



**THE CORPORATION OF THE COUNTY OF PRINCE EDWARD
REQUEST FOR QUOTATION**

RFQ# 2019-EDW- 49

Consulting Engineering Services

**Bowery Street Reconstruction-Picton
Barker Street to King Street**

USE BLUE OR BLACK INK TO COMPLETE

Name of Firm

Address

Postal Code

Telephone Number

Fax Number

Name of Person Signing for Firm

Name of Contact Person

Email Address for Contact Person

Company Web site

CLOSING DATE September 30, 2019 AT 2:00 P.M. LOCAL TIME

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DEFINITIONS AND INTERPRETATIONS

1. Definitions:

Wherever a term set out below appears in the text of this QUOTATION in capital letters, the term shall have the meaning set out for it in this Section 1. Wherever a term below appears in the text of this QUOTATION in lower case, it shall be deemed to have the meaning ordinarily attributed to it in the English language.

- a) **ALTERNATIVE** means a choice of things, each being fully compliant.
- b) **BIDDER'S LIST** means a list maintained by the MUNICIPALITY containing the names of firms or individuals who have expressed an interest in receiving notice of opportunities to supply goods or services to the MUNICIPALITY from time to time.
- c) **MUNICIPALITY** means THE CORPORATION OF THE COUNTY OF PRINCE EDWARD and includes its successors and assigns.
- d) **CONTRACT** means the agreement to be entered into between the CONSULTING ENGINEERING FIRM and the MUNICIPALITY with respect to the supply of the EQUIPMENT, MATERIALS AND SUPPLIES, and SERVICES. It shall be based upon this QUOTATION, with any agreed upon amendments, and shall also include any plans and terms of reference and will be held to cover the supply of any and all work, labour, implements, and MATERIAL that could be reasonably required to properly and satisfactorily supply the SERVICES.
- e) **CONTRACTOR** means the BIDDER(s) whose QUOTATION(s) is/are accepted and who has/have agreed to supply the EQUIPMENT, MATERIALS AND SUPPLIES AND SERVICES as described in the CONTRACT. In either case, the term extends to its legal representatives, successors and permitted assigns, agents, employees or sub-consultants of the CONSULTING ENGINEERING FIRM.
- f) **EQUIPMENT, MATERIALS AND SUPPLIES** means all goods, MATERIAL, articles, EQUIPMENT, software and intellectual property (or any part of them) as described in the Terms of Reference attached to this QUOTATION as Part C and acquired through the inclusion of such, EQUIPMENT, MATERIALS AND SUPPLIES in a schedule to the CONTRACT from time to time throughout the term of the CONTRACT.
- g) **IMPROPER** means a QUOTATION that is not in conformity in some manner with the requirements of this QUOTATION but will be reviewed by the MUNICIPALITY to determine whether it may be considered in the evaluation process, in the sole and unfettered discretion of the MUNICIPALITY.
- h) **BIDDER(S)** means a qualified consulting engineering firm who respond to this QUOTATION, and includes their heirs, successors, and permitted assigns.
- i) **QUOTATION(S)** means the BIDDER'S submission in response to this QUOTATION, including the terms of reference, directions, specifications, schedules and requirements, together with all documents of any description and agreements made or to be made pertaining to the method of supplying the, EQUIPMENT, MATERIALS AND SUPPLIES AND/OR SERVICES or to the quantities as shown of acceptable, MATERIAL to be furnished under the CONTRACT.
- j) **QUOTATION(S)** means the BIDDER'S submission in response to this QUOTATION, including the terms of reference, directions, specifications, schedules and requirements, together with all documents of any description and agreements made or to be made pertaining to the method of supplying the, EQUIPMENT, MATERIALS AND SUPPLIES AND/OR SERVICES or to the quantities as shown of acceptable , MATERIAL to be furnished under the CONTRACT.

- k) **QUOTATION** means this Request for QUOTATION document, including all schedules, parts and attachments, as issued by the MUNICIPALITY, including any addenda or amendments made to it after initial use.
- l) **SERVICES** means the services as required and described in Part C, Terms of Reference, Specifications/Deliverables of this QUOTATION and EQUIPMENT, MATERIALS AND SUPPLIES as described in the Terms of Reference attached to this QUOTATION as Part C and the Schedule of Prices attached to this QUOTATION as Part D.
- m) **TOTAL ACQUISITION COST** means the sum of all costs, including purchase price, all taxes, warranty, life cycle cost, operating and disposal costs.

DEFINITIONS AND INTERPRETATIONS Cont'd

2. <u>Interpretation:</u> The following rules of interpretation apply:

- a) Each reference to Provincial legislation in this QUOTATION, unless otherwise specified, is a reference to the Revised Statutes of Ontario, 1990 edition, and, in every case, includes all applicable amendments to the legislation, including successor legislation.
- b) The words “shall”, and “will” used in this QUOTATION denote imperative.
- c) The word “and” is an inclusive conjunction, the use of which indicates that all items or phrases in the subsection, article, or list in which it appears are permitted or required, as the case may be. The word “or” is an alternate conjunction, the use of which indicates that alternate or optional items or phrases in the subsection, article or list in which it appears are permitted or required, as the case may be; however, notwithstanding the foregoing, where the context permits, the word “or” may also be an inclusive conjunction having the same meaning as the word “and”.

PART A - INSTRUCTIONS TO BIDDERS

1) CONTRACT/ INTENT

The intent of this QUOTATION is to secure a qualified CONSULTING ENGINEERING FIRM to undertake the design of the Barker Street Reconstruction from Downes Avenue to Johnson Street for The Corporation of the County of Prince Edward, Development Services Department.

All QUOTATIONS must be in full accordance with the terms, conditions, terms of reference, and attachments of this QUOTATION. Unit prices shall be inclusive of all costs as specified in this QUOTATION in full conformity with the specifications and information to bidders attached hereto, all duty, exchange, freight, transportation or other charges fully paid for the prices shown hereunder.

The MUNICIPALITY may or may not enter into a Purchase Order CONTRACT as a result of the issuance of this QUOTATION. The MUNICIPALITY reserves the right to choose more than one SUPPLIER.

The SUPPLIER is responsible for visiting the sites and viewing the proposed work in the establishment of unit prices. All prices are to be delivered and installed F.O.B. Picton, Ontario.

