



**REQUEST FOR PROPOSAL
FOR**

**Rate Review and Financial Plan Development
for the Water and Wastewater Systems**

PROPOSAL CLOSING

Date: May 1, 2024

TIME: **2:00 pm** local time

ADDRESSED TO: Jeff Little,
Director of Public Works
Township of Lucan Biddulph
270 Main Street,
Lucan, ON, N0M 2J0

PROPOSALS RECEIVED LATE WILL NOT BE ACCEPTED

PROPOSAL

Rate Review and Financial Plan development for the Water and Wastewater Systems

Sealed proposals for this project will be received by:

Jeff Little
Director of Public Works
Township of Lucan Biddulph
270 Main Street,
Lucan, ON, N0M 2J0

In a sealed, proposal documents by **2:00 local time on May 1, 2024**. Electronically transmitted submissions will not be accepted. Proposals received later than the specified closing date and time will not be accepted.

1. OVERVIEW AND SCOPE OF WORK

The Township of Lucan Biddulph is requesting proposals from qualified proponents to conduct a comprehensive Water and Wastewater rate study review and provide a financial plan sufficient to satisfy Ontario Regulation 453/07 for the water system and the sanitary system. The intent of the study is to independently assess and evaluate the Municipality's existing water and wastewater rates, billing practices, related policies and by-laws and provide any relevant recommendations. The financial plan for each system should cover a 10 year period.

It is the Municipality's intent that this Request for Proposal (RFP) permits competition. The requirements of this Proposal are not intended to limit Proponents submissions but rather to provide a framework for the Municipality to evaluate each proposal and determine which submission most clearly addresses our needs.

The Municipality is not liable for any cost incurred by interested parties in the preparation of their response to this request or interviews.

2. Information for Bidders

1. Each bid shall contain the full name of the party or parties bidding and the signature of the parties bidding shall be in their respective handwriting.
2. Bidders are solely responsible for any expenses they incur in preparing the proposal and for subsequent negotiations with the Municipality, if any. If the Municipality elects to reject any or all proposals or cancel the request for proposal at any time the Municipality will not be liable to any Bidder for any claims, whether for costs or damages incurred by the Bidder in preparing the proposal, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.
3. A bidder may withdraw a submitted proposal at any time up to the official closing time by letter bearing a signature of a senior official to the designated recipient of the proposal to which the request for withdrawal applies. The withdrawn proposal will be returned unopened to the bidder.

4. A bidder who has already submitted a proposal may submit a further proposal at any time up to the official closing time. The last proposal received shall supersede and invalidate all proposals previously submitted by that bidder as it applies to this request for proposal.
5. In the event that only one (1) proposal is received at time of closing and it is an acceptable proposal it will be referred to Council for consideration.
6. All changes to or clarifications of the terms, conditions or specifications required before proposal closing will be issued by Jeff Little, Director of Public Works in the form of a written addendum. If addenda are issued, their receipt must be acknowledged by the bidders in the appropriate section of the Form of Proposal. Changes to a Proposal can be issued up to forty-eight (48) hours prior to the proposal closing. **All addenda for publicly advertised Requests for Proposal will be posted on the Municipality's website and Bidders are required to check the municipal website regularly for any addenda/changes.** The Township of Lucan Biddulph (hereinafter referred to as Municipality) assumes no responsibility for oral instructions or suggestions. **FAILURE TO ACKNOWLEDGE RECEIPT OF ALL ADDENDA ON THE FORM OF PROPOSAL WILL RESULT IN YOUR BID BEING REJECTED.**
7. Each Bidder must thoroughly examine all documents as well as make his own estimate for the proposed work before submitting a bid and must satisfy himself by personal examinations as to the local conditions to be met while completing the specified work. A Bidder is not to claim at any time after the submission of his bid that there was any misunderstanding of the terms and conditions of the Contract. Any questions can be directed to Jeff Little, Director of Public Works.
8. Proposals are to remain firm for acceptance for a period of ninety (90) days from date of proposal closing unless otherwise stated.
9. All prices shall be stated in **Canadian** funds.
10. **Successful bidders are required to comply with the requirements of the Customer Service Standards under the *Accessibility for Ontarians with Disabilities Act*, as amended, and its related regulations. For a copy of the *Act*, visit www.e-laws.gov.on.ca. The Ministry of Community and Social Services has helpful information on its website www.accessON.ca on how to comply with the legislation.**

GENERAL TERMS AND CONDITIONS

The following general terms and conditions apply.

