



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

Request for Proposal (RFP)

Project: RFP-2025-REC-01

Metal Roof Installation

*Iroquois Falls Community
Centre*

Proposal Closing

Date: June 11th, 2025

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

Location:

Iroquois Falls Recreation Department

Town of Iroquois Falls, P.O. Box 460,

729 Synagogue Ave

Ontario, P0K 1E0

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

Proponents' Questions Deadline for written questions from Proponents is May 28th, 2025.

Proponents' questions will be responded to on or before June 4th, 2025

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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 Tender/RFP/Quotation Call.
2. All **bid documents and corresponding addendums** must be submitted in a **sealed envelope**, or email 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 by the Clerk's office at the Municipal Office to ensure compliance with the closing date and time.
4. **The Town of Iroquois Falls will not accept faxed documents proposals**
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. Openings will be held at the time of closing or shortly thereafter, and on the date as specified in the Tender/RFP/Quotation Call documents. Minutes will be taken; proponent attendance is **not required**.
7. For tenders, the name of the bidder and the total amount will be read aloud and duly recorded. For RFPs and Quotations, the name of the proponent will be read aloud and recorded, but not the total amount.
8. All members of the public in attendance at the opening are required to sign the Attendance Form.
9. Following the opening, the completed Unofficial Results Form and accompanying bid documents will be given to the Requisitioning Department Head 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/Quotation 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

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

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

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 Metal Roof Installation, RFP-2025-REC-01** must be received by Iroquois Falls Recreation Department Office. **729 Synagogue Ave, POK 1E0, Box 460, Iroquois Falls ON 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:

Emailed proposals must be sent to **Rforproposals@iroquoisfalls.com** and will specify **Iroquois Falls Metal Roof Installation** in the subject line

Task	Date
Issue Request for Proposal	May, 16 th , 2025
Deadline for Receipt of Proponents Questions	May 28 th , 2025
Deadline for response to Proponents Questions	June 4 th 2025
Request for Proposal Closing	June 11 th , 2025, 2:00pm
Evaluation of Proposals completed	10 days prior to the Regular Meeting of Council at which the awarding By-Law is passed.
Selection of Preferred Proposal	The Council Meeting at which the awarding By-Law is passed, June 23rd, 2025
Notification to successful Proponent	The business day following the Council meeting noted immediately above, June 24, 2025

2. Inquiries/Questions

All questions concerning this Proposal must be directed in writing (email) to:
to sbelanger@iroquoisfalls.com. Please list **Iroquois Falls Community Centre Metal Roof Installation** 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 Community Centre Metal Roof Installation” Proposals submitted via email will be sent to **Rforproposals@iroquoisfalls.com**

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

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 provide to the owner a minimum five (5) year warranty against defects of installation and workmanship, such as fastener pullout, water leakage, detachment and sealant failure. The Proponent warrants that the material will provide leak proof service for a period of thirty (30) years from the date of the total performance of the contract and that any or all damage resulting from failure to provide the above stated performance shall be repaired to the satisfaction of the owner at no extra cost. Defects will be made good promptly within the warranty period and such defects will include, but not be limited to, leakage, deformation, detachment, wind damage.

21. Working at Heights Certification

**Must provide a current Working at Heights Certificate to go onto the roof and this documentation must be given to the Town of Iroquois Falls prior to the start of the work. It is the Contractor's responsibility throughout the duration of the contract that current WSIB and Liability Insurance has been provided. Workplace Safety Insurance Board: Contractors must provide a current WSIB clearance certificate and provide current certificates throughout the job process

22. 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

23. 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 Community Centre Metal Roof Installation.

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:

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>Signature of Witness (an individual Proponent's signature must be signed before a witness who must also sign here)</p> <hr/>	<p>Signature of Proponent (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 Metal Roof Installation 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:

	Signature(s) on behalf of corporate Proponent

	(Print signatory's name and title legibly beneath signature)
	c/s
	(Print signatory's name and title legibly beneath signature)
	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

PART III

ACKNOWLEDGEMENT OF ADDENDUMS

I/WE declare that I/WE have carefully examined all Addendums (as referenced in Section 2) and hereby acknowledge that these Addendums are part and parcel of any Contract to be let for all work described in this Request for Proposal document.

