THE CORPORATION OF THE TOWN OF

GANANOQUE

Canadian Gateway to the 1000 Islands

REQUEST FOR PROPOSAL

REC-2026-10

Plumbing Contracted Services at Municipally Owned Buildings

Jeff Johnston
Manager of Parks, Recreation & Facilities
613-382-2149 Ext 1127
recmanager@gananoque.ca

NOTES TO RESPONDENT:

PROPOSAL	REC-2026-10
RFP FOR:	For the Plumbing Contracted Services at Municipally Owned Buildings
DEADLINE FOR SUBMISSIONS:	November 10, 2026 at 10:00 AM EST
SUBMISSIONS OPENED:	November 10, 2026 following closing
DEADLINE FOR INQUIRIES:	October 29, 2026 at 4:00 PM EST
REGISTRATION AND SUBMISSION:	Proposals are available through Biddingo at www.biddingo.com.
ADDENDA:	Addendums will be available through Biddingo at www.biddingo.com should there be any
PRE-SUBMISSION MEETNG:	A site visit (Meeting at the Lou Jeffries Arena, 600 King Street East, Gananoque) is **mandatory** on October 27, 2026 at 11:00 AM. All questions asked at the site visit/meeting must be put in writing and submitted to the Town no later than 4:00PM on October 29, 2026, and the response from the Town will be sent to all Proponents as an Addendum no later than 4:00 PM on November 3, 2026.
LATE SUBMISSIONS:	Proposals received after the RFP deadline will not be accepted. Proposals not submitted as prescribed, will not be accepted.
CONTACT FOR RFP:	The Town Contact is Lori Higgs. All questions regarding this RFP must be submitted in writing and by email to Lori Higgs, Superintendent of Parks, Recreation and Facilities facilities@gananoque.ca. The deadline to submit questions is October 29 2026 by 4:00 P.M.

I. GENERAL

The Town of Gananoque, otherwise referred to as “The Town”, is seeking Proposals from qualified businesses to provide plumbing services at municipally owned facilities and parks as defined in this RFP.

Interested Respondents must submit their Proposal online using www.Biddingo.com no later than the submission deadline.

Interested and qualified firms or individuals are invited to develop and submit a Proposal setting out their qualifications, experience and conceptual Proposal to achieve The Town's goals. The Town will consider entering into a contract for the most acceptable Proposal, which will be determined having regard to the evaluation factors set out in this RFP.

The RFP will adhere to the dates as identified in the Notes To Respondent, unless The Town elects to alter the dates, in which event, the proponents shall be notified of the change.

The Terms and Conditions set out in this RFP shall apply to all submissions. Proposal submissions indicate the proponent’s acceptance of all the Terms that follow, and which are included in any Addenda issued by The Town. Provisions in the Proposals which contradict any Terms of this RFP will be treated as if not written and do not exist.

II. PRE-SUBMISSION TOUR/SITE MEETING

If there is a mandatory pre-submission tour/site meeting, it will be described in the Notes To Respondent. Although The Town will not be obligated to accommodate any additional requests for a tour/meeting, The Town reserves the right to schedule an additional meeting if extenuating circumstances apply. The Town shall do so at its sole discretion based on the circumstances.

III. QUESTIONS CONCERNING REQUEST FOR PROPOSAL (RFP)

1. All questions/inquiries must be submitted in writing. All written inquiries shall be submitted to the RFP Contact, as outlined in the Notes To Respondent.

2. Should any respondent have questions concerning the proposed project, find discrepancies or omissions in the solicitation document or otherwise require clarification, such matters must be submitted, in writing, to the RFP Contact named in the Notes to Respondent at least three (3) business days prior to the proposal deadline in order to provide sufficient time to respond.

3. No interpretation or clarification of the meaning of any part of this RFP will be made orally to any respondent.

4. Copies of all questions and answers, and any Addenda to supplement the Proposal, will be available through www.Biddingo.com no later than three (3) business days prior to the RFP deadline. Only formal written responses to properly submitted questions will be binding on The Town. All questions must be submitted with the email subject line: **Question(s) REC-2026-10.** Any such clarifications or addenda shall become part of this Proposal. All addendums must be confirmed and signed off that they were read. The Town reserves the right to extend the deadline for questions if required.

