

**THE CORPORATION OF THE
TOWNSHIP OF ZORRA**



RFP 2017-10

**REQUEST FOR PROPOSAL FOR
TOWNSHIP OF ZORRA
PUBLIC WORKS BUILDING AND
WINTER MAINTENANCE ABRASIVES
STORAGE FACILITY
ARCHITECTURAL & ENGINEERING
DESIGN SERVICES**

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TOWNSHIP OF ZORRA**



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**REQUEST FOR PROPOSAL FOR
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PUBLIC WORKS BUILDING AND
WINTER MAINTENANCE ABRASIVES
STORAGE FACILITY**

**ARCHITECTURAL & ENGINEERING DESIGN
SERVICES**



A GENERAL INSTRUCTIONS

A.1 Invitation to Submit Proposal and Project Description

The Township of Zorra is seeking proposals for full Architectural & Engineering design services for a new Public Works Building and Winter Maintenance Abrasives Storage Facility adjacent to an existing Public Works Shop located at 783036 Road 78 in the Township of Zorra. The Public Works Building is to be energy efficient, with an approximate total building floor area 28,160 ft² to 30,360 ft². The Winter Maintenance Abrasives Storage Facility will be a basic structure approximately 17,000 ft².

You are invited to submit a proposal for the provision of goods and/or services as set out in this Request for Proposal documentation. This Request for Proposal does not commit the Township to award a quote or to pay any costs incurred in the preparation of a proposal, provision of samples, or attendance at a pre or post-award site meeting.

Indicate Request for Proposal Number and description on all correspondence.

Request for Proposal: 2017-10

Description: Township of Zorra Public Works Development

Key Contact: Aden Corcoran, C.E.T.

Director of Public Works

Phone 519-485-2490 ext. 227

Email acorcoran@zorrra.on.ca

A.2 Closing Location, Date and Time

A.2.1 Closing Location

Hardcopy proposals shall be received at the following location. Faxed or e-mailed proposals **WILL NOT** be accepted.

The Corporation of the Township of Zorra
274620 27th Line
P.O. Box 306
Ingersoll, ON N5C 3K5

A.2.2 Closing Date and Time

Proposals shall be received at the closing location by:

Thursday, December 14, 2017 at 10:00 AM EST

A.2.3 Late Proposals

It is the responsibility of Proponents to allow sufficient time to ensure delivery of their proposals to the designated location prior to the stipulated closing time and date. Late proposals will not be accepted.



A.2 Contracting Authority

The Contracting Authority for the Request for Proposal is:

The Corporation of the Township of Zorra
274620 27th Line
P.O. Box 306
Ingersoll, ON N5C 3K5

A.3 Terms and Conditions

A.3.1 Glossary of Terms

Closing time: Means the “Closing Time” specified in the RFP.

Contract: Means the agreement(s) entered into by the Township with the successful Proponent(s) for the goods, services or goods and services described in the RFP;

Control: Means that the Township has the authority to manage the Record, including its creation, use, disclosure and disposal.

Key Contact: The Township’s Director of Public Works will be the primary contact for this process.

Key Personnel: Key Personnel are the critical management and senior resources that carry the responsibility for project delivery. They are individuals that will have a direct and substantial involvement in the work and whose roles and responsibilities will be crucial to the successful completion of the project.

Owner: Is The Corporation of the Township of Zorra.

Proponent: The prime Consultant entity who submits a proposal. The entity that will execute the contract with Township of Zorra and will have full contractual responsibility for the delivery of the required services;

Proposal: Is the offer of a Proponent to furnish materials, supplies or services in response to an RFP;

Record: Information in any form, including proposals, reports, documents, drawings (computer generated or otherwise), specifications, photographs, letters, meeting minutes, vouchers and all other correspondence, papers and any other information that is written, photographed, recorded or stored in any manner, but does not include the software or any mechanism that processes such Records.

RFP: Means this Request for Proposal of the Township of Zorra including all forms to be included as part of any proposal.



Township: Means The Corporation of the Township of Zorra.

A.3.2 Mandatory and Advisory Clauses

Mandatory clauses during the procurement are those containing the word “must”, “will” or “shall”. These clauses must be observed at all times, unless otherwise authorized by the Township of Zorra. Proponents not respecting these clauses will be disqualified and their proposals will not receive any further consideration. Advisory clauses during the procurement are those containing the word “may” or “should”. Proponents not respecting these clauses may be scored lower.

