



Request for Proposals
For
Millhaven Admin Building Construction and
Operations Building Renovation

Request for Proposals No.: **2026-24**

Issued: **June 17, 2026**

Submission Deadline: **July 20th, 2026, 11:00 AM local time**

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PART 1 – INVITATION AND SUBMISSION INSTRUCTIONS

1.1 Invitation to Proponents

1.1.1 Invitation

This Request for Proposals (the “RFP”) is an invitation by Loyalist Township (the “Township”) to prospective proponents to submit proposals for **Millhaven Admin Building Construction and Operations Building Renovation**, as further described in Section A of the RFP Particulars (Appendix B) (the “Deliverables”).

The project includes construction of a new administration building and renovation of the existing operations building at 240 Lennox and Addington County Rd 4, Bath, ON K0H 1G0.

Milestones and Completion Dates

The successful proponent agrees to complete the work in its entirety prior to **June 03, 2027**.

1.1.2 Proponent must be Single Entity

The proponent must be a single legal entity that, if selected, intends to negotiate and enter into the contract with the Township. If the proposal is being submitted jointly by two (2) or more separate entities, the proposal must identify only one of those entities as the “proponent”. The proponent will be responsible for the performance of the Deliverables.

1.2 RFP Contact

To contact the Township in relation to this RFP, proponents must initiate the communication electronically through the bidding system. the Township will not accept any proponent’s communications by any other means, except as specifically stated in this RFP.

For the purposes of this procurement process, the “RFP Contact” will be:

Mario Cruz, Corporate Procurement Specialist - procurement@loyalist.ca

Proponents should only contact the RFP Contact where specifically instructed to in this RFP. All other communication in relation to this RFP, up to and including the submission of the proposal, must be through the bidding system, as described above.

Proponents and their representatives are not permitted to contact any employees, officers, agents, elected or appointed officials, or other representatives of the Township, other than the RFP Contact, concerning matters regarding this RFP. Failure to adhere to this rule may result in the disqualification of the proponent and the rejection of the proponent’s proposal.

1.3 Contract for Deliverables

1.3.1 Type of Contract

The selected proponent will be requested to enter into direct contract negotiations to finalize an agreement with the Township for the provision of the Deliverables. The terms and conditions

found in the Form of Agreement (Appendix A) are to form the basis for commencing negotiations between the Township and the selected proponent.

1.3.2 Term of Contract

The term of the agreement will be in effect until the completion of the Deliverables.

1.4 RFP Timetable

1.4.1 Key Dates

Issue Date of RFP	17 June 2026
Site Visit Opportunity	23 June 2026, 11:00 AM local time 26 June 2026, 11:00 AM local time
Deadline for Questions	10 July 2026, 11:00 AM local time
Deadline for Issuing Addenda	14 July 2026, 4:00 PM local time
Submission Deadline	20 July 2026, 11:00 AM local time
Rectification Period	2 business days
Anticipated Ranking of Proponents	27 July 2026
Contract Negotiation Period	5 business days
Anticipated Execution of Agreement	12 August 2026

The RFP timetable is tentative only and may be changed by the Township at any time. For greater clarity, business days means all days that the Township is open for business.

1.4.2 Site Visit / Pre-Bid Meeting (if applicable)

Attendance at the site visit is optional. Proponents are responsible for satisfying themselves as to site conditions. The scheduled site visits are the only opportunities that will be provided by the Township to inspect the premises prior to the Submission Deadline.

- **Site Visit Opportunity #1: 23 June 2026, 11:00 AM local time.**
- **Site Visit Opportunity #2: 26 June 2026, 11:00 AM local time**

The purpose of this meeting is to provide Respondents an opportunity to familiarize themselves with the work and existing conditions. The site visits are the Respondents only opportunity to inspect the premises.

No information provided at the site meetings shall be binding unless such information is included in a subsequent Addendum.

1.5 Submission Instructions

1.5.1 Submission of Proposals

Proposals must be submitted electronically through the bidding system at:

<https://loyalist.bidsandtenders.ca/>

Submissions by other methods will not be accepted.

In the event of any technical issues, proponents should contact the bidding system's technical support.

1.5.2 Proposals to be Submitted on Time

Proposals must be finalized and fully uploaded in the bidding system on or before the Submission Deadline. The time of receipt of proposals shall be determined by the bidding system web clock. Late submissions will not be accepted by the bidding system and will be disqualified as late.

Proponents are cautioned that the timing of submission is based on when the proposal is received by the bidding system, not when a proposal is submitted by a proponent. As transmission can be delayed due to file transfer size, transmission speed or other technical factors, proponents should plan to submit proposals well in advance of the Submission Deadline to avoid submitting late due to technical issues. Proponents submitting near the Submission Deadline do so at their own risk.

The bidding system will send a confirmation email to the proponent advising when the proposal was submitted successfully. If you do not receive a confirmation email, contact the bidding system's technical support immediately.

1.5.3 Proposals to be Submitted in Prescribed Format

Proposal materials should be prepared and submitted in accordance with the instructions in the bidding system, including any maximum upload file size.

Documents should not be embedded within uploaded files, as the embedded files may not be accessible or evaluated.

1.5.4 Amendment of Proposals

Proponents may amend their proposals prior to the Submission Deadline. However, the proponent is solely responsible for ensuring that the amended proposal is received by the bidding system by the Submission Deadline.

1.5.5 Withdrawal of Proposals

At any time throughout the RFP process until the execution of a written agreement for provision of the Deliverables, a proponent may withdraw a submitted proposal. Prior to the Submission Deadline, proponents may withdraw a submitted proposal through the bidding system. To withdraw a proposal after the Submission Deadline, a notice of withdrawal must be sent to the RFP Contact and must be signed by an authorized representative of the proponent.

[End of Part 1]

PART 2 – EVALUATION, NEGOTIATION AND AWARD

2.1 Stages of Evaluation and Negotiation

The Township will conduct the evaluation of proposals and negotiations in the following stages:

2.2 Stage I – Mandatory Submission Requirements

Stage I will consist of a review to determine which proposals comply with all of the mandatory submission requirements. If a proposal fails to satisfy all of the mandatory submission requirements, the Township will issue the proponent a rectification notice identifying the deficiencies and providing the proponent an opportunity to rectify the deficiencies. If the proponent fails to satisfy the mandatory submission requirements within the Rectification Period, its proposal will be rejected. The Rectification Period will begin to run from the date and time that the Township issues a rectification notice to the proponent. The mandatory submission requirements are set out in Section C of the RFP Particulars (Appendix B).

