



**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY**

PROCUREMENT # 21-2020

PROCUREMENT NAME:

REQUEST FOR QUOTATION

GLENGARRY, NOR'WESTERS & LOYALIST MUSEUM

THREE STANDARD STEEL DOORS FITTED

PROCUREMENT # 21-2020

PROCUREMENT NAME: STANDARD STEEL DOORS

SUBMISSION CLOSING

Submissions will be received electronically by the Township Clerk;
kmacdonald@southglengarry.com until 1100 hours (11:00 a.m.) local time on September 25, 2020,
which time and date, shall be deemed to be the date of closing.

LATE SUBMISSIONS WILL NOT BE ACCEPTED.

General Statement

The Glengarry, Nor'Westers & Loyalist Museum was originally constructed in 1867 (same year as confederation) and has been deemed a historically significant heritage building by the Township of South Glengarry, hence as we endeavour to modernize and maintain the building, we must always remain cognizant of its value as a part of the history of Glengarry. Therefore, any and all changes to the building are to be done with this key goal in mind.

SCOPE OF WORK

This procurement is for the supply a Centre Door (Main Entrance) and East and West Doors as per the preferred specifications provided.

To be delivered by November 30, 2020.

Given the Delivery Date it is understood that Township will evaluate the submission based on the ability to supply Three Steel Doors Fitted and Fitted Panels that closely meets the preferred specifications (see attached).

For further information please contact:

Rick Ladouceur
Director of Recreation & Facilities
Township of South Glengarry
Phone: 613-551-6434
Email: rladouceur@southglengarry.com

FORM OF SUBMISSION
PROCUREMENT # 21-2020

PROCUREMENT NAME: **Steel Doors Fitted Purchase**

SUBMITTED BY:

FIRM NAME:

ADDRESS:

HEREINAFTER CALLED THE RESPONDENT

TELEPHONE # _____ FAX # _____

TO: **THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
6 Oak Street
Lancaster, Ontario K0C 1N0**

I/We, having carefully examined any and all sites of the proposed work and all documents relating thereto, do hereby submit and offer in accordance therewith to enter into an Agreement as and when required by the Township of South Glengarry, in strict accordance with the said documents and such further details as may be supplied and to supply all necessary labour, material, and plant to complete the work in the time specified and agree to be bound by the terms and conditions of this procurement process.

DATED AT _____ THIS _____ DAY OF _____ 2020

Signature of Witness

Signature of Respondent

NOTE:

If the submission is submitted by or on behalf of a corporation it must be signed in the name of such corporation by a duly authorized officer and the seal of the corporation must be affixed. If the submission is submitted by or on behalf of an individual or a partnership, a seal must be affixed opposite the signature of the individual or the partner.

SCHEDULE OF ITEMS AND PRICES
PROCUREMENT # 21-2020

Centre Door a side panel fitted clear glass full length pane

\$_____+HST

East Doors and fitted with a hinged door

\$_____+HST

West Doors and fitted with a hinged door

\$_____+HST

Delivery Date

November 30th, 2020

TERMS AND CONDITIONS OF THIS PROCUREMENT PROCESS

PROCUREMENT # 21-2020

1. Time Limit for Bidding

- 1.1. Submissions will be received electronically, by email sent to the Township Clerk kmacdonald@southglengarry.com at the time and date designated which shall be deemed to be the Date of Closing.
- 1.2. Late submissions will not be accepted.

2. Submissions

- 2.1. All submissions must be upon the Form of Submission, if included herein, and must be accompanied by a duly completed copy of the Schedule of Items and Prices.
- 2.2. All information required must be provided and the submission price must equal the total amount of the Schedule of Items and Prices.
- 2.3. Each Respondent is solely responsible for any and all costs associated with preparing and submitting its submission.
- 2.4. All submissions become the property of the Township of South Glengarry. Details of submissions may be disclosed after the evaluation process and therefore shall not be treated as confidential unless expressly stated otherwise.
- 2.5. Upon closing all submissions become irrevocable for 60 days from the closing time.

