



**Renfrew**  
INC • 1858  
Bridging Charm and Convenience

**TOWN OF RENFREW**  
127 Raglan Street South  
Renfrew, Ontario  
K7V 1P8

## **Request for Proposals for myFM Centre Landscaping RFP 2024-16-DEI**

### **SECTION I – PROPOSAL INFORMATION**

#### **Background**

The Corporation of the Town of Renfrew, hereinafter referred to as the “Town”, is seeking proposals and solutions from qualified contractors for landscaping at the myFM Centre, including the supply, delivery, and installation of materials.

The Town of Renfrew, situated along the Bonnechere River in the heart of the Ottawa Valley, both embraces its rich history, and is committed to progress. Less than an hour from the amenities of the Nation’s Capital, the Town offers exceptional educational opportunities, affordable residential prices and a low crime rate coupled with a strong agriculture tradition and presence to satisfy every interest and provide personal growth opportunities for all.

#### **Registration and Communications**

##### **1. Registration as a Bidder**

It is mandatory that you register as a bidder with the Corporation of the Town of Renfrew. **Failure to register will result in non-acceptance of your submission.**

Please remit Name of Company, Name of Contact Person and Contact Information to:

Ashley Robertson, Purchasing Assistant, Town of Renfrew  
Email: [arobertson@renfrew.ca](mailto:arobertson@renfrew.ca)

All communications must reference **RFP 2024-16-DEI** in the subject line.

##### **2. Proposal Documents, Drawings, Addenda & Appendix**

The bidder shall verify that these proposal documents are complete and assume responsibility to view/download/print the Proposal Requirements, addenda and any related information not included with this document. The bidder is required to go to the Town’s website where under the description of this proposal you will find links to the Proposal Requirements, addenda and any related information not included with this document.

The Town will issue any changes/additions/deletions to the proposal or terms and conditions. Any and all addenda issued by the Town shall form an integral part of the



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document. The cost of complying with the addenda requirement (if any) shall be included in the price submitted by bidders. The Town will assume no responsibility for oral instruction or suggestion.

Any and all addenda issues prior to the closing date will be posted on the Town's website and [www.biddingo.com](http://www.biddingo.com) for downloading by bidders. It is the bidder's sole responsibility to download and review all Addenda, and acknowledge that Addenda were downloaded, and that the pricing quoted includes the provision set out in such Addenda.

Each Bidder must satisfy themselves, by their own study of the proposal documents and related information, as to the practicality of completing the work successfully as described. There will be no consideration of any claim after submission of proposals that there is a misunderstanding with respect to the conditions imposed in the Agreement.

### **3. Communications**

**Questions** related to this proposal, specifications or the intent of the proposed work and requirements are to be directed to **both** individuals listed by **2:00pm July 26, 2024**.

All communications must reference **RFP 2024-16-DEI** in the subject line.

**Andrea Bishop, Manager of Engineering & Asset Management, Town of Renfrew**  
Email: [abishop@renfrew.ca](mailto:abishop@renfrew.ca)

**Ashley Robertson, Purchasing Assistant, Town of Renfrew**  
Email: [arobertson@renfrew.ca](mailto:arobertson@renfrew.ca)

Where a Bidder finds discrepancies or omissions in the proposal requirements, or other proposal documents or instructions, or otherwise requires any clarification, the Bidder should contact the Town in writing by email as noted above. Note that no oral explanation or interpretation shall modify any of the requirements or provisions of the proposal documents.

Where the Town deems that an explanation or interpretation is necessary or desirable, an addendum may be issued. It is the bidder's sole responsibility to check for addenda issues and download same. Acknowledgement of Addenda on the Form of Proposal is a mandatory requirement. Failure to acknowledge addenda will result in your proposal being deemed non-compliant and not eligible for award.



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#### **4. Retrieval of Official Documentation**

Only documents provided to Bidders by the Town or found on Biddingo are to be considered the **official** documents. The Town accepts no responsibility for the accuracy of information found on other websites. The onus is on the bidder to check the Town's website and Biddingo's website to verify they have received all relevant information. The Town reserves the right to not accept a bid submission if determined that the documents have been altered from the Town's own official documents.

#### **5. Delivery and Official Closing Time of Proposals**

All submittals shall be in sealed envelopes with covering pages supplied by the Town with 1 original, 1 additional copy, and delivered to:

**Renfrew Town Hall**  
127 Raglan Street South  
Renfrew, ON K7V 1P8

Proposals must be received no later than **2:00 pm on August 1<sup>st</sup>, 2024**. The time clock in the main counter service area at the Town Hall Office is the official time for the deadline for submission. The Town is not responsible for submissions which arrive late or are not properly marked.

