

LIMERICK TOWNSHIP

Revitalization Kiosk

Ormsby and St. Ola

Request for Quotation 06-12

Date Issued: June 12, 2019

Quotation Submission Deadline: July 3, 2019

Appendices

Appendix A – Ormsby and St. Ola Kiosk Drawing Package 18, August, 2018

Part 1 – Introduction

1.1 Invitation to Proponents

This Request for Quotation ("RFQ") is an invitation to prospective Proponents to submit Quotations for the construction of one Kiosk in Ormsby and one in St. Ola, Limerick Township, Ontario as further described in Appendix A. This RFQ is issued by the Township of Limerick.

1.2 Definitions

Unless otherwise specified in this RFQ, capitalized words and phrases have the following meaning in this RFQ.

"Agreement" means a formal written contract between Township of Limerick and a Preferred Proponent for the delivery of the Deliverables.

"Conflict of Interest" includes, but is not limited to, any situation or circumstance where:

- a) in relation to the RFQ process, the Proponent has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to (i) having or having access to information in the preparation of its Quotation that is confidential to Township of Limerick and not available to other Proponents; (ii) communicating with any person with a view to influencing preferred treatment in the RFQ process; or (iii) engaging in conduct that compromises or could be seen to compromise the integrity of the open and competitive RFQ process and render that process non-competitive and unfair; or
- b) in relation to the performance of its contractual obligations in an Township of Limerick contract, the Proponent's other commitments, relationships or financial interests (i) could or could be seen to exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgment; or (ii) could or could be seen to compromise, impair or be incompatible with the effective performance of its contractual obligations.

"Deadline for Issuing Addenda" means the date specified as such in Section 5.1.1.

"Deliverables" has the meaning specified in Section 1.1.

"Delivery Address" means the address specified in Section 5.1.1.

"Township of Limerick" has the meaning specified in Section 1.1.

"Township of Limerick Contact" means Township of Limerick representative identified in Section 1.4.

"Personal Information" means recorded information about an identifiable individual or that may identify an individual.

"Preferred Proponent" means the Proponent selected by Township of Limerick to enter into negotiations for an Agreement.

"Proponent" means an entity that submits a Proposal.

"Proponent's Deadline for Questions" means the date specified as such in Section 5.1.1.

"Quotation Submission Deadline" means the date specified as such in Section 5.1.1.

"Quotation" means a quotation submitted in response to this RFQ.

"Reference Form" means the Reference Form attached as Appendix B.

"Registration Form" means the Registration Form attached as Appendix A.

"RFQ" has the meaning specified in Section 1.1. "Service Provider" means the Preferred Proponent that ultimately executes an Agreement.

1.3 Township of Limerick Contact

All Quotation submissions must be sent in confidence to:

RFQ – Ormsby and St. Ola Kiosks
The Corporation of the Township Of Limerick
89 Limerick Lake Rd.
Gilmour, ON K0L 1W0
Attention: Frank Mills – Chief Building Official

Questions about a submitted Quotation may be sent to:

Jennifer Trumble – Clerk
Email: clerk@township.limerick.on.ca
Telephone: 1-613-474-2863

Questions relating to the Scope of Work and the Deliverables must be sent in writing via email to the above email address.

Part 2 – The Deliverables

2.1 Overview

This RFQ is an invitation to prospective Proponents to submit Quotations for the Construction of Ormsby and St. Ola Kiosks.

2.2 Description of Deliverables

The Service Provider will construct the Ormsby and St. Ola Kiosks in accordance with the design in the Appendix.

2.3 Background

2.3.1 Township of Limerick

Township of Limerick is a small Municipality in Hastings County, Ontario, Canada.

The Municipal Office is located at 89 Limerick Lake Rd., Gilmour, ON K0L 1W0.

Part 3 – Quotation Submission Requirements

3.1 Quotation Contents

Proponents are encouraged to submit Quotations that conform to the following section headings and requirements. Failure to conform may impair the Quotation review process, possibly to the detriment of the Proponent and disqualification.