A.3.3 Licencing Requirements

The Proponent assumes responsibility for compliance with all laws and regulations concerning its eligibility to provide a Submission and to perform the Services in the Province of Ontario and is aware that this RFP is governed by the laws of the Province of Ontario.

Proponents are required to hold a valid Certificate of Practice (C of P) from the OAA or a Certificate of Authorization (C of A) from the Professional Engineers of Ontario.

The Proponent acknowledges that the Township has the right to verify any information in respect of Item A.3.3. after contract award and that false, erroneous, or inadequate certification may require that the Proponent provide substitute personnel, at the Proponent’s own expense, for the approval of the Township.

A.3.4 Integrity of Consultant Team Key Personnel Maintained

Proponents are advised that the Key Personnel named in the submission shall remain in their designated roles throughout the RFP period and for the duration of the project.

If the Key Personnel named in a Proponent’s proposal leave or become unavailable or unable to perform their duties for circumstances beyond the Proponent’s reasonable control, the Proponent shall promptly notify the Township and submit resumes of proposed replacement personnel. Proposed replacement personnel should possess professional and/or technical qualifications and comparable experience equivalent to the Key Personnel being replaced.

Should any of the Proponent’s replacement personnel be considered in any respect unsatisfactory, alternative replacement personnel shall be proposed by the Proponent within fourteen (14) days of receipt of the notice of dissatisfaction from the Township.



No payment shall be made for fees incurred by Consultant Team members who were not approved by the Township prior to work taking place.

Failure to honour these requirements may result in rejection of the proposal.

A.3.5 Queries During the RFP

The Proponent will base their proposal on the Township's RFP documents. It is the responsibility of the Proponent to obtain clarification of any terms, conditions or technical requirements contained in the RFP.

Any questions or requests for clarification during the solicitation period must be submitted in writing by the primary contact of the Proponent to the Key Contact identified in Section A.1 of this RFP document. Inquiries relating to this solicitation are to be directed ONLY to the Key Contact. Non-compliance with this condition during the solicitation period may, for that reason alone may result in the disqualification of the Proponent.

Questions and requests for clarifications will be answered if received in writing by the Township at least seven (7) calendar days prior to the date stipulated for making the proposal.

The Township will only respond to the prime contact of the Proponent, who will be responsible for further internal distribution as required.

A.3.6 Amendments to the RFP

The answer to all questions or requests will be responded to by an addendum which will be issued to all Proponents.

Proponents are advised that only the written information issued by the Township in this RFP document, and any appended documents and any associated Amendments shall be contractually binding.

A.3.7 Right to Initiate or to Terminate Negotiations

The Township shall have the sole right to initiate or to terminate negotiations.

A.3.8 Right to Request Clarifications / Confirmations

The Township reserves the right to request clarifications and/or confirmations from any or all Proponents regarding any aspect of the proposal. In the event such clarifications and/or confirmations are requested, the Key Contact will make the request. The request for clarification and/or confirmation will be directed to the individual named as the Proponent's contact in their proposal. A written response to each such communication is required from the Proponent.



A.3.9 Payment for Proposal

There will be no direct payment by the Township for the document preparation and submission in response to this RFP. All proposals submitted shall become the property of the Township of Zorra.

A.3.10 Privacy and Access Legislation

The Proponent, on behalf of itself, its directors, officers, employees, agents and subcontractors, acknowledges that for the purposes of this RFP, it is bound by the provisions of the ***Municipal Freedom of Information and Protection of Privacy Act***, R.S.O. 1990, c. M.56, as amended by (the "Act"). The Proponent agrees that all information provided to it by the Township, or gathered in the course of providing services is being provided on a confidential basis for the purposes of the administration of the services being provided by the Proponent and is protected by the provisions of the Act.

The Proponent shall not use, at any time during the term of this contract, or thereafter, any of the information acquired by it during the course of carrying out the services provided for herein for any purposes other than the provision of the services or such other purposes authorized in writing by the Township.

A.3.11 Copyright and Use of Documents

The Township will be guided by the Royal Architectural Institute of Canada's Practice Builder titled Electronic Documents which sets out the parameters for copyright and use of documents.

A.4 Form of Contract (Ontario)

The Ontario Association of Architects Standard Form of Contract for Architect's Services, *DOCUMENT 600*, (current version) will be used as the contract template. It is available at: www.oaa.on.ca

A.5 Insurance

The proponent agrees to purchase and maintain in force for the duration of this Agreement, the following policies of insurance:

The Proponent, with whom the Owner wishes to enter into an agreement, shall, at the Proponent's own expense, provide the Owner, with the following applicable Certificate of Insurance, with an insurer license in Ontario, prior to the commencement of any contract resulting from this Request for Proposal:

A.5.1 Comprehensive general liability for an amount of not less than five million dollars (\$ 5,000,000.00) inclusive per occurrence.