1. **EXTENT:**
The Contractor shall be liable for all costs of doing the work, including, but not limited to, labour, benefits, equipment, operating material, licenses, permits and taxes and the provision of the following documents as required.
2. **PROPOSAL DEPOSIT(S)/PERFORMANCE BOND(S)/INSURANCE/ETC.:**
The Contractor shall provide WSIB Clearance Certificate
3. **INDEMNIFICATION:**
The successful bidder shall indemnify and hold the Municipality harmless from and against any liability, loss, claims, demands, costs and expenses, including legal fees occasioned wholly or in part by any acts or omissions either in negligence or nuisance whether willful or otherwise by the successful bidder, its agents, officers, employees or other persons for whom the successful bidder is legally responsible.
4. **WORKPLACE SAFETY AND INSURANCE BOARD (WSIB) REQUIREMENTS:**
 1. The successful bidder shall furnish a WSIB Clearance Certificate indicating their WSIB firm number, account number and that their account is in good standing. This form must be furnished prior to commencement of work. The bidder further agrees to maintain their WSIB account in good standing through the contract period.
 2. The Municipality may require the successful bidder to produce a WSIB Clearance Certificate from time to time during the contract on request and/or prior to final payment as deemed necessary by the Municipality.
 3. If the successful bidder is a self-employed individual, partner or executive officer who does not pay WSIB premiums and is recognized by WSIB as an 'independent operator' a letter from WSIB acknowledging independent contractor status and confirming that WSIB cover is not required must be provided to the Municipality prior to commencement of work.
5. **PATENTS AND COPYRIGHTS:**
The Contractor shall indemnify and save harmless the Municipality from all and every claim for damages, royalties or fees for the infringement of any patented invention, trademark or copyright occasioned by him in connection with work done or material furnished by him under this Contract.
6. **HEALTH AND SAFETY:**
All work performed under this Contract must be carried out in accordance with the Municipality's Health and Safety Policy and any federal and provincial health and safety legislation and regulations.
7. **MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (MFIPPA):**
In accordance with the Municipal Freedom of Information and Protection of Privacy Act, as amended, personal information Bidders provide is being collected under the authority of the Municipal Act and will be used in the selection process. All bids submitted become the property of the Township of Lucan Biddulph. Because of MFIPPA, bidders are reminded to identify in their bid material any specific scientific, technical, commercial, proprietary, or similar confidential

information, the disclosure of which could cause them injury. Complete bids are not to be identified as confidential.

8. PERMITS, LICENSES AND REGULATIONS:

The Bidder shall apply for all necessary permits and licenses, approvals and consents required for the execution of the work. The Bidder shall give all necessary notices and pay all fees required by law and comply with all laws, by-laws, rules, regulations and requirements relating to the work and to the preservation of public health.

9. DELAY IN PROJECT:

All damage, loss, expense and delay incurred or experienced by the Contractor in the execution of the work, by reason of unanticipated difficulties shall be borne by the Contractor and shall not be the subject of a claim for additional compensation.

10. ASSIGNMENT:

The contractor shall not assign the Contract nor the proceeds without the written consent of the Municipality.

11. TAKING THE WORK OUT OF THE CONTRACTOR'S HAND:

Where the Contractor 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 Contract, the Municipality may, without previous notice and without process or suit at law, take the work out of the hands of the Contractor and have it completed by whatever means are considered necessary. In addition to any other remedy available in law or equity, the Municipality may use monies due on the Contract to correct or complete the work.

12. TERMINATION:

The Township of Lucan Biddulph reserves the right to cancel this agreement upon any violation of this agreement or the quality of work.

13. PROPOSAL OPENING

Proposals will be opened by the Proposal Opening Committee on Wednesday May 1, 2024 at **2:05pm Local Time** at the Municipal Office located at 270 Main Street, Lucan.

14. EVALUATION & SELECTION

Proposals will be reviewed and evaluated by a Proposal Evaluation Committee to be established by the Director of Public Works.

15. AWARD

Consideration for award shall only be undertaken in relation to Bidders who are determined by the Municipality to have satisfied all the requirements.

The acceptance and award of the proposal and execution of an agreement, contract or purchase order is subject to payment terms and conditions in writing that are acceptable to the Director in charge of the project, and approval by Council.

The lowest or any bid will not necessarily be accepted. The Municipality reserves the right to accept or reject any and all proposals. The award is not based solely on price but on a combination of past performance with the Municipality, if applicable, satisfactory reference checks and price, amongst other things.

