



**THE CORPORATION OF  
THE TOWNSHIP OF  
GEORGIAN BAY**

**REQUEST FOR PROPOSAL  
No. 2023-04**

**Analysis and findings report for the reduction of  
emissions at 15 municipal facilities in Georgian Bay**

**Date Issued : Friday January 27, 2023**

**Request Closes : Thursday, March 2, 2023 2:00  
PM Local Time**

**Location : The Township of Georgian Bay  
99 Lone Pine Road  
Port Severn, Ontario  
L0K 1S0**



## THE CORPORATION OF THE TOWNSHIP OF GEORGIAN BAY

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## 1 INFORMATION TO BIDDERS

### 1.1 BACKGROUND

The Township of Georgian Bay (herein referred to as the Township) is a lower tier municipality in the District of Muskoka. As such, it delivers planning, parks, libraries, roads, limited social services and other ancillary services.

In 2020, Council for the Township of Georgian Bay directed staff to apply for and accept funding from The Federation of Canadian Municipalities (FCM) for the completion of a study of 15 municipal buildings to reduce emissions and determine which buildings could be retrofit, rehabilitated and/or potentially replaced.

Included in the work is a review of all building components including a detailed inventory of the components, condition, recommendations for maintenance and replacement which will be used in the Township's Asset Management Plan (AMP).

The goal of the Project is to provide empirical data and recommendations based on a full and thorough review of all municipal facilities and to provide feedback on the status of the buildings, retrofit considerations, energy efficiencies and recommissioning of buildings. The project will help determine the lifespan of each building and create a plan, alongside the asset management plan to prioritize buildings for proposed new capital expenditures.

The buildings that are being considered are:

**Legend, PS = Port Severn MT = MacTier HH = Honey Harbour**

**Baxter Ward Community Centre** 25 Community Centre Dr., Port Severn, ON L0K1S0

**Bressette Homestead** (Heritage Building whom we rent to the Chamber of Commerce) 45 Lone Pine Road, Port Severn, ONTARIO, L0K 1S0

**Community Services Building** -Secondary administration building 70 Lone Pine Road, Port Severn, ONTARIO L0K1S0

**Administration Building** 99 Lone Pine Road, Port Severn, Ontario, L0K1S0

**Fire Station 1** – Honey Harbour, 2507 Honey Harbour Road, Honey Harbour P0E 1E0

**Fire Station 2** – MacTier 16 Muskoka Road, MacTier

**Fire Station 3** – 14 Bressette Road(@ Lone Pine Road, Port Severn, ONTARIO L0K1S0

**Honey Harbour Landing Building** (old library) 2587 Honey Harbour Road, Honey Harbour P0E 1E0



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**MacTier Library** 12 Muskoka Road, MacTier, ONTARIO P0C 1H0

**MacTier Memorial Arena** 9 Haig Street, MacTier Ontario P0C 1H0

**PS Park Facility (Splash Pad)** 39 Minten's Lane, Port Severn, ONTARIO L0K 1S0

**Public Works Shop - MT** (North) 1180 Woodroffe Road MacTier

**Public Works Shop - PS** (South) 70 Lone Pine Road, Port Severn

**Sand Salt Dome - MT** (North) 1180 Woodroffe Road, MacTier

**Sand Salt Dome - PS** 70 Lone Pine Road, Port Severn Ontario

### 1.2 SCOPE OF PROPOSALS

The Township is looking to retain an independent third-party (herein referred to as the consultant) to conduct an (up to) 18-month analysis of the above listed facilities in the Township of Georgian Bay ensuring that each building be subjected to:

#### Milestone #1

**Site Investigation and Energy Systems Investigation:** The consulting team in tandem with Township staff will commence the study. Complete initial investigation of the facilities and all existing documentations and analysis.

- |   |
|---|
| <ul style="list-style-type: none"><li>• Evaluate all available documentation (previous studies completed, existing drawings, etc.). Analysis of utility bills (keeping in mind we have 5 years' worth entered into the PCP program). Review metered data to better understand and calibrate the energy model of the facility.</li></ul> |
| <ul style="list-style-type: none"><li>• Site Walkthrough of each facility.</li></ul>  |
| <ul style="list-style-type: none"><li>• Operator Interviews to gain an understanding of the existing facility and its operations with fulsome conversations.</li></ul>  |
| <ul style="list-style-type: none"><li>• Conduct an energy assessment by a P.Eng, CEM or CEA. ASHRAE Level 2 energy audit reviewing data available for last 5 years for each facility.</li></ul>   |
| <ul style="list-style-type: none"><li>• A facility site survey to review key building systems and fill in gaps in knowledge that may have been identified during the documentation review, as well as interviews with operations and/or property management staff.</li></ul>  |
| <ul style="list-style-type: none"><li>• Assess and record age and condition of key building components such as HVAC, Windows, doors and overall building structure.</li></ul>   |
| <ul style="list-style-type: none"><li>• Complete inventory of building components in accordance with the UNIFORMAT II inventory. An example of the listing is appended to this RFP.</li></ul>   |



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### Milestone #2

**Calibrated modelling of existing facility:** Following the completion of the site investigation, a calibrated energy model will be completed. This energy model will be used to determine measure-level and facility level energy and GHG results and will inform analyses of life cycle costs (e.g., energy cost savings).