A.5.2 Standard automobile insurance for all vehicles owned, licensed, or leased by the successful proponent for an amount of not less than five million dollars (\$5,000,000.00) inclusive per occurrence.



- A.5.3 Non-Owned vehicle insurance, for all applicable vehicles, coverage in an amount of not less than two million dollars (\$2,000,000.00) inclusive per occurrence.
- A.5.4 Professional liability insurance for an amount of not less than one million dollars (\$1,000,000.00) inclusive per occurrence.
- A.5.5 Errors and Omissions insurance for an amount of not less than one million dollars (\$1,000,000.00) inclusive per occurrence.

A.6 Workers' Safety and Insurance

Bidders shall submit, prior to commencement of work, or part of a pre-qualification, a certificate of good standing from the Workers' Safety and Insurance Board of Ontario or independent status.

The Proponent shall be required to submit the following:

- Workplace Safety & Insurance Board Firm Number
- Workplace Safety & Insurance Board Account Number
- A "Clearance Certificate" issued by WSIB indicating that the bidder's account is in good standing.

The bidder understands and agrees that the provisions of the **Occupational Health & Safety Act** and regulations and the Township's Health and Safety policies will be strictly adhered to at all times.



B PROJECT DESCRIPTION AND OBJECTIVES

B.1 Project Background

The Township of Zorra currently operates two Public Works Shops and utilize two other remote locations for their operations. These existing facilities are dated and lack efficiencies that modern buildings provide. The Township acquired property west of the existing Kintore Shop for this development. A separate structure to house winter maintenance abrasives will also be part of the design and will be on the same site. The Township established a Public Works Housing Committee to review and assess newer facilities in municipalities in the area. The site does have three-phase hydro and the Township is investigating the feasibility of extending the supply of natural gas to the location.

It is important to the Township that the new building is designed to:

- be energy efficient
- support the operational protocols of the Public Works Department
- allow practical and efficient vehicle movement in and around the building
- meet the requirements of the Ontario Building Code for post-disaster facilities
- feature green building principles

Due to the magnitude of investment and the current economic climate, this project will be under close public scrutiny.

B.2 Project Objectives

To work with the Township Council, Public Works Housing Committee and Administration to design a Public Works Shop so that:

- alternative to design and building components can be explored before decisions are made;
- the life cycle and maintenance of the building is considered in the design
- the project costs are maintained within the established budget;
- building users can participate in the design process.

B.3 Project Schedule

The Proponents should base their proposal methodology and fees on the following assumptions:



Milestone	Target Date
RFP Submission	December 14, 2017
Contract Award	Before March 1, 2018
Design Start	March 2018
Approval of Final Design	October 2018
Tender Call	November/December 2018
Construction Start	March or April 2019
Final Completion	November 2019



C SCOPE OF SERVICES TO BE PROVIDED

C.1 Project Scope

The work includes site and building design services, as well as site services during construction, post construction services, and associated administrative and coordination services. Basic services will include all services provided during design, tender, construction, and post construction phases of the project. Additional services may be requested by the owner at any time during the project. Each component of the work is generally described below. Detailed responsibilities will be finalized in the contract entered into with the successful proponent.

C.2 Design Phase

C.2.1 Facility Program

The Proponent and the Owner shall prepare a Facility Program that will describe in detail:

- the activities and operations that the Public Works conduct;
- functional and technical building space requirements
- outdoor and site requirements;

Over the lifetime of the new facility, changes in how the Public Works functions are to be expected:

Health and safety standards	will tend to become more prescriptive
Vehicles	tend to increase in number, height and length over time
Responsibilities	the types of services offered may change or evolve over time



C.2.2 Preliminary Design Options

At least three optional design concepts are to be described at this stage. In consultation with the Owner, there may be an opportunity to submit only two designs. Documents are to be formatted to be suitable for audio-visual presentation and in print. Additional documents may be provided to encourage the participation of users in the design process. There will be a Facility Program developed at this stage as well.