2.3 Stage II – Evaluation

Stage II will consist of the following two sub-stages:

2.3.1 Mandatory Technical Requirements

The Township will review the proposals to determine whether the mandatory technical requirements as set out in Section D of the RFP Particulars (Appendix B) have been met. If a proposal fails to satisfy all of the mandatory technical requirements, the Township will issue the proponent a rectification notice identifying the deficiencies and providing the proponent an opportunity to rectify the deficiencies. The rectification process for these requirements may occur after any rectification process for mandatory submission requirements. Proposals that do not satisfy the mandatory technical requirements within the Rectification Period will be rejected.

2.3.2 Non-Price Rated Criteria

The Township will evaluate each qualified proposal on the basis of the non-price rated criteria as set out under Initial Evaluation Criteria in Section G of the RFP Particulars (Appendix B).

2.4 Stage III – Pricing

Stage III will consist of a review of the submitted pricing of each qualified proposal.

Pricing will not be point-rated.

Following confirmation of compliance with the mandatory requirements, technical requirements, and Domestic Supply Chain Commitment Requirements, the Township will identify the lowest-priced compliant proposal.

The lowest-priced compliant proposal will be ranked first and invited to enter into contract negotiations.

In the event that a proponent's pricing appears to be abnormally low in relation to the Deliverables, the Township may require the proponent to provide a detailed explanation of the pricing

information to account for the low level of price and confirm that all requirements in respect of the Deliverables have been taken into account. If the proponent is unable to satisfactorily account for the abnormally low pricing, the Township may reject the proposal. The Township may also reject any proposal that contains unbalanced pricing. Pricing may be considered unbalanced where nominal or significantly understated prices are proposed for some elements of the Deliverables and inflated prices are proposed for other elements of the Deliverables. Unbalanced pricing includes, but is not limited to, “front-loaded” pricing which contains inflated pricing for Deliverables to be provided or completed at the beginning of the contract, offset by understated pricing for Deliverables to be provided or completed later in the contract.

2.5 Stage IV – Ranking and Contract Negotiations

2.5.1 Ranking of Proponents

Following completion of the technical evaluation and confirmation of compliance with the Domestic Supply Chain Commitment Requirements, qualified proponents will be ranked based on submitted price, with the lowest-priced compliant proposal ranked first.

2.5.2 Contract Negotiation Process

Any negotiations will be subject to the process rules contained in the Terms and Conditions of the RFP Process (Part 3) and will not constitute a legally binding offer to enter into a contract on the part of the Township or the proponent, and there will be no legally binding relationship created with any proponent prior to the execution of a written agreement. The terms and conditions found in the Form of Agreement (Appendix A) are to form the basis for commencing negotiations between the Township and the selected proponent. Negotiations may include requests by the Township for supplementary information from the proponent to verify, clarify, or supplement the information provided in its proposal or to confirm the conclusions reached in the evaluation, and may include requests by the Township for improved pricing or performance terms from the proponent.

2.5.3 Time Period for Negotiations

The Township intends to conclude negotiations and finalize the agreement with the top-ranked proponent during the Contract Negotiation Period, commencing from the date the Township invites the top-ranked proponent to enter negotiations. A proponent invited to enter into direct contract negotiations should therefore be prepared to satisfy the pre-conditions of award listed in Section E of the RFP Particulars (Appendix B), provide requested information in a timely fashion and conduct its negotiations expeditiously.

2.5.4 Failure to Enter into Agreement

If the pre-conditions of award listed in Section E of the RFP Particulars (Appendix B) are not satisfied or if the parties cannot conclude negotiations and finalize the agreement for the Deliverables within the Contract Negotiation Period, the Township may discontinue negotiations with the top-ranked proponent and may invite the next-best-ranked proponent to enter into negotiations. This process will continue until an agreement is finalized, until there are no more proponents remaining that are eligible for negotiations, or until the Township elects to cancel the RFP process.

2.5.5 Notification of Negotiation Status

Other proponents that may become eligible for contract negotiations may be notified at the commencement of the negotiation process with the top-ranked proponent.

[End of Part 2]

PART 3 – TERMS AND CONDITIONS OF THE RFP PROCESS

3.1 General Information and Instructions

3.1.1 Proponents to Follow Instructions

Proponents should structure their proposals in accordance with the instructions in this RFP. Where information is requested in this RFP, any response made in a proposal should reference the applicable section numbers of this RFP.

A proponent who submits conditions, options, variations, or contingent statements either as part of its proposal or after receiving notice of selection, may be disqualified.

3.1.2 Proposals in English

All proposals are to be in English only.

3.1.3 No Incorporation by Reference

The entire content of the proponent's proposal should be submitted in a fixed format, and the content of websites or other external documents referred to in the proponent's proposal but not attached will not be considered to form part of its proposal.

3.1.4 Past Performance

In the evaluation process, the Township may consider the proponent's past performance or conduct on previous contracts with the Township or other institutions.

3.1.5 Information in RFP Only an Estimate

The Township and its advisers make no representation, warranty, or guarantee as to the accuracy of the information contained in this RFP or issued by way of addenda. Any quantities shown or data contained in this RFP or provided by way of addenda are estimates only, and are for the sole purpose of indicating to proponents the general scale and scope of the Deliverables. It is the proponent's responsibility to obtain all the information necessary to prepare a proposal in response to this RFP.

3.1.6 Proponents to Bear Their Own Costs

The proponent will bear all costs associated with or incurred in the preparation and presentation of its proposal, including, if applicable, costs incurred for interviews or demonstrations.

3.1.7 Proposal to be Retained by the Township

The Township will not return the proposal or any accompanying documentation submitted by a proponent.

3.1.8 No Guarantee of Volume of Work or Exclusivity of Contract

The Township makes no guarantee of the value or volume of work to be assigned to the successful proponent. The agreement to be negotiated with the selected proponent will not be an

exclusive contract for the provision of the described Deliverables. The Township may contract with others for goods and services the same as or similar to the Deliverables or may obtain such goods and services internally.

3.2 Communication after Issuance of RFP

3.2.1 Proponents to Review RFP

Proponents should promptly examine all of the documents comprising this RFP and may direct questions or seek additional information in writing through the bidding system on or before the Deadline for Questions. No such communications are to be sent or initiated through any other means. The Township is under no obligation to provide additional information, and the Township is not responsible for any information provided by or obtained from any source other than the RFP Contact or the bidding system. It is the responsibility of the proponent to seek clarification from the RFP Contact on any matter it considers to be unclear. The Township is not responsible for any misunderstanding on the part of the proponent concerning this RFP or its process.

3.2.2 All New Information to Proponents by Way of Addenda

This RFP may be amended only by addendum in accordance with this section. If the Township, for any reason, determines that it is necessary to provide additional information relating to this RFP, such information will be communicated to all proponents by addendum posted in the bidding system. Each addendum forms an integral part of this RFP and may contain important information, including significant changes to this RFP. Proponents are responsible for obtaining all addenda issued by the Township.