- All facility energy use should be included in the model, including process loads, even when the buildings studied have significant process loads or include system types not typically handled natively by the hourly modelling tool chosen by the team.
- A best practice for modelling building enclosures—consistent with the most recent version of the National Energy Code for Buildings (NECB)—includes the holistic analysis of thermal bridging, including point and linear heat loss.

### Milestone #3

**Design and Decision-Making Workshop** To confirm the overall direction of the study, identify key study team members and members found in the Sustainable Community Advisory Group (SCAG) and identify and screen measures for further analysis.

- Design Workshop: Discussion should address site-specific opportunities, constraints, and barriers to implementation of potential measures, and alignment of measures with the facility and broader goals of the project proponent. Confirmation of the project proponent's goals for the building, including GHG reduction, sustainability, operational, financial etc. and specific goals for the study (e.g., how the study will be used to inform council decision-making). Brainstorming, describing and qualitatively screening GHG reduction measures for further analysis. Review of where the building is listed (priority) of the asset management plan. Review of the building maintenance and equipment replacement requirements uncovered during the site investigation and a discussion of the existing capital plan for the building and/or planned maintenance, repairs, replacements, and upgrades. This should be integrated with our current building database. Basic facility decarbonization education, including an explanation of how GHG emissions are calculated and why results are expected to vary over time as a function of various regulatory factors and grid emission factors.
- Decision Making Workshop: Review the measure- and facility-level analysis results and reach a consensus on the GHG reduction pathways to be included in the final report. Once the GHG reduction pathway, or pathways, is/are agreed upon, the participants in the workshop would discuss how the package(s) would



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be rolled out in the short, medium, and long term to balance capital considerations with goals for GHG reduction and long-term financial performance.

- Review and discussion of the overall and segmented building systems as identified in the UNIFORMAT II inventory.

### Milestone #4

#### Measure level analysis and Green House Gas (GHG) reduction pathway scenarios and package analysis

The study team will determine the GHG reduction potential and capital cost of each measure identified during the design workshop. The design team will also assemble measures into packages for each GHG reduction pathway scenario and conduct a technical and financial analysis to determine the effectiveness of each package. The analysis would include an incremental capital and life cycle costs comparison for alternative packages to the “minimum performance” GHG reduction pathway scenario.

- Scope/high-level design of the measure, including major equipment included in the measure and sufficient detail to understand the systemic complexity of the measure (e.g., high-level schematics). Assumptions used to analyse the measure.
- Analysis of facility fuel switch, renewable electricity generation, and any facility components requiring replacement during the study period.
- Implementation strategy (including limitations, if any) applicable to the specific measure and where possible estimated costs for key structural components such as HVAC, window replacements etc.
- Potential commissioning, measurement and verification, and other relevant implementation considerations.
- Package of full list of measures that make up the scenarios.
- Life cycle cost analysis (TEDI, EUI, tCO<sub>2</sub>e, GHG, Capital Cost).
- In analysing the performance of different packages that achieve the 50% and 80% GHG reduction thresholds outlined above, the study team will document the total and percentage reduction in operational GHG emissions vs. baseline year (including from on-site energy generation), greenhouse gas intensity (GHGI) (tCO<sub>2</sub>e/m<sup>2</sup>). Comparison of metrics and GHG reductions. Grid emission factors and price of carbon analysis.



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### Milestone #6

#### Final Report

Preparation of the final report including design, energy modelling, capital planning and costing results. Submission of all final deliverables to FCM.

<ul style="list-style-type: none"><li>• Finalize report</li></ul>
<ul style="list-style-type: none"><li>• Final meeting with Stakeholders who comprise of the Sustainability Community Advisory Committee (SCAG)</li></ul>
<ul style="list-style-type: none"><li>• Final meeting with Stakeholders to review the AMP portion of the project.</li></ul>
<ul style="list-style-type: none"><li>• Report to Council for ratification of the plan</li></ul>
<ul style="list-style-type: none"><li>• Submit final report and all final deliverables to FCM</li></ul>

### 1.3 QUESTIONS & CLARIFICATIONS

It will be the Proponent's responsibility to clarify any details in question, not mentioned in this request before submitting their Proposal.

Questions relating to this request must be:

**Received By :** On or before Thursday, March 2, 2023, 4:00 p.m.

**Contact :** Jennifer Schnier, Director of Sustainability

**Email :** [jschnier@gbtownship.ca](mailto:jschnier@gbtownship.ca)

Answers to pertinent questions will be responded to and shared with other Consultants via an addendum to ensure a level playing field for all Consultants. Questions received after this date and time will not receive a response.

A clarification does not form part of the Proposal document.