Graphic Documents

- annotated illustrations of the entire site showing the location of the Public Works Shop, the Winter Abrasives Storage Facility, traffic routes, parking, and landscaping;
- dimensioned floor plans of the two facilities;
- sketches showing the facilities building massing and appearance
- sketches showing interior volumes of major spaces in the Public Works Shop
- diagrams or drawings showing major elements and locations of structural, heating, ventilation, lighting and IT system

Intent: to explore different design concepts with users to gain a better understanding of space requirements, understand trade-offs that the owner may need to consider, and to prepare designers for the next design stage.

Evaluation: options will be tested against the functional program requirements of the Owner. Clarifications or modifications to the Facility Program may be made by the owner at this time. Preferred option will be selected at this point and the Proponent will then carry on with detailed design.

C.2.3 Schematic Design

Documents at this stage are to describe a preferred design for the building and site. Documents are to be submitted in both print and electronic formats.

Graphic Information

- plan view (to scale) of all site and building components;
- 3 dimensional illustrations to show building massing and appearance;
- floor plans (to scale) showing locations of major apparatus and furnishings;
- plans and building sections (to scale) to show locations of all major structural, heating, ventilation, lighting and IT system elements.

Reports/Written Information

- general descriptions of all building systems;



- space summary showing total area and individual spaces compared to Facility Program space summary;
- description of approaches to energy management highlighting energy saving features and devices, as well as the results of any energy modeling completed;
- a Class C Cost Estimate broken down by major building systems, and including an explanation of how costs were determined;
- recommendations for project scheduling;
- commentary on building area, budget and schedule compared to requirements outlined in the Facility Program.

Intent: to give the Owner a complete understanding of the project, and allow them to consider whether they are prepared to proceed with finalizing the proposed design, or would like to make any major modifications to the design, budget, or schedule.

Evaluation: the Owner should be able to do a 'walk through' of the design at this time and 'think through' how the proposed building will be used on a daily basis. The content of the drawings and reports will also be tested against objectives and requirements described in the body of the Facility Program and any modifications made during previous design stages.

C.2.4 Public Information Meeting

Documents at this stage are to be formatted to be suitable for an audio-visual presentation and submitted in digital format. Additional documents may be provided to encourage the participation of users in the design process and may include preparation of 3 foot by 5 foot printed site plans.

Graphic Documents

- annotated illustrations of the entire site showing the location of the two facilities, traffic routes, parking, and landscaping;
- dimensioned floor plans of the two structures;
- sketches showing the two structures' building massing and appearance

C.3 **Tender Preparation**

With respect to preparation of the tender, the Proponent shall be responsible to undertake the following tasks:

- preparation of detailed tender call documents;
- pre-qualification of contractors in consultation with the Township;
- answer questions from the bidders during tendering period;
- conduct site meeting for bidders;



- review submitted tenders, provide recommendation on tender award;
- prepare contract documents for signing by the Township and successful bidder within 10 days of acceptance.

C.4 Contract Supervision

The Proponent shall provide construction supervision to ensure the two structures are built according to design and specification, take care of the quality of construction, and oversee on the safety of the works. Execution planning and monitoring, quantity surveying and cost monitoring services are fundamental issues of the assignment.

This shall include administering the contract including, but not limited to, review of shop drawings, weekly review of construction, attendance at site as necessary for testing and inspections, subsequent verification of reports, conducting and preparing minutes of site meetings, issuing of instructions, preparation of change orders, certification of payments, substantial performance inspection and certification of substantial performance.

The proponent shall also prepare a monthly written report on the project status and shall supply the Key Contact with said report.

C.5 Post Construction Services

The Consultant will assist with the production of record drawings, and be responsible for providing the owner with CAD files and one set of print documents no later than two months after occupancy.

The proponent shall also ensure that all warranties, operating manuals and commissioning of the building are received.

The Consultant will attend a Warranty Inspection 10 months after occupancy of the new facility by the Owner.



D SUBMISSION REQUIREMENTS

D.1 Contents of Proposals

The following information should be provided in the proposal in the same order as listed below. As this information will be used to evaluate each responsive proposal submitted, Proponents are encouraged to use the same headings to present their offer.