3.2.3 Post-Deadline Addenda and Extension of Submission Deadline

If the Township determines that it is necessary to issue an addendum after the Deadline for Issuing Addenda, the Township may extend the Submission Deadline for a reasonable period of time.

3.2.4 Verify, Clarify, and Supplement

When evaluating proposals, the Township may request further information from the proponent or third parties in order to verify, clarify or supplement the information provided in the proponent's proposal. The Township may revisit, re-evaluate, and rescore the proponent's response or ranking on the basis of any such information.

3.3 Notification and Debriefing

3.3.1 Notification to Other Proponents

Once an agreement is executed by the Township and a proponent, the other proponents may be notified directly in writing and will be notified by public posting of the outcome of the procurement process.

3.3.2 Debriefing

Proponents may request a debriefing after receipt of a notification of the outcome of the procurement process. All requests must be in writing to the RFP Contact and must be made within

thirty (30) days of such notification. The RFP Contact will contact the proponent's representative to schedule the debriefing. Debriefings may occur in person at the Township's location or by way of conference call or other remote meeting format as prescribed by the Township.

3.3.3 Procurement Protest Procedure

Any proponent with concerns about the RFP process is required to attend a debriefing prior to proceeding with a protest.

If, after attending a debriefing, the proponent wishes to challenge the RFP process, it should provide written notice to the RFP Contact in accordance with applicable procurement protest procedures. The written notice must contain:

- (a) a clear statement as to which procurement the proponent wishes to challenge;
- (b) a clear explanation of the proponent's concerns with the procurement, including specifics as to why it disagrees with the procurement process or its outcome; and
- (c) the proponent's contact details, including name, telephone number and email address.

The Township will send an initial response to acknowledge receipt of the proponent's notice and indicate the date by which the Township will provide the proponent with a formal response.

3.4 Conflict of Interest and Prohibited Conduct

3.4.1 Conflict of Interest

For the purposes of this RFP, the term "Conflict of Interest" includes, but is not limited to, any situation or circumstance where:

- (a) in relation to the RFP process, the proponent has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to:
 - (i) having or having access to confidential information of the Township in the preparation of its proposal that is not available to other proponents;
 - (ii) having been involved in the development of the RFP, including having provided advice or assistance in the development of the RFP;
 - (iii) receiving advice or assistance in the preparation of its response from any individual or entity that was involved in the development of the RFP;
 - (iv) communicating with any person with a view to influencing preferred treatment in the RFP process (including but not limited to the lobbying of decision makers involved in the RFP process); or
 - (v) engaging in conduct that compromises, or could be seen to compromise, the integrity of the open and competitive RFP process or render that process non-competitive or unfair;

- (b) in relation to the performance of its contractual obligations under a contract for the Deliverables, the proponent's other commitments, relationships, or financial interests:
 - (i) could, or could be seen to, exercise an improper influence over the objective, unbiased, and impartial exercise of its independent judgement; or
 - (ii) could, or could be seen to, compromise, impair, or be incompatible with the effective performance of its contractual obligations.

3.4.2 Disqualification for Conflict of Interest

The Township may disqualify a proponent for any conduct, situation, or circumstances, determined by the Township, in its sole and absolute discretion, to constitute a Conflict of Interest as defined above.

An existing supplier of the Township may be precluded from participating in the RFP process in instances where the Township has determined that the supplier has a competitive advantage that cannot be adequately addressed to mitigate against unfair advantage. This may include, without limitation, situations in which an existing supplier is in a position to create unnecessary barriers to competition through the manner in which it performs its existing contracts, or situations where the incumbent fails to provide the information within its control or otherwise engages in conduct obstructive to a fair competitive process.

3.4.3 Disqualification for Prohibited Conduct

The Township may disqualify a proponent, rescind an invitation to negotiate, or terminate a contract subsequently entered into if the Township determines that the proponent has engaged in any conduct prohibited by this RFP.

3.4.4 Prohibited Proponent Communications

Proponents must not engage in any communications that could constitute a Conflict of Interest and should take note of the Conflict of Interest declaration set out in the Submission Form (Appendix C).

3.4.5 Proponent Not to Communicate with Media

Proponents must not at any time directly or indirectly communicate with the media in relation to this RFP or any agreement entered into pursuant to this RFP without first obtaining the written permission of the RFP Contact.

3.4.6 No Lobbying

Proponents must not, in relation to this RFP or the evaluation and selection process, engage directly or indirectly in any form of political or other lobbying whatsoever to influence the selection of the successful proponent(s).

3.4.7 Illegal or Unethical Conduct

Proponents must not engage in any illegal business practices, including activities such as bid-rigging, price-fixing, bribery, fraud, coercion, or collusion. Proponents must not engage in any

unethical conduct, including lobbying, as described above, or other inappropriate communications; offering gifts to any employees, officers, agents, elected or appointed officials, or other representatives of the Township; deceitfulness; submitting proposals containing misrepresentations or other misleading or inaccurate information; or any other conduct that compromises or may be seen to compromise the competitive process provided for in this RFP.

3.4.8 Supplier Suspension

The Township may suspend a supplier from participating in its procurement processes for prescribed time periods based on past performance or based on inappropriate conduct, including but not limited to the following:

- (a) illegal or unethical conduct as described above;
- (b) the refusal of the supplier to honour its submitted pricing or other commitments;
- (c) engaging in litigious conduct, bringing frivolous or vexatious claims in connection with the Client's procurement processes or contracts, or engaging in conduct obstructive to a fair competitive process; or
- (d) any conduct, situation, or circumstance determined by the Township, in its sole and absolute discretion, to have constituted an undisclosed Conflict of Interest.

In advance of a decision to suspend a supplier, the Township will notify the supplier of the grounds for the suspension and the supplier will have an opportunity to respond within a timeframe stated in the notice. Any response received from the supplier within that timeframe will be considered by the Township in making its final decision.

3.5 Confidential Information

3.5.1 Confidential Information of the Township

All information provided by or obtained from the Township in any form in connection with this RFP either before or after the issuance of this RFP

- (a) is the sole property of the Township and must be treated as confidential;
- (b) is not to be used for any purpose other than replying to this RFP and the performance of any subsequent contract for the Deliverables;
- (c) must not be disclosed without prior written authorization from the Township; and
- (d) must be returned by the proponent to the Township immediately upon the request of the Township.

