



From: Preston Parkinson
Director of Public Works and Infrastructure
Municipality of Brighton
67 Sharp Road
Brighton, Ontario, K0K 1H0

MUNICIPALITY OF BRIGHTON

RFQ - PW 2019-01

REQUEST FOR QUOTATION

MISCELLANEOUS SERVICE AND OPERATED EQUIPMENT RENTAL

The Corporation of the Municipality of Brighton is seeking written responses regarding a Request for Quotes (RFQ) for Miscellaneous service and operated equipment rental. The Corporation of the Municipality of Brighton will be undertaking road construction and maintenance work throughout the municipality during the upcoming year and will be hiring various types of construction equipment and operators.

Contractors, Owners and/or Suppliers of equipment are hereby invited to provide the Municipality with a list of rental equipment and hourly rates for fulfilling the construction and maintenance requirements for the Municipality for the period from April 2019 to March 2020.

The Municipality may use any or all equipment quoted.

Deadline for submission is **Friday, April 5, 2019 at 2:00 p.m.**

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Bidders: Mandatory Requirements:

Bidders who have downloaded this document from the Corporation of the Municipality of Brighton’s website are required to register with Public Works and Development’s Administrative Assistant, prior to submission, failure to register with the Municipality will result in your tender being rejected – no exceptions.

In order to register, please send your contact information to the following:

Lisa Stansel, Administrative Assistant
Public Works and Development
Municipality of Brighton
67 Sharp Road, Brighton, ON, K0K 1H0
lisa@brighton.ca

Please be sure to indicate which RFQ your firm is registering for i.e. RFQ-PW 2019-01

DEFINITIONS AND INTERPRETATIONS

1) PURCHASING BY-LAW

Definitions:

QUOTATIONS will be called, received, evaluated, accepted, and processed in accordance with the MUNICIPALITY'S Purchasing By-law, including definitions and Procedures (copy available upon request). By submitting a QUOTATION each BIDDER agrees to be bound by the terms and conditions of that By-law and those Procedures and any amendments to them, as fully as if it were reproduced and attached to this RFQ.

2) INTERPRETATION

The following rules of interpretation apply:

- a) Each reference to Provincial legislation in this RFQ, unless otherwise specified, is a reference to the Revised Statutes of Ontario, 1990 edition, and, in every case, includes all applicable amendments to the legislation, including successor legislation.
- b) The words "shall" and "will" used in this QUOTATION denote imperative.
- c) The word "and" is an inclusive conjunction, the use of which indicates that all items or phrases in the subsection, article, or list in which it appears are permitted or required, as the case may be. The word "or" is an alternate conjunction, the use of which indicates that alternate or optional items or phrases in the subsection, article or list in which it appears are permitted or required, as the case may be; however, notwithstanding the foregoing, where the context permits, the word "or" may also be an inclusive conjunction having the same meaning as the word "and".

PART A - INSTRUCTIONS TO BIDDERS

1) CONTRACT/ INTENT

The Corporation of the Municipality of Brighton will be undertaking road construction and maintenance work throughout the Municipality during the upcoming year and will be hiring various types of construction equipment and operators.

Contractors, Owners and/or Suppliers of equipment are hereby invited to provide the Municipality with a list of rental equipment and hourly rates for fulfilling the construction and maintenance requirements for the Municipality for the period from April 2019 to March 2020.

The Municipality may use any or all equipment quoted.

2) QUOTATION DELIVERY & OPENING

- a) QUOTATIONS made on the forms provided must be submitted in a sealed package, clearly marked **RFQ-PW 2019-01 Miscellaneous Service and Operated Equipment Rental** and must be submitted to the following address to the attention of the following individual **prior to 2:00 p.m., Local Time, Friday April 5th, 2019 (the "deadline for submission")**. QUOTATIONS must be time-stamped at the location listed below to be considered. Late submissions will not be accepted and will be returned unopened without exception. The time stated on the time stamp located in the following office shall be the only recognized timepiece for the purpose of this submission.

Municipality of Brighton
Public Works and Development
67 Sharp Road, Brighton, ON, K0K 1H0

- b) BIDDERS shall submit one document marked "original" and one (1) additional copy.
- c) In the event that the QUOTATION is too large for an envelope, the QUOTATION shall be sealed in a carton clearly marked with the CONTRACT number and description.
- d) The use of the mail or courier services for delivery of a QUOTATION will be at the risk of the BIDDER.
- e) In the event that the QUOTATION is received by a means other than "in person" and is received past the submission deadline, it will be time stamped and returned unopened by collect courier.
- Note:** Since QUOTATIONS must be submitted in a sealed envelope, submissions by facsimile or electronic delivery secure site or otherwise, are not acceptable.
- f) The MUNICIPALITY shall not be liable for any cost of preparation or presentation of QUOTATIONS, and all QUOTATIONS and accompanying documents submitted by the BIDDER become the property of the MUNICIPALITY and will not be returned. There will be no payment to BIDDERS for work related to and materials supplied in the preparation, presentation and evaluation of any QUOTATION, nor for the CONTRACT negotiations whether they are successful or unsuccessful.

- g) The MUNICIPALITY, its elected officials, employees and agents shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any BIDDER, prior or subsequent to, or by reason of the acceptance, or non-acceptance by the MUNICIPALITY of any QUOTATION, or by reason of any delay in the acceptance of any QUOTATION.
- h) **QUOTATIONS will be opened 15 minutes following the deadline for submission at the Public Works and Development Office Upper Boardroom, 67 Sharp Road, Brighton, ON. This is not a public opening. No additional information will be disclosed at that time.**

3) QUOTATION SUBMISSION

- a) Submission of a QUOTATION will constitute acceptance of all provisions contained in this RFQ on the part of all BIDDERS.
- b) When submitting a QUOTATION, BIDDERS must ensure that all areas of this RFQ that require information are completed and submitted in accordance with the instructions, including but not limited to a completed original Schedule of Prices. Failure to do so may result in the incomplete QUOTATION being rejected.
- c) If a QUOTATION does not conform in every detail with the Terms of Reference attached to this RFQ as Part C, the BIDDER is required to explain the deviation in the QUOTATION.
- d) All QUOTATIONS must be made upon the Form of QUOTATION - Agreement to Contract attached to this RFQ as Part D.
- e) The QUOTATION must bear an original signature of an authorized signing officer of the BIDDER or the QUOTATION may be rejected. If a joint QUOTATION is submitted, it must be signed by signing officers of each of the joint BIDDERS.
- f) QUOTATIONS which are incomplete, conditional, illegible, or obscure or which contain reservations, erasures, alterations, or irregularities will be declared IMPROPER and may be rejected. QUOTATIONS must be legible, written in ink, or by typewriter. QUOTATIONS written in pencil will not be considered. In the case of an error in extending the unit prices, the unit price shall determine the quoted price.
- g) None of the conditions contained on the BIDDER'S standard or general conditions of sale shall be of any effect unless explicitly agreed to by the MUNICIPALITY and specifically referred to on the Contract.
- h) Any erasures or corrections to a QUOTATION must be initialled or noted by the BIDDER or the QUOTATION may be deemed as IMPROPER and may not be considered.