Proposals shall be officially opened after closing time by the opening committee. No prices are to be read out, however, only once the award is made and approved by Council, the report recommending such award shall be a matter of public record, unless otherwise determined by Council.

A proponent may request that their proposal be withdrawn. Withdrawal shall only be allowed if the Proponent makes the request in writing through a letter signed by a company office and is delivered in hard copy or electronically to the Purchasing Assistant before the proposal closing time.

**Fax and email proposal submissions shall not be accepted.**

#### **6. Form of Proposal & Detailed Work Plan**

The Form of Proposal & Detailed Work Plan submission shall contain the following information.

- Proposed approach to the project, consistent with the background information provided in **Section II – Proposal Specifications**.



- A Detailed Work Plan fully describing the main tasks to be undertaken and all subtasks required to execute all aspects of work consistent with the Information Package attached and other subsequent written direction provided by the Town.
- A detailed project schedule outlining the time requirements and date of completion of the project's main tasks, subtasks and activities as defined by the detailed work plan in order to complete works by the specified completion date including:
  - start and finish dates of main tasks
  - milestone dates for deliverables to the Town
  - the Bidder's quality assurance plan

The Detailed Work Plan **shall not exceed 10 pages** (excluding the Form of Proposal) in length. Tables and diagrams may be appended to the Detailed Work Plan. Company brochures and similar projects may also be appended.

## **Upset Cost Estimate**

The Upset Cost Estimate shall be broken down according to the tasks of the work plan, and shall include all fees and disbursements required for completing the work plan assignments. Prices shall not include contingencies or HST as applicable.

Disbursements, such as telephone, facsimile, printing, courier, travel, meals, etc. are considered to be included in the Upset Cost Estimate. Computer and office charges are considered part of the overhead and **shall not** be invoiced as disbursements other than in exceptional circumstances.

### **6.1 Financial Proposal**

Financial Proposals are to be submitted as part of the proposal. The bidder is to provide a total upset limit price, inclusive of all labour and material fees, disbursements, and taxes, to complete the assignment in accordance with the requirements detailed herein and in the Bidder's proposal. The project costs are to be related to the Level of Effort.

In order to allocate the score for the Financial Proposal, a "Benchmark Price" will be determined by taking the average "Total Upset Limit Price" from all of the financial proposals that are opened. Marks will be awarded based on the following table:



<b>Deviation (+/-) of Benchmark Price</b>	<b>Available Mark (15)</b>
0% - 5%	15
6% - 10%	13.5
11% - 15%	12
16% - 20%	10.5
21% - 25%	9
26% - 30%	7.5
31% - 35%	6
36% - 40%	4.5
41% - 45%	3
46% - 50%	1.5
> 51%	0

## 6.2 Proposal Evaluation

The contents of the proposal should address the evaluation criteria outlined below and will be scored in relation to the points that are stipulated.

Only the proposals deemed acceptable by the Project Authority will be considered for advancement. The decision will be based on evaluation criteria items outlined below.

<b>Detailed Work Plan Evaluation</b>	<b>Point Allocation</b>
Proposed Work Plan and Methodology	30
Proposed Landscape Material (Type, Quantity, Warranty)/Material Suitability	30
Related Experience and References	15
Schedule / Availability	10
Cost Effectiveness	15
<b>Total</b>	<b>100</b>

## 7. Proponent Selection Timeline

The expected timeline for Proponent Selection is as follows:

Request for Proposal Issued:	July 12, 2024
Question Deadline:	July 26, 2024
Town Published Addendum (if applicable):	July 30, 2024
Closing date for Proposal Submissions:	August 1, 2024
Anticipated Award (on or about):	August 13, 2024



## **8. Evaluation Team**

The Town's Evaluation Team will consist of representatives of the Town, including the Director of Development, Environment and Infrastructure, Director of Community & Recreation Services, Manager of Engineering & Asset Management, and Coordinator of Real Estate & Facilities.

## **9. Bidders to Investigate**

Firms submitting a proposal shall understand and acknowledge that while this Request for Proposal outlines the scope of work and specific requirements, the Bidder shall satisfy themselves by such a means as they prefer, as to the extent of work required to complete the assignment.

## **10. Fee Holdback**

A payment schedule will be negotiated.

## **11. Agreement**

Prior to commencing work on the project, a Purchase Order will be issued, and the Town's Request for Proposal Information Package and the Bidder's submitted Proposal will form the basis of an Agreement.

## **12. Town's Purchasing Policies**

The Town's Purchasing Policies and Procedures By-Law forms an integral part of this proposal document. The Policy and Procedures apply to this proposal process.