D.2 Team

Describe the team in terms of responsibilities and roles each member will play, and the amount of time they are expected to put into this project. In particular information provided should include:

- a) Names, qualifications, professional designation, experience and locations of key personnel who will be assigned to:
 - design team leadership and coordination
 - each major discipline (civil, structural, architectural, mechanical, electrical)
- b) Resumes for each key member of the project team
- c) Confirmation that professional team members are licensed to practice in Ontario
- d) Names and resumes for available back-up team members

D.3 Methodology

Proponents should demonstrate their understanding of the work involved to meet the stated Project Objectives and provide a description of:

- the design process to be followed, including how designers will encourage the participation of Public Works Staff from the Township of Zorra;
- how energy efficiency and life cycle costing will be used to guide design decisions;
- how the integration of structural, architectural, mechanical and electrical systems will be considered during design and tender document production;
- how the proposed schedule and budget will be monitored as the project progresses;
- client reporting;
- the purpose and goals of all proposed site trips and meetings;
- any other significant events or activities.



D.4 Proponents Past Relevant Experience

Proponents should describe similar services they have provided in the past five (5) years and identify the location and dates of the work performed. At least three references including names, telephone and email contact information are to be included.

Proponent is required to submit the length of the time the firm has been in business.

D.5 Project Schedule

Provide a schedule showing milestones including, but not limited to:

- design submission dates for each design phase;
- design review periods for each design phase;
- approximate date of tender call;
- anticipated date of substantial completion;
- anticipated date of final completion;

Proponents are encouraged to demonstrate how they can meet or exceed the target dates identified in this RFP. Proponent should also disclose whether additional or current project will affect timelines for deliveries.

D.6 Fees and Expenses

The proposal must propose a **fixed fee** for services outlined in this RFP (including all disbursements), **hourly rates** with an **estimated upset cost** for Additional Services that may be required and **estimated costs** for disbursements for each stage of the work.

The proposal should identify the breakdown of fees and disbursements at a minimum for each of the following portions of the work:

- Site and Building Design, broken out by stages;
- Project administration;
- Architectural and Engineering services during construction phase.

Prices must be stated in actual dollars and cents expressed in Canadian funds and prices must include all applicable taxes.

D.7 Overall Quality of Proposal

Proposals will be evaluated for quality, presentation and conformance to the prescribed format.



D.8 Mandatory Requirements

The following are mandatory requirements for all proposals. Proposals that do not clearly demonstrate compliance with these requirements will result in disqualification of the proponent's proposal and removal of the proposal from further considerations during the evaluation process.

- Must be received by the closing time and date;
- Must clearly state proposed fees and expenses;
- Must provide proof of ability to provide insurance as required by the Contract Documents; and
- Must disclose whether the Proponent is involved in litigation with respect to engineering/design services provided to another client.

D.9 Submission Format

D.9.1 Number of Copies

Five complete copies of the Proponent's proposal are to be provided in paper form set out in D.9.2. Each copy of the Proponent's proposal must include a completed and signed copy (to be signed by the firm's signing authority) of Schedule "A" of this RFP document. The proposal is also to be submitted on an electronic USB memory stick or an SD memory card (will be returned to Proponent).

D.9.2 Proposal Format

Documents must be formatted as follows:

- Paper size - 8.5" x 11" (metric equivalent A4) OR as indicated. An 11" X 17" page may be used to present a plan or schedule.
- Font size – minimum 12 point ARIAL or equal

Schedule "A" may be reproduced by Proponents in their own format provided that the order of the items and content remains unchanged.

Proposals will be evaluated solely on the contents of the material as requested in this RFP. Supplementary material in the form of company brochures etc., if submitted, will not be forwarded to evaluators.



E EVALUATION PROCESS

E.1 Technical Evaluation of Proposals

Proposals will be evaluated by the Public Works Housing Committee. The evaluation process will involve the review and scoring of the information provided in the proposal against the criteria specified in Items D.2 to D.7 inclusive. The proposal will be evaluated out of 130 points.

E.2 Evaluation Process

All members of the Committee will have equal votes in the evaluation process. The matrix noted in Item E.3 will be used to compare the scores of each evaluator, and a consensus will then be reached through discussion internal to the Committee.

E.3 Evaluation Criteria Table

Item	Evaluation Criteria	Rating	Weight	Actual Score	Possible Score
1.	<u>Team Experience</u> <ul style="list-style-type: none"> • Qualified Staff with professional affiliation/membership • Experience of key professional staff assigned to this project • Effectiveness of consultant on previous projects 		X4		20
2	<u>Methodology</u> <ul style="list-style-type: none"> • The proposed approach of the firm to complete the project • How does the firm envision the project 		X4		20
3	<u>Previous Experience of Firm</u> <ul style="list-style-type: none"> • Depth of experience (years in business) • Proven experience and success in providing similar municipal projects 		X3		15
	<ul style="list-style-type: none"> • With designing similar facilities • Capability to provide additional resources if and when required 		X5		25
4	<u>Project Schedule</u> <ul style="list-style-type: none"> • Understanding of process • Will current workload affect time required for completion of the project 		X4		20
5	<u>Fees and Expenses</u> <ul style="list-style-type: none"> • Fee comparison to proposed work • Additional fees/expenses beyond initial scope of work 		X4		20
	<u>Overall Quality of Proposal</u> <ul style="list-style-type: none"> • Organization and clarity • Completeness and content • Overall presentation 		X3		15
Total Score					135