3.5.2 Confidential Information of Proponent

A proponent should identify any information in its proposal or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by the Township. The confidentiality of such information will be maintained by the Township, except as otherwise required by law or by order of a court or tribunal. Proponents are advised that their proposals will,

as necessary, be disclosed, on a confidential basis, to advisers retained by the Township to advise or assist with the RFP process, including the evaluation of proposals. If a proponent has any questions about the collection and use of personal information pursuant to this RFP, questions are to be submitted to the RFP Contact.

3.6 Procurement Process Non-Binding

3.6.1 No Contract A and No Claims

This procurement process is not intended to create and will not create a formal, legally binding bidding process and will instead be governed by the law applicable to direct commercial negotiations. For greater certainty and without limitation:

- (a) this RFP will not give rise to any Contract A–based tendering law duties or any other legal obligations arising out of any process contract or collateral contract; and
- (b) neither the proponent nor the Township will have the right to make any claims (in contract, tort, or otherwise) against the other with respect to the award of a contract, failure to award a contract or failure to honour a proposal submitted in response to this RFP.

3.6.2 No Contract until Execution of Written Agreement

This RFP process is intended to identify prospective suppliers for the purposes of negotiating potential agreements. No legal relationship or obligation regarding the procurement of any good or service will be created between the proponent and the Township by this RFP process until the successful negotiation and execution of a written agreement for the acquisition of such goods and/or services.

3.6.3 Non-Binding Price Estimates

While the pricing information provided in proposals will be non-binding prior to the execution of a written agreement, such information will be assessed during the evaluation of the proposals and the ranking of the proponents. Any inaccurate, misleading, or incomplete information, including withdrawn or altered pricing, could adversely impact any such evaluation or ranking or the decision of the Township to enter into an agreement for the Deliverables.

3.6.4 Cancellation

The Township may cancel or amend the RFP process without liability at any time.

3.7 Governing Law and Interpretation

These Terms and Conditions of the RFP Process (Part 3):

- (a) are intended to be interpreted broadly and independently (with no particular provision intended to limit the scope of any other provision);
- (b) are non-exhaustive and will not be construed as intending to limit the pre-existing rights of the parties to engage in pre-contractual discussions in accordance with the common law governing direct commercial negotiations; and

- (c) are to be governed by and construed in accordance with the laws of the province of Ontario and the federal laws of Canada applicable therein.

[End of Part 3]

APPENDIX A – FORM OF AGREEMENT

The Form of Agreement for this Project shall be the CCDC 2 (current version).

The Form of Agreement will also include supplementary conditions to CCDC 2.

The CCDC 2 will not be reproduced within this RFP.

APPENDIX B – RFP PARTICULARS

A. THE DELIVERABLES

The project involves construction of a new administration building and renovation of the existing operations building located at 240 County Road 4 including a new septic system, electrical upgrades, and site improvements.

The additional bay of the existing operations building shown on the drawings is not included in this RFP pricing for any component related to that work is not to be included in the submitted price.

Any item or service that is obviously necessary in order to complete any job component must be provided. It is the responsibility of the Respondent to bring to the attention of the contact in charge of this project, prior to submitting a proposal; any item which they feel has been omitted from this Request for Proposal document.

The RFP is comprised of the following documents:

- Appendix D – Domestic Supply Chain Plan and Declaration of Ontario or Canadian-Made Goods and Services
- Appendix E – Technical Specifications
- Appendix F – Drawings
- Appendix G – CCDC 2 Supplementary Conditions
- Appendix H – Consent of Surety
- Appendix I – Hazardous Building Materials Assessment

Major Goods and Services

For the purposes of the Domestic Supply Chain Plan requirements, the Township has identified the following as Major Goods and/or Services for this procurement:

Major Goods

- Structural Materials.
- Ready-Mix Concrete
- Building Envelope Systems
- Roofing System
- Windows and Glazing
- HVAC Equipment
- Electrical Distribution Equipment
- Emergency Generator
- Interior Millwork
- Plumbing Fixtures
- Fixtures, Furniture, and Equipment
- Asphalt Pavement
- Fencing

Major Services

- General Contracting Services

- Mechanical Contracting Services
- Electrical Contracting Services
- Roofing Installation Services
- Site Works and Civil Construction Services

Milestones and Completion Dates

The successful proponent agrees to complete the work in its entirety prior to June 03, 2027.

B. MATERIAL DISCLOSURES

1. Loyalist Township's Procurement By-law

Loyalist Township's procurement processes are governed by its' Procurement By-law 2024-54 ([Loyalist Township - Document Center](#)). It is the proponent's responsibility to become familiar with and comply with Loyalist Township's By-law.

If the terms of the RFP are more restrictive than the terms of Loyalist Township's Procurement By-law, the terms of the RFP will prevail.

2. Accessibility for Ontarians with Disabilities Act

Loyalist Township is committed to providing equal treatment to people with disabilities with respect to the use and benefit of municipal services, programs and goods in a manner that respects their dignity and that is equitable in relation to the broader public. In accordance with the *Ontario Human Rights Code*, *Ontarians with Disabilities Act, 2001* (ODA) and *Accessibility for Ontarians with Disabilities Act, 2005* (AODA), Loyalist Township will accommodate for a disability, ensuring full and equitable participation throughout the RFT process.

If a proponent requires this RFP in a different format to accommodate a disability, the proponent must contact the Loyalist Township Contact as soon as possible and in any event prior to the Submission Deadline. The RFP and all addenda will be issued in accessible format only to the requesting proponent.

3. Hazardous Building Material Assessment

A hazardous building assessment report was obtained for the subject building and can be found in **Appendix I**.

Bid Security and Bonding Requirements

The Township may request bid deposits, performance and labour and material bonds. Requests for security documents will be specified under **Appendix B – RFP Particulars, Section C. Mandatory Submission Requirements** as well as **E. Pre-Conditions of Award**.

4. Payment Information

Payments

The Township's method of payment shall be electronic funds transfer (EFT)

Any proponent receiving an award shall complete the Township's EFT payment form as part of the intent to award process.

Unless otherwise stipulated by the Construction Act, the terms of payment shall be twenty-eight (28) days from the date of receipt of the proper invoice at the location specified in the bid documents.

Proper Invoice

In accordance with the Construction Act, the Township will only make payment after receiving a proper invoice, as defined in the Contract. The contract will require a proper invoice to contain, among other things:

1. The successful Proponent's name and address;
2. The date of the proper invoice and the period during which the services or materials were supplied;
3. Information identifying the authority, whether in the contract or otherwise, under which the services or materials were supplied, including the correct purchase order number (if applicable);
4. A detailed description, including quantity where appropriate, of the services or materials that were supplied, demonstrating the percentage of the Project completion, and setting out the amount invoiced to date, in a format approved by the Township;
5. The amount payable for the services or materials that were supplied, and the payment terms, setting out the amount invoiced for each described line item on the schedule of values approved by the Township;
6. The name, title, telephone number and mailing address of the person to whom payment is to be sent;
7. An updated Project schedule which reflects the work performed to date, in a format approved by the Township;
8. A certificate issued by the WSIB during the invoice month confirming that the successful Proponent has complied with its obligations to make payments under the insurance plan.

