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**The Corporation of the Town of Iroquois Falls**

**P.O. Box 230**

**253 Main Street**

**Iroquois Falls ON, Ontario**

**P0K 1G0**

**Telephone: (705) 232-5700**

**[www.iroquoisfalls.com](http://www.iroquoisfalls.com)**

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**Request for  
Proposal (RFP)**

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**Project:**

Elevator Retrofit Project

*Iroquois Falls Sports Complex*

**RFP Closing**

**Date:** May 1st, 2026

**Time:** 2:00 P.M. Local Time (Eastern Standard Time)

**Municipal Office Hours:** Monday – Friday 8:00 a.m. – 4:00 p.m.

Proponents' Questions Deadline for written questions is April 24<sup>th</sup>, 2026.

Proponents' questions will be responded to on or before April 28<sup>th</sup> at 4pm, 2026

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**The Corporation of the Town of Iroquois Falls**



**GENERAL INSTRUCTIONS**

1. All bid documents must be submitted in accordance to the location, date, time and manner as specified in the Proposal Call.
2. All **bid documents and corresponding addendums** must be submitted in a **sealed envelope**, or emailed to [RForProposal@iroquoisfalls.com](mailto:RForProposal@iroquoisfalls.com) in PDF and clearly marked as to its contents in ink or typed form.
3. As submissions are received, they are time and date stamped to ensure compliance with the closing date and time.
4. The Town of Iroquois Falls will not accept **faxed documents**.
5. Late submissions will not be accepted and will be returned unopened to the receiver at the time of submission and if not possible, shortly thereafter by regular mail.
6. Proposal documents will be reviewed by Department Head and Director of Planning, Building and By-Law Enforcement /Chief Building Official for evaluation.

The lowest and/or any bid not necessarily accepted.

The Town of Iroquois Falls reserves the right to accept/reject, cancel/re-advertise any Tender/RFP/Proposal Call

*In advance of submitting your bid document, and to guarantee notification of addendums (if any) and provide the ability to ask questions related to the bid document, please complete the Registration Form and return it accordingly.*

**The Corporation of the Town of Iroquois Falls**



**REGISTRATION FORM**

Proponents may register by email request to Steve Belanger, Director of Recreation Services at [sbelanger@iroquoisfalls.com](mailto:sbelanger@iroquoisfalls.com)

Addendums to bid documents will be forwarded to all registered proponents/bidders upon completion of this form in order to guarantee notification and receipt of addendums (if any). Those who do not complete a Registration Form are responsible for obtaining all addendums associated with this project. The Town of Iroquois Falls shall not be responsible for misinformed proponents/bidders who neglect to complete this form.

**Addendums become part of the bid document and shall be submitted along with the originally distributed bid document.**

**Please return the completed registration form in person to 729 Synagogue Ave, or by email to [sbelanger@iroquoisfalls.com](mailto:sbelanger@iroquoisfalls.com)**

<b>PROJECT NAME</b>	
<b>CLOSING DATE</b>	
<b>COMPANY NAME</b>	
<b>PRINCIPLE CONTACT</b>	
<b>ADDRESS</b>	
<b>ADDRESS (LINE 2)</b>	
<b>CITY AND PROVINCE</b>	
<b>POSTAL CODE</b>	
<b>TELEPHONE</b>	
<b>FACSIMILE</b>	
<b>EMAIL ADDRESS</b>	
<b>DATE</b>	

**INTRODUCTION**

The Town of Iroquois Falls is located in northeastern Ontario 8 Kilometers off Hwy 11 and nestled on the shores of the Abitibi River. Located 75 km northeast of Timmins and 50km south of Cochrane, the Municipality consists of 4 small communities; Iroquois, Porquis, Monteith and Nellie Lake and has a combined population of 4,418 residents. (Canada 2021 Census).

Proposals may be submitted in person, by mail or courier or emailed. Faxed Proposals **will not** be accepted.

The Town of Iroquois Falls has local Canada Post and courier service outlets. It is the responsibility of the proponent to check with your local Canada Post outlet and/or courier to determine the best means to submit your Proposal. The Town of Iroquois Falls assumes no responsibility for Proposals received after the closing date and time.

