0</p> <p>Project #: RFQ-2024-01 Quotation Closing Date: August 14th, 2024 Quotation Closing Time: 11:00 am EST</p>
<p>Section 6.0</p> <p>Additional Requirements –</p>	<p>Left Blank</p>

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SCHEDULE 2

REQUEST FOR QUOTATION FORM

Project # SM – 01 -2024	Project Title : Enterprise Hall Ramp Replacement Project		
Building Location – 2 Prince Street, Enterprise, ON K0K 1Z0		Quotation Closing Date - August 14 th , 2024 at 11:00 am EST	
Contractor Company Name			
Full Address (<i>Street Address, Suite #, City, Province, Postal Code</i>)			
Main Contact Name	Telephone	Mobile	Email

BASE PRICE	
HST	
Total Price	

I/We have received and allowed for Addenda numbered as follows: _____ in preparing my/our Quotation. I/We understand that the price(s) submitted in this Quotation is/are irrevocable and open for acceptance by TSM, irrespective of the acceptance of any other Quotation, for a period of ninety (90) calendar days from the date of RFQ Closing. In cases where the expiry date of the acceptance period falls on a day that is not a working day, the time for acceptance shall be extended to the first following working day.

I/We have carefully examined all of the RFQ Documents, have visited the Project site, and have a clear and comprehensive knowledge of the Work required under these RFQ Documents, (including the applicable Client Specific Conditions) and of all the existing site and working conditions.

I/We have the required professionals, expertise and knowledge, are able to perform the Work in accordance with the RFQ Documents, and are in a position to commence the Work

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immediately upon receipt of the Award and to carry it through to a prompt and satisfactory conclusion.

I/We hereby certify that this Quotation is in full compliance with all tax statutes and that, in particular, all returns required to be filed under all federal and provincial tax statutes have been filed and all tax due and payable under those statutes have been paid or satisfactory arrangements for their payment have been made and maintained.

I/We also agree to submit the breakdown of the Stipulated Sum Quotation Price as specified in the Price Breakdown section.

I/We also submit below the names and prices of our proposed Subcontractors from whom prices were received and upon which my/our Quotation is based, as follows:

No.	Trade	Company	Price
1			
2			
3			
4			
5			
6			
7			
8			
9			

I/We hereby confirm and declare that if TSM accepts this Quotation and issues to us Notification as the winner for the Project and I/we should fail to deliver the WSIB, or equivalent certificate, Certificates of Insurance, and other documents identified in Section 10.1 of TSM Instructions to Bidders, we shall indemnify and save harmless TSM from all loss, damage, costs, and the project shall be awarded to another qualifying Contractor who submitted a Quotation.

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Conflict of Interest Declaration

I/We hereby confirm that there is not nor was there any actual or perceived conflict of interest in submitting this Quotation or performing the Work required by Contractors.

[or if applicable, strike out the above and include the following:]

The following is a list of situations, each of which may be a conflict of interest, or appears as potentially a conflict of interest in my/our company submitting this Bid or the contractual obligations of the Contractor:

I/We hereby certify that this Quotation is made in good faith, and that we have not fixed or adjusted the amount of the pricing set out in this Quotation by, under or pursuant to any agreement or other arrangement with any other person (including other actual or potential Contractors submitting a Quotation) and that the Quotation has been prepared and submitted independently and without any connection, knowledge, comparison of information or arrangement, direct or indirect, with any other person. I/We also certify that we have not and we undertake that we will not enter into any agreement or arrangement with any person requiring that such person refrain from submitting a quotation, withdrawing or otherwise varying the amount submitted under any Quote to be submitted in respect of the Project.

Name of Contractor
Name of Authorizing Signing Officer
Signature of Authorizing Signing Officer
Name of Company Official (2) – if applicable
Signature

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PRICE BREAKDOWN

No.	Description of Work	Amount Included In Stipulated Sum Bid Price
Div 1	Site Work / Demolition	
Div 2	Framing	
Div 3	Roofing	
Div 4	Composite Decking	
Div 5	Soffit and Fascia	
Div 6	Door Frame	
Div 7	Drywall and Acoustics	
Div 8	Flooring	
Div 9	Painting and Wall Covering	
Div 10	Electrical (including Auto Door Operator Device)	
Div 11	Foundation and new Concrete Apron	
Div 12	Other	
	Total (Must match the Stipulated Sum Bid Price shown on the Bid Form)	

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INSURANCE REQUIREMENTS

		Contractor / Entrepreneur
	General liability insurance <u>Including Non-Owned Automobile Liability</u>	\$5,000,000 per claim
	Comprehensive automobile liability policy <u>covering owned and non-owned automobiles</u>	\$2,000,000 per claim
If the supplier does not have an Automobile Insurance, we may accept only Non-Owned Automobile Liability included in CGL with written confirmation from the supplier that it does not own automobiles.		
Umbrella or excess liability insurance may be used to achieve the desired limit.		
	The Additional Insured should appear in the Additional Insured (and not the Certificate Holder) section.	
	30 days notice	These policies will not be reduced, cancelled or terminated without a thirty (30) day notice sent via registered mail by insurers to the certificate holder.
	Description of operations:	For all operations of the named insured

Instructions to Contractors

Township of Stone Mills

CHOSEN PROJECT MANUFACTURER INFORMATION

Manufactured Item	Manufacturer	Model Number (If Applicable)	Warranty (If Applicable)
Sheet Steel Roofing			
Composite Decking			
Exterior Door Frame			
Luxury Vinyl Plank Flooring			
Automatic Door Operator			

PROPOSED CONSTRUCTION SCHEDULE

Required Commencement of Project – September 1st, 2024

Proposed Completion of Foundation –

Proposed Completion of Framing –

Proposed Completion of Roofing –

Required Completion of Project Date – October 26th, 2024

Instructions to Contractors

Township of Stone Mills

REFERENCES

Please Provide List of Recently Completed Similar Projects. Providing Additional Information about these past projects with bid submission is highly recommended.

Project

Reference Phone Contact Number

1)

2)

3)

4)

5)

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