5. All inquiries and other communications throughout the RFP period are to be directed ONLY to the municipal contact named in the Notes To Respondent. Proponents must not attempt to communicate directly or indirectly with any employee, contractor, elected official or other representative of The Town, including the Evaluation Team. Non-compliance with this condition during the RFP period may (for that reason alone) result in disqualification of a Proposal.

IV. PREPARATION AND SUBMISSION OF PROPOSALS

1. Proponents shall prepare a Proposal addressing all the requirements of this RFP. The Proposal must include: Form of a Revocable Offer, completed and signed, and the Proposal Submission Forms, completed and signed, as set out in this RFP. The Proponent's signature indicates acceptance of the Scope of Services and Terms and Conditions as set out herein.

2. It is essential that all elements contained in each submission be stated in a clear and concise manner. Failure to provide complete information as requested will be to the Bidder’s disadvantage.

3. Proposals will be evaluated in accordance with the mandatory requirements as detailed in IX Evaluation. Proponents are instructed to address each requirement in sufficient depth to permit a complete requisite analysis and assessment by the Evaluation Team. Only proposals found to meet the mandatory requirements will be further evaluated in accordance with the evaluation criteria subject to point rating as detailed herein.

4. The Proposal must be received prior to the RFP Closing Date and Time as set out in the Notes to Respondent.

5. Submissions received will be held in strict confidence until after the closing date and time.

6. Submissions will be accepted via Biddingo at www.biddingo.com. Hard copies will not be accepted.

7. The Proposal must be in English.

8. The Proposal must contain fixed prices for all services to be provided and must be included in the Proposal Submission Forms as required.

9. The Proponent must attend an interview with The Town, if requested.

Validity of Proposal:
All Proposals must remain open for acceptance for a period of not less than 90 days after the closing date of the RFP. After the RFP closing date, no amendments to the Proposal will be accepted. However, during the evaluation, The Town may require clarification from, or conduct interviews with Proponents.

V. REVIEW

1. The Town of Gananoque reserves the right to select contractors based on project proposal, pricing, experience, reputation, risk management and schedule.

2. Review and Evaluation of Proposals will be performed by an Evaluation Team which may include Council members and Staff of The Town.

3. The acceptance and award of a Proposal is subject to the approval of Council.

4. Upon selection of the finalist, The Town may, if necessary, begin scope clarifications, draft contract revisions and final price negotiations in order to comply with the budget set out for this activity. Should the negotiations fail to result in an executed contract with the preferred respondent, The Town may, at its sole discretion, elect to terminate negotiations with the preferred respondent and begin negotiations with the second most preferred respondent (and so on) or cancel the procurement process in its entirety.

5. Prior to commencing any work, the successful respondent will be required to enter into a contract with The Town. Price adjustments to reflect process and/or scope modifications may be negotiated after selection by The Town.

6. The lowest Bid may not necessarily be accepted.

7. The Corporation of the Town of Gananoque reserves the right to cancel this RFP at any time for any reason, prior to an official contract/agreement being signed.

VI. TERMS AND CONDITIONS

The following Terms and Conditions are deemed to be accepted by all firms or individuals submitting a Proposal in response to this RFP, and are deemed incorporated into every contract resulting from this RFP:

1. Proponents are solely responsible for their own expenses in preparing a Proposal and for subsequent interviews and negotiations with The Town, if any. If The Town elects to reject any or all Proposals, The Town will not be liable to any proponent for any claims, whether for costs or damages incurred by the proponent in preparing the Proposal, loss of anticipated profit in connection with

any final contract, or any other matter whatsoever.

2. The Proponent, by submitting a Proposal, agrees that it will not claim damages, for whatever reason, relating to the contract or in respect to the competitive process. The proponent, by submitting a Proposal, waives any claim for loss of profits if no contract is made with the proponent.