## **13. Insurance**

- a. The Bidder shall ensure that all insurance coverage including all provisions relating to insurance coverage set out in this section are in place prior to the commencement of services pursuant to this Agreement.
- b. During the Term of this Agreement, and any renewal or extension thereof, the Bidder will, at its expense (including the cost of deductibles) maintain in effect, with an insurer licensed in Ontario:
  - i. a contract of general liability insurance for its operations, with limits of not less than Two Million (\$2,000,000) Dollars, exclusive of interest or costs per occurrence, including coverages for defense and claimants' costs, and coverages for:



- personal injury including death;
- property damage or loss (direct or indirect and including loss of use thereof);
- broad form property damage;
- contractual liability;
- non-owned automobile liability;
- products – completed operations;
- contingent employers liability;
- cross liability;
- severability of interest; and
- blanket contractual liability.

The policy of insurance shall name the Town of Renfrew and the Province of Ontario as an additional insured with respect to its interest in the operations of the Bidder; shall provide that the policy shall be non-contributing with, and apply only as primary and not as excess to any other insurance available to the Town; and shall also provide that neither the Bidder nor the insurer shall cancel, materially change or allow the policy to lapse without first giving the Town thirty days prior written notice.

- ii. a policy of professional liability insurance or other errors and omissions insurance covering claims and expenses for liability for loss or damage arising from negligence in the provision of the Services, of standard wording, with coverage of no less than Two Million (\$2,000,000) Dollars exclusive of interest or costs per occurrence; and
  - iii. a policy of motor vehicle liability insurance of standard wording, covering motor vehicles owned, leased or operated by or on behalf of the Bidder, in connection with the Services provided or to be provided under this Agreement, with coverage of not less than Two Million (\$2,000,000) Dollars exclusive of interest or costs per occurrence and equipment leased, borrowed, rented or operated with coverage of not less than Two Million (\$2,000,000) exclusive of interest or costs per occurrence; and
- c. Every policy of insurance shall contain either no deductible amount or a deductible amount which is reasonable considering the financial circumstances of the Bidder. The Bidder shall be responsible to pay all deductible amounts.



- d. No policy shall contain any provision which would contravene the obligations of the Bidder hereunder or otherwise be to the detriment of the Town.
- e. The Bidder shall provide or cause to be provided to the Town, within seven (7) days of award of Contract, a certificate from its insurer which shows that the policy or policies placed and maintained by it complies with the requirements of this agreement. No review or approval of any such insurance certificate by the Town's rights or the Bidder's obligation contained in this Agreement.
- f. If at any time the Town is of the opinion that the insurance taken out by the Bidder is inadequate in any respect, it shall forthwith advise the Bidder of the reasons therefore and the Bidder shall forthwith take out additional insurance, if available, satisfactory to the Town.
- g. The taking out of insurance shall not relieve the Bidder of any of its obligations under this agreement or limit its liability hereunder.
- h. All policies of insurance shall be:
  - i. written with an insurer licensed to do business in Ontario;
  - ii. in form and content acceptable to the Town acting reasonably;
  - iii. be non-contributing with, and will apply only as primary and not excess to any other insurance available to the Town; and
  - iv. contain an undertaking by the insurers to notify the Town in writing not less than thirty (30) days before any material change, cancellation, lapse or termination of the policies.
- i. Failure to provide the aforementioned insurance will result in the withholding of payments or at the sole option of the Town, forfeiture of the Contract.

## **14. Health & Safety and WSIB**

The successful Proponent is required to conform with the *Occupational Health and Safety Act* related to the performance of the contract. In addition, the successful Proponent will be required to supply to the Town a valid verifying Independent Operator's Status. A new clearance certificate is required every sixty (60) days.

## **15. Irrevocable**

Proposals are irrevocable for 90 calendar days from date of Proposal closing. All proposals shall be and remain irrevocable unless withdrawn prior to the designated closing time.





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## **16. Legible**

All proposals must be legible and written in ink or typewritten. Corporate seals are requested but are not mandatory.

## **17. Right to Reject or Not Open**

The Town reserves the right to reject any or all proposals, and the lowest or highest as the case may be will not necessarily be accepted. The right is reserved to accept the whole or any part of the proposal.

Should the Town receive only one (1) qualified and duly executed bid submission on commodities/services that have known multiple source potential, the right is reserved to recall the competition.

The Town reserves the right **not** to open a bid call should the Town deem, in its opinion, to have received an inadequate number of bid responses to the bid call and further the right is reserved to cancel and recall the competition. Unopened bids will be returned to all vendors who responded.

The Town reserves the right not to accept a proposal from any person or corporation which includes all related corporations who, or which, has a claim or instituted a legal proceeding against the Town or against whom the Town has a claim or instituted a legal proceeding with respect to any previous contracts, bid submissions or business transactions who is listed as either the proposed general contractor or sub-contractor or vendor within the submitted proposal.