**Part I - GENERAL INSTRUCTIONS**

**1. Proposal Schedule and Closing Time**

The Proposal Form, in a sealed envelope bearing a label clearly specifying **Iroquois Falls Sport Complex Elevator Retrofit Project, RFP-2026-REC-04** must be received by the **Town Of Iroquois Falls Municipal Office at 253 Main Street, POK 1G0, Box 230, Iroquois Falls ON** or **Emailed to [RForProposal@iroquoisfalls.com](mailto:RForProposal@iroquoisfalls.com)** in PDF no later than 2:00 p.m. local time (Eastern Standard Time), on the specified closing date. Late Proposals will not be accepted under any circumstances; however late Proposals shall be date and time stamped and shall be returned to the Proponent, unopened:

**The Clerk’s Office clock determines the Closing Time of the Proposal Call.**

Task	Date
<b>Issue Request for Proposal</b>	<b>April 13<sup>th</sup>, 2026</b>
<b>Deadline for Receipt of Proponents Questions</b>	<b>April 24<sup>th</sup> 2026</b>
<b>Deadline for response to Proponents Questions</b>	<b>April 28<sup>th</sup> 2026</b>
<b>Request for Proposal Closing</b>	<b>May 1<sup>st</sup> 2026</b>
<b>Evaluation of Proposals completed</b>	<b>10 days prior to the Regular Meeting of Council at which the awarding By-Law is passed.</b>
<b>Selection of Preferred Proposal</b>	<b>The Council Meeting at which the awarding By-Law is passed, May 11th, 2026</b>
<b>Notification to successful Proponent</b>	<b>May 12<sup>th</sup>, 2026</b>

## 2. Inquiries/Questions

All questions concerning this Proposal must be directed in writing (email ) to:  
to [sbelanger@iroquoisfalls.com](mailto:sbelanger@iroquoisfalls.com) . Please list **Iroquois Falls Sport Complex Elevator Retrofit Project** in the subject line.

Questions must not be directed to anyone else. Questions will be responded to in the form of an “Addendum” to the Request for Proposal, which will be distributed to all registered Proponents known to the Town of Iroquois Falls.

## 3. Proposal Opening/Confidentiality Assurance

Be advised that all Proposals that are received on time will be opened in a public setting however, the Proposals themselves will be maintained in confidence.  
All Proposals submitted to the Town of Iroquois Falls become the property of the Town and as such, become subject to the “Municipal Freedom of Information and Protection of Privacy Act”. While the Town of Iroquois Falls considers all Proposals to be confidential, and will involve the Proponent in any proceeding challenging that position, it must be understood that the Town of Iroquois Falls will not necessarily be the final decision-maker on that point.

## 4. Submissions

Two (2) original hard copies of the Proposal should be submitted on 8 ½ inch by 11 inch paper, including any Addendums that may have been issued under Section 2. The submission must be clearly identified as “**Iroquois Falls Sport Complex Elevator Retrofit Project**”

## 5. Initial Screening

The requisitioning Department Head for the department leading this project (acting individually or together with a team of others) will review and evaluate all Proposals. They will be checked to make sure that they comply with the terms and conditions of this Request for Proposal document. Any Proposal that does not meet all of the necessary criteria may be rejected without further consideration.

## 6. Award Options

The Requisitioning Department Head for the department leading this project (with or without a team of others) reserves the right, privilege, entitlement and absolute discretion, and for any reason whatsoever to:

1. Accept a Proposal which is not the one with the lowest cost;

2. Reject a Proposal, even if it is the one with the lowest cost;
3. Reject a Proposal even if it is the only Proposal received;
4. Accept the Proposal that the Requisitioning Department Head considers to be most favourable to address the scope of work;
5. Accept or reject any and all Proposals, whether in whole or in part;
6. Accept or reject any unbalanced, irregular, or informal Proposals; and/or
7. Reject any Proposal submitted (directly or indirectly) by a Proponent who is involved in a dispute with the Town of Iroquois Falls or who owes the Town of Iroquois Falls money. The Town of Iroquois Falls reserves the right to define who can be qualified to bid for work or supply goods and services to the Town of Iroquois Falls and reserves the right to exercise its intent to not contract with persons for the provision of goods and services who have delinquent accounts with the Town.