3.1.1 An "Introduction" giving a brief description of the Proponent's relevant experience, comments on the proposed scope of work, overall approach to the work and identification of any sub-consultants.

3.1.2 A "Project Management" section showing how the required Deliverables will be provided.

3.1.3 A "Fees and Costs" section showing a breakdown before applicable taxes.

“this section is to allow for a detailed cost analysis if applicable. If costing for the project is expected to be “fee for service only, then no need to elaborate with breakdown other than applicable taxes. The evaluation of the costing element of a project is always done from the amount before taxes.

Township of Limerick will not pay or reimburse additional costs that are not agreed to in writing by the Township of Limerick and the successful Proponent.

3.1.4 A "Subcontractor Section", if the Proponent is proposing to employ a sub-contractor, describing the Proponent's arrangements with the subcontractor (and including a copy of the subcontractor's Quotation to perform that portion of the work).

- 3.1.5 An "Experience Section" describing the Proponent's relevant experience, supported by illustrative material relating to past projects.
- 3.1.6 An "Appendix" showing the curricula vitae of professional staff of the Proponent and any subcontractor.
- 3.1.8 A Reference Form, separate from the Proposal, listing three persons for whom the Proponent has provided goods and/or services similar to the Deliverables within the past five years.
- 3.1.9 A copy of the Proponent's WSIB coverage and liability insurance.

Part 4 – Evaluation of Quotations and Selection

4.1 Stage I – Compliance with Submission Criteria

Stage I of the evaluation process will consist of a review to determine which Quotations comply with all of the submission criteria of this RFQ. Quotations that do not comply with all of the submission criteria, may, subject to the express and implied rights of Township of Limerick, be disqualified and not evaluated further.

Submission requirements, which Proponents are requested to provide in their Proposals, are listed below.

4.1.1 Conflict of Interest

In addition to the other information and representations made by each Proponent, each Proponent must declare whether it has an actual or potential Conflict of Interest.

If, at the sole and absolute discretion of Township of Limerick, the Proponent is found to be in a Conflict of Interest, Township of Limerick may disqualify the Quotation submitted by the Proponent.

The Proponent, by submitting the Proposal, warrants that to its best knowledge and belief no actual or potential Conflict of Interest exists with respect to the submission of the Quotation or performance of the contemplated Agreement other than those disclosed in the Registration Form. Where Township of Limerick discovers a Proponent's failure to disclose all actual or potential Conflicts of Interest, Township of Limerick may disqualify the Proponent or terminate any contract awarded to that Proponent pursuant to this procurement process.

4.1.2 Reference Form – Mandatory

Each Quotation should include a Reference Form completed by the Proponent. The name and telephone number of a contact person for each reference and a brief outline of the nature of the goods and/or services provided should be included.

Township of Limerick, in its sole discretion, may confirm the Proponent's experience and/or ability to provide the Deliverables by checking the Proponent's references.

4.2 Stage II – General Criteria

Stage II of the evaluation process will consist of evaluating Quotations based on the following general criteria:

	Category	Weight
4.2.1	Experience, Skills, and Qualifications:	35

	Category	Weight
	Experience, satisfactory performance on similar completed projects. Number, qualifications and relevant experience of personnel to be assigned to the proposed team.	
4.2.2	Proposal: The depth and detail of the Proposal, which indicates an understanding of the scope, size, and complexity of the Deliverables.	15
4.2.3	Service Management: The proponent's management of the work, delegation of responsibility, work plans, cost control, reporting and quality control, and subcontracting arrangements.	30
4.2.4	Fees and Costs: The Proponent's proposed fees and costs. All prices quoted shall be in Canadian Dollars. Prices shall also be quoted net of the Harmonized Sales Tax (HST) and any other federal or provincial taxes, if any, which may apply.	20

Township of Limerick will not be limited to the criteria referred to above, and Township of Limerick may consider other criteria that it identifies as relevant during the evaluation process. Township of Limerick may apply the evaluation criteria on a comparative basis, evaluating the Quotations by comparing one Proponent's Quotation to another Proponent's Proposal. All criteria considered will be applied evenly and fairly to all Proposals. In the event of a tie score, the selected Proponent will be determined on the basis of the Proponent with the highest rated score for pricing.