PROPOSAL SPECIFICATIONS:

The main objective of the study is to develop an updated rate structure that will adequately fund water and wastewater operations and capital costs with reasonable, fair and equitable rates. The rates will reflect the current economical demographics of the area for the study.

The study will be based on a comprehensive review of the Municipality's Water and Wastewater budgets, state of the water and wastewater infrastructure assets, customer classes, current usage data, future potential growth and any other information that may be deemed necessary.

Water Distribution System Description

The Lucan Distribution System is supplied water from the Lake Huron Primary Water Supply System. The connection point is located on Maple Lodge Drive in the Municipality of North Middlesex.

The Lucan Water Distribution System consists of the William Street Booster Station, the William Street Water Tower, the Granton Reservoir and over 45 km of watermain serving the local street network.

The William Street Booster Station supplies water to a portion of the Municipality of North Middlesex water system.

Jacobs is responsible for operating and maintaining all parts of the distribution system which includes the water mains, valves, booster pumping stations, hydrants, meters and service connections. The water distribution system has approximately 1600 service connections.

Wastewater System Description

The Municipality of Lucan Biddulph has two wastewater treatment plants and collection systems. One services the Lucan area and the second system services the Granton area.

The Lucan Wastewater Treatment Plant has a rated capacity of 1700m³/day. The plant has been approved by the Ministry for a capacity increase and design is currently being completed. Council has not indicated a timeline on the release of the tender.

The Lucan Wastewater Collection System consists of two pump stations. The main pump station is the Chestnut Pump Station and a minor station inside the system is the Joesph Street station. The collection system consists of approximately 20km of sanitary sewer/ force main.

The Granton RBC Treatment Plant has a rated capacity of 270m³/day.

The Granton Sewage Collection System Consists of one pump station. The collection system consists of 5 km of sanitary sewer/force main.

Scope of Work**Study Objectives**

Review the Municipality's current rates and fees associated with water and wastewater services and propose rates and fees that will ensure recovery of actual costs associated with the services provided.

Review Municipality's applicable policies and other appropriate by-laws, as necessary.

Review current charges and propose charges that will ensure recovery of actual costs associated with services provided.

Identify new and proposed expenses to water and wastewater and propose rates and charges that will ensure recovery of actual costs.

Review the Asset Management Plan for water and waste water and propose financial plans. This will also include future debt service from financing of capital projects.

Provide a comparison of current and proposed Water and Wastewater rates against surrounding Municipalities.

Provide a comparison of current water system costs (operations, capital improvements, debt, etc.) against appropriate industry benchmarks.

Provide a rate model which the Municipality can use for forecasting and planning.

Provide a Financial Plan sufficient to satisfy Ontario Regulation 453/07 for the water and wastewater system for a period of at least 6 years.

Study Requirements

The recommended rate structure shall be based on full cost of service and shall be sufficient to meet the short and long-term revenue requirements related to water and wastewater operating and capital needs.

The study shall recommend rate structures that consider and make allowances for:

1. Current and future cost of providing water and wastewater services in accordance with current and anticipated standards and regulations.
2. Growth estimates as established within the Official Plan or other supporting documents that project customer demands for water and wastewater.
3. The Asset Management Plan/State of the Infrastructure and asset condition assessments for the water distribution and wastewater treatment/collection infrastructure.
4. Best practices in the areas of debt management and other financial tools.
5. Risk/uncertainty associated with revenue flows.
6. Recommend, amend and/or align the by-laws, policies and practices to the proposed new rate structure.
7. Other impacts or factors as identified.
8. Options for rate structures that is consistent with industry practices.

9. If applicable, the benefits of moving away from the current rate structure shall document the impact on ratepayers.
10. If applicable, justifications for any special classes of customers shall be adequately documented, including financial impacts.
11. The recommended rate structure shall result in no decrease to the stability of the current revenue streams.
12. The recommended rate structure shall be easy to administer, understand and communicate to the end users.
13. Review of the Municipality's financial and billing systems to ensure the recommended rate structure can be easily implemented.