Prices will be subject to verification at any time. The successful Proponent will be required to submit such substantiating documentation as the Township deems necessary to verify pricing on proper invoices.

Delivery of a Proper Invoice

Unless otherwise stipulated in the procurement document, all invoices are to be sent directly to the Contract Administrator.

Holdbacks

Basic holdback

As per the Construction Act the Township will retain a holdback equal to 10 percent of the price of the services or materials as they are actually supplied under the contract until all liens that may be claimed against the holdback have expired or been satisfied, discharged or otherwise provided for. This holdback requirement applies for each contract under which a lien may arise.

Maintenance Security

The Owner shall retain, for the duration of the Warranty Period, two and a half (2.5%) of the value of the Contract as amended. Interest shall not be paid on the Maintenance Security

Certificate of Substantial Performance

The Contractor shall publish a copy of the Certification of Substantial Performance of the Contract, as prescribed by the Construction Act, once in a Construction Trade newspaper within seven (7) days of receiving a copy of the Certificate signed by the payment certifier in accordance with the Construction Act. Where the contractor fails or refuses to publish the Certificate within twenty (20) days of the date of the Certificate, the Owner may publish a copy of the Certificate in a Construction Trade newspaper and deduct the cost thereof from the amount payable under the Contract.

Holdback Release

The expectation is that the Township receives a separate invoice for holdback and Maintenance Security release from the Contractor. Payment will be processed and released as prescribed by the Construction Act.

5. Unbalanced Tenders and Discrepancies

Submissions that contain prices that appear to be as unbalanced as likely to adversely affect the interests of the Township may be rejected as per **Part 2 – Evaluation Negotiation and Award – Stage III - Pricing**.

6. Capital Infrastructure Procurement.

The Township will determine whether this procurement is a capital infrastructure procurement subject to the applicable Capital Infrastructure policy requirements. Where the Township determines that the procurement is a capital infrastructure procurement, proponents must comply with all requirements set out in this RFP relating to domestic supply chain information, domestic content commitments, and any other applicable requirements.

7. Applicability of Capital Infrastructure Policy Requirements

The Township has determined that this procurement constitutes a Capital Infrastructure Procurement under the Municipal Buy Ontario Procurement Directive and applicable Capital Infrastructure policy requirements.

Accordingly, proponents must comply with all Domestic Supply Chain Plan requirements, domestic content disclosure obligations, and any other requirements identified in this RFP relating to Ontario-Made Goods, Canadian-Made Goods, Ontario Services, and Canadian Services.

The Township reserves the right to verify any information provided in a Domestic Supply Chain Plan and may request supporting documentation at any stage of the procurement process or contract performance.

8. Definitions

Canadian Service: means a service wholly provided by individuals located in Canada.

Canadian-Made Good: means a good that is either wholly manufactured or originating in Canada, or at least 51% of the total direct costs of producing or manufacturing the good were incurred in Canada or is labelled “Made in Canada” or “Product of Canada.”

Domestic Supply Chain Plan: means the document submitted by a proponent identifying the major goods and services proposed for the Deliverables, including the origin and dollar value of such goods and services, in accordance with the requirements of this RFP.

Major Goods: for the purposes of this RFP, “Major Goods” means durable materials, systems, or components that are essential to the operational readiness or performance of the Deliverables, including, as applicable, structural materials, building envelope components, mechanical and electrical systems, specialty items, fixtures, furniture and equipment, and any other goods identified by the Township as major goods for this procurement.

Ontario-Made Good: means a good that is either wholly manufactured or originating in Ontario, or at least 51% of the total direct costs of producing or manufacturing the good were incurred in Ontario.

Ontario Service: means a service wholly provided by individuals located in Ontario.

Total Procurement Value: means the total value of the proposal submitted by the proponent for evaluation purposes, excluding HST, and including all goods, services, subcontracted work, allowances, and applicable costs associated with the Deliverables.

C. MANDATORY SUBMISSION REQUIREMENTS

1. Submission Form (Appendix C)

Each proposal must include a Submission Form (Appendix C) completed and signed by an authorized representative of the proponent.

2. Pricing

Each proposal must include pricing information that complies with the instructions set out below in Section G of this Appendix B.

3. Domestic Supply Chain Plan and Declaration

This procurement is subject to the Capital Infrastructure requirements of the Municipal Buy Ontario Procurement Directive.

Each proponent must submit a Domestic Supply Chain Commitment Plan and Declaration using the format prescribed in Appendix D.

The Domestic Supply Chain Commitment Plan is a mandatory eligibility requirement and is not evaluated or scored.

Failure to submit a complete and responsive Domestic Supply Chain Commitment Plan may result in disqualification.

3.1 Domestic Content Commitment

The Proponent commits to providing the Major Goods and Services identified in its Domestic Supply Chain Commitment Plan and acknowledges that the Plan forms part of the Contract Documents.

4. Other Mandatory Submission Requirements

Technical Proposal

Each proposal must include all required documentation as per **Appendix B – Section G – Evaluation Criteria** consisting of:

- Ability to perform the work
- Respondent Experience
- Experience and Qualification of Key Team Members

Tender Form

Each proposal must include:

- A completed and signed Stipulated Price Tender Form;
- Supplement to Bid – Unit Prices (Section 00 43 22);
- Supplement to Bid – Proposed Subcontractors (Section 00 43 36).

Failure to submit these documents may result in the proposal being deemed non-compliant.

Appendix H – Consent to Surety

Each proposal must include a Consent to Surety (Appendix H) completed and signed by an authorized representative of the Bonding Company.

D. MANDATORY TECHNICAL REQUIREMENTS

N/A

E. PRE-CONDITIONS OF AWARD

The successful proponent must satisfy the following conditions and provide the following information within 10 days of the notice of selection:

No work will be initiated until these requirements are met.

Insurance

The successful proponent must provide Loyalist Township with a Certificate of Insurance acceptable to the Township and, if requested by the Township, certified copies of the insurance policies.