## **18. No Claim for Compensation**

Except as expressly and specifically permitted in these Instructions to Proponents, no Bidder shall have any claim for any compensation of any kind whatsoever, as a result of participating in this RFP, and by submitting a proposal each proponent shall be deemed to have agreed that it has no claim.

The Town assumes no responsibility or liability for costs incurred by the Bidder's prior to the entering into of a written contract.

## **19. Subject to Budget Provision**

Should qualified bid submissions exceed the Town budget provision for this project the Town reserves the right to reject or recall the proposal.



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## **20. Adjustments Prior to Closing**

Adjustments to submitted proposals by telephone, fax, or email shall not be considered. A bidder wishing to make adjustments to a submitted proposal must supersede it with a later proposal and received on or before the closing time.

## **21. Proposal Advertising**

Proposal advertising is made available through the following: the Town's website [www.renfrew.ca](http://www.renfrew.ca) and [www.biddingo.com](http://www.biddingo.com).

## **22. Intellectual and Proprietary Rights**

Upon award, all trade secrets, copyright patents and other intellectual and proprietary rights are and remain the property of the Town. Also, all artwork and print production devices will become the property of the Town.

## **23. Additional Content**

Sketches or rendering illustrating the content of the design shall be supplied as part of the proposal.

## **24. Conflict of Interest**

The Town reserves the right to disqualify a Proposal where the Town believes a conflict of interest or potential conflict of interest exists in regard to the Bidder and the intended project.

The successful Bidder shall work solely and exclusively in the interests of the Town at all times to ensure that the project is successfully completed. The Bidder must identify current claims, potential claims, or disputes against the Town, if any, that the firm is involved with. The Bidder must identify current developer and development interest that the firm has in the service area, if any. This information and any conditions attached to the Proposal will be considered in the Town evaluation.

Any member of the Council shall claim pecuniary interest if he/she is, will be, or has become interested, directly or indirectly as a contracting party, partner, stockholder, surety or otherwise howsoever in or in the performance of the said contract, or in the supplies, work or business in connection with the said contract or in any portion of the profits thereof, or any supplies to be used herein, or in any of the monies to be derived there from.



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No person, firm or corporation other than the bidder has any interest in this Proposal or in the proposed contract for which this Proposal is made and to which it relates.

This Proposal is made by the bidder without any connection, knowledge, comparison of figures or arrangement with any other person or persons making a Proposal for the same work and is in all respects fair and without collusion or fraud.

No officer or employee of the Town is, will be, or has become interested, directly or indirectly as a contracting party, partner, stockholder, surety or otherwise howsoever in or in the performance of the said contract, or in the supplies, work or business in connection with the said contract or in any portion of the profits thereof, or any supplies to be used herein, or in any of the monies to be derived there from.

## **25. Failure or Unsatisfactory Performance**

The Town reserves the right to remove from eligibility to submit bids for an indeterminate period, the name of any Bidder for failure to accept a contract with the Town, or the name of any Bidder for unsatisfactory performance of a contract with the Town.

## **26. Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)**

Please note that the Municipal Freedom of Information and Protection of Privacy Act, as it relates to municipalities and local boards, came into force on January 1, 1991. It sets out certain rules regarding the disclosure to third parties of information held by municipalities and local boards.

## **27. Public Opening**

The Request for Proposals will be opened by the Evaluation Team at a public opening to be held at The Renfrew Town Hall, on **August 1<sup>st</sup>, 2024, at 2:00 pm**, following the closing of the Proposal call.

**Please note that the opening will acknowledge receipt of submitted proposals only. Prices and detailed information will not be released.**

**The Town of Renfrew will endeavor to administer the proposal process in accordance with the terms and dates outlined; however, it reserves the right to modify the activities, timeline, or any other aspect of the process at any time, as deemed necessary.**



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## **28. Town Not Employer**

The Proponent agrees that the Town is not to be understood as the employer to any successful Proponent nor to such Proponent's personnel or staff for any work, services, or supply of any products or materials that may be awarded as a result of this Proposal document. It is understood that the successful proponent will act as an independent contractor. Also, in accordance with the Occupational Health and Safety Act, the successful Proponent herewith agrees to be the "constructor" as defined under this act.

## **29. Accessibility of Ontarians with Disabilities Act (AODA)**

The Accessibility of Ontarians with Disabilities Act, 2005 (AODA), is a law passed by the Ontario legislature that allows the government to develop specific standards of accessibility and to enforce them. The standards are made into laws called regulations, and they provide the details to help meet the goal of the AODA, which is a fully accessible Ontario by 2025. The AODA is the foundation on which the subsequent accessibility standards are built. These standards include the Accessible Customer Service Standard, *Ontario Regulation 429/07*; the Integrated Accessibility Standards (encompassing Information and Communications, Employment and Transportation), Ontario Regulation 191/11; and finally, the Built Environment Standard, which is not yet law.