2) QUOTATION DELIVERY & OPENING

QUOTATIONS made on the forms provided must be submitted in a sealed package, clearly marked and must be submitted to the following address to the attention of the following individual **prior to 2:00:00 p.m., Local Time, September 30, 2019** (the "deadline for submission").

All bidders must register with Patti White, Purchasing Clerk at Shire Hall by fax 613-476-7622 or by e-mail pwhite@pecounty.on.ca to ensure that any and all contact information required is provided in the event that addendums for this work need to be distributed.

- a) QUOTATIONS must be time-stamped at the above location to be considered. Late submissions will not be accepted and will be returned unopened without exception. The time stated on the time stamp located in the following office shall be the only recognized timepiece for the purpose of this submission.

THE CORPORATION OF THE COUNTY OF PRINCE EDWARD
Purchasing Department, 2nd Floor
280 Picton Main Street, Picton, ON, K0K 2T0

- b) **BIDDERS shall submit two documents with one marked "original" copy.**
- c) The use of the mail or courier services for delivery of a QUOTATION will be at the risk of the BIDDER. The QUOTATION must come into the possession of the above-mentioned representative of the MUNICIPALITY before the deadline for submission or the QUOTATION will be returned to the BIDDER unopened.
- d) Misdirected QUOTATIONS received after the deadline for submission will not be accepted and will be returned unopened. Requests for adjustments submitted by telephone fax or electronically will not be considered.

- e) The MUNICIPALITY shall not be liable for any cost of preparation or presentation of QUOTATIONS, and all QUOTATIONS and accompanying documents submitted by the BIDDER become the property of the MUNICIPALITY and will not be returned. There will be no payment to BIDDERS for work related to and MATERIAL supplied in the preparation, presentation and evaluation of any QUOTATION, nor for the CONTRACT negotiations whether they are successful or unsuccessful.
- f) The MUNICIPALITY, its elected officials, employees and agents shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any BIDDER, prior or subsequent to, or by reason of the acceptance, or non-acceptance by the MUNICIPALITY of any QUOTATION, or by reason of any delay in the acceptance of any QUOTATION.

3) QUOTATION SUBMISSION

- a) Submission of a QUOTATION will constitute acceptance of all provisions contained in this QUOTATION on the part of all BIDDERS.
- b) When submitting a QUOTATION, BIDDERS must ensure that all areas of this QUOTATION that require information are completed and submitted in accordance with the instructions, including but not limited to a completed original Schedule of Prices. Failure to do so will result in the incomplete QUOTATION being rejected.
- c) If a QUOTATION does not conform in every detail with the Terms of Reference – Specifications/Deliverables attached to this QUOTATION as Part C, the BIDDER is required to explain the deviation in the QUOTATION.
- d) All QUOTATIONS must be made upon the Form of QUOTATION/Agreement to Contract attached to this QUOTATION as Part D.
- e) The QUOTATION must bear an original signature of an authorized signing officer of the BIDDER or the QUOTATION may be rejected. If a joint QUOTATION is submitted it must be signed by signing officers of each of the joint BIDDERS.
- f) QUOTATIONS must be legible, written in ink, or by typewriter. QUOTATIONS written in pencil will not be considered. In the case of an error in extending the unit prices, the unit price shall determine the quoted price.
- g) None of the conditions contained on the BIDDER'S standard or general conditions of sale shall be of any effect unless explicitly agreed to by the MUNICIPALITY and specifically referred to on the Contract.
- h) Any erasures or corrections to a QUOTATION must be initialed or noted by the BIDDER or the QUOTATION may be deemed as IMPROPER and may not be considered.
- i) If after reading the QUOTATION, your organization does not wish to submit a QUOTATION, **do not forward the material to another organization.** Discard the material and return a completed "Notice of No QUOTATION" and/or return all MATERIAL immediately to the MUNICIPALITY.

4) INQUIRY

- a) All inquiries regarding this QUOTATION shall be directed, in writing, to the attention of Patti White during regular business hours. A fax cover sheet, entitled "Questions for Clarification" is included for the BIDDER'S convenience.
- b) Any inquiries will be responded to in writing. Any clarification shall not alter the QUOTATION. Oral arrangements or discussions cannot be relied upon.
- c) If during the period prior to submission of QUOTATIONS, the MUNICIPALITY determines, in its sole and unfettered discretion, that part of the QUOTATION requires formal amendment or clarification, written addenda to this QUOTATION will be produced and distributed to all known BIDDERS. In that case, the QUOTATIONS shall identify the addenda and indicate how they respond to them.
- d) BIDDERS attempting to contact MUNICIPALITY staff or elected officials other than the contact indicated in this QUOTATION in subsection a) above, for whatever reason, during the QUOTATION or evaluation process, are advised that such action may result in their disqualification from the process and removal of their name from the BIDDER'S LIST. If consultation is deemed to be necessary by the MUNICIPALITY, a pre-QUOTATION meeting of all BIDDERS and MUNICIPALITY staff will be arranged at a location of the MUNICIPALITY'S choosing. The MUNICIPALITY reserves the right to change the deadline for submission, if necessary, to accommodate such a meeting.
- e) No officer, agent or employee of the MUNICIPALITY is authorized to verbally alter any portion of this QUOTATION. During the period prior to submission of QUOTATIONS, any clarification will be issued in the form of written addenda. The BIDDER shall list and attach any addenda that were considered when the QUOTATION was prepared. Failure to execute and return any and all addenda issued by the MUNICIPALITY will result in the QUOTATION being deemed as IMPROPER.
- f) Although The Corporation of the County of Prince Edward will make every reasonable effort to ensure a BIDDER receives all addenda issued, it is the BIDDER'S ultimate responsibility to ensure all addenda have been received.
- g) All references to BIDDER shall include all staff from the proposing organization as well as all SUPPLIER/CONSULTANTS and SUB-SUPPLIER/CONSULTANTS that the proposing organization may hire to supply the EQUIPMENT, MATERIALS AND SUPPLIES AND/OR SERVICES.

5) QUOTATION CONTENT

QUOTATIONS will be deemed complete if they include:

- a) A completed and executed Form of QUOTATION - Agreement to Contract and Schedule of Prices, attached to this QUOTATION as Part D.
- b) Reference list, attached to this QUOTATION as Part D. BIDDERS must provide three appropriate references of a similar size and nature, including contact names and telephone numbers.

- c) List of sub-SUPPLIER/CONSULTANTS to be utilized;

If any of the above information is missing or deficient, the MUNICIPALITY reserves the right, in its sole and unfettered discretion, to request written clarification, or, if substantively remiss, to reject the QUOTATION in its entirety.