3. Each Proponent is deemed to expressly declare and warrant in the Proposal that:

    a. The prices in this Proposal have been arrived at independently from those of any other proponent.
    b. The prices in this Proposal have not been knowingly disclosed by the proponent, and will not knowingly be disclosed prior to award, directly or indirectly, to any other proponent or competitor.
    c. No attempt has been made, nor will be made, to influence any other firm or individual to submit or not to submit a Bid for the purpose of restricting competition.
    d. This Proposal is in all respects fair and without collusion or fraud.
    e. The proponent is competent to perform the work as described in this RFP, and has the necessary qualifications, knowledge, skill and experience to perform the work.

4. This RFP shall not be construed as an agreement to purchase goods or services. The Town is not bound to enter into a contract with the Bidder who submits the lowest-priced proposal, or with any Bidder. Proposals will be assessed in light of the evaluation criteria. The Town will be under no obligation to receive further information, whether written or oral, from any Bidder.

5. Neither acceptance of a Bid, nor execution of a contract will constitute approval of any activity or development contemplated in any Proposal which requires any approval, permit or license pursuant to any federal or provincial law, or municipal bylaw.

6. Notice, in writing, to a Proponent that it has been identified as the successful proponent, and the subsequent full execution of a written contract will constitute a contract for the goods or services, and no proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both events.

7. By submitting a Proposal, the Bidder agrees that should their Proposal be successful, they will enter into a contract with The Town that includes, at a minimum and without limitation, the clauses set out in the Terms Of Conditions of this RFP.

8. While The Town has used considerable efforts to ensure information in this RFP is accurate, the information contained in this RFP is supplied solely as a guideline for proponents. The information is not guaranteed or warranted to be accurate by The Town, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve proponents from forming their own

opinions and conclusions, with respect to the matters addressed in this RFP.

9. Proponents are solely responsible for familiarizing themselves, and ensuring that they comply, with the laws applicable to the collection and dissemination of information, including resumes and other personal information concerning employees and employees of any subcontractors. If this RFP requires Bidders to provide The Town with personal information of employees, Bidders shall ensure they have obtained consent from the employees before forwarding such information to The Town. By submitting a proposal, the Bidder consents to the use and collection of all personal information contained in the Proposal and specifically acknowledges and agrees that such information may be made public by The Town, without additional consent from the Bidder.

10. The successful Proponent shall be required to provide Commercial General Liability Insurance, in an amount no less than $5,000,000. WSIB coverage shall be provided as required. Errors and omissions insurance shall also be required in a form and amount satisfactory to The Town. The Town shall be named as an additional insured on all policies of insurance and the successful Bidder shall provide proof of insurance as required.

11. The Proponent agrees to abide by all laws, rules, regulations, by-laws, legal requirements and codes covering the class or character of the work to be executed including but not limited to Workers Compensation, Employment Insurance, Fair Wage Program, as applicable and to pay all costs in connection with same. The Proponent is required to obtain all applicable permits associated with the works.

12. Persons employed on the work must be fully qualified to perform the work required. The Proponent will comply with the provisions of the Ontario Contractors Hours and Wages Act, the Construction Lien Act (1999), Employment Standards Act and the Ontario Health and Safety Act. The Proponent shall comply with Ontario Regulation 644/88 – Workplace Hazardous Information System (WHMIS) wherever and whenever controlled products are used within the scope and duration of this agreement. Proponents working on the Town property in any capacity are responsible that their employees work in strict accordance with the Occupational Health and Safety Act and all its pertaining regulations. Failure to comply with the Act and regulations made under the Act will be deemed to be failure to comply with the terms of the agreement. The Town may, without further authorization or authority, take all or part of the work out of the Proponent’s hands as described in the general Conditions.

13. If, in the absolute discretion of the Town, the Proponent is not performing work in a suitable manner and in accordance with the terms of this Agreement, or where the Proponent becomes bankrupt or insolvent, delays commencing or diligently executing the work, abandons the work or has otherwise failed to perform any of the provisions of the agreement, the Town may, without previous notice and without process or suit of law, take the work out of the hands of the Proponent within 20 days written notice and have it completed by whatever means are considered necessary. In addition to any other remedy available in law or equity, the Town may use all monies due on the agreement to complete

the work.