#### **7. Proponent's Statement of Understanding**

The submission of a Proposal is the Proponent's assurance to the Town of Iroquois Falls that it has carefully examined this Request for Proposal document. The Proponent acknowledges that it understands the documents and project and has had sufficient opportunity to get clarification on any or all portions of the document, or project that it did not understand.

#### **8. Irrevocability of Proposals – Binding Agreement**

Until the closing time, any Proponent may withdraw its previously submitted Proposal, whether or not another is submitted in its place. However, upon closing time, all Proposals become irrevocable.

The submission of a Proposal is the Proponent's assurance to the Town of Iroquois Falls that, if its Proposal is selected; it will become legally bound to the Town of Iroquois Falls by agreement. The terms and conditions of this Request for Proposal document, the Town of Iroquois Falls' policies, and the Proponent's Proposal (in that order of preferential sequence) will form the foundation of the contract between the successful Proponent and the Town.

#### **9. Errors and Omissions**

Nothing verbally said to anyone by anyone can modify any provisions of this Request for Proposal document. Any modification or clarification must be in writing, issued by the Requisitioning Department Head leading the project. All of these written materials, called "Addendums", will be issued in accordance with Section 2 and will become part of the Request for Proposal document.

#### **10. Proponents' Expenses**

Proponents are solely responsible for their own expenses in preparing a Proposal and for

subsequent negotiations with the Town of Iroquois Falls, if any. If the Town of Iroquois Falls elects to reject all Proposals, the Town of Iroquois Falls will not be liable to any Proponent for any claims, whether for costs or damages incurred by any Proponent in preparing its Proposal, for loss of anticipated profit in connection with any final agreement, or for any other matter whatsoever.

#### **11. Insurance**

The successful Proponent must obtain, maintain, and pay for Comprehensive General Liability Insurance with an insurer acceptable to the Town of Iroquois Falls. This insurance coverage shall be subject to limits of not less than five million (\$5,000,000.00) dollars, inclusive, per occurrence, for bodily injury, death and damage to property, including loss of use of property, for any one occurrence. All required insurance must be endorsed to provide the Town with thirty (30) days' advance written notice of cancellation or material change.

The successful Proponent will provide the Town of Iroquois Falls with evidence of the required insurance, in the form of a completed Certificate of Insurance, immediately following execution and delivery of the formal legal Agreement.

#### **12. Compliance with Applicable Law**

The successful Proponent must make sure that its operations, and all of the services and products that it provides relating to this project, are in accordance with, and appropriately authorized under, all relevant and applicable law. Some of the many laws that might apply are: the Workplace Safety and Insurance Act, 1997, the Occupational Health and Safety Act, the Accessibility for Ontarians with Disabilities Act, 2005. Other laws will also apply, and they could be provincial or federal statutes or regulations, or municipal by-laws and policies. The successful Proponent is responsible for applying for and receiving any required authorizations or licences to undertake the work associated with the project.

The successful Proponent guarantees to the Town of Iroquois Falls that it does, and that it will continue to comply with all applicable laws in this regard. The successful Proponent will allow the Town of Iroquois Falls to view its books and records, including personnel training records, where reasonably necessary, to satisfy itself that this Section is being complied with.

#### **13. Professional Operations**

The successful Proponent guarantees to the Town of Iroquois Falls that it will run the project in a professional and prudent manner without negligence. It will ensure that its staff (including contract workers or volunteers) are properly trained and provide quality customer service to patrons of the project.

#### **14. Indemnification**

The Proponent shall be responsible for all damages, losses, or expenses caused by it, its employees, agents, volunteers and sub-contractors that arise out of the work associated with the project. This may be due to the existence, location, condition of work relating to the project, to any materials, plant or machinery used for the project, or which may happen by reason of the successful Proponent's failure (or the failure of those for whom it is responsible) to do or perform any or all of the things required to be done by them under the Proposal. The successful Proponent agrees to indemnify and hold the Town of Iroquois Falls harmless from any such damages, losses, or expenses, or claims by third parties, including any and all legal costs incurred by the Town of Iroquois Falls in connection.