4) INQUIRY

- a) All inquiries regarding this RFQ shall be directed, in writing, to the attention of Lisa Stansel, Public Works and Development, Administrative Assistant, via facsimile at: 613-475-2599, or by email to lisa@brighton.ca. A fax cover sheet, entitled "Questions for Clarification" is included for the BIDDER'S convenience.
- b) Any inquiries will be responded to in writing. Any clarification shall not alter the QUOTATION. Oral arrangements or discussions cannot be relied upon.

- c) If during the period prior to submission of QUOTATIONS, the MUNICIPALITY determines, in its sole and unfettered discretion, that part of the QUOTATION requires formal amendment or clarification, written addenda to this QUOTATION will be produced and distributed to all known BIDDERS. In that case, the QUOTATIONS shall identify the addenda and indicate how they respond to them. The BIDDER shall list and attach any addenda that were considered when the QUOTATION was prepared. Failure to execute and return any and all addenda issued by the MUNICIPALITY will result in the QUOTATION being deemed as IMPROPER.
- d) BIDDERS attempting to contact municipal staff or elected officials other than the contact indicated in this RFQ in subsection (a) above, for whatever reason, during the QUOTATION or evaluation process, are advised that such action may result in their disqualification from the process and removal of their name from the BIDDER'S LIST. If consultation is deemed to be necessary by the MUNICIPALITY, a pre-QUOTATION meeting of all BIDDERS and MUNICIPALITY staff will be arranged at a location of the MUNICIPALITIES choosing. The MUNICIPALITY reserves the right to change the deadline for submission, if necessary, to accommodate such a meeting.
- e) Although the Municipality will make every reasonable effort to ensure a BIDDER receives all addenda issued, it is the BIDDER'S ultimate responsibility to ensure all addenda have been received.
- f) All references to BIDDERS include all staff from the proposing organization as well as all SUPPLIER/CONTRACTORS and sub-SUPPLIER/CONTRACTORS that the proposing organization may hire to supply the SERVICES.
- g) A SUPPLIER/CONTRACTOR may submit a question by fax, and request that the question and answer not be circulated to other SUPPLIER/CONTRACTORS. The Municipality will determine if the question points to an error or shortcoming in the RFQ. If that is the case, the Municipality reserves the right to ignore the SUPPLIER/CONTRACTOR'S request, and will notify all interested SUPPLIER/CONTRACTORS of the error and what corrective action to take. If the information is not critical, but the Municipality judges it fair to circulate the answer to all SUPPLIER/CONTRACTORS, the enquiring SUPPLIER/CONTRACTOR will be given the opportunity to withdraw the question. If none of the above conditions exists, and the question reveals a SUPPLIER/CONTRACTOR'S unique QUOTATION strategy, the Municipality will honour the SUPPLIER/CONTRACTOR'S request and respond only to the enquiring SUPPLIER/CONTRACTOR.

5) QUOTATION CONTENT

QUOTATIONS will be deemed complete if they include:

- a) A completed title page including the legal name and address of the head office of the BIDDER. A blank title page is provided as part of this RFQ;
- b) A completed and executed Form of QUOTATION - Agreement to Contract and Schedule of Prices, attached to this RFQ as Part D;
- c) Reference list, attached to this RFQ as Part D. BIDDERS must provide three appropriate references, listing completed projects of a similar size and nature, including contact names and telephone numbers.

If any of the above information (items (a) through (c) inclusively) is missing or deficient, the MUNICIPALITY reserves the right, in its sole and unfettered discretion, to request written clarification, or, if substantively remiss, to reject the QUOTATION in its entirety.

6) QUOTATION EVALUATION

QUOTATIONS will be evaluated on the basis of information provided by the BIDDER at the time of the submission as well as the previous experience of the BIDDER in this marketplace:

- a) QUOTATION quality, including organization, clarity, completeness and presentation;
- b) BIDDER experience in similar or related projects;
- c) The cost effectiveness of each QUOTATION will be based upon the information supplied in Part C of the QUOTATION.

7) RFQ CANCELLATION/WITHDRAWAL BY MUNICIPALITY AFTER CLOSING

- a) Due to cost conditions (loss of budget);
- b) Due to submission difference in scope of work;
- c) Any other condition not being fulfilled.
- d) Subject to Budget approval

PART B – STANDARD TERMS AND CONDITIONS

1) INTENT

The Municipality will be undertaking road construction and maintenance work throughout the Municipality during the upcoming year and will be hiring various types of construction equipment on an as needed basis.

Contractors, Owners and Suppliers of equipment are hereby invited to provide the Municipality with a list of rental equipment and hourly rates for fulfilling the construction and maintenance requirements for the Municipality for the period April 2019 to March 2020.

The MUNICIPALITY may or may not enter into a CONTRACT as a result of the issuance of this QUOTATION.

The supply of all labour, equipment and materials to complete the work as detailed herein and as specified in this QUOTATION.

Unit prices shall be inclusive of all costs as specified in this QUOTATION in full conformity with the specifications and information to bidders attached hereto, all duty, exchange, freight, transportation or other charges fully paid for the prices shown hereunder.

2) ACCEPTANCE

As soon as practicable after opening the QUOTATIONS, the MUNICIPALITY will endeavour to act upon them. The acceptance of a QUOTATION will be notice in writing signed by a duly authorized representative of the MUNICIPALITY, and no other act of the MUNICIPALITY shall constitute the acceptance of a QUOTATION. Acceptance of a QUOTATION by the MUNICIPALITY shall bind the SUPPLIER/CONTRACTOR to execute the CONTRACT.