6) QUOTATION EVALUATION

QUOTATIONS will be evaluated on the basis of information provided by the BIDDER at the time of the submission as well as the previous experience of the BIDDER in this marketplace.

- a) QUOTATION quality: including organization, clarity, completeness, content and presentation;
- b) BIDDER experience in similar or related projects as well as their experience with government bodies. Information shall include all items outlined in Part C;
- c) The cost effectiveness of each QUOTATION will be based upon the information supplied in Part C of the QUOTATION.

7) ACCEPTANCE OF TERMS

Each BIDDER, by submitting a QUOTATION, represents that the BIDDER has read, completely understands, and accepts the terms, conditions, and terms of reference of the QUOTATION in full.

PART B – STANDARD TERMS AND CONDITIONS

1) INTENT

- a. The intent of this RFQ is to secure one SUPPLIER for all SERVICES, for all departments and/or agencies but the MUNICIPALITY reserves the right to choose more than one SUPPLIER.
- b. The intent of the CONTRACT is that the SUPPLIER shall supply SUPPLIER SERVICES complete and suitable for the MUNICIPALITY'S intended use.

2) ACCEPTANCE

- a) As soon as practicable after opening the QUOTATIONS, the MUNICIPALITY will endeavour to act upon them. The acceptance of a QUOTATION will be notice in writing signed by a duly authorized representative of the MUNICIPALITY, and no other act of the MUNICIPALITY shall constitute the acceptance of a QUOTATION. Acceptance of a QUOTATION by the MUNICIPALITY shall bind the SUPPLIER/CONSULTANT to execute the CONTRACT.
- b) The CONTRACT shall consist of and have priority in the following order:
 - i) The Purchaser Order Contract;
 - ii) the QUOTATION;
 - iii) and the SUPPLIER QUOTATION.
- c) The MUNICIPALITY may accept a QUOTATION in whole or in part, whether the TOTAL ACQUISITION COST be the lowest or not, and may reject any or all QUOTATIONS. There shall be no requirement of this QUOTATION, implied or otherwise, that the QUOTATION representing the lowest TOTAL ACQUISITION COST will be selected or preferred. The QUOTATION process is used as a means of evaluating a number of criteria (one of which is TOTAL ACQUISITION COST). BIDDERS must submit their QUOTATIONS in accordance with all items identified in Part A of this QUOTATION.
- d) The MUNICIPALITY reserves the right to award by items, groups of items, parts of items or parts of groups of items, or all items of the QUOTATION, and to award CONTRACTS to one or more BIDDERS; to accept or reject any QUOTATION in whole or in part; to waive irregularities and omissions in the MUNICIPALITIE'S sole and unfettered discretion, if in so doing, the best interests of the MUNICIPALITY will be served. No liability shall accrue to the MUNICIPALITY for its decision in this regard.
- e) Should the MUNICIPALITY receive only one (1) QUOTATION on commodities/services that have a known multiple source potential, the right is reserved to recall or cancel the competition.
- f) All QUOTATIONS shall be irrevocable for ninety (90) days following the deadline for submission to allow sufficient time for evaluation of the QUOTATIONS and for the investigation of the BIDDERS.
- g) Upon acceptance of a QUOTATION, (or any part of it), by the MUNICIPALITY, the successful BIDDER shall, if requested by the MUNICIPALITY so to do, execute and enter into an additional formal contract that is satisfactory to the MUNICIPALITY, to properly secure the CONTRACT resulting from the acceptance of a QUOTATION (or any part of it) and to embody

indemnity and related provisions that in the opinion of the MUNICIPALITY are required to protect the MUNICIPALITY. If at any time the MUNICIPALITY, in its sole and unfettered discretion, decides that satisfactory terms and conditions cannot be realized with a successful BIDDER, the MUNICIPALITY reserves the right to enter into negotiations and finalize a CONTRACT with an alternative BIDDER or revise and reissue this QUOTATION or cancel this QUOTATION. If the MUNICIPALITY exercises such right, the successful BIDDER has no legal claim or recourse against the MUNICIPALITY, its elected officials, employees and agents for any expenses, costs, loss or damages incurred or suffered.

- h) Any notice that the MUNICIPALITY may be required or desire to give to the BIDDER shall for all purposes be deemed to have been sufficiently and properly given if forwarded by registered mail or courier and addressed to the BIDDER at the address shown for the BIDDER on its QUOTATION. It shall be presumed to have been received by the BIDDER on the third day following the registration or the day following registration with the courier.
- i) No QUOTATION shall be accepted from any person or BIDDER who, has a claim or has instituted a legal proceeding against the MUNICIPALITY or against whom the MUNICIPALITY has a claim or has instituted a legal proceeding, without the prior approval of the MUNICIPAL Council. This applies whether the legal proceeding is related or unrelated to the subject matter of this QUOTATION.
- j) The Owner reserves the right to reject all QUOTATIONS or to select a QUOTATION other than the QUOTATION having the lowest price. In making a decision as to which QUOTATIONS to accept, the County reserves the right to consider, some or all of the following factors:
 - (1) the general reputation of the SUPPLIER;
 - (2) any prior experience the County has had with the SUPPLIER;
 - (3) the financial status and strength of the SUPPLIER;
 - (4) the previous experience of the SUPPLIER in this area;
 - (5) any previous experience between the SUPPLIER and other municipalities;
 - (6) the proposed schedule of the SUPPLIER;
 - (7) the Owner's determination of the ability of the SUPPLIER to deliver the work to quality and standards required and within the time frames and in the quantities;
 - (8) any other factors that the Owner believes reasonably impact on the contract and the ability to complete the contract to the full satisfaction of the Owner.
 - (9) The Owner reserves the right to consider each of the factors, and to assign different weights to each of the factors based on the information received by it from each and every SUPPLIER, from its own staff, and from outside sources, as these factors may impact on the benefit the Owner receives from this contract.

3) PURCHASING BY-LAW

- a) QUOTATIONS will be called, received, evaluated, accepted, and processed in accordance with the MUNICIPALITY'S Purchasing By-law and Procedures. A copy of The Corporation of the County of Prince Edward's Purchasing by-Law can be retrieved from the County's web-site: www.thecounty.ca

- b) No verbal arrangement or agreement, relating to the SERVICES specified or called for under this QUOTATION, will be considered binding, and every notice, advice or other communication, pertaining to it, must be in writing and signed by a duly authorized person.