#### **15. Termination for Cause**

The Town of Iroquois Falls retains the right to terminate the Agreement with the successful Proponent at any time, in whole or in part, if the work is not performed in strict accordance with the Agreement. This applies even if the Town of Iroquois Falls has been lenient to the successful Proponent with respect to the same or a different performance issue.

#### **16. Laws of Ontario**

The Agreement resulting from this Request for Proposal will be governed by, and will be construed and interpreted in accordance with, the laws of the Province of Ontario.

#### **17. Encumbered Goods**

The Proponent guarantees to the Town of Iroquois Falls that the goods, inventory and equipment being supplied to the project, are free and clear of any liens, charges, encumbrances, mortgages, hypothecations, copyright, patents or any third-party statutory claims, excepting any for which it has provided the Town of Iroquois Falls with written notice.

#### **18. Conflict of Interest**

In its Proposal, the Proponent must disclose to the Town of Iroquois Falls any possible conflict of interest that might compromise the project. This applies to actual conflicts of interest, and also to circumstances that might lead an ordinary person to believe that a conflict of interest exists, even if it does not. If a conflict of interest exists or appears to exist, the Town of Iroquois Falls may, at its discretion, refuse to consider the Proposal. If the Proponent becomes aware of a possible conflict of interest after it has submitted its Proposal but before the selection process has been completed, that Proponent must inform the Town of Iroquois Falls by contacting Steve Belanger, via email at [sbelanger@iroquoisfalls.com](mailto:sbelanger@iroquoisfalls.com)

## **19. Negotiations**

Each Proponent must prepare its Proposal with the understanding that the Town of Iroquois Falls may select the successful Proponent on the basis of the Proposals received, without discussion. Each Proposal should contain the Proponent's best terms and information, including all required documents as listed. The Town of Iroquois Falls reserves the right to enter into negotiations with any Proponent. If the Town of Iroquois Falls and a Proponent cannot negotiate a successful agreement, the Town of Iroquois Falls may terminate the negotiations and begin negotiations with another Proponent. This process may continue until an agreement has been executed or all Proponents have been rejected. No Proponent shall have any rights against the Town of Iroquois Falls arising from negotiations.

## **20 Warranty**

Proponents will submit and highlight details of manufacturer's warranty on the Materials. The contractor will include 12 months ( 1 year) warranty covering any materials and workmanship, installation and workmanship at no costs. Defects will be made good promptly within the warranty period. The respondent will provide warranty information on all new parts and components installed during the retrofit.

## **21. Subcontractor or assignment of the contract**

The Town of Iroquois Falls must approve, in writing, any assignment and/or subcontractor related to this contract.

If a subcontractor is to be used, the following information is required of the subcontractor:

- Total years of experience in providing similar services
- Total years in business under current corporate structure
- Description of years' experience, certifications and general qualifications of staff assigned to this project (including contracted staff)
- Minimum of three references (with contact information) for similar projects

## **22. Business licence.**

A business license is required by the contractor to perform work in the Town of Iroquois Falls. It is the responsibility of the Contractor to obtain, and submit a copy of this license, prior to starting the work. The Contractor will ensure that the price for the license (\$100.00) has been incorporated in their bid price. The license can be purchased at the Iroquois Falls Municipal Office located at 253 Main Street, Iroquois Falls Ontario.

**Part II – for use by individuals – see next page for use by incorporated Proponents**

**STATEMENT OF UNDERSTANDING (INDIVIDUALS)**

I declare that I have read and understand Part I to Part VI of this Request for Proposal document with respect to the **Iroquois Falls Sport Complex Elevator Retrofit Project**

I also acknowledge that Part I to Part VI, inclusive, form the complete Request for Proposal document and shall be returned to The Corporation of the Town of Iroquois Falls as the RFP submission.