The CONTRACT shall consist of and have priority in the following order:

- The QUOTATION
- And the SUPPLIER/CONTRACTOR'S QUOTATION

The above-mentioned documents will be interpreted in precedential order as they are named above regardless of the chronological order in which they are issued or executed. This means, in effect, that if there is a discrepancy between a term in the MUNICIPALITY'S Contract for Services and a term in the chosen QUOTATION, the term in the Contract for Services prevails to the extent of the discrepancy.

The MUNICIPALITY may accept a QUOTATION in whole or in part, whether the TOTAL ACQUISITION COST be the lowest or not, and may reject any or all QUOTATIONS. There shall be no requirement of this RFQ, implied or otherwise, that the QUOTATION representing the lowest TOTAL ACQUISITION COST will be selected or preferred. The RFQ process is used as a means of evaluating a number of criteria (one of which is TOTAL ACQUISITION COST). BIDDERS must submit their QUOTATIONS in accordance with all items identified in Part A, Part B, Part C and Part D of this RFQ.

The MUNICIPALITY reserves the right to award by items, groups of items, parts of items or parts of groups of items, or all items of the QUOTATION, and to award CONTRACTS to one or more BIDDERS; to accept or reject any QUOTATION in whole or in part; to waive irregularities and omissions in the MUNICIPALITY'S sole and unfettered discretion, if in so

doing, the best interests of the MUNICIPALITY will be served. No liability shall accrue to the MUNICIPALITY for its decision in this regard.

Should the MUNICIPALITY receive only one (1) QUOTATION on commodities/ services that have a known multiple source potential, the right is reserved to recall or cancel the competition.

All QUOTATIONS shall be irrevocable for one hundred and twenty (120) days following the deadline for submission to allow sufficient time for evaluation of the QUOTATIONS and for the investigation of the BIDDERS.

Upon acceptance of a QUOTATION, (or any part of it), by the MUNICIPALITY, the successful BIDDER shall, if requested by the MUNICIPALITY to do so, execute and enter into an additional formal contract that is satisfactory to the MUNICIPALITY, to properly secure the CONTRACT resulting from the acceptance of a QUOTATION (or any part of it) and to embody indemnity and related provisions that in the opinion of the MUNICIPALITY are required to protect the MUNICIPALITY. If at any time the MUNICIPALITY, in its sole and unfettered discretion, decides that satisfactory terms and conditions cannot be realized with a successful BIDDER, the MUNICIPALITY reserves the right to enter into negotiations and finalize a CONTRACT with an alternative BIDDER or revise and reissue this RFQ or cancel this RFQ. If the MUNICIPALITY exercises such right, the successful BIDDER has no legal claim or recourse against the MUNICIPALITY, its elected officials, employees and agents for any expenses, costs, loss or damages incurred or suffered.

No QUOTATION shall be accepted from any person or BIDDER who, has a claim or has instituted a legal proceeding against the MUNICIPALITY or against whom the MUNICIPALITY has a claim or has instituted a legal proceeding, without the prior approval of the MUNICIPAL Council. This applies whether the legal proceeding is related or unrelated to the subject matter of this RFQ.

3) ELIGIBILITY

- a) BIDDERS must meet the MUNICIPALITY'S requirements for experience. The MUNICIPALITY will disqualify any BIDDER who cannot provide the following, when requested by the MUNICIPALITY:
 - i) proof that they have previously held and satisfactorily completed a contract of the size and type being proposed; or
 - ii) proof of employment in the type of service being proposed and written references as to their satisfactory performance; or
 - iii) adequately demonstrate that they have the ability to provide the necessary expertise and resources to satisfactorily complete the CONTRACT;
 - iv) evidence of sufficient general liability insurance and up-to-date clearance issued by the Workers Safety Insurance Board.
- b) The MUNICIPALITY reserves the right to investigate and evaluate the experience, capability, registration and financial position of any BIDDER prior to an award of a CONTRACT. The MUNICIPALITY reserves the right to reject any BIDDER OR QUOTATION based on the information obtained.

This QUOTATION is made by the BIDDER without any connection, knowledge, comparison of figures or arrangement with any other person or persons making a QUOTATION for the same SERVICES, and is in all respects fair and without collusion or fraud.

4) ASSIGNMENT

- a) The SUPPLIER/CONTRACTOR shall not assign the CONTRACT (or any portion of it) without the prior written consent of the MUNICIPALITY.

5) INDEMNIFICATION

- a) The SUPPLIER/CONTRACTOR agrees that it will continuously save, keep harmless and fully indemnify the MUNICIPALITY, its elected officials, employees and agents and its successors and assigns, from and against all actions, claims, and demands whatsoever which may be brought against or made upon the MUNICIPALITY and the SUPPLIER/CONTRACTOR also agrees that it will continuously save, keep harmless and fully indemnify the MUNICIPALITY, its elected officials, employees and agents and its successors and assigns, against all types of losses, liabilities, claims, costs or expenses which the MUNICIPALITY may incur resulting from or arising out of the SUPPLIER/CONTRACTOR'S failure to exercise reasonable care, skill or diligence in their performance or rendering of any SERVICES or SERVICES to be performed or rendered by the SUPPLIER/CONTRACTOR, pursuant to the CONTRACT.
- b) The SUPPLIER/CONTRACTOR shall indemnify the MUNICIPALITY from all claims arising out of unpaid accounts relating to the CONTRACT. The MUNICIPALITY shall have the right at any time to require satisfactory evidence that the SERVICES (or any part of it) in respect of which any payment has been made or is to be made by the MUNICIPALITY is free of and clear of construction or other liens, attachments, claims, and demands, charges or other encumbrances.

6) CHARACTER OF WORKERS

- a) The reference to "workers" refers to workers of the SUPPLIER/CONTRACTOR and its sub-SUPPLIER/CONTRACTORS (if any), and includes Corporate Officers.
- b) The SUPPLIER/CONTRACTOR agrees to employ only orderly, competent, and skilful workers. Whenever the MUNICIPALITY informs the SUPPLIER/CONTRACTOR in writing that any worker is, in its sole and unfettered opinion, incompetent, unfaithful or disorderly, the SUPPLIER/CONTRACTOR will ensure that the worker in question is removed from the work and shall not be further employed on the CONTRACT without the MUNICIPALITY'S written consent.

7) PROJECT SITE WORKING CONDITIONS

It is the BIDDER'S responsibility to investigate the project site and the nature of the work and inform itself, before bidding, of all the physical and working conditions and administrative practices applicable.