Addendum No.1_____	Addendum No.4_____
Addendum No.2_____	Addendum No.5_____
Addendum No.3_____	Addendum No.6_____

☐

Check here if NO Addendum was received.

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

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

	Signature(s) on behalf of corporate Proponent

	(Print signatory's name and title legibly beneath signature)

	(Print signatory's name and title legibly beneath signature)
	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

Signature of/for Individual Proponent(s):

Signature of Witness (an individual Proponent's signature must be signed before a witness who must also sign here): <hr/> Print witness' name legibly beneath signature	Signature of Proponent (or, where there is more than one individual Proponent, one representative Proponent): <hr/> 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)
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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 installation of metal roof for the Iroquois Falls Community Centre.

Background

The Iroquois Falls Community Centre is a large multipurpose community space that serves the Town of Iroquois Falls, its resident and visitor.

The existing roof is 122'.6" long x 65'.4" wide or 8023.75 sq ft with a typical gable peaked roof with a with 4 in 12 and up slope. The facility also has enclosed ramp with an additional 894 sq ft roof covering. This section of roof should be included in the replacement proposal. The existing roof coverings are asphalt shingles that are approximately 15 years old and showing signs of deterioration, leakage, loss of shingles.

The Municipality is seeking proposals to install a strapped metal roof system, covering over the existing asphalt singles. The main roof of the Iroquois Community Centre is a typical gable peaked roof with a with 4 in 12 and up slope. No valleys but 5 penetrations for boiler exhausts, sewer vents.

Scope

Proposals shall include the following but not limited to

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

1. Examine all drawings and specifications to ascertain the scope of work.
2. Obtain all necessary permits, and/or testing as required to complete the work as described.

3. Refer to Manufacturer's written product application data as it relates to this project.
4. Install of High Heat underlayment over the entire roof.
5. Blue Skin before fastening caps
6. Installation of horizontal strapping/furring strips. Spacing shall be no greater than 18 inches between furring stripes.
7. Install lifetime warranty metal roof with 26-gauge metal with a base metal thickness of .48 BMT.
8. Install ridge venting along peak
9. Install gable rakes.
10. Install venting up to a maximum of 5 vents.
11. Install Dektite metal roof flashing around chimney, stacks and vents as per manufacturer directions
12. Install a minimum of 2 rows, and up 400" of snow guard along front and rear of building to reduce snow shedding incidents. Snow guard will install above all penetrations
13. Replace fascia above ramp roof.
14. All Work completed no later than Oct 31st, 2025

It shall be the responsibility of the Roofing Contract to construct any temporary night seal deemed to meet the requirements for zero tolerance of moisture intrusion into the building. The night seal shall be reviewed and approved by the responsible roofing contractor prior to roofing personal leaving the site at the end of the day. Should a rain event occur during the evening or time when the roofing crew is absent from the site, it shall be the Contractor's responsibility to visit the site as required to ensure the temporary night seal is performing as required.

A soft copy and one hard copy of all product manuals.

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 Visit: A site visit must be completed prior to submission of the proposal.**
Site visits can be arranged with Steve Belanger, Director of Recreation Services via email at sbelanger@IroquoisFalls.com or via telephone at 705-232-5230.
You must be registered to schedule a site visit.

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
- Reference checks
- Reputation
- Schedule
- Ease of coordination
- Compliance with all terms of this document
- Completeness of submission

PART V

REFERENCES

Proponents are asked to provide a minimum of 3 references of similar contract size. If the Proponent is new in this business, alternative references may be submitted.

Reference #1

Company: _____

Contact Person: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone: _____ Fax: _____

Contract Value: _____

Reference #2

Company: _____

Contact Person: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone: _____ Fax: _____

Contract Value: _____

Reference #3

Company: _____

Contact Person: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone: _____ Fax: _____

Contract Value: _____

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)

	Signature(s) on behalf of corporate Proponent.