Study Elements

In making the rate structure recommendations, the final report shall include the following analysis and information:

- **Current Rate Structure:** Assess the current rate structure's performance as a baseline for comparing recommended changes. This should include a comparison of rates with similar communities and surrounding Municipalities.
- **Equity:** Assess the equity of recommended rates for all types of property ownership.
- **Annual Operating and Capital Replacement Fund Balance Targets:** Recommend reserve levels for operating and capital replacement as well as cash flow and unforeseen events.
- **Other Revenue Charges:** Assess existing customer service fee structure and identify other potential areas for service and system charges (shut-downs, shut-offs, illegal connections, new users, etc.) and recommended changes.
- **Ratepayer Education and Communications:** Provide examples of best practices in these areas.
- **Capital Improvement and Increased Debt Service:** A recommended financing action plan to cover the ten-year Capital Improvement Projects and future years included in the Capital budget documents as well as increases in debt service. For the waste water system this will require a 2 option approach. **One with the LWWTP expansion near the beginning of the 10 year plan and a second option with expansion in the later portion of the 10 year plan.**
- **Supporting Data:** Provide data supporting conclusions and observations.

Services Provided by the Consultant

- Conduct a detailed review of the existing water rates and financial information
- Conduct analyses as required to address the Scope of Work
- Meet or concur with staff as needed to obtain comments
- Strict adherence to stipulated time frames and approved budget

- Prepare and present to Council a preliminary report for the financial plan and the tentative rate structure, based on the relevant desktop analysis and staff comments
- Prepare and present to Council a final report based on feedback and comments received from the first preliminary report

Services to Be Provided by the Municipality

The services to be provided by the Municipality include, but are not necessary limited to the following:

- Make available all reasonable available records and information, including financial reports, budgets, meter size and consumption records.
- Provide the Asset Management Plan including recent and planned capital improvements projects. This will include cost estimates on the expansion project.
- Provide the official plan, related growth material.
- Provide staff support and assistance as required.

Schedule and Meetings

The successful consultant must commence work immediately upon authorization and the project is to be completed within the timeframe indicated within this document. Project status reports are to be submitted monthly to the Municipality's Project Manager

The consultant shall plan to attend at least the following meetings with the Municipality's staff:

- Meetings (1 or 2) to review the preliminary plan including spreadsheet review and approval
- Meeting to discuss and review the draft report with staff
- Final report to the Municipal Council upon completion and subsequent report to Council if required.

The Consultant will be responsible for the preparation of agendas and handout material for all meetings and will submit the material to the Municipality one (1) week in advance of the meeting.

The consultant will prepare meeting summaries that will be available for distribution to the Municipality within one (1) week following the meeting.

Project Schedule

The consultant must present a realistic schedule for the completion of this project as part of the proposal.

Deliverables

The entire review from start to finish shall be documented in a professionally presented written report, to the satisfaction of the Municipality.

Upon conclusion of the study the consultant will provide a final report documenting the information gathered, the analysis undertaken, the conclusions of the system assessment, the solutions considered, their evaluation and final recommendations. The report shall include the overall plan of the water and wastewater systems, associated rates for a 10 year period, and a water financial plan as per the applicable Ontario Regulation.

An electronic copy of the draft report shall be submitted initially followed by an electronic copy of the final report. All associated spreadsheets shall be provided to the Municipality in Excel.

When required meetings of the Municipality's Council all presentations will be required to be submitted in MS PowerPoint format.

All documents, notes, comments and materials produced, which constitute the services, not included in the Final Submission shall be provided in an unbound format and become the property of the Municipality, which may use them, as it deems appropriate.

Proof and Ability

The Municipality expects that that all Proponents will provide proof of experience competence and expertise as it relates to the requirements of this Proposal. Proponents shall have a proven track record and a minimum of three years of experience related specifically to interactions of municipal governments and water and wastewater management projects as outlined within this document. The Municipality expects that all Proponents will include in their submission evidence that they have the ability and experience to enable them to complete the project as outlined in this document.

Proof of ability and experience must include a list of similar projects the Proponent has successfully completed, for whom and the value thereof.

References should be clearly identified within the submission document on the correct form and include a contact name and telephone number as well as a brief description of the work performed and an approximate value of such work.

The proponent submission shall clearly identify the principle parties that will be dedicated to this project. The names and qualifications of all parties having on-site responsibilities shall form an integral part of the submission.

Fee Structure

The consultant shall provide a total upset limit cost to complete each task or item associated with this Project as defined within this document. The Total Cost shall be fully inclusive and cover all expenditures relating to this work, no exclusions will be entertained.

All rates must include all labour, materials, incidentals, equipment and deliverables necessary to complete the project as specified within this document.

The consultant's remuneration shall be based on the actual time charges and disbursements incurred up to an upset limit for the agreed and approved total cost of the study including the cost of any sub-consultants and equipment rentals.