8) PATENTS AND COPYRIGHTS

- a) The SUPPLIER/CONTRACTOR shall, at its sole expense, defend all claims, actions or proceedings against the MUNICIPALITY based on any allegations that the SERVICES (or any part of it) constitutes an infringement of any patent, copyright or other proprietary right, and shall pay to the MUNICIPALITY all costs, damages, charges and expenses, including its lawyers' fees on a solicitor and his own client basis occasioned to the MUNICIPALITY in this regard.

- b) The SUPPLIER/CONTRACTOR shall pay all royalties and patent license fees required for the SERVICES.
- c) If the EQUIPMENT, MATERIALS AND SUPPLIES (or any part of it) is in any action or proceeding held to constitute an infringement of any patent, copyright or other proprietary right, the SUPPLIER/CONTRACTOR shall either secure for the MUNICIPALITY the right to continue using the EQUIPMENT, MATERIALS AND SUPPLIES or shall, at the SUPPLIER/CONTRACTOR'S sole expense, replace the infringing EQUIPMENT, MATERIALS AND SUPPLIES with non-infringing EQUIPMENT, MATERIALS AND SUPPLIES or modify it so that the EQUIPMENT, MATERIALS AND SUPPLIES no longer infringes.

9) ERRORS AND OMISSIONS OF THE SUPPLIER/CONTRACTOR

Errors, mistakes, or omissions made by the SUPPLIER/CONTRACTOR, its agents, employees, or workmen shall be rectified by the SUPPLIER/CONTRACTOR at its sole expense.

10) QUANTITIES

Unless otherwise specified in this RFQ, quantities shown are approximate and furnished without liability on behalf of the MUNICIPALITY. They are supplied as a basis for comparison only.

11) TERMS OF PAYMENT

Unless alternate payment terms are specified in the Terms of Reference SERVICES attached to this TENDER as Part C, the MUNICIPALITY will accept billing for 100 percent of the actual value of each element of the MATERIAL provided or SERVICES performed in each month and accepted by the MUNICIPALITY. Invoices will be payable by the MUNICIPALITY 30 days after they are received. Where required by the Construction Lien Act, appropriate monies may be held back until 45 days after successful provision of the MATERIAL OR completion of the SERVICES, as the case may be.

Payments made by the MUNICIPALITY, including final payment, shall not relieve the SUPPLIER/CONTRACTOR from its obligations or liabilities under the CONTRACT.

Acceptance by the SUPPLIER/CONTRACTOR of the final payment shall constitute a waiver of claims by the SUPPLIER/CONTRACTOR against the MUNICIPALITY, except those previously made in writing in accordance with the CONTRACT and still unsettled.

The MUNICIPALITY shall have the right to withhold from any sum otherwise payable to the SUPPLIER/CONTRACTOR any amount sufficient to remedy any defect or deficiency in the MATERIALS/SUPPLIES/EQUIPMENT OR APPLICATION OF MATERIALS/SUPPLIES/EQUIPMENT, pending correction of the deficiencies or any amount sufficient to satisfy any claim the MUNICIPALITY has against the SUPPLIER/CONTRACTOR resulting from a previous CONTRACT, a legal proceeding or unpaid accounts, including property or business taxes.

12) UNPAID ACCOUNTS

The SUPPLIER/CONTRACTOR must indemnify the MUNICIPALITY from all claims arising out of unpaid accounts relating to the MATERIAL and/or SERVICES. The MUNICIPALITY shall have the right at any time to require satisfactory evidence that the MATERIAL AND

SUPPLIES in respect of which any payment has been made or is to be made by the MUNICIPALITY is free of and clear of construction or other liens, attachments, claims, and demands, charges or other encumbrances.

13) CHANGES IN THE EQUIPMENT, MATERIALS AND SUPPLIES AND/OR SERVICES

The MUNICIPALITY may, without invalidating the CONTRACT, direct the SUPPLIER/ CONTRACTOR to make changes to the EQUIPMENT, MATERIALS, SUPPLIES AND/OR SERVICES. When a change causes an increase or decrease in the EQUIPMENT, MATERIALS AND SUPPLIES AND/OR SERVICES, the CONTRACT price shall be increased or decreased by the applicable unit price, or in the absence of applicable unit prices, by an amount to be agreed upon in writing between the MUNICIPALITY and SUPPLIER/CONTRACTOR. All changes must be in writing.

14) NON-PERFORMANCE

The MUNICIPALITY reserves the right to determine, in its sole and unfettered discretion, non-performance of the CONTRACT, including the level of quality of EQUIPMENT, MATERIALS, SUPPLIES AND/OR SERVICES provided and further reserves the right to cancel any or all of the CONTRACT if the SUPPLIER/CONTRACTOR fails to correct deficiencies upon thirty (30) days written notice. The MUNICIPALITY'S evaluation and determination in this regard shall be final and not reviewable by any court or tribunal.

In the event that the SUPPLIER/CONTRACTOR fails or neglects to comply with any condition set out in the CONTRACT, the CONTRACT may be unconditionally cancelled by the MUNICIPALITY without notice.

The MUNICIPALITY reserves the right to remove from the BIDDERS' LIST (disqualify), for an indeterminate period (minimum two (2) years), the name of any BIDDER for breach of the terms and conditions of this QUOTATION or for unsatisfactory performance of the CONTRACT. This disqualification will apply to the terminated SUPPLIER/CONTRACTOR as the Bidder or BIDDER on future quotations, QUOTATIONS or requests for QUOTATION or as a sub-trade to a Bidder or BIDDER on future competitions (PROPOSALS, or QUOTATIONS) issued by the MUNICIPALITY. The MUNICIPALITY also reserves the right to publish the names of all disqualified SUPPLIER/CONTRACTORS in any future quotation, QUOTATION or requests for PROPOSAL.

15) PRICING (TERM OF AGREEMENT)

- a) Prices proposed must include all incidental costs and the BIDDER must be satisfied as to the full requirements of the QUOTATION. No claims for extra work, extra supplies, extra equipment, extra materials or extra SERVICES will be entertained and any additional equipment, materials and supplies and/or services must be authorized in writing prior to commencement. Should the BIDDER require more information or clarification on any point, it must be obtained prior to the submission of the QUOTATION.
- b) Should any additional or any variation of any tax or duty, imposed by the Government of Canada or Province of Ontario become directly applicable to any equipment, materials and supplies and/or services, prior to delivery or completion of the equipment, materials and supplies and/or services, the appropriate increase or decrease in the price of the equipment, materials and supplies and/or services, shall be made to compensate for the change as of the effective date.