4) BIDDER ELIGIBILITY

- a) BIDDERS must meet the MUNICIPALITIE'S requirements for experience. The MUNICIPALITY will disqualify any BIDDER who cannot provide the following, when requested by the MUNICIPALITY:
- i. proof that they have previously held and satisfactorily completed a supply contract of the size and type being proposed; or
 - ii. proof of employment in the type of supply and service being proposed and written references as to their satisfactory performance; or
 - iii. adequately demonstrate that they have the ability to provide the necessary expertise and resources to satisfactorily complete the Supply CONTRACT.
- b) The MUNICIPALITY reserves the right to investigate and evaluate the experience, capability, registration and financial position of any BIDDER prior to an award of a CONTRACT. The MUNICIPALITY reserves the right to reject any BIDDER OR QUOTATION based on the information obtained.
- c) This QUOTATION is made by the BIDDER without any connection, knowledge, comparison of figures or arrangement with any other person or persons making a QUOTATION for the same SERVICES, and is in all respects fair and without collusion or fraud.

5) ASSIGNMENT

The SUPPLIER shall not assign the CONTRACT (or any portion of it) without the prior written consent of the MUNICIPALITY.

It is understood and agreed that the BIDDER will be an independent SUPPLIER and that all services will be performed by the employees or agents of the SUPPLIER. Sub-contracting agreements made by the SUPPLIER will not release the SUPPLIER from any obligation to the MUNICIPALITY with respect to the performance of the CONTRACT. Joint or consortium QUOTATIONS must have one prime SUPPLIER who will be responsible for overall project success, provide one point of contact and a single billing point. The MUNICIPALITY shall not be responsible for payment to the SUPPLIER/ partners, SUB-SUPPLIER or SUPPLIER in the event the prime SUPPLIER defaults on its responsibilities. The prime SUPPLIER must communicate such to its partners, SUBSUPPLIER and SUPPLIER. The prime SUPPLIER/CONSULTANT must also provide the MUNICIPALITY with a written statement outlining function components that the sub-SUPPLIER(s) will be offering. The MUNICIPALITY must grant prior written approval, in its sole and unfettered discretion, for any assignment and all SUB-SUPPLIER.

6) INDEMNIFICATION

- a) The SUPPLIER agrees that it will continuously save, keep harmless and fully indemnify the MUNICIPALITY, its elected officials, employees and agents and its successors and assigns, from and against all actions, claims, and demands whatsoever which may be brought against or made upon the MUNICIPALITY and the SUPPLIER/ also agrees that it will continuously save, keep harmless and fully indemnify the MUNICIPALITY, its elected officials, employees and agents and its successors and assigns, against all types of losses, liabilities, claims, costs or expenses which the MUNICIPALITY may incur resulting from or arising out of the SUPPLIER failure to exercise reasonable care, skill or diligence in their performance or rendering of any EQUIPMENT, MATERIALS AND SUPPLIES AND/OR SERVICES to be performed or rendered by the SUPPLIER, pursuant to the CONTRACT.
- b) The SUPPLIER shall indemnify the MUNICIPALITY from all claims arising out of unpaid accounts relating to the CONTRACT. The MUNICIPALITY shall have the right at any time to require satisfactory evidence that the EQUIPMENT, MATERIALS AND SUPPLIES (or any part of it) in respect of which any payment has been made or is to be made by the MUNICIPALITY is free of and clear of construction or other liens, attachments, claims, and demands, charges or other encumbrances.

7) PROJECT SITE WORKING CONDITIONS

It is the BIDDER'S responsibility to investigate the sites and the nature of the work, supplies and services, and inform itself, before bidding, of all the physical and working conditions and administrative practices applicable.

8) PATENTS AND COPYRIGHTS

- a) The SUPPLIER/CONSULTANT shall, at its sole expense, defend all claims, actions or proceedings against the MUNICIPALITY based on any allegations that the EQUIPMENT, MATERIALS AND SUPPLIES (or any part of it) constitutes an infringement of any patent, copyright or other proprietary right, and shall pay to the MUNICIPALITY all costs, damages, charges and expenses, including its lawyers' fees on a solicitor and his own client basis occasioned to the MUNICIPALITY in this regard.
- b) The SUPPLIER shall pay all royalties and patent license fees required for the EQUIPMENT, MATERIALS AND SUPPLIES.
- c) If the EQUIPMENT, MATERIALS AND SUPPLIES (or any part of it) is in any action or proceeding held to constitute an infringement of any patent, copyright or other proprietary right, the SUPPLIER shall either secure for the MUNICIPALITY the right to continue using the EQUIPMENT, MATERIALS AND SUPPLIES or shall, at the SUPPLIER sole expense, replace the infringing EQUIPMENT, MATERIALS AND SUPPLIES with non-infringing EQUIPMENT, MATERIALS AND SUPPLIES or modify it so that the EQUIPMENT, MATERIALS AND SUPPLIES no longer infringes.

9) ERRORS AND OMISSIONS OF THE SUPPLIER/CONSULTANT

Errors, mistakes, or omissions made by the SUPPLIER, its agents, employees, or workmen shall be rectified by the SUPPLIER at its sole expense.

10) QUANTITIES

- a) Unless otherwise specified in this QUOTATION, quantities shown are approximate and furnished without liability on behalf of the MUNICIPALITY. They are supplied as a basis for comparison only.
- b) Unless otherwise stated, payment will be by the unit complete at the QUOTATION price on the actual quantities deemed acceptable by the MUNICIPALITY.

11) TERMS OF PAYMENT

- a) All approved Invoices will be payable by the MUNICIPALITY within 30 days after they are received.
- b) Payments made by the MUNICIPALITY, including final payment, shall not relieve the SUPPLIER/CONSULTANT from its obligations or liabilities under the CONTRACT.
- c) Acceptance by the SUPPLIER of the final payment shall constitute a waiver of claims by the SUPPLIER against the MUNICIPALITY, except those previously made in writing in accordance with the CONTRACT and still unsettled.
- d) The MUNICIPALITY shall have the right to withhold from any sum otherwise payable to the SUPPLIER any amount sufficient to remedy any defect or deficiency in the MATERIALS/SUPPLIES OR APPLICATION OF MATERIALS/SUPPLIES, pending correction of the deficiencies or any amount sufficient to satisfy any claim the MUNICIPALITY has against the SUPPLIER/CONSULTANT resulting from a previous CONTRACT, a legal proceeding or unpaid accounts, including property or business taxes.