The consultant shall not undertake any work that is beyond the terms of reference for the project in the accepted proposal without the written authorization of the Municipality. Upset limit of the total cost of the study shall not be exceeded without the written approval of Municipality.

The Municipality reserves the right, at the selections stage, to delete components of work due to budget constraints and reduce the total study cost accordingly.

All applicable taxes are to be shown separately

Contents of Submission Documents

Information and documentation must be submitted as required on the RFP provided herein. The RFP will be legibly signed and witnessed by an authorized officer of the Proponent's company and the name of the company must be clearly identified. The RFP will not be restricted by adding any statements, or by a covering letter or by alteration to the RFP as supplied, unless otherwise provided herein. If the Proposal is a joint submission of two or more Consulting firms, a single proposal is to be coordinated and submitted by the lead Proponent with the required information as noted below. Consultants are requested to submit all appropriate documentation and information as noted below by the closing date. The Proposal shall be limited to a maximum of ten (10) pages excluding schedules and appendices and without reference to web sites or other external forms of communications.

To assure similarity in Proposal submissions, and to facilitate the comparison of competing Proposals by the evaluation team, proponents shall include the required materials as follows by the closing date;

1. Table of Contents
2. Mandatory Requirements
 - Bidders Declaration
 - List of References
 - Bid Form
 - Acknowledgement of Receipt of Addenda
 - WSIB Certificate
 - Proof of Insurance
3. Request For Proposal submission indicating the following:
 - 3.1 A brief company profile and overview of the firm's experience in providing Engineering related services, and any other relevant information about the firm.
 - 3.2 The background and achievements of the firm(s) with a listing of previous projects of a similar nature (including a minimum of three (3) references).
 - 3.3 An expression of the Proponent understands the Scope of Work required to complete the project. Proponents shall include a description of the services that will be offered as it pertains to the project and proposed methodology. Proponents should clearly identify and detail the methodology.
 - 3.4 Supporting documentation that determines sufficient resources are in place to meet the Municipality's needs.

3.5 Identification and (if possible) curriculum vitae of all persons who will make up the project team, together with an indication as to each individual's role and responsibility in the project.

3.6 A Work Plan / Schedule confirming milestone dates, sequencing, meetings, study process, deliverables and time frames all with the goal of meeting the requirements as specified. Indicate any issues that could impact the completion / progress of the Project.

3.7 A list of added value services to be provided, including any additional information or innovative equipment and/or services not specifically outlined in the context of this RFP.

3.8 Identification of any Conflicts of Interest with other consultant projects or clients, and,

3.9 Fee Structure and Schedule

-Upset fee and disbursements for completing the study.

-Estimated hours, fees and expenses associated with each phase/component of work.

Proposals are required to conform to the conditions listed above and failing to do so may result in the proposal being disqualified. This proposal is not intended to limit vendor's proposals but rather to provide a framework for the Municipality to evaluate each proposal and determine which submission most clearly addresses our needs.

The number of submissions required are:

- One signed copy
- One (1) electronic copy on USB

LIST OF REFERENCES

Please provide the information requested below. Reference checks will be completed and the decision to award the proposal will be based on the Municipality’s assessment of overall qualified bidder. Experience listed below must be relevant to the current project in scope and value. If there is additional information you wish to provide with regard to references, please do so on another sheet and attach to the your bid submission.

Project Name	
Company for whom the work was completed:	
On the project did your firm act as	General Contractor <input type="checkbox"/> Subcontractor <input type="checkbox"/>
What was the value of the project or your portion of the project?	
Contact name	
Telephone Number with area code	
Date of completion of this project	

Project Name	
Company for whom the work was completed:	
On the project did your firm act as	General Contractor <input type="checkbox"/> Subcontractor <input type="checkbox"/>
What was the value of the project or your portion of the project?	
Contact name	
Telephone Number with area code	
Date of completion of this project	

Project Name	
Company for whom the work was completed:	
On the project did your firm act as	General Contractor <input type="checkbox"/> Subcontractor <input type="checkbox"/>
What was the value of the project or your portion of the project?	
Contact name	
Telephone Number with area code	
Date of completion of this project	

Pursuant to Section 29 (1) of the Municipal Freedom of Information and Protection of Privacy Act, as amended, and Section 39(1) of the Freedom of Information and Protection of Privacy Act, as amended, I authorize the Township of Lucan Biddulph to contact the person or company listed for purpose of obtaining reference information.