14. The Proponent shall provide adequate protection, to the satisfaction of Town representatives to ensure property, work and any other areas are secure from damages, theft or vandalism and that there are adequate public safety measures in place at work sites.

VII. PROVISIONS OF THE AGREEMENT

The following contractual Terms shall be included in any contract entered into with the successful Bidder. The final contract negotiated with the successful Bidder shall include, but not be limited to, the Terms set out below:

1. The Contractor will obtain all licenses and permits required to perform the Work, should any be required.

2. The Contractor will comply with all laws applicable to the Work or performance of the Contract.

3. Any Contract resulting from this RFP will be governed by, and will be construed and interpreted, in accordance with the laws of the Province of Ontario.

4. All disputes arising out of or in connection with the Contract, unless the parties agree otherwise, will be referred to and finally resolved by arbitration pursuant to the Municipal Arbitrations Act.

5. The Contract and the financial obligations of The Town, pursuant to the Contract, are subject to sufficient available funding within the municipal budget to enter into and complete the Contract.

6. Any Contract resulting from this RFP will require that the Contractor indemnify and save harmless The Town, its employees, elected officials and agents from and against all claims, demands, losses, damages, costs and expenses made against or incurred, suffered or sustained by The Town at any time or times (either before or after the expiration or sooner termination of this Contract) where the same or any are based upon or arise out of or from any action or omission to be done by the Contractor or by any servant, employee, officer, director or sub-contractor of the Contractor pursuant to the Contract excepting always liability arising out of the independent acts of The Town.

7. Any Contract resulting from this RFP shall require that the Contractor, without limiting its obligations or liabilities, and at its own expense, provide and maintain throughout the Contract term, insurance acceptable to The Town. The Contractor will provide The Town with a Certificate of Insurance naming the Town as an additional insured.

8. The Town will be the owner of the intellectual property rights in the design developed through the Contract.

9. For billing purposes, payment will be made on a monthly basis. The Town’s terms of payment are net thirty (30) calendar days upon receipt of invoice.

10. All invoices must be submitted within sixty (60) calendar days of completion of the works or the Town will not be responsible for payment.

11. Each building/facility/park location shall be invoiced separately and shall detail the following information:

    a. Invoice Number
    b. Date
    c. Name of Town contact for services performed
    d. Location of services
    e. Description of services performed
    f. Breakdown of materials, equipment used and unit costs
    g. Signed daily worksheet/report (if applicable)

VIII. DESCRIPTION OF PROCUREMENT PROCESS

The Town reserves the right to:

1. Supplement, add to, delete from or change this solicitation document;

2. Reject any or all Proposals or information received pursuant to this RFP;

3. Cancel this RFP at any time, with or without the substitution of another RFP;

4. Request additional data or information after the submittal date, if such data or information is considered pertinent to aid the review and selection process;

5. Conduct investigations with respect to the qualifications and experience of each respondent. This includes investigating references that may not be listed in the proposal;

6. Take any action affecting the RFP or the services or facilities subject to this RFP that would be in the best interest of The Town;

7. Require one or more respondents to supplement, clarify or provide additional information in order for The Town to evaluate the submitted Proposals;

8. The Town is not bound to accept the lowest price submission.

IX. EVALUATION

The Evaluation process will be based on the following categories for a total of 100 points:

	BEST VALUE EVALUATION CRITERIA	WEIGHTED SCORE
1.	Overall Quality of Project Design and Proposal	40%
2.	Price – Costing Proposal **Note:** The Town will evaluate total fees based on value	40%
3.	Experience and Reputation	20%
	TOTAL	100%

The Bidder with the highest overall Evaluation Score may be identified as the successful Bidder and provided an opportunity to negotiate a contract to perform the work.