In 2007, the Ontario Government adopted the AODA Standard, *Ontario Regulation 429/07*, respecting Accessibility Standards for Customer Service. All public sector organizations in Ontario, including the Town of Renfrew, must comply with this regulation by January 1, 2010. The Accessibility Standard for Customer Service also applies to third parties that provide goods and services to members of the public on behalf of a public sector organization.

It is the successful Bidder's responsibility to ensure that it is fully aware of and meets all requirements under the AODA and associated regulations.

Further information on compliance can be found at the Ministry of Communication and Social Services website:

<http://www.mcscs.gov.on.ca/mcss/english/pillars/accessibilityOntario/accesson/compliance>



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## SECTION II – PROPOSAL SPECIFICATIONS

### Scope of Work

With a budget of \$90,000.00 (excl. HST), the Town is looking for innovative proposals and solutions to provide landscaping for the myFM Centre, including supply, delivery, and installation of materials.

This project will include, but not be limited to, the following major tasks:

**Task 1: Site Assessment/Determination of Best-Suited Materials**

**Task 2: Preparation of Site including Grading**

**Task 3: Supply and Installation of Materials**

**Task 4: Maintenance and Establishment**

### Terms of Reference

The major tasks to be addressed by the Bidder retained to complete this project are outlined below. This list should be augmented as required, and as believed necessary, based on the Contractor's experience and knowledge.

**Task 1: Assess Site/Determine Suitable Materials**

Assess current state of the site at the myFM Centre in the Town of Renfrew, for locations as shown in Appendix A. Determine suitable materials for the site including topsoil, seed, hydroseed, sod and other suitable landscaping solutions. It is anticipated that the majority of the site will require 6 inches topsoil overlaid by seed/hydroseed/sod, etc., but Bidder's are expected to assess the site and determine the required material to meet grade. The requirements of OPSS 801, 802, and 803 shall apply. Include proposed materials item listing in proposal, including type, quantity, planting requirements, appropriate warranty period, etc. Provide a sketch or rendering of the landscaping layout at the myFM Centre, including location and area of chosen landscaping features. Consider foot traffic, sunlight, and other relevant factors when selecting materials.

**Task 2: Site Preparation**

Prepare site for topsoil, seed, hydroseed, sod, etc. which includes regrading.

**Task 3: Supply and Install Materials**

Supply required materials and install appropriately.



**Task 4: Maintenance and Establishment**

Provide a maintenance plan for all landscaped areas, up to the point of establishment. Include watering, weeding, and mowing if applicable.

The Bidder shall provide maintenance immediately after installation and continue throughout the warranty period. Maintenance requirements shall include all procedures consistent with proper horticultural practices to ensure normal, vigorous, and healthy growth of all material planted. At the time of warranty acceptance, all material must be in a healthy vigorous condition.

**Schedule**

Provide a schedule breakdown for the works noted above, including site preparation, installation, and maintenance requirements up to an acceptance date appropriate for each landscaping material.

**Pricing**

Outline costs for all parts, including a cost breakdown of different materials, and including any savings to complete all aspects of the work.

**Related Experience and References**

Provide related experience and 3 references for similar projects completed in municipal/institutional/agency settings within the past 5 years.



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**SECTION III - FORM OF PROPOSAL**

**Bidder's Information**

<b>1.</b>	Company Name	
<b>2.</b>	Bidder's Contact Individual	
<b>3.</b>	Address (incl. Postal Code)	
<b>4.</b>	Office Phone #	
<b>5.</b>	Cellular #	
<b>6.</b>	Fax #	
<b>7.</b>	Email address	
<b>8.</b>	HST Account #	

I/We hereby submit the attached documents to satisfy the requirements as issued by the Corporation of the Town of Renfrew.

I/We agree that we have reviewed and understand the Proposal documents and I/We are capable and qualified to perform the requirements of the contract and enter into a legal agreement with the Municipality in regard thereto and where the Proposal is submitted by a Corporation, it shall be signed by a duly authorized officer of the company. Should the Proposal be submitted by a Partnership or Proprietor, it shall be signed by the partners or owner.

I/We agree that this offer shall be irrevocable from the time the Proposals are opened for a period of 90 calendar days.

I/We agree that this offer acknowledges all addenda and that the pricing quoted includes the provision set out in such addenda.

Addendum #	Date Received
# _____	_____
# _____	_____
# _____	_____

Check here if No Addenda considered.