Township of Limerick reserves the right and discretion to divide up the Deliverables, either by scope, geographic area, or other basis as Township of Limerick may decide, and to select one or more Preferred Proponents to enter into discussion with Township of Limerick for one or more Agreements to perform a portion or portions of the Deliverables. If Township of Limerick exercises its discretion to divide up the Deliverables, Township of Limerick will do so reasonably having regard for the RFQ and the basis of Proposals.

In addition to any other provision of this RFQ, Quotations may be evaluated on the basis of advantages and disadvantages to Township of Limerick that might result or be achieved from Township of Limerick dividing up the Deliverables and entering into one or more Agreements with one or more Proponents.

4.3 Stage III – Short List and Further Evaluation

Township of Limerick may, in its sole and absolute discretion, short list one or more Proponents for further evaluation, including by way of interview, presentation and/or demonstration.

4.4 Stage IV – Selection of Preferred Proponent

At the conclusion of Stage III, a Preferred Proponent or Preferred Proponents may be selected.

4.5 Stage V – Negotiation of Agreement(s) and Award

If Township of Limerick selects a Preferred Proponent or Preferred Proponents, then it may:

- a) enter into an Agreement with the Preferred Proponent(s); or
- b) enter into discussions with the Preferred Proponent(s) to clarify any outstanding issues and attempt to finalize the terms of the Agreement(s), including financial terms. If discussions are successful, Township of Limerick and the Preferred Proponent(s) will finalize the Agreement(s); or
- c) if at any time Township of Limerick reasonably forms the opinion that a mutually acceptable Agreement is not likely to be reached within a reasonable time, give the Preferred Proponent(s) written notice to terminate discussions, in which event Township of Limerick may then either open discussions with another Proponent or terminate the RFQ and retain or obtain the Deliverables in some other manner.

Part 5 – Terms and Conditions of the RFQ Process

5.1 General Information and Instructions

5.1.1 Timetable

The following is the schedule for this RFQ:

Issue Date of RFQ	June 12, 2019
Site Visit of kiosk locations	June 19, 2019 (9:00 – 10:30 a.m.)
Proponents – Deadline for Questions	June 19, 2019
Posting of Responses to Questions	June 19, 2019
Quotation Submission Deadline	July 3, 2019
Public Opening of RFQ Submissions	July 3, 2019

The RFQ timetable is tentative only and may be changed by Township of Limerick in its sole discretion.

5.1.2 Proponents to Follow Instructions

Proponents should structure their Quotations in accordance with the instructions in this RFQ. Where information is requested in this RFQ, any response made in a Quotation should reference the applicable section numbers of this RFQ where that request was made.

5.1.3 Quotations in English

All Quotations should be in English only. Any Quotations received by Township of Limerick that are not entirely in the English language may be disqualified.

5.1.4 Township of Limerick's Information in RFQ Only an Estimate

Township of Limerick and its advisors make no representation, warranty or guarantee as to the accuracy of the information contained in this RFQ or issued by way of addenda. Any quantities shown or data contained in this RFQ or provided by way of addenda are estimates only and are for the sole purpose of indicating to Proponents the general size of the work.

It is the Proponent's responsibility to avail itself of all the necessary information to prepare a Quotation in response to this RFQ.

5.1.5 Proponents Shall Bear Their Own Costs

The Proponent shall bear all costs associated with or incurred in the preparation and presentation of its Quotation including, if applicable, costs incurred for interviews, presentations, or demonstrations.