In addition to specific identified insurance coverages, the following coverages will be required:

- (a) **Commercial General Liability insurance** on an occurrence basis for third party bodily injury, personal injury and property damage, to an inclusive limit of not less than \$5,000,000 *per occurrence and including products and completed operations liability. The policy is to include the following:
- the Township as an additional named insured with respect to liability arising in the course of performance of the Supplier's obligations under, or otherwise in connection with, the Contract
 - i. When the procurement is part of a government funding opportunity, the government entity may require to be listed as an additional insured on the Certificate of Insurance
 - contractual liability coverage
 - cross-liability and severability of interests clause
 - employers liability coverage
 - 30 day written notice of cancellation, termination or material change
 - tenants legal liability coverage (if applicable and with suitable sub-limits)
 - non-owned automobile coverage with blanket contractual coverage for hired automobiles
- (b) **Automobile Insurance - Automobile Insurance** for both owned and leased vehicles with inclusive limits of not less than two million dollars (\$2,000,000)*.
- Proof of automobile insurance will not be required if the Supplier provides a signed letter stating that they do not own or lease vehicles.
- (c) **Contractor's Equipment Floater** - The contractor shall provide and maintain coverage for all equipment used in the project during the term of this Agreement. Coverage will be provided, on a broad form basis, for construction machinery, equipment, tools and stock that will be used by the Contractor in the performance of the work. The coverage will also include rental expense. Coverage is to be carried from the date of commencement of the work until one year after the date of Substantial Performance of the Work.
- (d) **Installation Floater** - Coverage provided to goods (such as building materials or components, tools, or equipment) while in transit, waiting to be installed and as they are being installed.
- (e) **Contractor's Pollution Liability Policy**, underwritten by an insurer licensed to conduct business in the Province of Ontario for a limit of not less than \$5,000,000.
- (f) **Sub-Contractors** - The Contractor must ensure that all sub trades and any other individual or company they hire and/or assign, in relation to this contract, will meet or exceed the requirements and limits of insurance requested in this section.

WSIB

The selected proponent shall provide:

A valid current Clearance Certificate declaring that the selected proponent is registered with the Workplace Safety and Insurance Board (WSIB) and has an account in good standing.

In addition to the indemnification provided by the selected proponent elsewhere in the ITT, the selected proponent agrees to indemnify Loyalist Township and its respective elected officials, directors, officers, agents, employees, and volunteers, successors and assigns for all losses, claims, expenses (including reasonable legal fees) or other charges related to the selected proponent's status with WSIB.

Bonding

As per Appendix B – RFP Particulars – Material Disclosures - Section 4 - Bonding – Performance and Labour and Material Bonds, the selected bidder shall furnish a:

Performance Bond – in the amount equal to fifty percent (50%) of the total tender price, including Harmonized Sales Tax, to guarantee their faithful performance on this Contract;

AND

Labour and Material Payment Bond equal to fifty percent (50%) of the total tender price, including Harmonized Sales Tax, to guarantee their fulfillment of all obligations in respect of maintenance and payment for labour and materials used on this work.

Where the labour and material bonding and performance bond required herein are also required by the Construction Act, R.S.O. 1990, Chapter C.30, the Contractor shall ensure that such bonds:

- Meet the requirements specified by that Act; and
- Are provided on the form prescribed by Forms, Ontario Regulation 303/18

Construction Act Forms can be obtained from: ontariocourtforms.on.ca/construction-lien-act-forms

F. DOMESTIC SUPPLY CHAIN COMMITMENT REQUIREMENTS

This procurement is subject to the Capital Infrastructure requirements of the Municipal Buy Ontario Procurement Directive.

Proponents must submit a Domestic Supply Chain Commitment Plan identifying the Major Goods and Services proposed for the Deliverables.

The Domestic Supply Chain Commitment Plan shall identify:

- Major Goods;
- Major Services;
- Origin of each Major Good or Service;
- Estimated dollar value associated with each item;
- Percentage of Total Procurement Value associated with each item.

The Domestic Supply Chain Commitment Plan will be reviewed on a pass/fail basis only.

For the purposes of determining compliance with the Domestic Supply Chain Commitment Requirements, the Township will calculate the Domestic Content Percentage as follows:

Domestic Content Percentage = (Total Value of Ontario-Made Goods + Canadian-Made Goods + Ontario Services + Canadian Services) ÷ Total Procurement Value × 100

The values identified in the Domestic Supply Chain Commitment Plan submitted by the Proponent will be used for this calculation.

Ontario-Made Goods, Canadian-Made Goods, Ontario Services, and Canadian Services may be aggregated for the purposes of determining compliance.

To be considered compliant, the Domestic Content Percentage must be equal to or greater than fifty-one percent (51%).

The Township reserves the right to request supporting documentation and verify any information provided in the Domestic Supply Chain Commitment Plan at any stage of the procurement process or during contract performance.

G. EVALUATION CRITERIA

The following sets out the categories, weightings, and descriptions of the rated criteria of the RFP. Proponents who do not meet a minimum threshold score for a category will not proceed to the next stage of the evaluation process.

Technical Proposals will be evaluated using the criteria and minimum threshold scores identified in this Section.

The technical evaluation is conducted as a qualification screening process. Proponents must achieve the minimum score required for each evaluated category and an overall minimum Technical Score of sixty-five (65) points to be considered technically compliant.

Only proponents that achieve technical compliance and satisfy the Domestic Supply Chain Commitment Requirements will proceed to the price evaluation stage.

The preferred proponent will be the technically compliant proponent that satisfies the Domestic Supply Chain Commitment Requirements and submits the lowest-priced bid.

Technical Proposals will be evaluated by individuals employed by Loyalist Township. Minimum scores are established for each of the rated requirements and a total score of at least sixty-five (65) of available points must be achieved for the Technical Proposal. Failure to achieve the minimum score for any requirement or in total will result in the Technical Proposal being deemed non-compliant.

Evaluation Criteria	Weighting (Points)	Minimum Threshold (Points)
Ability to Perform the Work	35	15
Experience of the Respondent	35	15
Experience and Qualifications of Key Team Members	30	15

Total Technical Score	100	(Minimum Threshold) 65*
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***Note** - The minimum score required is not the total of the minimum scores required for each assessed section. If a proponent achieves the minimum score for each section, they will not achieve the minimum score required for their proposal to be accepted.

A scoring rubric detailing the allocation of points for each rated criteria of the Technical Proposal can be found in **Section H (Appendix B)** of these documents.

Point Rated Technical Criteria – Note to Proponents

For all criteria evaluating the experience of the proposed resources, points will be given only for experience that is sufficiently demonstrated. Proponents should therefore provide sufficient information to allow for the complete evaluation of each example of experience mentioned. The points will not be awarded if the information provided is insufficient to confirm that the experience is in conformity with the criterion requirements.

Here are examples of information allowing for the complete evaluation of experience (applicable depending on the criterion):

- (a) subject of the project or experience;
- (b) nature of the project or experience;
- (c) client name, including the name and telephone number of a client contact person who can confirm the information;
- (d) exact dates of the project or experience (start and end dates – month and year);
- (e) exact dates of resource's involvement in the project (start and end dates – month and year);
- (f) tasks carried out by the resource during the project or experience.