- c) The SUPPLIER/CONTRACTOR shall be responsible for the collection and remittance of all applicable taxes, and agrees to hold the MUNICIPALITY harmless in this regard.
- d) All bid prices must be in Canadian funds. Bid prices will show all applicable tax and detailed where requested.

16) DISCLOSURE

- a) Total bid prices will only be made available if provided to THE MUNICIPALITY'S Council in a public report.
- b) Submissions of QUOTATIONS as a result of this RFQ are in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).
- c) Release of information contained in the QUOTATION may be requested by anyone under the MFIPPA unless they contain either a trade secret or information that if disclosed would result in harm to the BIDDER. This would include scientific, technical, financial or labour relations information.
- d) All requests for information must be made in writing and submitted to the MUNICIPALITY'S PUBLIC WORKS DEPARTMENT.
- e) To prevent the release of information the BIDDER must state that the QUOTATION is submitted in confidence and indicate the nature of the confidential information and what harm would result from the release.

17) WITHDRAWAL OR QUALIFYING OF QUOTATIONS

- a) If, after submission of a QUOTATION, a BIDDER receives an addenda issued by the MUNICIPALITY, AND the addenda content does NOT alter the original submission of that QUOTATION, the BIDDER shall sign the addenda and deliver it to the PUBLIC WORKS DEPARTMENT. The addenda shall be in a sealed envelope, which clearly identifies the contents of it. The envelope shall include the following information: BIDDER'S name (or company name under which the original QUOTATION was submitted), the appropriate competition document reference and the addenda number.
- b) If after submission of a QUOTATION, a BIDDER receives an addenda issued by the MUNICIPALITY, and the information contained in the addenda does alter the original submission of the BIDDER, the BIDDER shall 'withdraw' its previous submission in accordance with the withdrawal procedures outline below.
- c) A BIDDER who has already submitted a QUOTATION may submit a further QUOTATION at any time up to the deadline for submission. The last QUOTATION received shall supersede and invalidate all QUOTATIONS previously submitted by that BIDDER for this RFQ.
- d) A BIDDER who has submitted a QUOTATION may request that its QUOTATION be withdrawn. (Adjustments or corrections to a QUOTATION submitted will not be allowed). The withdrawal shall be allowed if the request is made before the deadline for submission. Withdrawal requests must be directed to the MUNICIPALITY'S PUBLIC WORKS DEPARTMENT by letter, fax, email or in person. Telephone requests will not be considered. Withdrawals will be handled in accordance with the MUNICIPALITY'S Purchasing By-law.

18) CONTRACT CANCELLATION

- a) The MUNICIPALITY shall have the right to cancel any uncompleted or unperformed portion of the SERVICES or part of them. In the event of such cancellation, the MUNICIPALITY and the SUPPLIER/CONTRACTOR shall negotiate a settlement.
- b) The MUNICIPALITY shall not be liable to the SUPPLIER/CONTRACTOR for loss of anticipated profit on the cancelled portion or portions of the CONTRACT. In the event that the SUPPLIER/CONTRACTOR fails or neglects to comply with any condition outlined in the CONTRACT, the CONTRACT may be unconditionally cancelled by the MUNICIPALITY without notice.

19) LAWS AND REGULATIONS

The SUPPLIER/CONTRACTOR shall comply with relevant federal, provincial and municipal statutes, regulations and by-laws pertaining to the CONTRACT and its performance. The SUPPLIER/CONTRACTOR shall be responsible for ensuring similar compliance by its suppliers and sub-contractors. The CONTRACT shall be governed and interpreted in accordance with the laws of the Province of Ontario.

20) DEFAULT BY SUPPLIER/CONTRACTOR

- a) If the SUPPLIER/CONTRACTOR: commits any act of bankruptcy; or if a receiver is appointed on account of its insolvency or in respect of any of its property; or if the SUPPLIER/CONTRACTOR makes a general assignment for the benefit of its creditors; then, in any such case, the MUNICIPALITY may, without notice, terminate the CONTRACT.
- b) If the SUPPLIER/CONTRACTOR: fails to comply with any request, instruction or order of the MUNICIPALITY; or fails to pay its account; or fails to comply with or persistently disregard statutes, regulations, by-laws or directives of relevant authorities related to the SERVICES; or fails to prosecute the SERVICES with skill and diligence; or purports to assign or sublet the CONTRACT or a portion of it without the MUNICIPALITY'S written consent; or refuses to correct defective SERVICES; or is otherwise in default in carrying out its part of any of the terms, conditions and obligations of the CONTRACT; then, in any such case, the MUNICIPALITY may, upon expiration of ten days from the date of written notice to the SUPPLIER/CONTRACTOR, terminate the CONTRACT.
- c) Any termination of the CONTRACT by the MUNICIPALITY, as mentioned in b) above, shall be without prejudice to any other rights or remedies the MUNICIPALITY may have.
- d) If the MUNICIPALITY terminates the CONTRACT, it is entitled to:
 - i) withhold any further payment to the SUPPLIER/CONTRACTOR until the completion of the SERVICES or SERVICES and the expiry of all obligations under the CONTRACT; and
 - ii) recover from the SUPPLIER/CONTRACTOR any loss, damage and expense incurred by the MUNICIPALITY by reason of the SUPPLIER/CONTRACTOR'S default (which may be deducted from any monies due or becoming due to the SUPPLIER/CONTRACTOR).

21) DECLARATIONS

- a) I/We declare that no person, firm or corporation other than the one who's signature or the signature of whose proper officers is or are attached to this RFQ, has any interest in this QUOTATION or in the CONTRACT.
- b) I/We further declare that this QUOTATION is made without any connection, knowledge, comparison of figures or arrangement with any other SUPPLIER/CONTRACTOR, firm or person making a similar QUOTATION and is in all respects fair and without collusion or fraud.
- c) I/We further declare that no municipal employee, or member of Council (or their families) is, or will become interested directly or indirectly as a contracting party or otherwise in or in the performance of the CONTRACT or in the supplies, work or business to which it relates or in any portion of the profits of it, or of any such supplies to be used therein or any of the monies to be derived from it.
- d) I/We further declare that the statements contained in the QUOTATION are in all respects true.
- e) I/We further declare that I/we have examined the locality and site(s) of the proposed SERVICES, as well as all the terms of reference relating to them, prepared, submitted and rendered available on behalf of the MUNICIPALITY and are hereby acknowledged to be an integral part of the CONTRACT. I/We hereby propose and offer to enter into the CONTRACT on the terms and conditions and under the provisions set forth in the QUOTATION, and to accept in full payment for the sums calculated in accordance with the actual measured quantities and unit prices attached to this QUOTATION.
- f) I/We agree that this QUOTATION is an offer which is to continue open for acceptance until the placing in the mail or delivery to the address given in this QUOTATION of a notice of award, which shall constitute formation of the CONTRACT, or for 120 days following the QUOTATION closing date, whichever occurs first, and that the MUNICIPALITY may at any time within that period, and without notice, accept this QUOTATION whether any other QUOTATION had been previously accepted or not.