	(Print signatory's name and title legibly beneath signature)

	(Print signatory's name and title legibly beneath signature)
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	

Signature of/for individual Proponent(s):

Signature of Witness (an individual Proponent's signature must be signed before a witness who must also sign here): _____ Print witness' name legibly beneath signature	Signature of Proponent (or, where there is more than one individual Proponent, one representative Proponent): _____ 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)
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(The Town of Iroquois Falls' Signature is on the following page)

PRICING SUBMISSION FORM

Supply and Installation Price	Prices
Roof Materials/labour/permit/equipment necessary to install Metal Roofing.	\$ _____
Extras to the contract: List and describe any recommendations by the contractors/respondent.	\$ _____
TAXES	\$ _____
TOTAL BID AMOUNT	\$ _____

Reminder: All bids must be mailed to

**Iroquois Falls Recreation Department
729 Synagogue Ave
Iroquois Falls, ON, P.O. Box 460
P0K 1E0**

OR Email to

Rforproposals@iroquoisfalls.com

Subject line: Iroquois Falls Metal Roof Installation

PROPONENT'S CHECKLIST

Completion (2) Original Request for Proposal Documents

Signed Statement of Understanding

Signed Acknowledgment of Addendums

References

Pricing Submission Form.

Signature Page

RETURN ADDRESS:

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 Community Centre, Metal Roof Replacement

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 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 registration form in person or by email to sbelanger@iroquoisfalls.com

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

The Corporation of the Town of Iroquois Falls



UNOFFICIAL RESULTS FORM

RFP/QUOTATION RESULTS

Project Name: _____

Closing Date and Time: _____

No.	Proponents Name	TOTAL BASE AMOUNT INCLUDING HST (NOT TO BE READ ALOUD, RECORDED ONLY)
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 Tender/RFP/Quotation Call.
2. All Mailed 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 accept e-mailed bid documents**, but only if they are submitted to rforproposals@iroquoisfalls.com
5. The Town of Iroquois Falls **will not accept** faxed bid documents.
6. 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.
7. Openings are a public process and will be held in the Council Chambers, Town Hall Office at the time of closing or shortly thereafter, and on the date as specified in the Tender/RFP/Quotation Call documents.
8. For tenders, the name of the bidder and the total amount will be read aloud and duly recorded. For RFPs and Quotations, the name of the proponent will be read aloud and recorded, but not the total amount.
9. All members of the public in attendance at the opening are required to sign the Attendance Form.
10. Following the opening, the completed Unofficial Results Form and accompanying bid documents will be given to the Requisitioning Department Head 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/Quotation 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/Quotation Calls for a period of up to one (1) year.

BID IRREGULARITIES-SUMMARY

Item	Description	Major	Minor	Action
1.	Faxed Documents	X		Automatic Rejection
2.	Late Bids (By Any Amount of Time)	X		Automatic Rejection
3.	Bid Completed in Pencil	X		Automatic Rejection
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	X		Automatic Rejection
5.	Other Bid Security: Cheque which has not been certified	X		Automatic Rejection
6.	Proponent /Bidder not attending mandatory site meeting by a qualified representative of the organization.	X		Automatic Rejection
7.	Unsealed RFP Envelopes	X		Automatic Rejection
8.	Pricing or Signatures pages missing	X		Automatic Rejection
9.	Bid Received on documents other than those provided in request.	X		Not acceptable unless specified otherwise in request - Automatic Rejection
10.	Execution of Bid Document-Proof of authority to bind is missing.	X		Automatic Rejection
11.	Part bids (i.e. all items not included in bid)	X or	X	Acceptable unless complete bid has been specified in the request
12.	Bids containing minor clerical errors		X	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		X	Two (2) working days to correct initial errors electronically (email or fax) but originals must follow. Municipality reserves the right

Request for Proposal
Metal Roof Installation
Iroquois Falls Community Centre

				to waive initialing and accept bid
14.	Alternate Items in Whole or in Part.		X	Available for further consideration unless specified otherwise in request
15.	Pages requiring completion of information by proponent/bidder are missing.	X		Automatic Rejection
16.	Bid Documents which suggest that the proponent/bidder has made a major mistake in calculations or bid	X or	X	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.