12) UNPAID ACCOUNTS

The SUPPLIER must indemnify the MUNICIPALITY from all claims arising out of unpaid accounts relating to the MATERIAL and/or SERVICES. The MUNICIPALITY shall have the right at any time to require satisfactory evidence that the MATERIAL AND SUPPLIES in respect of which any payment has been made or is to be made by the MUNICIPALITY is free of and clear of construction or other liens, attachments, claims, and demands, charges or other encumbrances.

13) CHANGES IN THE EQUIPMENT, MATERIALS AND SUPPLIES AND/OR SERVICES

The MUNICIPALITY may, without invalidating the CONTRACT, direct the SUPPLIER to make changes to the EQUIPMENT, MATERIALS, SUPPLIES AND/OR SERVICES. When a change causes an increase or decrease in the EQUIPMENT, MATERIALS AND SUPPLIES AND/OR SERVICES, the CONTRACT price shall be increased or decreased by the applicable unit price, or in the absence of applicable unit prices, by an amount to be agreed upon in writing between the MUNICIPALITY and SUPPLIER. All changes must be in writing.

14) NON-PERFORMANCE

- a) The MUNICIPALITY reserves the right to determine, in its sole and unfettered discretion, non-performance of the CONTRACT, including the level of quality of EQUIPMENT, MATERIALS AND SUPPLIES AND/OR SERVICES provided and further reserves the right to cancel any or all of the CONTRACT if the SUPPLIER fails to correct deficiencies upon thirty (30) days written notice. The MUNICIPALITY'S evaluation and determination in this regard shall be final and not reviewable by any court or tribunal.
- b) In the event that the SUPPLIER fails or neglects to comply with any condition set out in the CONTRACT, the CONTRACT may be unconditionally cancelled by the MUNICIPALITY without notice.
- c) The MUNICIPALITY reserves the right to remove from the BIDDERS' LIST (disqualify), for an indeterminate period (minimum two (2) years), the name of any BIDDER for breach of the terms and conditions of this QUOTATION or for unsatisfactory performance of the CONTRACT. This disqualification will apply to the terminated SUPPLIER as the Bidder or BIDDER on future quotations, QUOTATIONS or requests for QUOTATION or as a sub-trade to a Bidder or BIDDER on future competitions (quotations, PROPOSALS, or QUOTATIONS) issued by the MUNICIPALITY. The MUNICIPALITY also reserves the right to publish the names of all disqualified SUPPLIER in any future quotation, QUOTATION or requests for PROPOSAL.

15) PRICING (TERM OF AGREEMENT)

- a) Prices proposed must include all incidental costs and the BIDDER must be satisfied as to the full requirements of the QUOTATION. No claims for EXTRA WORK, EXTRA SUPPLIES, EXTRA EQUIPMENT, EXTRA MATERIALS or EXTRA SERVICES will be entertained and any additional EQUIPMENT, MATERIALS AND SUPPLIES AND/OR SERVICES must be authorized in writing prior to commencement. Should the BIDDER require more information or clarification on any point, it must be obtained prior to the submission of the QUOTATION.
- b) Should any additional or any variation of any tax or duty, imposed by the Government of Canada or Province of Ontario become directly applicable to any EQUIPMENT, MATERIALS AND SUPPLIES AND/OR SERVICES, prior to delivery or completion of the EQUIPMENT, MATERIALS AND SUPPLIES AND/OR SERVICES, the appropriate increase or decrease in the price of the EQUIPMENT, MATERIALS AND SUPPLIES AND/OR SERVICES, shall be made to compensate for the change as of the effective date.
- c) The SUPPLIER shall be responsible for the collection and remittance of all applicable taxes, and agrees to hold the MUNICIPALITY harmless in this regard.
- d) All prices bid must be in Canadian funds and shall include currently applicable customs duty, excise tax, freight, insurance and all other charges of every kind attributable to the SUPPLIES, MATERIALS or SERVICES save and except the Harmonized Sales Tax. All HST tax is to be included in the total price and detailed where requested.
- e) The unit price prevails in cases of discrepancies between unit prices and extensions. The MUNICIPALITY will make all necessary corrections to any QUOTATION that is in error

through addition or extension; the corrected value prevailing, and all BIDDERS shall be bound by such corrections.

16) UNIT PRICES

Bid prices shall be F.O.B. PICTON delivered, SUPPLIED AND INSTALLED. Unit prices shall be firm and shall include all Harmonized Sales Tax, federal excise tax, duty, freight. Applicable taxes shall be shown separately in the spaces provided on the QUOTATION form.

17) DISCLOSURE

- a) Submissions of QUOTATIONS as a result of this QUOTATION are in accordance with the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*.
- b) Release of information contained in the QUOTATION may be requested by anyone under the *MFIPPA* unless they contain either a trade secret or information that if disclosed would result in harm to the BIDDER. This would include scientific, technical, financial or labour relations information.
- c) To prevent the release of information the BIDDER must state that the QUOTATION is submitted in confidence and indicate the nature of the confidential information and what harm would result from the release.

18) WITHDRAWAL OR QUALIFYING OF QUOTATIONS

- a) If, after submission of a QUOTATION, a BIDDER receives an addenda issued by the MUNICIPALITY, AND the addenda content does NOT alter the original submission of that QUOTATION, the BIDDER shall sign the addenda and deliver it to the Purchasing Department. The addenda shall be in a sealed envelope, which clearly identifies the contents of it.
- b) The envelope shall include the following information: BIDDER'S name (or company name under which the original QUOTATION was submitted), the appropriate competition document reference and the addenda number.
- c) If after submission of a QUOTATION, a BIDDER receives an addenda issued by the MUNICIPALITY, and the information contained in the addenda DOES alter the original submission of the BIDDER, the BIDDER shall 'withdraw' its previous submission in accordance with the withdrawal procedures outline below.
- d) A BIDDER who has already submitted a QUOTATION may submit a further QUOTATION at any time up to the deadline for submission. The last QUOTATION received shall supersede and invalidate all QUOTATIONS previously submitted by that BIDDER for this QUOTATION.
- e) A BIDDER who has submitted a QUOTATION may request that its QUOTATION be withdrawn. (Adjustments or corrections to a QUOTATION submitted will not be allowed). The withdrawal shall be allowed if the request is made before the deadline for submission. Withdrawal requests must be directed to the MUNICIPALITY'S Purchasing Department in person. Telephone requests will not be considered. Withdrawals will be handled in accordance with the MUNICIPALITY'S Purchasing By-law.