22) ERRORS, OMISSIONS IN THE MUNICIPALITY DOCUMENTS

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

23) REQUIREMENTS AT TIME OF QUOTATION SUBMISSION

The SUPPLIER/CONTRACTOR **MUST INCLUDE** the following mandatory requirements with their QUOTATION SUBMISSION:

Workplace Safety & Insurance Board

- a) The successful Proponent shall furnish a WSIB Clearance Certificate indicating their WSIB firm number, account number and that their account is in good standing. This form must be furnished prior to commencement of work. The successful Proponent further agrees to maintain their WSIB account in good standing throughout the contract period.
- b) Clearance certificates should be renewed every ninety (90) days during the term of the Contract.
- c) If the successful Proponent is a self-employed individual, partner or executive officer who **does not pay** WSIB premium and is recognized by WSIB as an "independent operator", a letter from WSIB acknowledging independent contractor status and confirming that WSIB coverage is not required must be provided to The Corporation of the Municipality of Brighton **prior** to commencement of work.

General Liability Insurance

The Supplier/Contractor will effect at his/her own expense (including the cost of deductibles) and maintain and keep in force during the term of this agreement, insurance coverage naming **The Corporation of the Municipality of Brighton as "Additional Insured"**, including a cross-liability provision in favour of **The Corporation of the Municipality of Brighton**, against claims for personal injury, death, property damage or loss, arising from an accident or occurrence relating to this agreement, in an amount of not less than Two Million Dollars (\$2,000,000.00) in respect of each claim or occurrence.

Automobile/Equipment Insurance

The Supplier/Contractor will effect at his/her own expense (including the cost of deductibles) and maintain and keep in force during the term of this agreement, automobile/equipment insurance coverage. A cross-liability provision in favour of The Corporation of the Municipality of Brighton, against claims for personal injury, death, property damage or loss, arising from an accident or occurrence relating to this agreement, in an amount of not less than Two Million Dollars (\$2,000,000.00) in respect of each claim or occurrence.

All qualified contractors will be placed in order of pricing on a call out list effective April 2019. If you wish to be placed on this list, you must submit evidence of adequate insurance in the form of a "Certificate of Insurance" with your submission and your WSIB Certificate. You are encouraged to take this document detailing the insurance requirements to your insurance provider to ensure that your coverage is compliant. FAILURE TO PROVIDE the required DOCUMENTATION WILL result in rejection of your submission. The Corporation of the Municipality of Brighton must be shown as "additional Insured".

ACCESSIBILITY

In accordance with Ontario Regulation 429/07, Accessibility Standards for Customer Service every provider of goods and services shall ensure that every person who deals with a member of the public or participates in the developing of the Municipality's policies, practices and procedures governing the provision of goods and services to members of the public, shall be trained as follows:

- 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

Contract employees, third party employees, agents and others who deal with members of the public on behalf of the Municipality of Brighton must meet the requirements of Ontario Regulation 429/07 with regard to training. If a training policy is not yet in place, please go the following link, complete the training module and provide a copy of the Certificate to the Municipality of Brighton.

<http://www.mcass.gov.on.ca/mcass/serve-ability/splash.html>

PART C - TERMS OF REFERENCE, SPECIFICATIONS, DELIVERABLES

Contractors, Owners and/or Suppliers of equipment are hereby invited to provide the Municipality with a list of rental equipment and hourly rates for fulfilling the construction and maintenance requirements for the Municipality. Pricing submitted, as part of this quotation will remain in effect from **April 2019 to March 2020**.

THE OBJECTIVES OF THIS QUOTATION

- Obtain and secure competitive fair pricing.
- Access to a source of hired construction suppliers/contractors and equipment based on locale of the municipality's requirements and equipment haul capacity.
- Access to reliable equipment.
- Contractor/Supplier Agreement.

All submissions must be on the Municipality's Quotation Forms.

All equipment and operator(s) rental hourly rates will commence and end at the job site as determined by Municipal Staff. Travel and/or floating of equipment to and from the job site will not be considered "billable" time, unless otherwise determined by Municipal staff. There will be no "minimum hour(s)" charge".

Any equipment and operators hired by the Municipality must meet all safety requirements and regulations established under the Occupational Health and Safety Act and the Highway Traffic Act.

The operator must be skilled, competent and trained in the operation of that specific piece of equipment.

The Municipality reserves the right to visually inspect any hired equipment which we observe contravenes these Acts. Any equipment in contravention of any regulations in these Acts will not be hired until the problem(s) are corrected. All hired equipment must function as intended at time of purchase.

PART D – FORM OF QUOTATION

AGREEMENT TO CONTRACT AND SCHEDULE OF PRICES

The Municipality reserves the right to award different construction equipment supplies/services or portions thereof to different suppliers.

Quotation Pricing Form - Rates quoted will be rates paid during the term of this agreement from April 2019 through to March 2020 inclusive.

Equipment Operator/Rate Information

All equipment rental hourly rates will commence when the equipment has arrived at the job site and end when the Municipality supervisor or designate has signed off at the end of the day. No travel or float time is allowed.

Hourly Rental Rates to include equipment (including fuel and "ware parts") and operator. Do not include HST in the price per hour.

Check "✓" appropriate box under the equipment listed to indicate equipment's capabilities.