Please note that overlapping experiences will be counted only once.

Ability to perform the work

Proponents shall provide a detailed narrative describing experience and capability to provide the Work as outlined within the RFP. This narrative shall demonstrate the ability of Proponent and not the ability of specific individuals. The narrative shall address each of the following items:

- The Respondent's understanding of the scope and requirements of the project, noting any specific challenges he/she/it identifies in meeting the requirements of the RFP. The proposal must describe the approach and methodology to be followed in completing all aspects of the project as described in the RFP
- Proponent demonstrates he/she/it has the physical resources to complete work in a timely manner
 - The intent to use subcontractors or other firms in the completion of this project shall be detailed in this portion of the proposal. The following should be included:
 - the names of the subcontractors or other firms

- the work to be carried out;
- acknowledgement that the Respondent will be directly responsible for the satisfactory completion and costs of any service or activities that are subcontracted.
- Any intent to use a “consortium of agencies” must also be identified in this portion of the proposal. The proposal must include the names of the agencies or other firms; the work to be carried out; a brief outline of qualifications and relevant experience of the company; and must clearly certify that each company or agency of the consortium can meet the requirements set forth in the RFP.
- Experience working cooperatively with municipal bodies.
- Record of successful completions of similar projects. What methods/practices are in place to ensure that projects are completed on time and within budget? What quality assurance process do you have in place for your projects. Include how this was/is demonstrated with other projects by your firm.
- Demonstrates commitment to OSHA requirements
- List all Contracts that have been terminated prior to completion, with explanations as necessary. Provide contact names and telephone numbers of the clients for such contracts.

Experience of the Respondent

The proposal must include a company profile, including the type and nature of the company, years in business, areas of operation, related experience, related background information, evidence that the Respondent has the ability and necessary qualifications to provide the services in a satisfactory manner, information on similar work completed by the Respondent for other municipalities, and any other information that will help the Municipality evaluate the qualifications to deliver the services identified in the RFP.

Except where expressly provided otherwise, the experience described in the proposal must be the experience of the Proponent itself (which includes the experience of any companies that formed the Proponent by way of a merger but does not include any experience acquired through a purchase of assets or an assignment of contract).

The proposal shall include at least three recent references for similar projects, including the following information: Company name; Address; Contact name, title, e-mail address, and telephone number; Description and date of project. Information to be provided with Appendix C and attached to submission.

Reference checks will be performed to confirm or clarify information provided within the proponents' proposal. The reference checks themselves will not be scored, however the Purchaser may adjust rated requirements scoring related to the information obtained during the reference check.

Experience and Qualifications of Key Team Members

The proposal must identify the Respondent's Project Manager, and key team members for the project along with a description of relevant experience and qualifications in completing projects of

a similar nature and comparable scope and magnitude for a municipality, and their respective roles on this project. A Curriculum vitae for all personnel identified must be provided. Evaluation of the project manager and project support staff will include an assessment of the firm's overall ability to provide multi-disciplinary capabilities and resources to this project and the Project Manager's past experience on similar projects.

H. TECHNICAL SUBMISSION SCORING RUBRIC

The following table generally outlines the rubric which will be used to evaluate technical proposals. Proponents are advised to review the rubric prior to assembling their proposals. Assigned scores for each rated criteria can include any value between 0 and the maximum available point for that specific criterion. Technical proposals that do not meet the minimum threshold for a particular criterion, or for the overall technical score, shall be disqualified.

Criteria	Available Points	Minimum Required Points	Scoring Criteria
Ability to perform the work	35	15	- Understanding of scope and project requirements (<i>up to 6 pts</i>) - Proponent demonstrates it has the physical resources to complete work in a timely manner (<i>up to 6 pts</i>) - Record of successful completions of similar projects(<i>up to 5 pts</i>) - Identify potential risks and constraints associated with project, along with potential mitigation strategies (<i>up to 6 pts</i>) - Demonstrates good quality control on projects (<i>up to 6 pts</i>) - Demonstrates commitment to OHSA requirements (<i>up to 6 pts</i>)
Experience of the Respondent	35	15	- Reference projects demonstrate the proponent's experience in projects of similar complexity (<i>up to 5 points per project for a maximum of 7 projects</i>). General Contractor and major sub-trades must have minimum of 7 years' experience in projects of similar complexity. Contractors with less than seven years' experience automatically receive a score of 0 for this section.

Experience and Qualifications of Key Team Members	30	15	- Proponent team possesses the necessary experience and resources to accomplish the Project Goals (<i>up to 15 pts</i>) - key team members are extremely well qualified and possess the necessary experience to accomplish the goals for the project (<i>up to 10 additional points</i>) - key team members have previous experience working on similar projects (<i>up to 5 additional points</i>)
	100		Maximum attainable points
		65	Minimum Acceptable Score.

I. PRICE EVALUATION

The Township will determine the preferred proponent based on the lowest price submitted for the Required Pricing Information including provisional items from those firms which have passed the technical evaluation

Instructions on How to Provide Pricing

- (a) Proponents should submit their pricing information by completing the bid form on the Bids & Tenders platform.
- (b) Rates must be provided in Canadian funds, inclusive of all applicable duties and taxes except for HST, which should be itemized separately.
- (c) Unless otherwise indicated in the requested pricing information, rates quoted by the proponent must be all-inclusive and must include all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery, all costs of installation and set-up, including any pre-delivery inspection charges, and all other overhead, including any fees or other charges required by law.
- (d) **The additional bay of the existing operations building shown on the drawings is not included in this RFP pricing for any component related to that work is not to be included in the submitted price.**

Required Pricing Information

Required pricing information is available in the bid form on the Bids & Tenders platform. Respondents are to submit pricing information using this form.

APPENDIX C – SUBMISSION FORM

1. Proponent Information

Please fill out the following form, naming one person to be the proponent's contact for the RFP process and for any clarifications or communication that might be necessary.	
Full Legal Name of Proponent:	
Any Other Relevant Name under which Proponent Carries on Business:	
Street Address:	
City, Province/State:	
Postal Code:	
Phone Number:	
Company Website (if any):	
Proponent Contact Name and Title:	
Proponent Contact Phone:	
Proponent Contact Email:	

2. Acknowledgment of Non-Binding Procurement Process

The proponent acknowledges that the RFP process will be governed by the terms and conditions of the RFP, and that, among other things, such terms and conditions confirm that this procurement process does not constitute a formal, legally binding bidding process (and for greater certainty, does not give rise to a Contract A bidding process contract), and that no legal relationship or obligation regarding the procurement of any good or service will be created between the Township and the proponent unless and until the Township and the proponent execute a written agreement for the Deliverables.