19) CONTRACT CANCELLATION

- a) The MUNICIPALITY shall have the right to cancel any uncompleted or unperformed portion of the EQUIPMENT, MATERIALS AND SUPPLIES AND/OR SERVICES or part of them. In the event of such cancellation, the MUNICIPALITY and the SUPPLIER shall negotiate a settlement.
- b) The MUNICIPALITY shall not be liable to the SUPPLIER for loss of anticipated profit on the cancelled portion or portions of the CONTRACT. In the event that the SUPPLIER fails or neglects to comply with any condition outlined in the CONTRACT, the CONTRACT may be unconditionally cancelled by the MUNICIPALITY without notice.

20) LAWS AND REGULATIONS

The SUPPLIER/CONSULTANT shall comply with relevant federal, provincial and municipal statutes, regulations and by-laws pertaining to the CONTRACT and its performance. The SUPPLIER shall be responsible for ensuring similar compliance by its SUPPLIER and SUB-SUPPLIER. The CONTRACT shall be governed and interpreted in accordance with the laws of the Province of Ontario.

21) DEFAULT BY SUPPLIER

- a) If the SUPPLIER: commits any act of bankruptcy; or if a receiver is appointed on account of its insolvency or in respect of any of its property; or if the SUPPLIER makes a general assignment for the benefit of its creditors; then, in any such case, the MUNICIPALITY may, without notice, terminate the CONTRACT.
- b) If the SUPPLIER: fails to comply with any request, instruction or order of the MUNICIPALITY; or fails to pay its account; or fails to comply with or persistently disregard statutes, regulations, by-laws or directives of relevant authorities related to the EQUIPMENT, MATERIALS AND SUPPLIES AND/OR SERVICES; or fails to prosecute the EQUIPMENT, MATERIALS AND SUPPLIES AND/OR SERVICES with skill and diligence; or purports to assign or sublet the CONTRACT or a portion of it without the MUNICIPALITY'S written consent; or refuses to correct defective EQUIPMENT, MATERIALS AND SUPPLIES AND/OR SERVICES; or is otherwise in default in carrying out its part of any of the terms, conditions and obligations of the CONTRACT; then, in any such case, the MUNICIPALITY may, upon expiration of ten days from the date of written notice to the SUPPLIER, terminate the CONTRACT.
- c) Any termination of the CONTRACT by the MUNICIPALITY, as mentioned in b) above shall be without prejudice to any other rights or remedies the MUNICIPALITY may have.
- d) If the MUNICIPALITY terminates the CONTRACT, it is entitled to:
 - i) withhold any further payment to the SUPPLIER until the completion of the MATERIAL or SERVICES and the expiry of all obligations under the CONTRACT; and
 - ii) recover from the SUPPLIER/CONSULTANT any loss, damage and expense incurred by the MUNICIPALITY by reason of the SUPPLIER/CONSULTANT'S default (which may be deducted from any monies due or becoming due to the SUPPLIER).

22) SAMPLES

Samples when required must be submitted strictly in accordance with the instructions. If samples are requested after opening of QUOTATIONS, they shall be delivered within three (3) working days following request, unless additional time is granted. Samples must be submitted free of charge and will be returned at the BIDDER'S expense, if so requested, provided they have not been destroyed by tests, or provided they are not required for comparison purposes.

The acceptance of samples by the MUNICIPALITY shall be at its sole discretion and any such acceptance shall in no way be construed to imply relief of the SUPPLIER from its obligations under the CONTRACT.

23) DECLARATIONS

- a) I/We declare that no person, firm or corporation other than the one whose signature or the signature of whose proper officers is or are attached to this QUOTATION, has any interest in this QUOTATION or in the CONTRACT.
- b) I/We further declare that this QUOTATION is made without any connection, knowledge, comparison of figures or arrangement with any other SUPPLIER, firm or person making a similar QUOTATION and is in all respects fair and without collusion or fraud.
- c) I/We further declare that no MUNICIPALITY employee, or member of Council (or their families) is, or will become interested directly or indirectly as a contracting party 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 of it, or of any such supplies to be used therein or any of the monies to be derived from it.
- d) I/We further declare that the statements contained in the QUOTATION are in all respects true.
- e) I/We further declare that I/We have examined the locality, specifications and site(s) of the proposed QUOTATION Requirements relating to them, prepared, submitted and rendered available on behalf of the MUNICIPALITY and are hereby acknowledged to be an integral part of the CONTRACT.
- f) I/We hereby propose and offer to enter into the CONTRACT on the terms and conditions and under the provisions set forth in the QUOTATION, and to accept in full payment for it the sums calculated in accordance with the actual measured quantities and unit prices attached to this QUOTATION.
- g) I/We agree that this QUOTATION is an offer which is to continue open for acceptance until the placing in the mail or delivery to the address given in this QUOTATION of a notice of award, which shall constitute formation of the CONTRACT, or for 90 days following the QUOTATION closing date, whichever occurs first, and that the MUNICIPALITY may at any time within that period, and without notice, accept this QUOTATION whether any other QUOTATION had been previously accepted or not.

24) ERRORS, OMISSIONS IN THE MUNICIPALITY DOCUMENTS

The MUNICIPALITY shall not be held liable for any errors or omissions in any part of this QUOTATION. While the MUNICIPALITY has used considerable effort to ensure an accurate representation of information in this QUOTATION, the information contained in the QUOTATION is supplied solely as a guideline for BIDDERS. The information is not guaranteed or warranted to be accurate by the MUNICIPALITY, nor is it necessarily comprehensive or exhaustive.

25) MULTIPLE QUOTATIONS

For comparison purposes, each BIDDER shall submit a complete response that meets the base requirements. QUOTATIONS that do not address the base requirements shall be rejected.

Multiple QUOTATIONS from any one BIDDER will be acceptable provided the following conditions are met:

- each QUOTATION must be packaged separately.
- each QUOTATION shall be dealt with separately and shall be subject to the requirements of the QUOTATION.