Name(s) of each Proponent:

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Dated at the \_\_\_\_\_  
(insert City/Town and Province where document was signed)

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_  
(insert date on which document was signed)

Signatures:

<p><b>Signature of Witness</b> (an individual Proponent's signature must be signed before a witness who must also sign here)</p> <hr/>	<p><b>Signature of Proponent</b> (or, where there is more than one individual Proponent, one representative Proponent)</p> <hr/>
<p>Print Witness' name legibly beneath signature</p>	<p>Print Proponent's name legibly beneath signature By signing, I am representing that each individual Proponent (where there is more than one) has authorized me to sign on all of our behalves and we are all bound by this signature)</p>

**Part II – for use by corporate Proponents- see prior page for individuals**

**STATEMENT OF UNDERSTANDING (CORPORATIONS)**

I am the \_\_\_\_\_ (insert title) of the Proponent. I declare that I have read and understand Part I to Part VI of this Request for Proposal document with respect to the **Iroquois Falls Sport Complex Elevator Retrofit Project** on the corporation’s behalf.

I also acknowledge that Part I to Part VI, inclusive, form the complete Request for Proposal document and shall be returned to The Corporation of the Town of Iroquois Falls as the corporation’s RFP submission.

Formal, legal name of corporate Proponent:

\_\_\_\_\_

Dated at the \_\_\_\_\_  
(insert City/Town and Province where document was signed)

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_  
(insert date on which document was signed) Signatures:

Signatures:

	<p style="text-align: center;"><b>Signature(s) on behalf of corporate Proponent</b></p> <hr style="border: 1px solid black;"/> <p style="text-align: center;"><b>(Print signatory’s name and title legibly beneath signature)</b></p> <p style="text-align: right;">c/s</p> <hr style="border: 1px solid black;"/> <p style="text-align: center;"><b>(Print signatory’s name and title legibly beneath signature)</b></p> <p>By signing, I/we am/are representing that I/we have been duly authorized by the corporate Proponent to execute this Proposal, and that our signatures bind the corporation on whose behalf we have executed, whether or not the corporate seal is applied</p>
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<p><b>Signature of Witness</b> (an individual Proponent’s signature must be signed before a witness who must also sign here):</p> <hr style="border: 1px solid black;"/> <p>Print witness’ name legibly beneath signature</p>	<p><b>Signature of Proponent</b> (or, where there is more than one individual Proponent, one representative Proponent):</p> <hr style="border: 1px solid black;"/> <p>Print Proponent’s name legibly beneath signature By signing, I am representing that each individual Proponent. (where there is more than one) has authorized me to sign on all of our behaves and we are all bound by this signature)</p>
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## **PART IV**

### **Terms of Reference**

The Corporation of the Town of Iroquois Falls is seeking a Request for Proposal for the retrofit of a 47-year-old elevator at the Iroquois Falls Sports Complex. The elevator serves both the Iroquois Falls Sports Complex, as well the Jus Jordan Arena, by providing access to the upper concourse of the Arena portion facility.

#### **Background**

The elevators were manufactured and installed by Otis Elevator in approximately 1979 and serves two floors. Recognizing most of components have been in-service for over forty-five years, the owner is preparing for a complete elevator modernization/retrofit.

The drive systems are of the hydraulic type with a single in-ground cylinder and piston assembly to elevate the cabin from below. Although the elevator is operating, and has served the facility well, due to increasing maintenance cost, retrofit or replacement is recommend. The type of controller in the installation is approaching obsolete, and its understood parts for the pump unit are in fact obsolete. It is further understood most buildings with similar installations have already replaced this vintage controller.

#### **Scope**

In your Proposal include the cost, methodology, and timeline for each of the following:

##### **1. Machine Room**

- New power unit (pump, valve, motor)
- Oil replacement
- New controller
- New soft starter

##### **2. In-Cab**

- New car operating panel (car station/button panel)
- New ADA-compliant hands-free emergency phone
- New emergency car lighting
- New car position indicator
- New audible signal
- New car lantern
- New inspection operation
- New independent service

### 3. Hall

- New landing fixtures (hall stations and position indicators)
- New hall signage
- New 3-D door protection system
- New fire emergency service (special emergency service) per 2019 code

### 4. Hoistway

- New automatic self-leveling
- New hoistway operating devices
- New pit switch
- New traveling cable
- Cylinder replacement (PVC encapsulated)
- Door tracks and hangers to remain
- New hoistway access switches
- New Access Alert hoistway safety device

### 5. Doors

- New closed-loop linear A door operator
- New 3-D door protection device
- New door interlocks
- New door restrictors

### 6. Other Works

- Cleaning, scraping, and painting of pit equipment
- New cab fan
- New traveling cable
- New troughing in the hoistway and machine room
- Refurbished guide inserts
- New shut-off valves, Victaulic connections, etc.