3. Declarations of Interests

- 3.1. The Respondent shall clearly indicate any and all persons, firms or corporations, other than the Respondent, that has any direct or indirect interest in the Respondent being successful in this solicitation and describe the general nature of the interest.
- 3.2. The Respondent shall clearly indicate any Member of Council or employee of the Township that has any direct or indirect pecuniary interest in the Respondent being successful in this solicitation and describe the general nature of the interest.

4. Taxes

- 4.1. The prices submitted shall include all taxes where applicable. For material on which the Township is exempt the prices bid shall not include sales taxes and the Township will provide the successful Respondent with a certificate of end use

5. Ability and Experience of Respondent

- 5.1. It is not the intent of the Corporation of the Township of South Glengarry to award this Contract to any Respondent who does not furnish satisfactory evidence that he/she has the ability and experience in this class of work and that he/she has sufficient capital and plant to enable him/her to prosecute and complete the Agreement.

6. Collusion or Fraud

- 6.1. The Respondent has ensured that their submission is made without any connection, comparison of figures, or arrangements with, or knowledge of any other corporation, firm or person making a submission for the same work and is in all respect fair and without collusion or fraud.

7. Evaluation

- 7.1. The Township of South Glengarry shall utilize the following scoring system in the evaluation of submissions:

	<u>Points</u>
Ability to meet specifications	25
Past Performance/Service	15
Price	60
Total	100

The score for price shall be determined as follows: (price of lowest bid / price of evaluation bid) x (maximum score for price – 5); five points shall be added to the score of the lowest bid, three points shall be added to the score of the second lowest bid, and one point shall be added to the score of the third lowest bid.

8. Written Agreement

- 8.1. This solicitation is subject to a formal Agreement being prepared and executed.
- 8.2. The Township shall not be obligated to any Respondent whatsoever unless a written Agreement has been executed relating to an approved submission.
- 8.3. The successful Respondent will be required to execute the Agreement within ten (10) business days from the date of mailing of the notice to the Respondent, according to the address given in the submission, that the Contract is ready for signature.
- 8.4. Unless specifically stated otherwise in any Agreement arising from this procurement process, any service, good or claim made in a Respondent’s submission shall be

considered to be part of the Agreement arising from this procurement process.

9. Payment

- 9.1. Payment shall be considered as compensation in full for the supply of all necessary labour, equipment, trucking and appliances including all material to complete the work as outlined in this Contract.
- 9.2. Payment shall be construed as including protection to all existing plant and structures within the limits of this Contract.

10. Rights of Respondents/Contractor

- 10.1. By submission of a clear and detailed email notice, a Respondent may amend or withdraw its submission prior to the closing date and time.
- 10.2. Based on an approved invoice submitted to the Township Treasurer the Contractor shall be entitled to be paid monthly for Work completed.
- 10.3. The Contractor shall be entitled to simple interest calculated at ½ per cent per month on late payments.
- 10.4. After the acceptance of a submission, the Contractor may apply to the Township to substitute another Material identified by a different trade or other name for the Material designated as aforesaid or propose a different work process. The application shall be in writing and shall state the price for the proposed substitute Material or work process and such other information as the Township may require.
- 10.5. Submissions and correspondence of Respondents or the Contractor shall be protected by the Freedom of Information and Protection of Privacy Act.