26) INSURANCE REQUIREMENTS

Workplace Safety & Insurance Board

- a) The successful CONTRACTOR 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 successful Proponent further agrees to maintain their WSIB account in good standing throughout the contract period.
- b) Clearance certificates should be renewed every ninety (90) days during the term of the Contract.
- c) If the successful CONTRACTOR is a self-employed individual, partner or executive officer who does not pay WSIB premium and is recognized by WSIB as an "independent operator" a letter from WSIB acknowledging independent contractor status and confirming that WSIB coverage is not required must be provided to the County prior to commencement of work.

General Liability Insurance

Prior to commencement of work the CONTRACTOR must provide proof of **\$2,000,000 (two million)** General Commercial General Liability Insurance including coverage for public liability, property damage, all his trucks, vehicles and machines; also, any vehicles or equipment hired by him, and used in connection with this work. The Corporation of the County of Prince Edward must be shown as additional insured on the policy.

Automobile/Equipment Insurance, the CONTRACTOR will effect at his/her own expense (including the cost of deductibles) and maintain and keep in force during the term of this agreement, automobile/equipment insurance coverage naming The Corporation of the County of Prince Edward as an insured, including a cross-liability provision in favour of The Corporation of the County of Prince Edward, against claims for personal injury, death,

property damage or loss, arising from an accident or occurrence relating to this agreement, in an amount of not less than Three Million Dollars (**\$2,000,000.00**) in respect of each claim or occurrence. The insurance policy as required herein shall be in force during the terms of the contract.

Professional Liability Insurance

The successful Consultant will effect at his/her own expense and be required to maintain and keep in force during the term of this agreement, Professional Liability Insurance coverage in an amount not less than Two Million Dollars (\$2,000,000.00) in respect of each claim or occurrence.

ACCESSIBILITY

In accordance with Ontario Regulation 429/07, Accessibility Standards for Customer Service every provider of goods and services shall ensure that every person who deals with a member of the public or participates in the developing of the County's policies, practices and procedures governing the provision of goods and services to members of the public, shall be trained as follows:

1. How to interact and communicate with persons with various types of disability
2. How to interact with persons with disabilities who use assistive devices or require the assistance of a guide animal, or a support person
3. How to use equipment that is available on the premises that may help in the provision of goods or services.
4. What to do if a person with a particular type of disability is having difficulty accessing the provider's goods or services
5. Information on the policies, practices and procedures governing the provision of goods and services to people with disabilities

Contract employees, third party employees, agents and others who deal with members of the public on behalf of the County of Prince Edward must meet the requirements of Ontario Regulation 429/07 with regard to training. If a training policy is not yet in place, please go the following link, complete the training module and provide a copy of the Certificate to the County of Prince Edward.

<http://www.mcass.gov.on.ca/mcass/serve-ability/splash.html>



Accessibility for Ontarians with Disabilities Act (AODA)
Accessible Customer Service Training

Company Name: _____

I acknowledge that all staff employed by _____ who may undertake any duties and interact with any persons with disabilities, in the course of this company's contractual obligations with The County of Prince Edward, have reviewed a *Service Ontario video/ on-line training course* outlining the Accessibility for Ontarians with Disabilities Act (AODA) regulations.

As a principle of the contractor employed by The County of Prince Edward, I understand the municipality's requirements to comply with the Customer Service Standard. I will ensure that all future staff hired to assist with this company's contractual obligations will receive similar training as soon as they are hired, to meet these ongoing requirements.

Name: _____

Signature: _____

Date: _____

SCOPE OF WORK

General Objective

The general objective of this assignment is to complete the preliminary and detailed designs for the reconstruction of Bowery Street in Picton from Barker Street to King Street. The project includes reconstruction of the road including curb and sidewalks as well as reconstruction of the sanitary sewer, watermain, and storm sewer. Reconstruction of sanitary sewer and water service connections to the property line is also included.

Design Services

The consultant shall undertake all work to complete this assignment including, but not limited to the following:

- Complete a review of the adequacy of the size and condition of the existing sanitary sewers, storm sewers and watermains within the limits of the proposed reconstruction to accommodate existing and future development. If the review finds that any of the existing services are inadequate because of condition or size to accommodate existing or future development, the services shall be designed accordingly to accommodate future development. Final design will include service connections for the sanitary sewer and watermain to the property lines. The County will provide a copy of its sanitary sewer and watermain models once the assignment has been awarded.
- Provide site surveying to facilitate the preparation of full scale plan and profile construction plans (Horiz.1:250 Vert. 1:50) to be included as part of the contract documents. Proposed plans shall include all existing surface detail within the road allowance (curbs, sidewalks, trees, hedges, etc. and cross sections at 10m intervals).
- Provide terms of reference and conditions to enable the County to request quotations for any legal survey work that may be required. The County will be responsible for awarding the assignment for legal survey work and costs incurred for the survey. The consultant will be responsible for all costs involved in coordinating any legal survey work on behalf of the County once a firm has been hired by the County.
- Provide terms of reference and conditions to enable the County to request quotations for any Archaeological Study or Species At Risk Assessment that may be required for this project. The consultant will be responsible for all costs involved in coordinating such work on behalf of the County once a firm has been selected by the County. The County will be responsible for the cost of the Archaeological Study or Risk Assessment.
- Provide terms of reference and conditions to enable the Municipality to request quotations for a geotechnical investigation study. The Municipality will be responsible for awarding the assignment for this work and costs incurred for the geotechnical firm

engaged. The Consultant will be responsible for all costs involved in coordinating such work on behalf of the Municipality once a firm has been hired by the Municipality.

- Provide terms of reference and conditions along with a reference plan to accompany the final CCTV report to enable the Municipality to request quotations for CCTV inspection of the sanitary and storm sewer systems within the project limits.
- Prepare all MOE applications required for sanitary sewer, storm sewer and watermain reconstruction. The County will be responsible for MOE fees.
- Contact all other relevant approval agencies and prepare applications as required. Application fees will be paid by the County.
- Provide three (3) copies of interim reports including plans prepared during the project prior to final design.
- Allow for a minimum of 6 meetings with the County during the design process which shall include a start-up meeting. Additional meetings if required with the County or with other agencies shall be included in the Upset Price Limit for Design. The meetings with the County will be at the Engineering Development offices. Minutes shall be recorded by the consultant and distributed within seven days of the meeting date. Consultants shall include with their quotation the number of meetings with County staff that they have included in their submission for the complete design process.
- The scope of work shall include a preliminary design phase which will review the existing background material available, undertake field surveys and on-site investigation and include possible alternative design strategies for the underground and above ground work indicating the advantages and disadvantages of each alternative with cost estimates. Three copies of a Preliminary Engineering Design Report for each project shall be provided for review by the County.
- Make appropriate arrangements, prepare all required documentation and conduct one (1) Public Information Center for each project. The County will provide a site for the Information Center.
- Prepare a Final Design Summary Report for each project including the consultant's recommendations for the selected alternative for the project. The Report shall include construction cost estimates. Three (3) copies of the Final Report shall be provided.
- Following completion of the Final Design Summary Report and upon receiving written instructions from the County, the consultant shall proceed with the Detailed Design Phase of the projects. This will include plans, specifications, quantities and cost estimates, all approvals required, contract documents for tendering, and preparation of the tender notice to facilitate advertising by the County.
- Provide two (2) hard copies of the final tender documents and two (2) full scale plans to the County. In addition, a digital copy of the tender advertisement notice and tender documents in Word format will be provided to the County as well as one (1) reproducible digital copy of the proposed plans in AutoCAD Format and a PDF copy.