Example:

Hydraulic Excavator (Crawl Mounted)

Rubber Track

Steel Track

Equipment	Details	Rental Rate Per Hour
Hydraulic Excavator <input type="checkbox"/> Wheel Mounted <input type="checkbox"/> Rubber Track <input type="checkbox"/> Steel Track <input type="checkbox"/> Ditching Bucket <input type="checkbox"/> Rock Bucket <input type="checkbox"/> Trench Bucket <input type="checkbox"/> Thumb <input type="checkbox"/> Hoe Ram	Make: Model: Year: Bucket Size: Ft/lbs rating for Hoe Ram:	Excavator \$ Excavator and Hoe Ram \$ Notes:

Equipment	Details	Rental Rate Per Hour
<p>Front End Loader (Rubber Tire 4WD)</p> <p><input type="checkbox"/> Clam Bucket</p> <p><input type="checkbox"/> Side Tipping</p> <p><input type="checkbox"/> Snow Blower</p> <p>Note: Blower must be able load a 20 cubic Meters of snow into a Triaxle truck in 180 seconds.</p>	<p>(Front End Loader)</p> <p>Make:</p> <p>Model:</p> <p>Year:</p> <p>Bucket size:</p> <p>(Blower)</p> <p>Make:</p> <p>Model:</p> <p>Year:</p>	<p>Loader</p> <p>\$</p> <p>Notes:</p>
<p>Dozers</p>	<p>Make:</p> <p>Model:</p> <p>Year:</p> <p>Size:</p> <p>Blade Width:</p>	<p>Dozer</p> <p>\$</p> <p>Notes:</p>

Equipment	Details	Rental Rate Per Hour
<p>Mulcher</p> <ul style="list-style-type: none"> <input type="checkbox"/> Steel Track <input type="checkbox"/> Rubber Track <input type="checkbox"/> Rubber Tire <input type="checkbox"/> Brush Mulching Head <input type="checkbox"/> Soil Mulching Head <input type="checkbox"/> Pavement Milling Head 	<p>Make:</p> <p>Model:</p> <p>Year:</p> <p>Log diameter rating:</p> <p>Depth and width ratings– Soil:</p> <p>Depth and width ratings – Pavement:</p>	<p>Mulcher</p> <p>\$</p> <p>Notes:</p>
<p>Grader</p> <ul style="list-style-type: none"> <input type="checkbox"/> Scarifier <input type="checkbox"/> Rear Mounted Shoulder Blade <input type="checkbox"/> Rear Mounted Roller <input type="checkbox"/> Snow Plow and Wing <input type="checkbox"/> V Plow <input type="checkbox"/> Dozer Blade 	<p>Make:</p> <p>Model:</p> <p>Year:</p> <p>Mould Board Width:</p>	<p>Grader</p> <p>\$</p> <p>Grader + Snow Equipment</p> <p>\$</p>
<p>Tandem Axle Trucks</p> <ul style="list-style-type: none"> <input type="checkbox"/> Dump Box <input type="checkbox"/> Trailer Hook-up (air brakes) <input type="checkbox"/> Trailer Hook-up (pintle) <input type="checkbox"/> Snow Plow <input type="checkbox"/> Sander 	<p>Make:</p> <p>Model:</p> <p>Year:</p> <p>Licensed Weight Rating:</p> <p>Available Pay Load (kg):</p> <p>Available Pay Load (Cubic Meters):</p>	<p>Truck</p> <p>\$</p> <p>Notes:</p>

Equipment	Details	Rental Rate Per Hour
<p>Tri-Axle Trucks</p> <p><input type="checkbox"/> Dump Box</p> <p><input type="checkbox"/> Trailer Hook-up (air brakes)</p> <p><input type="checkbox"/> Trailer Hook-up (pintle)</p> <p><input type="checkbox"/> Snow Plow</p> <p><input type="checkbox"/> Sander</p>	<p>Make:</p> <p>Model:</p> <p>Year:</p> <p>Licensed Weight Rating:</p> <p>Available Pay Load (kg):</p> <p>Available Pay Load (Cubic Meters):</p>	<p>Truck</p> <p>\$</p> <p>Notes:</p>
<p>Tri-Axle Trucks with Pup</p>	<p>Make:</p> <p>Model:</p> <p>Year:</p> <p>Licensed Weight Rating:</p> <p>Available Pay Load (kg):</p> <p>Available Pay Load (Cubic Meters):</p>	<p>Truck with Pup</p> <p>\$</p> <p>Notes:</p>
<p>Belly Dump Trailer with Tractor</p>	<p>(Tractor)</p> <p>Make:</p> <p>Model:</p> <p>Year:</p> <p>Licensed Weight Rating:</p> <p>Available Pay Load (kg):</p> <p>(Trailer)</p> <p>Make:</p> <p>Model:</p>	<p>Truck with Trailer</p> <p>\$</p> <p>Notes:</p>

Equipment	Details	Rental Rate Per Hour
	Year: Licensed Weight Rating: Available Pay Load (kg): Available Pay Load (Cubic Meters):	
Detachable Gooseneck Float with Tractor	(Tractor) Make: Model: Year: Licensed Weight Rating: Available Pay Load (kg): (Trailer) Make: Model: Year: Licensed Weight Rating: Available Pay Load (kg): Height of top of the deck:	Truck with Trailer \$ Notes:

PART D – FORM OF QUOTATION

AGREEMENT TO CONTRACT AND SCHEDULE OF PRICES (continued)

SCHEDULE B

Sections 1, 2, 3, 4, 5-Additional Mandatory Information

Additional mandatory information must be supplied by all CONTRACTOR's bidding on rental rates for Schedule B - Sections 1, 2,3,4,5 as required:

- Bucket truck operator certification (lineman certification).
- Proof of dielectric inspection report by qualified and experienced inspectors.
- Bucket truck structural certification in accordance with the relevant CSA standards by qualified and experienced inspectors.
- Proof of training on chain saws.
- Current fall arrest course.
- Any additional training certificates.
- \$5,000,000 Minimum Liability Insurance (with Municipality of Brighton named as additional insured)
- WSIB

Schedule B - Section 1

Bucket truck with trained operator and ground person. All necessary equipment required to safely cut trees. Equipment will include, but not limited to, all P.P.E., chainsaws, ropes etc.

Boom Length	Specify Equipment, Make, Model	Rental Rate Per Hour	H.S.T. (shown separately)

Schedule B - Section 2

Bucket truck, truck and brush chipper and all additional equipment for complete operation to safely cut and store tree wood along road allowance. A minimum five employee crew is required to cut down trees, chip and remove limbs, and for traffic control at no extra cost. These employees shall have traffic control training in accordance with Ontario Traffic Manual ("OTM"), Book 7. Tree wood will be left on site in maximum 5 foot lengths. Chipped brush will be removed from site to a designated site as approved by Municipal representative.

Boom Length	Specify Equipment, Make, Model	Rental Rate Per Hour	H.S.T. (shown separately)

Schedule B - Section 3

Stump Grinding - Stump grinder and trained personnel to grind stumps to a minimum 6 inches depth below ground level. Any vehicle to pull grinder will be included in cost per diameter inch. Operation includes any cutting or prep work necessary of existing stumps to grind height. Ground chips will be left on site. Contractor will be responsible for locates. The Municipal supervisor will determine measurement of stump at existing ground level prior to grinding.