5.2 Communication after Issuance of RFQ

5.2.1 Proponents to Review RFQ

Proponents are advised to examine all of the documents comprising this RFQ and:

- a) are requested to report any errors, omissions, or ambiguities; and
- b) may direct questions or seek additional information,

in writing by email to clerk@township.limerick.on.ca on or before the Proponents' Deadline for Questions to Township of Limerick Contact. All questions submitted by Proponents by email to Township of Limerick Contact shall be deemed to be received once the email has entered into Township of Limerick Contact's email inbox. No such communications should be directed to anyone other than the Township of Limerick Contact.

It is the responsibility of the Proponent to seek clarification from Township of Limerick Contact on any matter it considers to be unclear. Township of Limerick shall not be responsible for any misunderstanding on the part of the Proponent concerning this RFQ or its process.

Township of Limerick is under no obligation to provide additional information, but may do so at its sole discretion.

To ensure consistency and quality of information provided to Proponents, Township of Limerick will collect all inquiries and respond to all inquiries by way of a written response that will be communicated to all Proponents, either by (a) posting on Township of Limerick website and on any other site on which this RFQ was posted, or (b) sending an email if the RFQ was not posted, on the date specified in Section 5.1.1, without revealing the sources of the inquiries.

5.2.2 All New Information to Proponents by Way of Addenda

This RFQ will only be amended by an addendum in accordance with this section. If Township of Limerick, for any reason, determines that it is necessary to provide additional information (including responses to questions) relating to this RFQ, such information will be communicated to all Proponents by addenda either (a) posted on Township of Limerick website and on any other site on which this RFQ was posted, or (b) emailed or transmitted by facsimile if the RFQ was not posted, by the date specified in Section 5.1.1.

Each addendum shall form an integral part of this RFQ.

Such addenda may contain important information including significant changes to this RFQ. Proponents are responsible for obtaining all addenda issued by Township of Limerick.

5.2.3 Post-Deadline Addenda and Extension of Quotation Submission Deadline

If any addendum is issued after the Deadline for Issuing Addenda, Township of Limerick may at its discretion extend the Quotation Submission Deadline for a reasonable amount of time.

5.3 Submission of Quotations

5.3.1 Quotations Submitted Only in Prescribed Manner

Quotations should be submitted by the following method:

A Proponent must submit four originals of the Proposal, signed by an authorized representative of the Proponent, (prominently marked "Original") in a sealed package to:

RFQ – Ormsby and St. Ola Kiosks
The Corporation of the Township Of Limerick
89 Limerick Lake Rd.
Gilmour, ON K0L 1W0
Attention: Frank Mills – Chief Building Official

A Proponent must also email, to Township of Limerick Finance Clerk at clerk@township.limerick.on.ca, an electronic file of the Quotation including all mandatory appendices, with the Registration Form signed by an authorized representative of the Proponent

In the event of a conflict or inconsistency between the hard copy and the electronic copy of the Proposal, the hard copy of the Quotation shall prevail.

5.3.2 Quotations Should Be Submitted on Time at Prescribed Location

Quotations should be submitted at the location set out above on or before the Quotation Submission Deadline. Quotations submitted to another location or after the Quotation Submission Deadline will be deemed late and may be disqualified. For the purpose of calculating time, Township of Limerick clock at the prescribed location for submission will be used.

5.3.3 Amending or Withdrawing Quotations Prior to Quotation Submission Deadline

At any time prior to the Quotation Submission Deadline, a Proponent may amend or withdraw a submitted Proposal. The right of Proponents to amend or withdraw includes amendments or withdrawals wholly initiated by Proponents and amendments or withdrawals in response to subsequent information provided by addenda.

Any amendment should clearly indicate what part of the Quotation the amendment is intended to replace.

A notice of amendment or withdrawal should be sent to the Delivery Address prior to the Quotation Submission Deadline and should be signed by an authorized representative.

Township of Limerick is under no obligation to return amended or withdrawn Proposals.

5.3.4 Quotation Not to Be Amended After Quotation Submission Deadline

Quotations may not be amended following the Quotation Submission Deadline.