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**Total Upset Cost Estimate**

In addition to the Total Upset Cost Estimate, the Bidder is required to provide a detailed price breakdown by major tasks within the Proposal as detailed in Section II – Proposal Specification under Pricing. The breakdown should outline costs for all parts, including a cost breakdown of different materials, and including any savings to complete all aspects of the work for which the Bidder will seek payment.

The Bidder offers to provide the services detailed within the Proposal package and identified tasks, as further detailed in the Bidder’s proposal, to the acceptance of the Town for the following Upset Cost Limit.

**Total Upset Cost Estimate:** \$ \_\_\_\_\_  
 (Does not include HST)

**Basis of Payment**

The contract price is in Canadian funds, and the price includes any specified cash and contingency allowances and all the applicable taxes in force at this date except as may be otherwise provided in the Tender Documents.

**Method of Payment:**

Payments shall be made upon scope completion, receipt of an itemized invoice sent in by the Successful Bidder to the Treasury Department and acceptance by the Project Manager. The invoice should include a breakdown of separate line items with descriptions, the subtotal, HST and total amount due. Additional back-up documentation shall also be provided where sub-contracted works form part of the overall work.

**Bid Submission**

The undersigned affirms that they are duly authorized to execute this bid and that all costs associated with this proposal have been submitted in the fee envelope.

BIDDER'S SIGNATURE AND SEAL: \_\_\_\_\_

NAME AND POSITION: \_\_\_\_\_

WITNESS SIGNATURE: \_\_\_\_\_

NAME AND POSITION: \_\_\_\_\_

DATED AT: \_\_\_\_\_

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 202\_\_\_\_\_



**RFP 2024-16-DEI - myFM Centre Landscaping**

**From:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Contact:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Deliver to:**

**The Town of Renfrew  
127 Raglan Street South  
Renfrew, ON K7V 1P8  
Attention: Ashley Robertson, Purchasing Assistant**

**TENDER NUMBER:**

**CLOSING DATE AND TIME:**

**DESCRIPTION:**



# APPENDIX A

- LEGEND**
- PROPERTY LINE
  - - - YARD SETBACK
  - DC — NEW DEPRESSED CURB
  - DEPRESSED CURBS AT ALL BARRIER FREE PARKING LOCATIONS C/W TWSI (SEE BELOW, TYP)
  - NEW CURB
  - PROPOSED RETAINING WALL REFER TO CIVIL
  - PROPOSED BUILDING
  - CONCRETE PAD AND SIDEWALK
  - LANDSCAPED AREA REFER TO LANDSCAPE PLAN
  - PAINT LINE
  - GARBAGE ENCLOSURE
  - ▶ BUILDING ENTRANCE
  - 2.6x5.2 m STANDARD PARKING SPACE BY ZONING REQUIREMENT
  - 2.6x6.7 m PARALLEL PARKING SPACE
  - 2.4x4.6 m REDUCED PARKING SPACE (MAX. 40 %)
  - EXTERIOR LIGHT POLE - SEE ELEC
  - FIRE HYDRANT
  - FIRE DEPT. CONNECTION
  - TWSI - TACTILE WARNING INDICATOR PLATE
  - HOT DIP GALVANIZED BOLLARDS CONCRETE FILLED C/W DOMED TOP. NOTE: QUANTITY & DESIGN OF BOLLARDS FOR TRANSFORMER AS PER REGULATION REQUIREMENTS.

- SIGNAGE LEGEND:**
- BF HANDICAP PARKING
  - 1W ONE WAY DIRECTIONAL SIGNAGE
  - SC 'SMALL CARS ONLY' SIGNAGE

**TOPOGRAPHICAL PLAN INFORMATION:**  
SURVEY PROPERTY BOUNDARIES TAKEN FROM TOPOGRAPHICAL PLAN OF PART OF LOT 12, CONCESSION 1, GEOGRAPHIC TOWNSHIP OF HORTON, TOWN OF RENFREW, COUNTY OF RENFREW. ALL SURVEYED BY ADAM KASPRZAK SURVEYING LTD., O.L.S. JANUARY, 2018

- DRAWING ABBREVIATIONS**
- BLK BLOCK
  - CONC CONCRETE
  - C/W COMPLETE WITH
  - EX EXISTING
  - MECHL MECHANICAL
  - NIC NOT IN CONTRACT
  - ON CENTER
  - OH OVERHEAD
  - TYP TYPICAL
  - U/S UNDER SIDE
  - DIA DIAMETER
  - AT AT
  - CL CENTER LINE

- LEGEND - SITE PLAN**
- B BOLLARD
  - BR BICYCLE RACK
  - FH FIRE HYDRANT
  - LF LIGHT FIXTURE - EXTERIOR WALL MOUNTED
  - LS LIGHT STANDARD
  - MH MANHOLE