Any modifications to the document, or answers to questions, will be in the form of addenda, which will be issued by the Contact and posted on the Township's website in accordance with the schedule of events below.

Consultants are notified that any errors or omissions in the Proposal may render the Proposal invalid.

### 1.4 SCHEDULE OF EVENTS:

Request for Proposal Release

Friday, January 27, 2023

Deadline for Queries

Thursday, March 2<sup>nd</sup>, 2023 4:00 PM



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Site Visit	At your own discretion
Closing Date	Thursday March 2 <sup>nd</sup> , 2023, 2:00 p.m.
Proposal Opening	Thursday March 2 <sup>nd</sup> , 2023, 2:00 p.m.
Proponent Interview (TBA)	Interviews the week of March 6-10 virtual or in person (proponents will be advised)
Anticipated Notice of Award	Monday March 13, 2023 (subject to change)

### 1.5 SUBMISSION, CLOSING AND GENERAL TERMS AND CONDITIONS

All proposal submissions must conform to the terms and conditions set out herein including the attached Schedule A – General Procurement Process (An excerpt from the Procurement Policy By-law 2013-74) Revision of June 2015 **SECTION 6**. Failure to do so may cause the submission to be rejected. Electronic submissions are acceptable through the BIDDINGGO portal only. Any emailed submissions will be disqualified.

## 2 SPECIFICATIONS

Please refer to the above milestones.

## 3 OTHER GENERAL INCLUSIONS

- There is NO bid Deposit required on this submission.
- To ensure proper execution of the work, the successful consultant will be required to execute a performance guarantee of **\$1,000** in the form of a certified cheque, irrevocable letter of credit, or bond.
- This performance guarantee will be refunded at the completion of work unless otherwise stated.

## 4 PROPOSAL SUBMISSION DOCUMENTS



**THE CORPORATION OF THE TOWNSHIP OF GEORGIAN BAY**

**Analysis and findings report for the reduction of emissions at 15 municipal facilities in Georgian Bay**

**COMPANY NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
**(Including Branch if applicable)** \_\_\_\_\_

**TELEPHONE No:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**AUTHORIZED NAME (Print):** \_\_\_\_\_

**AUTHORIZED POSITION:** \_\_\_\_\_

**AUTHORIZED SIGNATURE:** \_\_\_\_\_

- I have the Authority to bind the corporation
- I understand that I have submitted a bid using legal bidding practices
- I understand that a Performance Guarantee of \$1,000 will be required if I am successful
- I understand that I will need to provide an insurance certificate naming the Township as additionally insured for \$2 million general liability policy and a WSIB Clearance Certificate.
- I have attached a separate sheet with relevant qualifications and experience

**NAME AND CONTACT INFO OF PROJECT LEAD (Manager)** \_\_\_\_\_

**TELEPHONE No:** \_\_\_\_\_



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EMAIL ADDRESS: \_\_\_\_\_

### 5 EVALUATION CRITERIA

#### QUALIFICATIONS AND EXPERIENCE

**(30%)**

- The consultant should have access to the entire team required (EG., P.Eng, Environmental Technician, Analyst required to conduct the analysis.)
- All consulting firms must have experience with FCM projects
- All consultants must be available within the 18-month timeline.
- All consultants must demonstrate experience on similar projects, and experience of key personnel, including a sample of a final report.
- Include the features of their services that give them a competitive advantage and include the level of staff certification.
- Include 3 references.
- Include "Lessons Learned" for previous similar projects.

Preference will be given to consultants who demonstrate experience in working with Municipalities and FCM.

#### CLARITY AND COMPLETENESS OF PROPOSAL

**(30%)**

The presentation and ease of understanding will be evaluated. The contractor should:

- include narrative that illustrates an understanding of the Township's requirements;
- demonstrate an understanding of the milestones by explaining how the deliverables will be met.
- the ability to complete the project and achieve all milestones within the overall project and present to the Senior Team on the ability to directly tie the proposal back to the RFP's requirements will be ranked more favourably.

#### PROPOSED WORK PLAN AND TIMELINES

**(30%)**

The evaluation team will consider the general approach and methodology that the contractor would take in delivering the project.

The contractor should:

- include the scope of the services (methodology);
- show how they will manage the services and;
- include a description of the standards to be met and how an evaluation of the services offered will be reported.

#### FEES AND DISBURSEMENTS

**(10%)**

Presentation of solution of the ability to visit each location, suggested associated mileage to be charged and if all fees are included in the overall budget presentation.



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### **SCHEDULE "A" – GENERAL PROCUREMENT PROCESS (An excerpt from the Procurement Policy By-law 2013-74) Revision of June 2015**

#### **GENERAL PROCUREMENT PROCESS**

In all cases, the procuring Department Head and any other affected department shall coordinate the procurements.

The Department Head will ensure:

- a) completeness of documentation;
- b) advertisements are arranged;
- c) bid closing and opening date, time and location have been booked;
- d) bid opening subcommittee has been appointed; and
- e) vendor contact information is appropriate .