X. SITE LOCATION

A.	Town Hall Administrative Office	30 King Street East
B.	Gananoque Emergency Services Building	340 Herbert Street
C.	Gananoque Public Works Office (includes Garage office/locker room/admin office)	665 Charles Street N
D.	Customs Building, Waterfront	115 Water Street
E.	1000 Islands History Museum	125 Water Street
F.	YMCA Childcare Centre (Kinsmen Hall)	400 Stone Street
G.	Gananoque Municipal Marina	21 Bay Road
H.	Little Pumphouse Building	2 King Street
I.	Gananoque Visitors Centre	10 King Street
J.	Gananoque Public Library	100 Park Street
K.	James W. King Water Treatment Plant	110 Kate Street
L.	Old Pumphouse Building	110 Kate Street
M.	Joel Stone Heritage Park (includes splash pad, washrooms and gazebo)	135 Water Street
N.	Lou Jeffries, Gananoque & T.L.T.I Recreation Centre	600 King Street
O.	Gord Brown Memorial Outdoor Rink	600 King Street
P.	Various Parks including but not limited to: Town Hall park, Sculpture Park, Confederation Park, Legion Park	

This may not be a complete list, please be advised this list of properties may change without notice from time to time.

XI. SCOPE OF SERVICES

Plumbing firms are required to submit a detailed Proposal to complete the main focuses of the Scope of Work, which include but are not limited to:

Scope of Work

The Corporation of the Town of Gananoque is soliciting for proposals (RFP) from responsible Proponents who have the necessary qualifications and experience to provide the type of services described in this Scope of Services.

Provide the Corporation of the Town of Gananoque with a high level of plumbing services for ongoing plumbing maintenance and service to the Town-owned facilities and parks listed above.

The proponent is required to have a good working relationship with Town employees and other contractors and maintain a high level of professionalism and respect for Town property and facilities.

The term of the contract(s) will be three (3) years. The contract(s) may be extended at the Town's discretion for additional one (1) year term.

- All materials, products and equipment supplied for the work shall be new, of the best quality and as far as possible, unless otherwise specified, of Canadian origin and manufacture.
- The proponent is responsible to verify and measure all specifications.
- The proponent is responsible for all sub-contractors (if applicable).
- The proponent is responsible for all necessary permits.
- The proponent is responsible to abide by all federal, provincial and municipal laws and their governing bodies to ensure the work meets and if possible, exceed all guidelines and policies that are mandated.
- The proponent is responsible for repairing any damage incurred to Town owned or privately owned property.
- Co-operate with the Town and arrange for all work to be completed, and report in writing to the Superintendent of Parks, Recreation and Facilities any difficulties encountered in completing the work.
- Provide cost estimates for all projected work
- The proponent must execute all services work according to high standards of safety and professional quality work in accordance with the XI – Scope of Services section as well as any directions provided by the Town and its staff.
- The proponent shall provide consultation services and recommend solutions to satisfy all relevant laws and regulations.

The Proposal must include the signed Form of Irrevocable Offer as contained in the RFP documents. The Proponent's signature indicates acceptance of the terms and conditions set out herein. Ensure that the signatory has authority to commit the organization.

Proposal should be concise and should address, but not necessarily be limited to, the requirements and evaluation criteria set out in this RFP. Proposals will be evaluated in accordance with the requirements as detailed in Review/Evaluation above. Proponents are instructed to address each requirement in sufficient depth to permit a complete requisite analysis and assessment by the Evaluation Team. Only Proposals found to meet the mandatory requirements will be further evaluated in accordance with the Evaluation Criteria.

The Proposal shall include a fixed lump sum price for undertaking the Scope of Work/Services as described in this RFP. The fee proposal shall include any sub-consultants and all disbursements. The Proposals shall be all inclusive and must include the deliverables identified, any unforeseeable deliveries for a project of this nature and complexity as described in this RFP and based on the site visit.

- Submitted proposals must outline the contractors experience and knowledge of providing for this type of specialized work.

- Must provide proof of Plumbing Contractor License.

- Execute work in the most efficient manner and in accordance with the deliverables and directions provided by the Town and its staff. To the satisfaction of the Town; employ a competent person(s) and ensure that only trained persons are employed. All work shall be executed by qualified/skilled trade personnel.

- Work will be carried out between the hours of 8:30 am and 4:30 pm Monday through Friday unless otherwise approved by the Town Department Managers or otherwise indicated in the Scope of Work.

- The contract shall not apply to any job and/or project estimated to be in excess of five thousand dollars ($5,000).