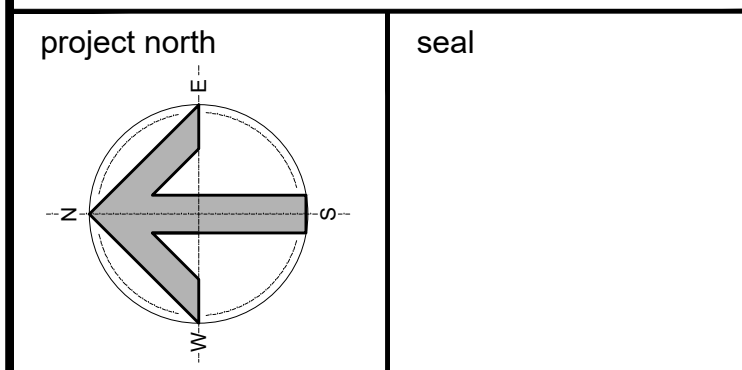
**NOTE:**  
- REFER TO CIVIL DRAWINGS FOR ALL GRADE ELEVATIONS  
- REFER TO CIVIL DRAWINGS FOR ALL MAN HOLE AND CATCH BASIN COVER LOCATIONS AND ELEVATIONS

no.	revision	date
2	ISSUED FOR CONSTRUCTION	05 Oct. 2023
2	REVISION - SOD AND GRADING	03 Oct. 2023
1	REVISION - ADD LIGHT STANDARDS	27 Sept. 2023
1	ISSUED FOR CONSTRUCTION	22 July 2022
1	ISSUED FOR PERMIT	22 Feb. 2022
1	TENDER SERIES #3	31 Jan. 2022
1	ISSUED FOR EXCAVATION	12 Dec. 2021
1	ISSUED FOR EXCAVATION	12 Dec. 2021
1	Issued for Building Siting	Nov -26-2021
1	ISSUED FOR CONSTRUCTION (RINK BLDG. ONLY)	11 Oct. 2021
1	ISSUED FOR FOUNDATION PERMIT	1 Oct. 2021
1	ISSUED FOR PERMIT / TENDER	28 MAY 2018