11. Rights of the Township

- 11.1. Notwithstanding anything herein, if it is deemed most favourable in the interests of the Township of South Glengarry then the Township reserves the following rights, to be exercised at its sole discretion, in order to select a submission that provides the greatest value based on quality, service and price:
 - 11.1.1. to accept corrections to a submission after the closing date for obvious clerical errors except those that would vary the bid price;
 - 11.1.2. to reject any or all submissions;
 - 11.1.3. to include externalities and full-life cycle costs in determining price;
 - 11.1.4. to use its own estimates on time requirements or “cost plus” estimates in determining price;

- 11.1.5. to award by item, or part thereof, groups of items, or all items of the procurement;
- 11.1.6. to accept non-compliant submissions where such non-compliance relates purely to a matter of form, is of a trivial nature, or has no effect upon the relative standing of the submissions;
- 11.2. Notwithstanding anything herein, the Township reserves the following rights in all cases, to be exercised at its sole discretion:
 - 11.2.1. to reject any or all submissions based on one or more of the following factors: safety, financial stability of the Respondent, previous problems with the Respondent in delivering goods or services, the benefits of diversifying the Township's sources of supply, reliability of a Respondent, and other commercially relevant considerations;
 - 11.2.2. to reject any submission that has an all-inclusive cost that is more than 40% below or more than 40% above the average prices submitted and evaluated;
 - 11.2.3. to modify, extend, suspend, postpone or cancel any part of this solicitation or any subsequent processes without any liability to anyone;
 - 11.2.4. to reject any or all submissions if the fairness or legitimacy of the procurement process could reasonably be called into question because of interests any and all persons, firms or corporations have in a Respondent's submission;
 - 11.2.5. to issue, prior to the closing date, addenda for any part of the procurement process, including: guidelines, plans, specifications, scope of work, requirements, timelines, etc.;
 - 11.2.6. to cancel any Agreement arising out of this procurement process, without liability to the Township, if it is found that the successful Respondent provided information as part of this procurement process that it should have known to be incorrect and, in such circumstances, the Respondent will be liable for any damages incurred by the Township resulting from the cancellation of any such Agreement;
 - 11.2.7. in the event of an emergency or pending emergency, to cancel the solicitation and accept, at any time, the submission that best meets the needs of the Township given the emergency;
 - 11.2.8. the Township may contact any Respondent before, during and/or after this procurement process, including to clarify or gather additional information regarding a submission.
- 11.3. In the event that two or more submissions are ranked as equal the Township reserves the right to break the tie in a manner it deems appropriate.
- 11.4. Where a stepped or ranked scoring process is used, the Township reserves the right to score one or more submissions for any criteria as tied or to use a ranking for any criteria

that exceeds the total number of submissions.

- 11.5. The Township reserves the right, at its sole discretion, to restrict a Respondent from participating in future solicitations if, at any time, they fail to follow any part of this procurement process.
- 11.6. The Township reserves the right to determine the existence of an emergency situation, and when such an emergency situation is deemed to exist the Township may instruct the Contractor to take action to remedy the situation. If the Contractor does not take timely action, or if the Contractor is not available, the Township may direct others to remedy the situation.

12. Other

- 12.1. A Respondent must be prepared, if requested, to present evidence of experience, ability, service facilities and financial standing necessary to meet satisfactorily the requirements set forth or implied in the procurement process, regardless of whether this is a requirement of the procurement process.
- 12.2. If this solicitation is a “request for information”, “request for expression of interest”, “request for qualifications” or similar request then this process does not give rise to any contractual rights or obligations.
- 12.3. Where the Contractor fails to correct a default within the time specified by the Township or where the Contractor fails to comply with the terms of the Procurement or Contract Documents, the Township, without prejudice to any other right or remedy the Township may have, may terminate the Contractor’s right to continue the Work in whole or in part by giving written notice to the Contractor and charge the Contractor the additional cost over the submission price of completing the Work or portion thereof.

SPECIFICATIONS

Preferred Specification

Centre Door

One fitted with a powered “wheelchair” accessible door which is to be steel insulated painted white with the upper half being a clear glass pane and a side panel fitted clear glass full length pane.

East Door

One fitted standard door leaf fitted with internal panic hardware and fitted with a hinged door.

West Door

One fitted standard door leaf fitted with internal panic hardware and fitted with a hinged door.

Supplier Specification