



Corporation of the Township of Matachewan

RFP No. 2023-02

Issued: September 12, 2023

Request for Proposal – Environmental Services

The Corporation of the Township of Matachewan is soliciting proposals for removal of existing septic tank, supply and install new tank at the Young-David Municipal Complex located at 257 Rye Street.

Electronic Proposals, clearly marked as to contents, “**RFP – No.2023-02 Environmental Services**”, emailed in PDF format, will be received by:

CAO, Clerk-Treasurer, Township of Matachewan
clerktreasurer@matachewan.ca

until 4:00 PM local time, Friday, September 29, 2023

All proposals are subject to the terms and conditions of the Request for Proposal, the accompanying specifications, and all other contract provisions or data that is incorporated.

Should any Proponent(s) find any discrepancies, errors and/or omissions in the Proposal Document or be in doubt as to any part thereof, he/she is required to direct all inquiries to the following individual:

Cheryl Swanson, CAO, Clerk-Treasurer
705-565-2274 or email: clerktreasurer@matachewan.ca

No oral interpretation will be effective to modify any provisions of this Proposal Document.

Any modification or clarification will be by written addendum issued by the Treasurer.

Request for Proposal – Septic Tank Removal, Supply and Installation

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1 GENERAL TERMS AND CONDITIONS

1.1 Definitions

For the purpose of this document, The Corporation of the Township of Matachewan will be referred to as the “Municipality”; “Request for Proposal” will be referred to as “RFP”, and shall refer to this entire document; “Proposal will refer to the entire completed submission to this RFP. All respondents to this RFP with a proposal, will be referred to as “the proponent or contractor”.Deadline and “Closing date” will be used interchangeably and will refer to the deadline for receipt of proposals.

1.2 Purpose

Pursuant to the *Municipal Act 2001, as amended*, the Municipality may appoint contractors, as required.

1.3 Municipal Contact

All inquiries on this RFP should be directed to:

Cheryl Swanson
CAO, Clerk-Treasurer, Township of Matachewan
(705) 565-2274 or clerktreasurer@matachewan.ca

1.4 Schedule of Events

The following schedule is provided for planning purposes only. The Municipality may alter this schedule at any time and accepts no responsibility for adherence to this schedule:

Issue of RFP – week of September 12, 2023
Receipt of proposals – 4:00 PM local time, Friday, September 29, 2023
Opening of proposals – 1:00 PM local time, Tuesday, October 3, 2023
Review of proposals – Tuesday, October 3, 2023
Approval – Wednesday, October 4, 2023

1.5 Proposal Submission

1.5.1 General Requirements

- Proposals will be comprised of one (1) emailed pdf copy of the entire document;
- Proposal must be type written, and be generally presentable;
- It shall be the proponent's responsibility to clarify any points in question with the Municipal Contact (See section 1.3) prior to submitting the proposal;
- Overwriting or strike-outs must be initialed by the person signing on behalf of the proponent;
- Mail, Fax or telephone proposals will not be accepted;
- All proposals shall become the property of the Municipality;
- It is the responsibility of each proponent to submit all required documents as outlined in this RFP. Failure to quote on all items may deem the proposal ineligible;
- If a proponent discovers any inconsistency, discrepancy, ambiguity, error, or omission in this RFP, it must notify the Municipal contact person immediately in writing.

1.5.2 Execution of Proposal

Proposals will be signed by an official authorized to bind the proponent(s) and will provide the name(s), title(s), address(es), telephone number(s) and email(s) of the individual(s) to be contacted during the evaluation and clarification process.

1.5.3 Notices, Appendices & Addenda

Any changes notices, appendices and addenda issued for this RFP by the Municipality shall be considered part of this RFP. (See section 1.5.1)

1.5.4 Email Address

The proposal is to be emailed in PDF format to:

CAO, Municipal Clerk
clerktreasurer@matachewan.ca

1.5.5 Deadline for Receipt of Proposals

Proposals will only be received until 4:00 PM local time, Friday, September 29, 2023. Proposals received after that time will be deemed ineligible.

1.5.6 Modifications of Proposals

Proponents may not make modifications to their proposals after the closing date and time.

1.6 Other Submission Items

1.6.1 No Deposit

No deposit from proponent(s) will be required as part of the proposal submission.

1.6.2 No Tender Form

There is no formal Tender Form for completion as part of this RFP. Proponents are, however, required to follow the submission requirements in this RFP.