### 7. Alternates / Options

- Emergency Rescue Unit (ERU)
- Cylinder replacement
- Voice Text Video communication system as per 2029 code.
- New Cab Interiors

It has been communicated that a well driller/borer may be required to enlarge the hole size to accommodate the new hydraulic cylinder. During the site inspection, the proponent will be expected to make a dedicated effort to make an informed determination on if the existing hydraulic pump orifice will need to be enlarged. **If it is anticipated the hole may require enlargement, the proponent will include, but separate this price in the proposal.**

It is also understood that the above list may not be completely inclusive, and the Respondent may require or recommend some additional items that will require attention. The Respondent will identify and include these works in the proposal.

It is further understood that there will be electrical services that are necessary but cannot be completed by Preferred Respondent. The expectation is that the respondent will inform the owner, so the owner can identify a local certified/licensed electrician.

The owner is requesting that whenever possible, equipment will be sourced from GAL Manufacturing.

Should the contractor discover hidden damages the work, the Preferred Respondent shall:

- 1) Immediately contact the project manager and advise of the extent of the damage;
- 2) Give estimated quantities and costs for repair and/or replacement of same;
- 3) Request authorization to proceed with necessary repairs and/or replacement.

All work completed to be completed at the nearest possible date.

When preparing your Proposal please note the following expectations:

- Taxes will be shown as extra and not included in the price.
- All work must be carried out by licensed contractors, with certifications provided
- All contractors must be licensed to operate in Ontario.
- Include a WSIB Clearance certificate a
- **Site Tour: A site tour must be completed prior to submission of the Proposal.**

Site visits can be arranged with Steve Belanger, Director of Recreation Services.

Respondents can register for the RFP and schedule by email Steve Belanger, Director of Recreation Services at [Sbelanger@IroquoisFalls.com](mailto:Sbelanger@IroquoisFalls.com) or via telephone at 705-232-5230.

## **Evaluation**

Price is only one consideration. Town of Iroquois Falls reserves the right to award this contract to a contractor other than the lowest bidder. The overall value proposition will include other considerations such as, but not be limited to,

- Contractor experience
- Material Manufacturer

- Equipment and Labour Warranty
- Reputation
- Schedule
- Ease of coordination
- Compliance with all terms of this document
- Completeness of submission

**PART VI**

**Signature**

The Proponent has carefully examined the Proposal document in its entirety and submits the price according to these documents.

The Proponent by this bid offers to complete the Proposal as per all documents.

Name of Company or Individual(s) forming the "Proponent"	
Street Address and/or P.O. Box #	
City and Province	
Postal Code	

**Dated at the** \_\_\_\_\_  
(insert City/Town and Province where document was signed)

**This** \_\_\_\_\_ **day of** \_\_\_\_\_ **20** \_\_\_\_\_  
(insert date on which document was signed)

	<p><b>Signature(s) on behalf of corporate Proponent.</b></p> <p style="text-align: center;">_____</p> <p style="text-align: center;">(Print signatory's name and title legibly beneath signature)</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">(Print signatory's name and title legibly beneath signature)</p> <p>By signing, I/we am/are representing that I/we have been duly authorized by the corporate Proponent to execute this Proposal, and that our signatures bind the corporation on whose behalf we have executed, whether or not the corporate seal is applied</p>
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Signature of/for individual Proponent(s):

<p><b>Signature of Witness</b> (an individual Proponent's signature must be signed before a witness who must also sign here):</p> <p>_____</p> <p>Print witness' name legibly beneath signature</p>	<p><b>Signature of Proponent</b> (or, where there is more than one individual Proponent, one representative Proponent):</p> <p>_____</p> <p>Print Proponent's name legibly beneath signature By signing, I am representing that each individual Proponent (where there is more than one) has authorized me to sign on all of our behalves and we are all bound by this signature)</p>
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(The Town of Iroquois Falls' Signature is on the following page