#### 1) Procurement Documentation Preparation

The procurement document will consist of a number of sections. When considered in its entirety, the document must contain the appropriate information so that staff evaluating the bids can determine that:

- a) the bidder understands the full scope of the procurement for which bids have been invited, and
- b) the bidder is capable and willing to perform all of the required work or provide all of the required goods and/or services; and
- c) the bidder is capable and willing to enter into a legal agreement with the Township for the provision of the required goods and/or services; and
- d) the bidder offers, when required, financial guarantees that a formal agreement will be executed (signed). This may require a bid deposit. When a bid deposit is required, the Department Head shall determine the amount of the bid deposit which may be 10 per cent of the estimated value of the work prior to bidding, an amount equal to 10 per cent of the bid submitted or such other amount as the Department Head deems appropriate .; and
- e) the bidder offers, when required, financial guarantees to ensure execution and performance of the contract. Means may include one or more of, but are not limited to, financial bonds or other forms of security deposits, provisions for liquidated damages, progress payments and holdbacks.
- f) the bidder understands that moral, ethical and legal bidding practices must be adhered to in accordance with the municipality's and/or Provincial standards.



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### 2) Contents of the Procurement Document

Procurement documents will contain at least the following:

- a) A cover sheet indicating the bid number, the name of the procurement, the closing date and time, and issuer or contact person within the issuing department.
- b) Information to bidders containing non-technical information that advises the bidders of the general terms and conditions that apply to the tender of goods and/or services.
- c) Specifications - (used in preparation of Requests for Quotation - RFQ) that provide details to describe accurately and precisely the nature, scope and extent of the goods and/or services required . Specifications may not be structured to exclude certain vendors or manufacturers unless there is documented evidence to warrant exclusion;

OR

- Scope of Work- (used in preparation of Requests for Proposal - RFP) that defines the objectives of the project and the scope of the services required.
- d) Bid Deposit - information advising if a bid deposit is required to ensure that a formal agreement is entered into.
  - e) Performance Guarantee- to ensure proper execution of the work, a performance guarantee in the form of certified cheque, irrevocable letter of credit, or bond (performance, labour and/or materials) may be required. All requirements must be clearly outlined in the information to bidders.
  - f) Bidder Conduct - confirmation by the bidder that they have submitted a bid using legal bidding practices (included in contract).
  - g) Insurance - Liability Insurance Certificate {Township of Georgian Bay listed as "additional insured") with a minimum of the criteria listed below. This should be used as a guide but each circumstance should be assessed individually and consultation provided by the Township's insurer from time to time.

\$2 million	general liability policy
\$2 million	automobile liability policy
\$2 million	homeowners (e.g. for rental of facilities)
\$5 million	general liability and automobile liability policies - for contracts done for most Public Works Department projects
\$2 million	professional errors and omissions liability Builder Risk - the amount of the project cost



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Bid documents must clearly indicate insurance requirements to be provided by the successful bidder.

- h) Form of Tender - when properly completed and signed, this is a legal offer by the bidder to carry out the tendered work. The Tender Form should include an acknowledgment from the bidder that he/she has reviewed and understands all of the tender documents, and that he/she is prepared and capable of fulfilling the proposed requirements for the supply of goods and/or services. Proper and clear identification of the bidder as well as clear bid prices must appear on the completed Tender Form.
- i) Evaluation Criteria - dependent on the method of procurement, evaluation criteria may be included in addition to identifying that price will also be considered.

### 3) Procurement Packages

Upon the request of a prospective bidder, the Department Head or designate shall supply one copy of the following:

- a) Cover Sheet;
- b) Procurement Document; and
- c) Bid Form.

### 4) Advertising

- a) The following advertising procedures shall apply to all procurements, except procurements by direct purchase and in some circumstances, at the discretion of the department head, request for quote.
- b) Where only prequalified suppliers will be eligible to participate in a procurement process, notice of the request for quotation, tender or proposal shall be given by way of notice in the Township's standard form and forwarded to the selected suppliers by regular mail, email, fax, courier, pick up at front reception or such other methods as may ensure notification and integrity of the process.
- c) Where a procurement process will be open to all who wish to participate, notice shall be given by the following methods:
  - i) publication in a trade journal or other publication likely to be read by the group of potential suppliers; and/or
  - ii) publication on the Township's website.Department heads shall give consideration to the value added benefits of utilizing online procurement portals such as MERX, Biddingo, etc.
- d) Procurements advertised shall include:
  - i) identifying the bid;
  - ii) a description of the goods and/or services sought;



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- iii) the name and office address of the designated municipal contact person;
  - iv) date and time of closing; and
  - v) Where the procurement documents may be obtained.
- f) The Township will make best efforts to maintain a list of annually reoccurring purchases, and when required, on the municipal website in an effort to advise potential suppliers.