Work Plan Schedule

A Gantt Chart of the proposed project schedule in Microsoft Project 2000 format shall be included with the submission. All key milestone dates for the project design must be detailed. The submission shall also include a separate detailed work plan table for design services showing the allocation of hours estimated for all of the consultants staff and sub-consultants if applicable who will be employed on the assignment from the start of the project until completion of the final design and tender documents for each project. Hourly rates shall be included for each staff shown along with expected disbursements so that the totals will equal the Upset Cost included for design services

Project Cost

The Consultant shall include all engineering costs identified in the RFQ excluding the following:

- Rental fees of facilities for Public Information Center
- Advertising Costs for Notice of Public Information Center
- All Application Fees required to complete assignment
- Geotechnical costs
- CCTV Inspection costs
- Legal survey costs
- Archaeological studies
- Species at risk studies
- Tender advertisement costs

**PART D - FORM OF QUOTATION
AGREEMENT TO CONTRACT AND SCHEDULE OF PRICES**

CONTRACT NUMBER: **RFQ # 2019-EDW-49**
PROJECT TITLE: **Bowery Street Reconstruction**

SUBMITTED TO: THE CORPORATION OF THE COUNTY OF PRINCE EDWARD

I/We, _____
(Company Name)

of _____
(Business Address)

having examined the QUOTATION including all information to BIDDERS, general terms and conditions, terms of reference, appendices and specifications as issued by THE CORPORATION OF THE COUNTY OF PRINCE EDWARD and including Addenda number ____ to ____ and having visited the Site, hereby offer and agree to enter into a Contract to supply the EQUIPMENT, MATERIALS AND SUPPLIES AND SERVICES required by this QUOTATION at the costs detailed in the Schedule of Prices below.

The undersigned offers to complete and supply EQUIPMENT, MATERIALS AND SUPPLIES AND SERVICES in accordance with the instructions to BIDDERS, terms, conditions, terms of reference, specifications, and appendices in the Request for QUOTATION # 2019-EDW-49 as described in this QUOTATION for the price(s) shown on the Schedule of Prices attached to it. Furthermore, it is certified that the undersigned is/are authorized and empowered to sign and submit this QUOTATION.

I/We, hereby provide this QUOTATION and agree to supply and apply to The Corporation of the County of Prince Edward, F.O.B. Picton, Ontario, the supply of all materials and application(s) of Request For QUOTATION # 2019-EDW-49 for the Corporation of the County of Prince Edward, Picton, ON as detailed herein, using appropriate application methods as specified in this QUOTATION.

The SUPPLIER/CONSULTANT is responsible for visiting the sites and viewing the proposed work in the establishment of unit prices.

The SUPPLIER/CONSULTANT hereby offers to complete the work specified in the QUOTATION at the following prices, with the Harmonized Sales Tax shown separately. Harmonized Sales Tax is to be included in the unit price bid where applicable.

This QUOTATION is irrevocable and is to continue open to acceptance by the MUNICIPALITY for a period of ninety (90) calendar days after the date and time set for submission of the QUOTATION.

**PART D - FORM OF QUOTATION
 AGREEMENT TO CONTRACT AND SCHEDULE OF PRICES - continued**

Schedule of Prices – QUOTATION # 2019-EDW-49

Location of Work		Cost
Design Services-Bowery Street Reconstruction-Picton	Upset Price	\$
	HST	\$
	Total Cost	\$

Indicate the Upset Price in the space provided. The Upset Price shall be inclusive of all costs to as specified in this QUOTATION and in full conformity with the specifications and information to bidders attached hereto.

Furthermore, it is certified that the undersigned is/are authorized and empowered to sign and submit this QUOTATION.

Company: _____
(Name)

_____ (Street Address or Postal Box Number)

_____ (MUNICIPALITY, Province, and Postal Code)

Signature: _____
 (I have the authority to bind the corporation)

Print Name and Title: _____

Dated at _____ this _____ day of _____, 2019.

Note: Attach Separate Gantt Chart and Work Plan Table

PART D - REFERENCE INFORMATION

BIDDERS are required to provide three (3) references listing contracts similar to the project described in this QUOTATION and undertaken within the past three (3) years.

- 1) NAME (Company/Government Agency) _____
Contract Description _____
Contact Person _____
Phone Number () _____ Fax Number: _____
Email Address (if available): _____
Value of Contract \$ _____
- 2) NAME (Company/Government Agency) _____
Contract Description _____
Contact Person _____
Phone Number () _____ Fax Number: _____
Email Address (if available): _____
Value of Contract \$ _____
- 3) NAME (Company/Government Agency) _____
Contract Description _____
Contact Person _____
Phone Number () _____ Fax Number: _____
Email Address (if available): _____
Value of Contract \$ _____

The MUNICIPALITY reserves the right to check additional references and sources to those supplied by the BIDDER.

Company/BIDDER

Authorized Signature

(Glue or Tape to outside of Submission Envelope)

TO:
Clerk's Office
The Corporation of the County of Prince Edward
332 Main Street, 2nd Floor
Picton, ON K0K 2T0

	<u>RFQ 2019-EDW-49</u>	
<u>Submitted By</u> (Insert company Name)		
<u>OFFICE USE ONLY</u>		
Received By: (Name of Staff)		
Date/Time: <u>2nd floor Clerk's Office</u>		
<u>IF LATE - NAME AND SIGNATURE OF PERSON DELIVERING</u>	(Print Name)	(Signature)