## **PROPONENT'S CHECKLIST**

**Completion (2) Original Request for Proposal Documents**

**Signed Statement of Understanding**

**Pricing Submission Form.**

**Signature Page**

**RETURN ADDRESS:**

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**Telephone:** \_\_\_\_\_

**DELIVER TO:**

**The Corporation of the Town of Iroquois Falls**

**P.O. Box 230**

**253 Main Street**

**Iroquois Falls, Ontario**

**P0K 1G0**

**SEALED PROPOSAL:**

**RFP – Iroquois Falls Sports Complex Elevator Retrofit Project**

**Municipal Use Only:**

**Received By:** \_\_\_\_\_

**Date Stamped:** \_\_\_\_\_

In advance of submitting your bid document; and to guarantee notification of addendums (if any) and provide the ability to ask questions related to the bid document, please complete the Registration Form and return accordingly.

**The Corporation of the Town of Iroquois Falls**



**REGISTRATION FORM**

**Packages are available only through email request. Please email [sbelanger@iroquoisfalls.com](mailto:sbelanger@iroquoisfalls.com) to receive a package and register as a proponent.**

**Addendums** to bid documents will be forwarded to all registered proponents/bidders upon completion of this form in order to guarantee notification and receipt of addendums (if any). Those who do not complete a Registration Form are responsible for obtaining all addendums associated with this project. The Town of Iroquois Falls shall not be responsible for misinformed proponents/bidders who neglect to complete this form.

**Addendums become part of the bid document and shall be submitted along with the originally distributed bid document.**

Please return the completed form in person or by email to [sbelanger@iroquoisfalls.com](mailto:sbelanger@iroquoisfalls.com)

<b>Project Name</b>	
<b>Closing Date</b>	
<b>Principle Contact</b>	
<b>Address</b>	
<b>Address (Line 2)</b>	
<b>City and Province</b>	
<b>Postal Code</b>	
<b>Telephone</b>	
<b>Facsimile</b>	
<b>Email Address</b>	
<b>Date:</b>	

The Corporation of the Town of Iroquois Falls



**UNOFFICIAL RESULTS FORM**  
**REQUEST FOR PROPOSAL RESULTS**

**Project Name:** \_\_\_\_\_

**Closing Date and Time:** \_\_\_\_\_

<b>No.</b>	<b>Proponents Name</b>	<b>TOTAL BASE AMOUNT INCLUDING HST (NOT TO BE READ ALOUD, RECORDED ONLY)</b>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Requisitioning Dept. Head Signature: \_\_\_\_\_

The Corporation of the Town of Iroquois Falls is not responsible for any irregularities during the reading of information and will review and correct accordingly.

"THE ABOVE RESULTS ARE PRELIMINARY AND NO CONCLUSION OF AWARD SHOULD BE MADE  
FROM THE INFORMATION ABOVE"

**The Corporation of the Town of Iroquois Falls**



**MANDATORY SITE MEETING ATTENDANCE FORM**

Project Name: \_\_\_\_\_

Site Visit Location/Date and Time: \_\_\_\_\_

Name (Print)	Title	Company	Signature

**The Corporation of the Town of Iroquois Falls**



**GENERAL INSTRUCTIONS**

1. All bid documents must be submitted in accordance with the location, date, time and manner as specified in the Proposal Call.
2. All bid documents and corresponding addendums must be submitted in a sealed envelope, and clearly marked as to its contents in ink or typed form.
3. As submissions are received, they are time and date stamped to ensure compliance with the closing date and time.
4. The Town of Iroquois Falls **will not accept** faxed bid documents.
5. Late submissions will not be accepted and will be returned unopened to the receiver at the time of submission and if not possible, shortly thereafter by regular mail.
6. Bid documents will be given to the Requisitioning Department Head and Director of Planning, Building and By-Law Enforcement /Chief Building Official for evaluation.
7. The lowest and/or any bid not necessarily accepted. The Town of Iroquois Falls reserves the right to accept/reject, cancel/re-advertise any Tender/RFP/Proposal Call.