### 5) Amendments/Revisions to Procurement Documents

Addenda will be issued under the following circumstances:

- a) Interpretation of tender documents as a result of queries from prospective bidders.
- b) Revisions, deletions, additions or substitutions of any portion of the procurement document.

The Department Head or designate shall approve the issuance of any addenda.

#### Notification of Addenda to Prospective Bidders

A copy of all addenda shall be sent by registered mail, or by fax confirmed by a telephone call or by electronic correspondence when appropriate to each prospective bidder who obtained procurement documents. Alternatively, the addendum may be posted on the Township website. All remaining procurement documents not yet distributed shall have the addenda appended.

Where an addendum must be issued within two days of the specified closing date, the closing date may be extended to allow four working days between the issuance of the addendum and the revised closing date. This extension is optional and shall be used as required.

#### Closing Date Extension or Cancellation

When it becomes necessary to extend the closing date or to cancel the tender, all prospective bidders who received procurement documents shall be notified of the cancellation using the method for notification of addenda detailed above.

When a tender is cancelled, no bid will be accepted. All bids shall be returned unopened to the bidders by hand or by registered mail with a covering letter signed by the Department Head or designate.

### 6) Submission Requirements



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All bids shall be received at the Township Municipal Office in the following form:

- a) Initialed by receiving party, time and date stamped;
- b) Receipt of the bid shall be recorded on a Bid Recording Form and safeguarded until after the bid closing time.
- c) The bid must be submitted in a sealed envelope clearly marked with the bid #;
- d) The correct bid form, if supplied by the Township, must be used;
- e) The bid must be legible, completed in a non-erasable ink and all items must be bid unless the tender specifically permits otherwise;
- f) Adjustments by telephone, letter, facsimile, or electronic correspondence to a bid already submitted will not be considered. A bidder desiring to make adjustments to a bid must withdraw the bid and resubmit.

Any bids received after the closing time and date will not be accepted and will be returned unopened to the submitting vendor;

If any of the procurement requirements have not been met, the bid shall be considered to be an "Improper Bid" and dealt with as set out in Schedule "C" entitled "Acceptance or Rejection of Improper Bids."

### 7) Withdrawal of Bids

#### a) Prior to Opening

The withdrawal shall be allowed if the request is made before closing time for the bid. The withdrawal request must be directed to the noted Department Head in writing on company letterhead and signed by a principal of the company. Telephone correspondence shall not be considered. Bids confirmed as withdrawn prior to being deposited with the Township shall be returned unopened to the bidder.

The withdrawal of a bid does not disqualify a bidder from submitting another bid for the proposed procurement .

Withdrawal requests received after the bid closing time will not be allowed. The bidder shall be informed that the withdrawal request arrived too late for consideration. However, when the bids are read out at the bid opening, the bidder may then proceed in accordance with the following section entitled "During the Opening."

#### b) During the Opening

During a bid opening a bidder may withdraw a bid prior to the opening of the



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bids. The bidder shall attest in writing to her/his identity and state the bid he/she desires to withdraw. The Department Head shall attach the withdrawal to the applicable bid and read out the bidder's name and announce that the bid has been withdrawn in accordance with established procedure. The Department Head shall not open the withdrawn bid. Bids withdrawn under this procedure shall not be reinstated.

### 8) Opening of Quotations, Proposals and Tenders

- a) The bids submitted shall be publicly opened by a subcommittee consisting of:
  - i) Head of issuing department;
  - ii) Municipal Treasurer or designate; and
  - iii) One staff member.
- b) The Head of the issuing department shall check the Bid Recording Form with the number of bids to be opened to ensure that all bids received are accounted for.

If a discrepancy occurs, the bid opening proceeding shall be delayed until all bids have been accounted for.

- c) Each bid will be opened one at a time, read aloud and analysed for compliance to determine that:
  - i) all procurement requirements have been met as stated in the procurement documents and this policy; and
  - ii) all unit prices have been correctly extended and totalled .  
Bids which do not conform to the procurement requirements or which require mathematical corrections shall be deemed "Improper Bids" and shall be dealt with as set out in Schedule "C" entitled, "Acceptance or Rejection of Improper Bids."
- d) A written report outlining the bids received and the recommended successful bid will be presented to Council for approval. (Consent Agenda)

### 9) One or No Acceptable Response Received

#### No Acceptable Bids Received

- a) Where the bids received in a procurement process exceed budget, are not responsive to the requirement, or do not represent fair value, a revised solicitation may be issued in an effort to obtain an acceptable response unless Section (8) above applies.



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- b) The applicable Department Head and the Treasurer jointly may waive the need for a revised bid solicitation and enter into negotiations with the lowest responsive bidder, or the highest responsive bidder for a revenue driven bid selection emanating from a bid solicitation under the following circumstances:
- i) the total cost of the lowest responsive bid is in excess of the funds budgeted by Council for the project or the highest responsive bid revenue is less than that made; and
  - ii) the Department Head and the Treasurer agree that the changes required to achieve an acceptable bid will not change the general nature of the requirement described in the bid solicitation.
- c) The Township has the right to cease negotiations and reject any offer at any time.