3. Ability to Provide Deliverables

The proponent has carefully examined the RFP documents and has a clear and comprehensive knowledge of the Deliverables required. The proponent represents and warrants its ability to provide the Deliverables in accordance with the requirements of the RFP for the rates set out in its proposal.

4. Non-Binding Pricing

The proponent has submitted its pricing in accordance with the instructions in the RFP. The proponent confirms that the pricing information provided is accurate. The proponent acknowledges that any inaccurate, misleading, or incomplete information, including withdrawn or altered pricing, could adversely impact the acceptance of its proposal or its eligibility for future work.

5. Addenda

The proponent is deemed to have read and taken into account all addenda issued by the Township prior to the Deadline for Issuing Addenda.

6. Communication with Competitors

For the purposes of this RFP, the word "competitor" includes any individual or organization, other than the proponent, whether or not related to or affiliated with the proponent, who could potentially submit a response to this RFP.

Unless specifically disclosed below under Disclosure of Communications with Competitors, the proponent declares that:

- (a) it has prepared its proposal independently from, and without consultation, communication, agreement or arrangement with any competitor, including, but not limited to, consultation, communication, agreement or arrangement regarding:
 - (i) prices;
 - (ii) methods, factors or formulas used to calculate prices;
 - (iii) the quality, quantity, specifications or delivery particulars of the Deliverables;
 - (iv) the intention or decision to submit, or not to submit, a proposal; or
 - (v) the submission of a proposal which does not meet the mandatory technical requirements or specifications of the RFP; and
- (b) it has not disclosed details of its proposal to any competitor and it will not disclose details of its proposal to any competitor prior to the notification of the outcome of the procurement process.

Disclosure of Communications with Competitors

If the proponent has communicated or intends to communicate with one or more competitors about this RFP or its proposal, the proponent discloses below the names of those competitors and the nature of, and reasons for, such communications:

7. No Prohibited Conduct

The proponent declares that it has not engaged in any conduct prohibited by this RFP.

8. Conflict of Interest

The proponent must declare all potential Conflicts of Interest, as defined in section 3.4.1 of the RFP. This includes disclosing the names and all pertinent details of all individuals (employees, advisers, or individuals acting in any other capacity) who (a) participated in the preparation of the

proposal; **AND** (b) were employees of the Township within twelve (12) months prior to the Submission Deadline.

If the box below is left blank, the proponent will be deemed to declare that (a) there was no Conflict of Interest in preparing its proposal; and (b) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the RFP.

Otherwise, if the statement below applies, check the box.

- ☐ The proponent declares that there is an actual or potential Conflict of Interest relating to the preparation of its proposal, and/or the proponent foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the RFP.

If the proponent declares an actual or potential Conflict of Interest by marking the box above, the proponent must set out below details of the actual or potential Conflict of Interest:

9. Disclosure of Information

The proponent hereby agrees that any information provided in this proposal, even if it is identified as being supplied in confidence, may be disclosed where required by law or by order of a court or tribunal. The proponent hereby consents to the disclosure, on a confidential basis, of this proposal by the Township to the advisers retained by the Township to advise or assist with the RFP process, including with respect to the evaluation of this proposal.

Signature of Proponent Representative

Name of Proponent Representative

Title of Proponent Representative

Date

I have the authority to bind the proponent.

APPENDIX D – Domestic Supply Chain Plan and Declaration of Ontario or Canadian-Made Goods and Services

Instructions to Proponents

Proponents must complete and submit the following Domestic Supply Chain Plan as part of their proposal submission. The Domestic Supply Chain Plan must identify all Major Goods and Services required for the Deliverables, including subcontracted goods and services.

For each item identified, proponents must provide:

- description of the good or service;
- origin
- dollar value.
- percentage of Total Procurement Value

Domestic Supply Chain Plan Table

Item Description (major good or service)	Origin IE Ontario/Quebec/USA	Dollar Value (CAD)	Percentage of Total Procurement Value
Structural Materials.			
Ready-Mix Concrete			
Building Envelope Systems			
Roofing System			
Windows and Glazing			
HVAC Equipment			
Electrical Distribution Equipment			
Emergency Generator			

Interior Millwork			
Plumbing Fixtures			
Fixtures, Furniture, and Equipment			
Asphalt Pavement			
Fencing			
General Contracting Services			
Mechanical Contracting Services			
Electrical Contracting Services			
Roofing Installation Services			
Site Works and Civil Construction Services			

Summary of Tables Values

Category

Total Value (\$)

Ontario-Made Goods & Ontario Services

\$ _____

Canadian-Made Goods & Canadian Services

\$ _____

Elsewhere

\$ _____

Declaration of Ontario or Canadian-Made Goods and Services

(“Declaration”)

Agreement/Contract Number: _____

IN THE MATTER OF Loyalist Township AND IN THE MATTER OF the Bidder

(For the purposes of this declaration, the term “Bidder” shall also include Service Providers and Proponents.)

Full legal name of the Bidder (“Bidder”)

1.1.1.1 I, the undersigned,

Full name of the Bidder’s representative

1.1.1.2 DECLARE, that

1. I have signing authority on behalf of the Bidder;
2. I confirm that I have performed a complete due diligence of all relevant facts for the drafting of this Declaration and that I have personal knowledge of said facts; and
3. I am duly authorized to confirm that:
 - ☐ the information provided in Table 1: Domestic Supply Chain Plan is quoted in utmost good faith, without collusive arrangement or agreement with any other person or partnership or corporation. The Bidder expressly warrants that they are not party or privy to any deceitful tendering to mislead the Owner into accepting their information. Providing false information may lead to the Bidder's submission being declared as non-compliant and the removal of their original bid from further consideration.
 - and**
 - ☐ not less than 51% of the total bid value is Ontario or Canadian-Made Goods and Services and agree that if the proportion of Ontario or Canadian-Made Goods and Services are less than 51% of the total bid value then the submitted bid shall be deemed non-compliant and that the submission shall be disqualified.

1.1.1.3 AND I HAVE SIGNED

In

_____	_____	_____
City	Province/State	Country
This	of	
_____	_____	_____
Day	Month	Year

Signature, Job Title		

APPENDIX E Technical Specifications

Available at <https://loyalist.bidsandtenders.ca>

APPENDIX F – Drawings

Available at <https://loyalist.bidsandtenders.ca>

APPENDIX G – CCDC-2 Supplementary Conditions

Available at <https://loyalist.bidsandtenders.ca>

APPENDIX H – Consent of Surety

Available at <https://loyalist.bidsandtenders.ca>

APPENDIX I – Hazardous Building Materials Assessment.

Available at <https://loyalist.bidsandtenders.ca>