

# Township of Chisholm



## **Township of Chisholm Request for Proposal (RFP) 2018-01 For The Removal of Debris**

Proposals for removing all debris from one property will be received by the undersigned, up to **Noon on Wednesday, May 2, 2018.**

The Township reserves the right to accept, reject or negotiate any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures, to rebid the project/purchase, and to accept any bid determined by the Township to be in the best interest of the Township, regardless of price. The reason for rejection may include past performance issues, and compatibility with existing equipment. Bid information is available on the Township's website [www.chisholm.ca](http://www.chisholm.ca).

Any questions must be received by April 27, 2018 at noon.

Linda M. Ringler, A.M.C.T.  
Clerk- Treasurer  
Township of Chisholm  
2847 Chiswick Line, RR4  
Powassan, ON P0H 1Z0

# Township of Chisholm

## SECTION I. INSTRUCTIONS, INFORMATION AND REQUIREMENTS

1. **Purpose:** The purpose of this Request for Proposal (RFP) is to receive proposals for selection of a contractor to provide proposal/bids for removing all debris at:

- 1348 Golf Course Road (Chisholm Township)  
(See **Attachment A for photos**).

This RFP does not constitute a contract for services performed or to be performed. After selection of the successful firm (referred to as the contractor), the Township of Chisholm and the contractor will negotiate a contract and a complete scope of services.

All proposals submitted become the property of Chisholm Township and will not be returned. The Township is not responsible for any cost incurred by the respondent in proposal preparation, presentation, site visits, or benchmarks performed.

2. **Submittal of Proposals/Bids:** Submittal of proposals/bids shall be on the form attached hereto in **Section III** no later than noon on Wednesday, May 2, 2018. Proposals shall be sealed and clearly marked as RFP 2018-01 on the outside, and sent to the following:

Linda Ringler, Clerk-Treasurer  
2847 Chiswick Line  
Powassan, ON P0H 1Z0

3. **Official Signature:** An authorized official/person acknowledging full understanding of the information contained in this RFP must sign the Bid/Proposal Form.
4. **Inquiries:** Questions regarding the RFP should be directed to Linda Ringler by calling (705) 724-3526 or emailing [l.ringler@chisholm.ca](mailto:l.ringler@chisholm.ca).

Any questions must be received by April 27, 2018 at noon.

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5. **Insurance Requirements:** Contractor shall furnish a Certificate of Insurance from an insurance company licensed to do business in the Province of Ontario and acceptable to the Township for the following:

Commercial General Liability Insurance in the amount of \$2,000,000.

Motor Vehicle Liability Insurance

Any other Insurance that may be needed by the Contractor in order to fulfill contractual obligations.

6. **Workplace Safety and Insurance Board Requirements:** The contractor shall furnish a Clearance Certificate.
7. **References:** Bidder shall provide the names of three (3) commercial accounts for similar work performed. References are also required for any subcontractors.
8. **Evaluation and Award:** Bids/proposals shall be evaluated and awarded by the Township as soon as practicable. Award of the bid will be based on quality, service, completion date, experience and price. Information on each of these categories shall be included in bid responses.
9. **Compliance with the Law:** Contractor shall comply with all applicable federal, provincial and local laws and ordinances, rules and regulations, as well as any applicable Township policies.
10. **Timeline:** Please include a project timeline with your bid response.

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## SECTION II. SCOPE OF SERVICE

Furnish and provide all materials, supplies, tools, equipment, labor, supervision, and expertise to properly and professionally perform all required services described in the RFP.

### CONTRACTOR RESPONSIBILITIES

The Contractor Responsibilities are below. (See Attachment A for photos).

- A. 1348 Golf Course Road
  - 1. Removal of all debris found at the site.
  - 2. Cap the well.
  - 3. The site should be left in a natural state.

### TOWNSHIP RESPONSIBILITIES

- 1) Provide access to the property as necessary for the project.
- 2) Provide prompt payment upon receipt of invoices and acceptance of the project work.

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## SECTION III. REQUEST FOR PROPOSAL FORM

**RFP 2018-01**

The undersigned proposes to provide Debris Removal Services for the Township of Chisholm in accordance with the attached specifications stated herein for the price listed below.

**TOTAL PROJECT COST** \$ \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

EMAIL (if any): \_\_\_\_\_

FAX: \_\_\_\_\_

DATE: \_\_\_\_\_