1.6.3 Proposal Costs

The Municipality is not liable for any costs incurred by proponents in preparing proposals or for any work performed prior to official appointment by the Municipality.

1.7 Irrevocable Offer

The proponent hereby acknowledges that offers contained within your proposal shall remain open for acceptance by the Municipality from the date of receipt until October 4, 2023.

1.8 Opening

Proposals will be opened on Tuesday, October 3, 2023, at 1:00 PM local time in the Council Chambers at 283 Moynour Avenue, Matachewan, Ontario. As a number of criteria will be considered during evaluation and clarification process, only the names of the proponents who have submitted a proposal will be identified at the opening; the price submitted will not be disclosed.

1.9 Selection Process

1.9.1 Price

The Municipality will not necessarily accept the lowest price or any proposal. Any implication that the lowest price or any proposal will be accepted is hereby expressly negated.

1.9.2 One Proponent

The Appointment will be awarded to one firm only.

1.9.3 Selection

The successful proposal will be selected based upon evaluation criteria developed by the Municipality which, in its sole discretion, will determine the manner in which each response to this RFP meets the evaluation criteria. (See Section 6)

1.10 Rejection of Proposals

The Municipality reserves the right to reject any and/or all proposals received. The Municipality reserves the right to terminate the RFP at any time, and for any reason, and to withdrawal from discussions with all or any of the proponents who have responded. The receipt and opening of a proposal does not constitute acceptance of any proposal. Lowest or any bid may not necessarily be accepted.

2 SPECIFIC TERMS AND CONDITIONS

2.1 Service Requirements

Details of services the Municipality requires are set out in Section 3.

2.2 Miscellaneous

The following section relates some miscellaneous items of specific terms and conditions.

2.2.1 Tax

All costs shown shall be actual costs, exclusive of Taxes which shall be additional to costs shown.

2.2.2 Wordings

Proponents may quote on their own wordings as long as all conditions are met by the wordings. The Municipality will require that original specimen wordings must accompany the proposal showing all Terms, Conditions and Exclusions. It is mandatory that deviations from the coverage requested be outlined in full in a separate section, marked "Deviations".

2.2.3 Assignment/Transfer

The successful proponent will not assign or transfer any portion of the proposal submitted and subsequently accepted without receiving prior approval to do so by the Municipalities.

2.3 Reservation of Right

2.3.1 Change Conditions of Proposal

Proponents will not have the right to change conditions, terms or prices of the proposal once the proposal has been submitted to the Municipality.

2.3.2 Withdrawal of Proposal

Proponents will not have the right after the closing date to withdraw a proposal once it has been submitted.

3. SERVICE REQUIREMENTS

3.1 General Service Requirements

3.1.1 Long-Term Strength and Viability

Proponents must provide evidence of long-term strength and viability, and the flexibility to react to the changing needs of the Municipality and have the ability to respond with innovative solutions to the Municipality's changing needs.

3.1.2 Service Experience

Provide information on the firm's experience, including a list of current and former clients.

3.1.3 Management Team

Outline the Management team, you propose to assemble to service the needs of the Municipality including the qualifications and functions of each team member. Include the locations of the proposed servicing office and methods by which the Municipality will be able to interact with the proposed servicing office.

Members of the Management Team(s) will attend a meeting to discuss their work plan and provide reports on progress of work.

3.1.4 Proponent References

Provide a list of current clients and scope of operations to the Municipality in your proposal. Please include a list of three (3) references including contact names, addresses and phone numbers.

3.1.5 Scope of Work

The proponent will be responsible for
Inspecting the property for environmental concerns.
Preparing recommendations to address any remedial actions to be taken to correct any environmental concerns.

The Municipality expects the proponents to be the experts to meet the requirements of the appropriate legislation and regulations that apply to each entity.

3.2 Fees and Expenses

The proposal must include a quotation for the fees and a projected time line for each of:

Inspection

Report

Any out of pocket and travel or accommodation expenses are to be part of the quoted fee.

4 APPOINTMENT

4.1 Successful Appointment

The Successful Applicant will be notified by the CAO, Clerk-Treasurer after Council approval on October 5, 2023.

5. EVALUATION CRITERIA

Each proposal will be evaluated by the Municipality to determine the degree to which it meets the criteria. Factors to be considered will included, but not necessarily be limited to:

- Completeness of proposal;
- Experience of the Management Team;
- Services Offered;
- Eligibility – Licensed;
- References submitted;
- Price