Specify Equipment, Make, Model,	Cost Per Diameter Inch (Maximum Diameter)	H.S.T. (Shown Separately)

Schedule B - Section 4

Rubber tire hydraulic excavator and brusher or Rubber Track excavator and brusher. This operation will require all personnel and equipment to safely brush along the road allowances in the Municipality of Brighton. It will include a trained equipment operator and 2 (two) trained traffic control personnel and a spotter while working around hydro. Traffic control will be performed in accordance with OTM, Book 7.

Specify Equipment, Make, Model, Type of Brusher	Rubber tire or Track	Rental Rate Per Hour	H.S.T. (shown Separately)

All hourly rates shall include equipment, operator, all necessary tools, and all operating expenses. Travel time to and from site will not be paid. Bidders will be paid on the basis of hours at the site.

PART D – FORM OF QUOTATION

AGREEMENT TO CONTRACT AND SCHEDULE OF PRICES CONTINUED

CONTRACT NUMBER: **RFQ-PW 2019-01**

PROJECT TITLE: **Miscellaneous Service and Operated Equipment Rental**

SUBMITTED TO: THE CORPORATION OF THE MUNICIPALITY OF BRIGHTON

I/We, _____
(Company Name)

of _____
(Business Address)

having examined the RFQ including all information to BIDDERS, general terms and conditions, terms of reference, appendices and terms of reference as issued by THE CORPORATION OF THE MUNICIPALITY OF BRIGHTON and including **Addenda number ___ to ___** and having visited the Project Site, hereby offer and agree to enter into a Contract to supply the SERVICES required by this RFQ at the costs detailed in the Schedule of Prices below.

The undersigned offers to complete and supply EQUIPMENT, MATERIALS AND SUPPLIES AND SERVICES in accordance with the instructions to BIDDERS, terms, conditions, terms of reference, specifications, and appendices in the Request for QUOTATION RFQ PW 2019-01 for MISCELLANEOUS SERVICE/EQUIPMENT RENTAL as described in this QUOTATION for the price(s) shown on the Schedule of Prices attached to it. Furthermore, it is certified that the undersigned is/are authorized and empowered to sign and submit this QUOTATION.

PART D - FORM OF QUOTATION

AGREEMENT TO CONTRACT AND SCHEDULE OF PRICES CONTINUED

This QUOTATION is irrevocable and is to continue open to acceptance by the MUNICIPALITY for a period of one hundred and twenty (120) calendar days after the date and time set for submission of the QUOTATION.

Furthermore, it is certified that the undersigned is/are authorized and empowered to sign and submit this QUOTATION.

Company: _____
(Name)

(Street Address or Postal Box Number)

(MUNICIPALITY, Province, and Postal Code)

Signature: _____
(I have the authority to bind the corporation)

Print Name and Title: _____

Dated at _____ this _____ day of _____ 2019

**THIS DOCUMENT MUST BE SIGNED AND SUBMITTED TO BE A VALID OFFER OR
THE QUOTATION WILL BE REJECTED.**

CONTRACTORS ACKNOWLEDGEMENT OF TRAFFIC CONTROL

As required herein I/We the undersigned agree to provide all traffic control as required in accordance with the Ministry of Transportation Ontario Manual of Uniform Traffic Control Devices and related safety acts for all work on all roads as required in this tender.

CONTRACTOR'S NAME (PLEASE PRINT)

SIGNATURE

DATE

NOTE: THIS DOCUMENT MUST BE COMPLETED AND WILL FORM A PART OF THE SELECTION PROCESS



Accessibility for Ontarians with Disabilities Act (AODA)

Accessible Customer Service Training

Company Name: _____

I acknowledge that all staff employed by _____

who may undertake any duties and interact with any persons with disabilities, in the course of this company's contractual obligations with The Municipality of Brighton, have reviewed a *Service Ontario video/ on-line training course* outlining the Accessibility for Ontarians with Disabilities Act (AODA) regulations.

As a principle of the contractor employed by The Municipality of Brighton, I understand the municipality's requirements to comply with the Customer Service Standard. I will ensure that all future staff hired to assist with this company's contractual obligations will receive similar training as soon as they are hired, to meet these ongoing requirements.

Name: _____

Signature: _____

Date: _____

DOCUMENT TO BE INCLUDED WITH SUBMISSION

PART D – REFERENCE INFORMATION

Bidders are required to provide three (3) references listing contracts similar to the project described in this QUOTATION and undertaken with the past three (3) years.

1) NAME (Company/Government Agency)_____

Contract Description_____

Contact Person_____

Phone Number () _____ Fax Number: _____

Email Address (if available): _____

Value of Contract \$_____

2) NAME (Company/Government Agency)_____

Contract Description_____

Contact Person_____

Phone Number () _____ Fax Number: _____

Email Address (if available): _____

Value of Contract \$_____

3) NAME (Company/Government Agency)_____

Contract Description_____

Contact Person_____

Phone Number () _____ Fax Number: _____

Email Address (if available): _____

Value of Contract \$_____

The MUNICIPALITY reserves the right to check additional references and sources to those supplied by the BIDDER.

Company/BIDDER

Authorized Signature

Date

QUESTIONS FOR CLARIFICATION

To	Lisa Stansel	Fax #	613-475-2599
	Public Works and Development, Administrative Assistant Email: lisa@brighton.ca THE CORPORATION OF THE MUNICIPALITY OF BRIGHTON 67 Sharp Road Brighton, ON, K0K 1H0		Date # of pages (including this page)
From	_____	Telephone #	_____
	_____	Fax #	_____
		Email	_____
Subject	Contract No. RFQ-PW 2019-01 Miscellaneous Service/Operated Equipment Rental		
	Reference to Section _____ on page number _____ of this QUOTATION.		
Question			

(Glue or Tape to outside of Submission Envelope)

TO: Attn: Lisa Stansel, Administrative Assistant
 Public Works and Development
 Municipality of Brighton
 67 Sharp Road
 Brighton, ON, K0K 1H0

Submitted By (Insert company Name)	<u>RFQ-PW 2019-01</u> <u>Miscellaneous Service and Operated Equipment Rental</u>	
<u>OFFICE USE ONLY</u>		
Received By: (Name of Staff) Date & Time		
<u>IF LATE – NAME AND SIGNATURE OF PERSON DELIVERING</u>	(Print Name)	(Signature)