### Only One Bid Received

In the event that only one bid is received in a procurement process, the Department Head may:

- d) Return the unopened bid to the bidder informing the bidder that the Township may be recalling the procurement at a later date; or
- e) Cause the bid to be opened and evaluated in accordance to this policy. If the bid is found not to be acceptable the procedures set out in Section (8) may be followed.

### Two Equal Bids Received

- f) The Township will offer an opportunity for suppliers to re-submit. Should a tie persist the equal bidders shall draw straws.

### 10) Awarding Bid

- a) The successful bid shall be awarded by resolution at a Council meeting . Once the necessary approvals have been received, the Department Head may use the bid form as the binding contract for the supply of the tendered goods and/or services.

The Head of the issuing department shall in writing notify each of the unsuccessful bidders of the awarded successful bid and to thank them for their participation .

The Department Head shall obtain the following documents:

- Goods/Materials



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\_ Material Safety Data Sheets for any WHMIS controlled products .

- Services
  - \_ Signed Contractor Health & Safety Responsibility Agreement
  - \_ WSIB Clearance Certificate (no more than 60 days old)
  - \_ Contractor's accident history (for one year)
  - \_ Liability Insurance Certificate(s) (Township of Georgian Bay listed as "additional insured").
  - \_ Applicable licences and certificates of contractor's employees.

The Department Head shall be responsible for providing the following documents when securing the contract for services:

- Health and Safety Rules and Regulations; and
- Equipment Lockout Procedures.

- b) The opportunity for public viewing of competitive bids or proposal documents and bidders list disclosure is as follows:
- i) Winning bids and proposals become public information and may be disclosed upon a request by any member of the public. Bidders are informed in advance that if their bid is successful, it will become a public document.
  - ii) Where a tender opening is public, summary bid prices shall be read out and a written summary of this information will be available for public viewing following the tender opening and shall also be provided on request at any time. Individual bid pricing schedules may also be available for public viewing following the opening for a limited period of time if requested by any member of the public present at the opening, including any involved bidder.
  - iii) Proposal openings may not be public, however the selection committee's notes, score sheets, and the winning proposal can be viewed by any member of the public upon request. Proponents are informed in advance that their proposals become a public document if they are successful.

11) Disposition of Deposit Cheques

Following the recommendation to award the contract to a specific bidder, bid deposits of the bidders shall be returned to the applicable bidders to the last known place of business. The bid deposit cheque of the successful bidder, as well as the bid cheque from the second choice bidder, shall be held until the contract is executed.

12) Successful Bidder Does Not Finalize Contract



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If the contract has been awarded and the successful bidder fails to sign the contract or provide the necessary security within the time specified in the procurement documents, the Department Head may grant additional time to fulfil the necessary requirements or may recommend the following :

- a) that the contract shall be awarded to the next lowest bidder; or
- b) that the contract be cancelled.

In either case, the tender bid deposit of the successful bidder shall be forfeited and forwarded to the Treasury Department for deposit.

### 13) Confirmation of Contract

Executed contract or letter of award shall confirm all tenders, whichever is most appropriate . All payments will be made after authorization is received via stamped invoice initialled by the Department Head and/or Treasurer.

### 14) Custody of Documents

The issuing department shall be responsible for the safeguarding of original purchasing and contract documentation for the procurement of goods and services.

## OTHER

### 1) Access to Information

The disclosure of information received relevant to the issue of bid solicitations or the award of contracts emanating from bid solicitations shall only be made by the appropriate officers in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act/ R.S.O. 1990, as amended.

All records and information pertaining to tenders, proposals and other sealed bids, which reveal a trade secret or scientific, technical, commercial, financial or other labour relations information, supplied in confidence implicitly or explicitly, shall remain confidential if the disclosure could reasonably be expected to:

- a) prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organizations.
- b) result in similar information no longer being supplied to the Township where it is in the public interest that similar information continues to be so supplied.
- c) result in undue loss or gain to any person, group, committee or financial institution or agency; or
- d) result in information whose disclosure could reasonably be expected to be injurious to the financial and other interests of the Township.



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### **SCHEDULE "C" - ACCEPTANCE OR REJECTION OF IMPROPER BIDS (An excerpt from the Procurement Policy By-law 2013-74) Revision of June 2015**

Extreme care shall be exercised to ensure that improper bids are handled in a manner, which is fair to the other bidders as well as the public.

The decision as to whether an improper bid shall be accepted or rejected shall be based upon the following considerations:

- i) is the intention of the bidder clear?
- ii) has the bidder made a conscientious attempt to comply with the submission requirements?

The following are guidelines only and are intended to illustrate some of the discretion allowed. The Department Head will review each case.