5.3.5 No Incorporation by Reference by Proponent

The entire content of the Proponent's Quotation should be submitted in a fixed form and the content of web sites or other external documents referred to in the Proponent's Quotation will not be considered to form part of its Proposal.

5.3.6 Township of Limerick May Contact Proponent for Clarification

Township of Limerick may contact the Proponent to request clarification (or the submission of supplementary written information in relation thereto) with respect to the Quotation and incorporate a Proponent's response to the request for clarification into the Proponent's Proposal.

5.3.7 Quotation to Be Retained by Township of Limerick

Township of Limerick will not return the Quotation or any accompanying documentation submitted by a Proponent.

5.4 Notification of Outcome

5.4.1 Notification to Proponents of Outcome of Procurement Process

Once the Preferred Proponent(s) and Township of Limerick execute the Agreement, the other Proponents will be notified by Township of Limerick in writing of the outcome of the procurement process, including the name of the Preferred Proponent(s).

5.5 General Guidelines

5.5.1 Prohibited Proponent Communications

The Proponents shall not engage in any communication that would constitute or create a Conflict of Interest and should take note of the Conflict of Interest declaration set out in the Registration Form.

Communication by a Proponent with any Township of Limerick representative other than Township of Limerick Contact may result in disqualification of the Proponent's Proposal.

5.5.2 Proponent Not to Communicate With Media

A Proponent should not at any time directly or indirectly communicate with the media in relation to this RFQ or any contract awarded pursuant to this RFQ without first obtaining the written permission of Township of Limerick Contact.

5.5.3 Municipal Freedom of Information and Protection of Privacy Act

Confidentiality is to be maintained by Township of Limerick. The confidentiality of such information will be maintained by Township of Limerick, except as otherwise required by law or by order of a court or tribunal. Proponents are advised that their Quotations will, as necessary, be disclosed on a confidential basis to Township of Limerick' advisers retained for the purpose of evaluating or participating in the evaluation of their Proposals.

By submitting any Personal Information requested in this RFQ, Proponents are agreeing to the use of such information as part of the evaluation process, for any audit of this procurement process and for contract management purposes.

5.5.4 Make Public Proponent Names

Township of Limerick may make public the names of any or all Proponents.

5.5.5 Acceptance of Non-Compliant Quotations

Township of Limerick may accept Quotations that do not comply with the requirements of this RFQ.

5.5.6 No Contract

By submitting a Quotation and participating in the process as outlined in this RFQ, Proponents expressly agree that no contract or agreement of any kind is formed under, or arises from, this RFQ, prior to the signing of a formal written Agreement.

5.5.7 Governing Law of RFQ Process

This RFQ process shall be governed by and construed in accordance with the laws of the Province of Ontario and the federal laws of Canada applicable therein.

5.5.8 Bid Protest Procedure

Proponents are encouraged to contact the Clerk of the Township of Limerick to seek a resolution of any complaint prior to initiating a formal bid protest. Upon initial contact, the proponent will have ten (10) business days in which to lodge a formal complaint in writing. If not received by that time, Township of Limerick will consider the issue resolved. Upon receiving a written complaint, the Township of Limerick will discuss the matter and issue a timely response to the proponent. Any protest in writing that is not received in a timely manner will not be considered and the proponent will be notified in writing.

A protest in writing shall include the following:

- a) a specific identification of the provision and/or procurement procedure that is alleged to have been breached;
- b) a specific description of each act alleged to have breached the procurement process;
- c) a precise statement of the relevant facts;
- d) an identification of the issues to be resolved;
- e) the proponent's arguments and supporting documentation; and
- f) the proponent's requested remedy.

5.5.9 Bid Protest Procedure

If a proponent wishes to challenge the outcome of the RFQ process, it should provide written notice to Township of Limerick contact within sixty (60) days of notification of award, and Township of Limerick will respond in accordance with its bid protest procedures.