Township of Zorra
Architectural & Engineering Services: Public Works Building and
Winter Maintenance Abrasives Storage Facility
RFP #2017-10

Each rating criteria will be evaluated and points based on the following numerical scoring system.

Rating		Description
5	Excellent	Exceeds the requirements of criterion in superlative beneficial ways and is very desirable.
4	Very Good	Exceeds the requirements of criterion and provides added value beneficial to Township's needs.
3	Good	Exceeds the requirements of the criterion but in a manner which is particularly beneficial to the Township's needs
2	Average	Adequately meets most of the requirements of the criterion. May be lacking in some areas which are not critical.
1	Poor	Addresses most, but not all, of the requirements of the criterion to the minimum acceptable level. Lacking in critical areas.
0	Unsatisfactory	Does not satisfy the requirements of the criterion in any manner.



SCHEDULE "A"
Request for Proposal
Submission Form

Date: _____
Submitted By: _____
"Proponent" _____

1. The undersigned acknowledges receipt of the addenda listed hereafter:

Addenda No.	Date of Issue
_____	_____
_____	_____

2. Pursuant to and in compliance with the RFP Documents and the addenda listed above, the undersigned, being familiar with the RFP Documents, and all relevant laws, rules, notices, directives, standards, orders and regulations, licensing and permit requirements, labour markets and other circumstances which may affect its submission, hereby submit a proposal to provide Design and Engineering services for **Township of Zorra Public Works Development** as specified for this project.

3. The Proponent declares:

- a) that it has complied with the instructions and that it accepts all of the terms, provisions, stipulations and requirements set out in the RFP;
- b) that it is not relying on any information other than that set out in the RFP and addenda and issued pursuant thereto by the Township of Zorra;
- c) that all statements and information set out in its RFP Submission Form or otherwise provided to the Township in connection with the RFP, including statements and information hereafter provided, are and will be true, accurate and complete, not misleading and in accordance with the principles of full, true and plain disclosure.

4. Where a Proponent is comprised of more than one entity, all entities comprising the Proponent shall be jointly and severally liable.

The undersigned has completed this RFP Submission Form.

Signature of Proponent:

Printed Name and Position

Signature

Date



SCHEDULE "A"
Request for Proposal
Submission Form

In addition to page 1 of Schedule "A", the Proponent shall submit information as required below. This will form the basis of evaluation of the RFP. It is important for the Proponent to carefully review submission requirements as set in Section D. This form may be reproduced but must be in the same sequence as below.

- 1. Team (See D.2)**
- 2. Methodology (See D.3)**
- 3. Proponents Past Relevant Experience (D.4)**
- 4. Project Schedule (D.5)**
- 5. Fees and Expenses (D.6)**
- 6. Mandatory Requirements (D. 8)**
 - Proof of ability to provide insurance as required by contract documents
 - Disclosure of ongoing litigation
 - Workplace Safety & Insurance Board Firm Number
 - Workplace Safety & Insurance Board Account Number
 - A "Clearance Certificate" issued by WSIB indicating that the bidder's account is in good standing.

**ATTACH THIS SHEET TO THE FRONT OF YOUR TENDER
ENVELOPE/PACKAGE SUBMISSION**

**TENDER
TO BE RETURNED TO:**

**THE CORPORATION OF THE TOWNSHIP OF ZORRA
274620 27TH LINE, P.O. BOX 306
INGERSOLL, ON N5C 3K5**

**RFP 2017-10
TOWNSHIP OF ZORRA PUBLIC WORKS BUILDING AND
WINTER MAINTENANCE ABRASIVES STORAGE FACILITY
ARCHITECTURAL & ENGINEERING DESIGN SERVICES**

Bidder's Name: _____

Address: _____

For Township Use Only	
Date Stamp	
_____	_____
Time Received	Employee Signature

NOTE: This address label/sheet must be affixed to the front of your sealed tender envelope/package submission. The Township will not be held responsible for envelopes or packages that are not labeled.