	<b>IRREGULARITY</b>		<b>RESPONSE</b>
1	Late Bids		Automatic rejection
2	Unsealed envelopes		Automatic rejection
3	Not completed in a non-erasable medium		Automatic rejection
4	Incomplete bids – part bids – all items no bids		Automatic rejection except where the tender form clearly states that an award may be made for individual items or where in the opinion of the Department Head, the incomplete nature is trivial or insignificant.
5	Qualified bids – qualified or restricted by an attached statement		Automatic rejection except where the tender change is requested by the Township or where in the opinion of the Department Head, the incomplete nature is trivial or insignificant.
6	Financial security not submitted or insufficient		Automatic rejection
7	Bid not properly signed		Automatic rejection



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8	Mathematical errors	<p>a) If the amount tendered for a unit price item does not agree with the extension of the estimated quantity and the tendered unit price, or if the extension has not been made, the unit price shall govern and the total price shall be corrected accordingly.</p> <p>b) If both the unit price and the total price are left blank, the bid will be rejected as incomplete.</p> <p>c) If the total price is left blank for a lump sum item, the bid will be rejected as incomplete.</p> <p>d) If the bid contains an error in addition and/or subtraction in the approved procurement documentation format requested, the error shall be corrected and the corrected total contract price shall govern.</p> <p>e) Bids containing prices which appear to be so unbalanced as to likely affect the interests of the Township adversely, will be clarified, and may be rejected.</p>
9	Agreement to bond insufficient or not submitted	Automatic rejection
10	Bids received on documents other than those provided by the Township	Automatic rejection unless, in the opinion of the Department Head, the matter is trivial or insignificant.
11	Illegible or obscure bids	Automatic rejection
12	Bids containing additions, erasures, alterations, errors or irregularities of any kind	May be accepted, as long as the bidder initials the changes within the time limit given.
13	Failure to include signature of the person authorized to bind the bidder in the space provided in the procurement document	Automatic rejection
14	Conditions placed by the bidder on the Tender Form	Automatic rejection

## Buildings Database Structure

The following is a recommendation of how building and building component assets can be defined within CityWide AM inventory.

### Category

- Buildings or Facilities

### Segments

- Facility Name

### Classification Grouping

- Facility Level 1 - Major Group (Uniformat II Index)
  - A – Substructure
  - B – Shell
  - C – Interiors
  - D – Services
  - E – Equipment & Furnishings
  - F - Special Construction
  - G - Building Sitework
- Facility Level 2 - Component Group (Uniformat II Index)
- Facility Level 3 - Component (Uniformat II Index)

### Segment Details

- **Name** = Component Name
- **Location** = Location description (e.g., room #, floor #, narrative, etc.)
- **Import ID** = Unique ID (Alphanumeric preferred)
- **Description** = Component description
- **User defined attributes** = Component attributes (E.g. Material, Manufacturer, Supplier, Model, Warranty Date, Warranty Term, Colour, etc.)

UNIFORMAT II components and codes typically found in municipal buildings.

Component Code	Component Name	Component Code	Component Name
A10	Foundations	D3034	Packaged Air Conditioning Units
A1011	Continuous (Strip) Footings	D3034-A	Computer Cooling AHU
A2020	Basement Walls	D3045-A	Ventilation Fans
B10	Superstructure	D3045-B	Diesel Exhaust Fan System
B1010	Floor and Wall Construction	D3045-C	Smoke Protection Fans
B1013	Balcony Construction	D3045	Exhaust Ventilation Systems
B1014	Ramps	D3051	Terminal Self-Contained Units
B1017	Inclined And Stepped Floors	D3053	Unit Heaters
B1020	Roof Construction	D3054	Fan Coil Units
B2010	Exterior Walls	D3055	Fin Tube Radiation
B2011-B	Precast Concrete Wall Panels	D3056	Unit Air Conditioner
B2012-A	Concrete Unit Masonry Wall System	D3057	Radiant Heater Units
B2012	Masonry Cladding	D3058-B	DX Split AHU - Cool