**The Corporation of the Town of Iroquois Falls**



**BID IRREGULARITIES**

A Bid Irregularity is a deviation between the requirements (terms, conditions, specifications, special instructions) of a bid request and the information provided in a bid response.

For the purposes of this policy, Bid irregularities are further classified as "**Major Irregularities**" or "**Minor Irregularities**".

A "**Major Irregularity**" is a deviation from the bid request that affects the price, quality, quantity or delivery, and is material to the award. If the deviation is permitted, the proponent/bidder could gain an unfair advantage over competitors. The Requisitioning Department Head must reject any bid, which contains a major irregularity.

A "**Minor Irregularity**" is a deviation from the bid request, which affects form, rather than substance. The effect on the price, quality or delivery is not material to the award. If the deviation is permitted or corrected, the proponent/bidder would not gain an unfair advantage over competitors. The Requisitioning Department Head may permit the proponent/bidder to correct a minor irregularity.

Action Taken

The Requisitioning Department Head will be responsible for all action taken in dealing with bid irregularities, and acts in accordance to the nature of the irregularity:

- Major Irregularity (Automatic Rejection)
- Minor Irregularity (Proponent/Bidder May Rectify)

**In the event that the Proponent/Bidder withdraws a bid due to the identification of a Major Irregularity, the Municipality may disqualify such Proponent/Bidder from participating in Municipal Tenders/RFP/Proposal Calls for a period of up to one (1) year**

**BID IRREGULARITIES-SUMMARY**

Item	Description	Major	Minor	Action
1.	Faxed Documents	<b>X</b>		<b>Automatic Rejection</b>
2.	Late Bids (By Any Amount of Time)	<b>X</b>		<b>Automatic Rejection</b>
3.	Bid Completed in Pencil	<b>X</b>		<b>Automatic Rejection</b>
4.	Execution of Bid Bonds: a) Corporate Seal or Equivalent proof of authority to bind company or signature of Proponent/Bidder or both missing ' b) Corporate Seal or Equivalent proof of authority to bind company or signature of Bonding Company missing	<b>X</b>		<b>Automatic Rejection</b>
5.	Other Bid Security: Cheque which has not been certified	<b>X</b>		<b>Automatic Rejection</b>
6.	Proponent /Bidder not attending mandatory site meeting by a qualified representative of the organization.	<b>X</b>		<b>Automatic Rejection</b>
7.	Unsealed RFP Envelopes	<b>X</b>		<b>Automatic Rejection</b>
8.	Pricing or Signatures pages missing	<b>X</b>		<b>Automatic Rejection</b>
9.	Bid Received on documents other than those provided in request.	<b>X</b>		Not acceptable unless specified otherwise in request - Automatic Rejection
10.	Execution of Bid Document-Proof of authority to bind is missing.	<b>X</b>		<b>Automatic Rejection</b>
11.	Part bids (i.e. all items not included in bid)	<b>X or</b>	<b>X</b>	Acceptable unless complete bid has been specified in the request
12.	Bids containing minor clerical errors		<b>X</b>	Two (2) working days to correct and initial errors electronically (email) but originals must follow. Municipality reserves the right to waive initialing and accept bid
13.	Uninitialed changes to request documents which are minor (i.e. proponent's/bidder's address in amended by overwriting but not initialed		<b>X</b>	Two (2) working days to correct initial errors electronically (email or fax) but originals must follow. Municipality reserves the right to waive initialing and accept bid

Request for Proposal  
Iroquois Falls Sports Complex  
Elevator Retrofit Project

<b>14.</b>	Alternate Items in Whole or in Part.		<b>X</b>	Available for further consideration unless specified otherwise in request
<b>15.</b>	Pages requiring completion of information by proponent/bidder are missing.	<b>X</b>		Automatic Rejection
<b>16.</b>	Bid Documents which suggest that the proponent/bidder has made a major mistake in calculations or bid	<b>X or</b>	<b>X</b>	Consultation with a Solicitor on a Case-by-Case basis and referenced within the staff report if applicable.

**NOTE:** The above list of irregularities should not be considered all-inclusive. The Requisitioning Department Head, will review minor irregularities not listed. The Requisitioning Department Head may then accept the bid or request that the proponent/bidder rectify the deviation.