- The Town is not obligated to use the Contractor for specialized plumbing projects. It is up to each Town Department Manager to hire and select a plumbing company based on the company’s experience and expertise as determined to best meet the needs of the Town.

- The Town is not obligated to use the Contractor if the Town obtains any loan, grant or funding opportunities that the Contractor is not or has not qualified for.

- The successful contractor shall provide all labour, materials and equipment required to complete all assigned jobs. Invoices must list all expenses with accurate detail of the work completed and materials provided.

- The successful contractor shall guarantee their workmanship for a period of 2 (two) years and be in compliance with all applicable codes.

- The contractor will respond to and repair site plumbing services on an “as required basis” to the satisfaction of the Town. Provide trouble shooting on all plumbing issues.

- Upon request the contractor will provide written quotations for all work orders to the Town. All repairs and services shall be undertaken with the written approval of the Town. The Town will provide a list of Town staff authorized to approve work quotations and permit work to be initiated and completed. All invoices must correspond with the approved staff authorization information listed on the invoice.

- Contractors shall keep the Town informed with respect to work progress and completion.

Provide the Town with Plumbing Contract Service for all Town owned buildings/facilities with demonstrated experience including but not limited to the following areas:

a) repair of commercial/industrial buildings such as those identified under the Site Locations
b) installation/removal of water meters above 1” size
c) installation/removal of water/sewer house services
d) thawing of frozen water lines
e) rodding, alleviating blocked sewer laterals
f) supply/repair/replace/install of Plumbing Fixtures
g) Installation, inspection of backflow valves
h) Provide a regular maintenance check of the Marina pump-out sewer line.
i) Marina pump out service maintenance
j) Marina dockage waterlines
k) Splash pad repair and maintenance
l) Blowing out waterlines in parks, outdoor washrooms and splashpad for winter shut down

The contractor shall provide twenty-four (24) hour, seven (7) days a week emergency and non-emergency call out service, as promptly and efficiently as conditions permit and in accordance with the quoted labour charges and guaranteed response times. In the event the contractor cannot respond to an emergency call out within one (1) hour, then the Town reserves the right to call another contractor to perform the work.

The Contractors shall be responsible for removing all debris from the site and cleaning affected areas. Contractor shall keep the premises free of debris and unusable materials resulting from their work and as work progresses; or upon request by the Town representative, shall remove such debris and materials from the property. The Contractor shall leave all affected areas as they were prior to beginning work.

FORM OF IRREVOCABLE OFFER

I, _____hereby offer to provide the requirements under Request for Proposal **REC-2026-10** to the Corporation of the Town of Gananoque according to the Terms set out in this Proposal as well as in the RFP, including the requirement for an acceptance by a formal contract acceptable to The Town. I also agree that this irrevocable offer shall be open to acceptance by The Town for a period of 120 days from the RFP closing date.

_____
Witness

_____
Signature

_____
Name

_____
Title

_____
Address

_____
City/Province

_____
Telephone

_____
Fax Number

_____
Email

PROPOSAL SUBMISSION

I/We the undersigned have read and understand this Proposal document, and herewith agree to perform the Scope of Work/Services required in accordance with the Proposal document, at the price(s) listed below:

I/We certify that:

1. The party executing this document is an authorized signing authority for the firm.

2. To the best of my/our knowledge and belief the information provided in our Proposal submission is correct.

3. Except as expressly and specifically permitted in the instructions to Proponents, we shall not have any claim for any compensation of any kind whatsoever, as a result of participating in this bid, and by submitting a bid we shall be deemed to have agreed that we have no such claim.

4. To the best of my/our knowledge and belief our Bid submission is made without any connection, comparison of figures or arrangement with or knowledge of any other corporation, firm or person submitting a bid for the same work and is in all respects fair and without collusion or fraud.

5. To the best of my/our knowledge and belief no member of Town Council and no officer or employee of The Town is, will be, or has, become interested, directly or indirectly, as a contracting party, partner, stockholder, surety or otherwise in, or in the performance of the Contract, or in the supplies, work, or business to which it relates, or in any portion of the profits thereof, or in any of the money to be derived therefrom.