B2013	Metal Clad Exterior Walls	D3058-C	Heat Pumps
B2014	Wood Clad Exterior Walls	D3058-D	Make-Up AHU
B2018	Exterior Soffits	D3080-C	Heat Exchange/recovery Units
B2020	Exterior Windows	D3092	Special Humidity Control
B2021	Windows - Steel	D3098	Electric Baseboard Heat
B2022	Windows - Aluminum	D4010	Sprinklers
B2023	Windows - Wood	D4014	Fire Alarm Booster Pump
B2030	Exterior Doors	D4020	Standpipes
B2031	Glazed Entrances	D4030	Fire Protection Specialties
B2032	Exterior Doors and Frames - Steel	D4090	Other Fire Protection Systems
B2038	Special Exterior Doors	D5010	Electrical Service and Distribution
B2040	Industrial Doors	D5011-A	Primary Switchgear
B30	Roofing	D5011-B	Primary Transformer
B3011-A	Membrane Roofing	D5012	Low Tension Service and Distribution
B3018	Gutters and Downspouts	D5012-A	Secondary Switchgear
B3021	Skylights	D5012-B	Secondary Transformer
C10	Interior Construction	D5012-D	Inverters
C1016	Toilet Partitions	D5022	Lighting Equipment
C1020	Fittings	D5022-A	Fluorescent Luminaries
C1024	Toilet And Bath Accessories	D5022-B	Interior Luminaries
C1030	Interior Doors	D5022-C	Exterior Luminaries
C20	Stairs	D5037	Fire Alarm System
C2011-A	Straight Stairs - Cast-In-Place Concrete	D5091	Exit & Emergency Light Systems
C2011-C	Straight Stairs - Steel	D5092	Emergency Power & Generation Systems
C2011-D	Straight Stairs - Wood	D5094	Ground-Fault System
C3010	Wall Finishes	D5095	Emergency Uninterruptible Power Systems (UPS)
C3014-A	Ceramic Wall Tile	D5098	Snow Melting & Heat Tracing Systems
C3014-B	Quarry Wall Tile	E1030	Vehicular Equipment
C3018	Acoustic Wall Treatment	E1097	Athletic, Recreational, And Therapeutic Equipment
C3019-B	Glazed Wall Coatings	E1098	Educational Equipment
C3020	Floor Finishes	E2015	Fixed Multiple Seating
C3021-A	Painted/Sealed Concrete Floor	F1040	Special Facilities
C3021-B	Floor Toppings & Traffic Membranes	F1041-B	Pool Floor
C3021	Protective Floor Coverings	F1041-F	Pool Steps
C3022-A	Resilient Flooring - Tile	F1041-G	Pool Accessories
C3022-B	Resilient Flooring - Sheet	F1041-H	Pool Equipment

C3022	Resilient Flooring	F1041-I	Pool Piping and Fittings
C3024-A	Standard Wood Flooring	F1041-J	Pool Pump
C3024	Wood Flooring	F1041-K	Pool Sand Filters
C3025-A	Ceramic Tile Flooring	F1041-L	Pool Heater
C3025-B	Quarry Tile Flooring	F1041-M	Pool Chemical Feed System
C3025-D	Granite Flooring	F1041-O	Pool Equipment Other
C3025-E	Marble Flooring	F1042-A	Ice Skating Equipment
C3025-F	Porcelain Tile Flooring	F1042-C	Ice Rink Refrigerant Compressors
C3026	Terrazzo Flooring	F1042-D	Ice Rink Evaporators - Chillers
C3025	Tile, Stone, And Masonry Flooring	F1042-F	Ice Rink Pumps
C3027-A	Rubber Flooring	F1042-G	Ice Rink Condensers/Cooling Towers
C3028	Access Pedestal Flooring	F1042-I	Ice Rink Cooling and Heating Piping Systems
C3029	Special Flooring	F1042-J	Ice Rink Balance Tanks
C3030	Ceiling Finishes	F1042-L	Ice Rink Relief Valves and Emergency Release Systems
C3031	Exposed Concrete Ceiling Finishes	G2010	Roadways
C3033	Suspended Acoustic Ceiling	G2011	Asphalt Paving and Surfacing
C3034	Acoustic Ceiling Tile	G2014	Painted Lines
C3035	Metal Ceilings	G2020	Parking Lots
C3036	Wood Ceilings	G2030	Pedestrian Paving
C3037	Gypsum Plaster Ceiling Finish...	G2033	Exterior Steps
C3039	Special Ceiling Finishes	G2041	Fences and Gates
D1011	Passenger Elevators	G2042	Retaining Walls
D1012	Freight Elevators	G2043	Terrace and Perimeter Walls
D1013	Wheelchair Lifts	G2048	Flagpoles
D1021	Escalators	G4020	Site Lighting
D1031	Dumbwaiters	C3017-B	Wood Panel Wall Finish
D20	Plumbing	C3019-A	Wall Waterproof Membrane
D2018-A	Drinking Fountains	C3023	Carpet Flooring
D2091-B	Compressed Air Systems	D2010	Plumbing Fixtures
D2091-D	Vacuum Systems	F1041	Aquatic Facilities
D2091-F	Methane Venting System	B2012-C	Stone Veneer Masonry Wall System
D2095	Domestic Water Heaters	B2012-B	Clay Brick Masonry Wall System
D2099	Water Treatment Systems	B3023	Roof Hatches
D3010	Energy Supply	D5021	Branch Wiring
D3011	Oil Supply System	D5030	Communications and Security
D3012	Gas Supply System	C3019	Special Wall Coatings & Finishes
D3022	Hot Water Boilers	C1010	Partitions

D3023	Furnaces	D2020	Domestic Water Distribution
D3024	Boiler Room Piping and Specialties	D2030	Sanitary Waste
D3025	Primary HVAC Pumps	D3041	Air Distribution Systems
D3026	Heating Generating Auxiliary Equipment	D3060	Controls and Instrumentation
D3029	Other Heat Generating Systems	E1010	Commercial Equipment
D3031	Chillers	E1090	Other Equipment
D3032	Cooling Towers & Evaporative Coolers		