Signature of authorized signing officer

Date

BIDDER'S DECLARATION

(To be submitted with Original copy of Bid Submitted)

To: The Township of Lucan Biddulph:

I/We _____
 (name(s))

 (title/position)
 of _____
 (name of company)

1. **DECLARE** that I/We are the undersigned authorized signing officer of the bidder.
2. **FURTHER DECLARE** that no person, firm or corporation other than the one whose signature or the signature of whose proper officers I attached below, has any interest in this bid or in the Contract proposed to be undertaken.
3. **FURTHER DECLARE** that this bid is made without any connection, knowledge, comparison of figures or arrangement with any other company, firm or person making a proposal (unless performed under a "joint" agreement and so declared in the Bid), and in all respects is fair and without collusion or fraud.
4. **FURTHER DECLARE** that no employee of Lucan Biddulph, or Member of Council or member of its Committees, is or will become interested directly or indirectly as a contracting party.
5. **FURTHER DECLARE** that all statements, schedules and other information provided in this proposal are true, complete and accurate in all respects to the best knowledge and belief of the bidder.
6. **FURTHER DECLARE** that I/we have examined the locality and site of the proposed work, as well as all the specifications relating thereto, prepared, submitted and rendered available on behalf of the Township of Lucan Biddulph, and hereby acknowledge the same to be part and parcel of any contract to be let for the work therein described or defined, and do hereby propose and offer to enter into a contract to do the work and to provide for all of the labour and to provide, furnish, deliver, place and erect, all material mentioned and described or implied therein, including in every case freight, duty, exchange and sales taxes in effect on the date of acceptance of the Bid, and all other charges, on the terms and conditions and under the provisions therein set forth, and to accept in full payment therefore, the sums calculated in accordance with the actual quantities and unit prices attached to this Bid.
7. **FURTHER DECLARE** that the undersigned is hereby authorized by the bidder to submit this proposal and is authorized to negotiate all matters with Municipal representatives relative to this Proposal.

Proposal submitted by: _____

Address: _____

City/Province: _____

Postal Code: _____

Authorized Signature: _____

Name (please print or type): _____

Telephone Number: _____

Fax Number: _____

Email: _____

Registration No.: _____

Date of Proposal: _____

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

This will acknowledge receipt of the following addendum/addenda and that the pricing quoted includes the provision set out in such addendum/addenda

ADDENDUM #	DATE RECEIVED

Click here if **NO** Addendum received.

Bidder Name _____ **Date** _____

Authorized signature _____

BID FORM

(To be submitted with Original copy of Bid submitted)

PROJECT: Rates Review and Financial Plan for Water and Wastewater

LOCATION: 270 Main Street, Lucan

DATE: _____

Name of Company _____

Street Address _____

City/Town _____

Postal Code _____

Telephone _____

Fax _____

Township of Lucan Biddulph

Sir/Madam:

I/We agree to supply all necessary labour, materials, plant, equipment and services for the execution and completion of the above noted Project in accordance with the Contract Documents for the contract sum of

(Dollars (\$ _____)) including all applicable taxes, custom duties and excise taxes (HST EXTRA) with respect to the Contract in accordance with all terms and conditions of the Proposal.

The following amount for the Harmonized Sales Tax (HST) is extra to the above contract sum;

\$ _____.

I/We understand that the price(s) submitted in this Bid is/are based upon the acceptance of the Bid within ninety (90) days of the Bid closing date. In cases where the expiry date of the acceptance period falls on a Saturday, Sunday or holiday, the time for acceptance shall be extended to the first following business day.

I/We are in a position to commence the work immediately upon receipt of the Municipality's, or its representative's, written direction, and to carry it through to a prompt and satisfactory conclusion.

I/We hereby certify that, at the time of submitting this bid, I/we are in full compliance with all tax statutes administered by the Ministry of Finance for Ontario and Canada and that, in particular, all returns required to be filed under all provincial and federal statutes have been filed and all taxes due and payable under the statutes have been paid or satisfactory arrangements for their payment have been made and maintained.

Mandatory: I/We also submit the names of our proposed sub-contractors from whom sub-bids were received, and upon which my/our bid is based. I/We also submit the sub-bid prices for the trades listed:

#	TRADE	COMPANY	SUB-BID PRICE
1			
2			
3			
4			
5			
6			
7			
8			
9			

Name of Company: _____

Company Seal: _____
(If company does not have a seal, please note on above line.)

Signature of Authorized Official: _____

Name: _____
(Please print)

Title: _____

Date of Proposal: _____