6. The Bid submission will remain open for acceptance for a period of 120 (one hundred and twenty) calendar days after opening of the bids and The Town may at any time within this period accept the Bid.

Name: _____ (Please print)

Signature: _____

Firm: _____

PROPOSAL SUBMISSION

The check boxes are included as a helping tool for your convenience to ensure the submission is complete. (you are not required to check the boxes)

EXPERIENCE OF SIMILAR WORK: The Proposal should include a history of the firm, as well as relevant experience of similar work and references.		☐
Pursuant to Section 29(1(a) of the *Municipal Freedom of Information Act*, I_____, authorize the Corporation of the Town of Gananoque to contact any person(s)/companies for the purpose of obtaining reference information.		☐
SUBCONTRACTORS: Will sub-contractor services be used?	Yes ____ If yes, please attach a list of names and contact numbers to your submission. No_____	☐
PROPOSAL BID: The Proposal shall include a fixed lump sum price for undertaking the Scope of Work described in this RFP. The fee proposal shall include any sub-consultants and all disbursements. Bid forms must be used and included in all submissions.		☐
ADDENDA: The Contractor is requested to confirm that it has received all addenda by listing the addenda numbers or, if no addenda were issued, “None”: Addenda Numbers:		☐

REFERENCES EXPERIENCE OF SIMILAR WORK

Indicate experience of plumbing services provided within the last five (5) years similar to the scope of work identified in this RFP. Provide at minimum three references of similar work completed. Quotations shall describe each similar project, outlining information pertaining to the scope of work and similarities to the proposed work. (Please use the sheet below or other preferred presentation method)

Contact information for a representative of the company/individual of each reference should be included and will include the representative's name, phone number and email address.

Note: If the Town is unable to obtain timely reference information from an identified company/individual, the reference will be considered unresponsive.

Project Description: (Include company that hired you, Date completed, Scope of project)	**Contact Name & Address:**	**Contact Reference Phone/Email:**

Pursuant to Section 29(1(a) of the Municipal Freedom of Information Act,

I _____, authorize the Corporation of the Town of Gananoque to contact any person(s)/companies for the purpose of obtaining reference information.

PROPOSAL SUBMISSION

DESCRIPTION		Hourly Rate	Call-out Rate
Part “A”	Master Plumber	$	$
Part “B”	Journeyman	$	$
Part “C”	Apprentice	$	$
Part “D”	Quotation Rate (if applicable)	$	$
Part “E”	% increase on parts above cost (if provided)		%

COMMENCEMENT AND COMPLETION

Date of Commencement Upon Award: _____

Date of Completion: _____

SIGNED AND SUBMITTED FOR AND ON BEHALF OF:
The undersigned hereby acknowledges and agrees that the RFP has been read and fully understood.

Business Name (please print)	Telephone:
Street Address (please print)	Cell:
City/Town and Postal Code	Email:
Title of Authorizing Representative:	Print Name:
Date:	Signature:

Your completion of this Form confirms acceptance of the Town of Gananoque Terms and Conditions. Proponents who impose restrictions on a Bid using a qualifying statement may risk having their bid rejected.

SCHEDULE ‘A’

QUESTIONNAIRE PROPOSAL FORM

(Attach additional pages, if required)

Rated Criteria Scoring Scale

Proponents are instructed to address each question in sufficient depth to permit a complete assessment by the evaluation team. Proposals should address, but not necessarily be limited to, the requirements and evaluation criteria. It is essential that the elements be stated in a clear and concise manner. Only proposals found to meet the mandatory requirements will be further evaluated in accordance with the evaluation criteria subject to point rating as detailed herein.

Include a brief company profile: number of years in business, existing company location, and primary experience in work of this nature. Provide a high-level overview of your company and why you think it will meet and exceed the Town’s plumbing services requirements?

Provide an overview of how your company will service the Town's plumbing needs by providing your specific work structure and processes. List your key staff (Note experience) and/or departments you have responsible for providing quotations, service calls and trouble shooting, invoicing and payments and overall account management service. How does your company provide service from start to finish for work projects the Town will be seeking?
Describe your company's expertise and experience servicing specific municipal plumbing needs. List and describe your experience as related to municipal departments and facilities.