**N45 ARCHITECTURE INC.**  
71 Bank Street, 7th Floor - Ottawa, Ontario, K1P 5N2  
tel. 613.224.0095 fax 613.224.9811

**TOWN OF RENFREW**  
NEW ADDITION AND RENOVATION TO THE MA-TE-WAY ACTIVITY CENTRE

1 MA-TE-WAY PARK DRIVE  
RENFREW, ONTARIO, CANADA  
K7V 4J4



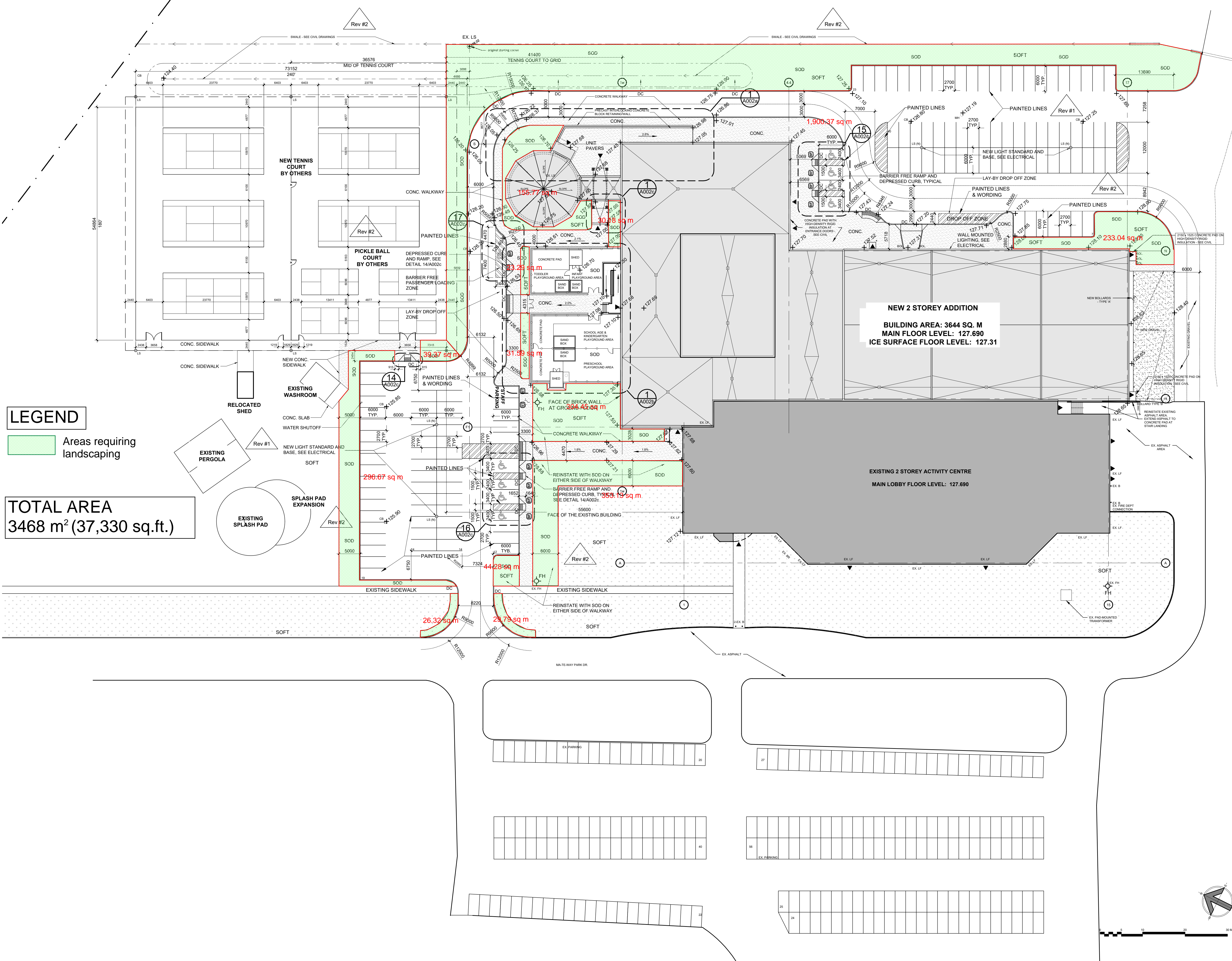
drawing title  
**SITE PLAN**

scale AS NOTED	drawn by
date AUG. 2021	checked by R.M.
project number <b>17-230</b>	drawing number <b>A-002</b>

CONTRACTOR TO VERIFY ALL DIMENSIONS AND NOTIFY THE ARCHITECT OF ANY DISCREPANCIES BEFORE WORK COMMENCES.

revision  
**R2**

DO NOT SCALE DRAWINGS



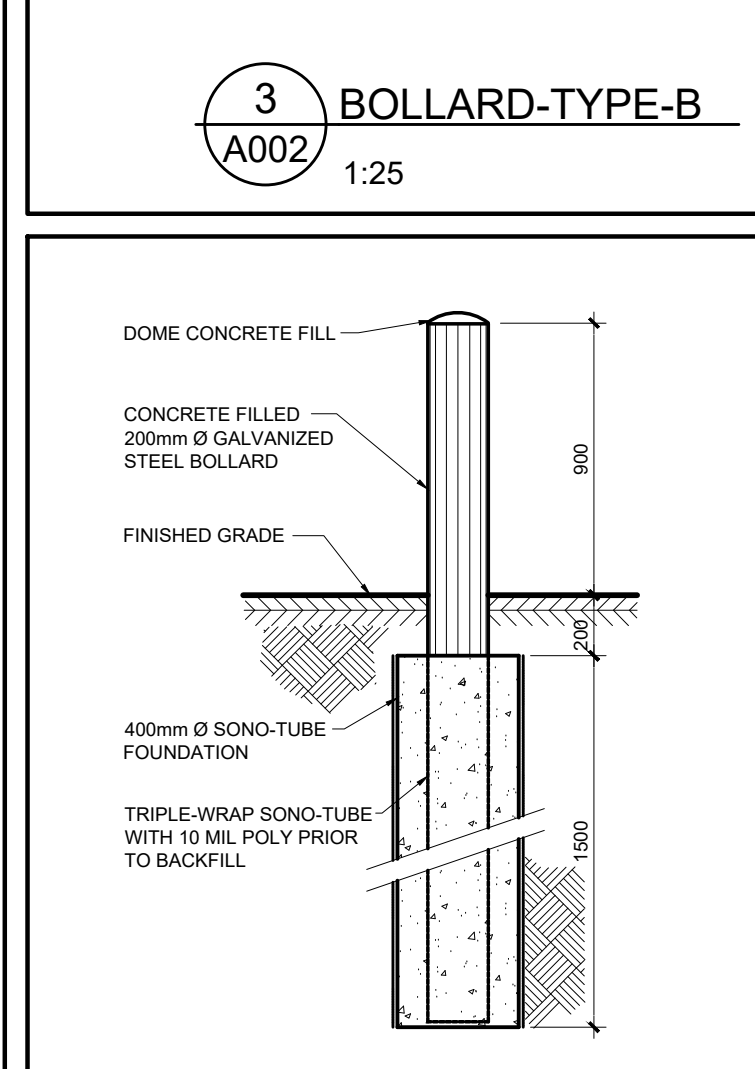
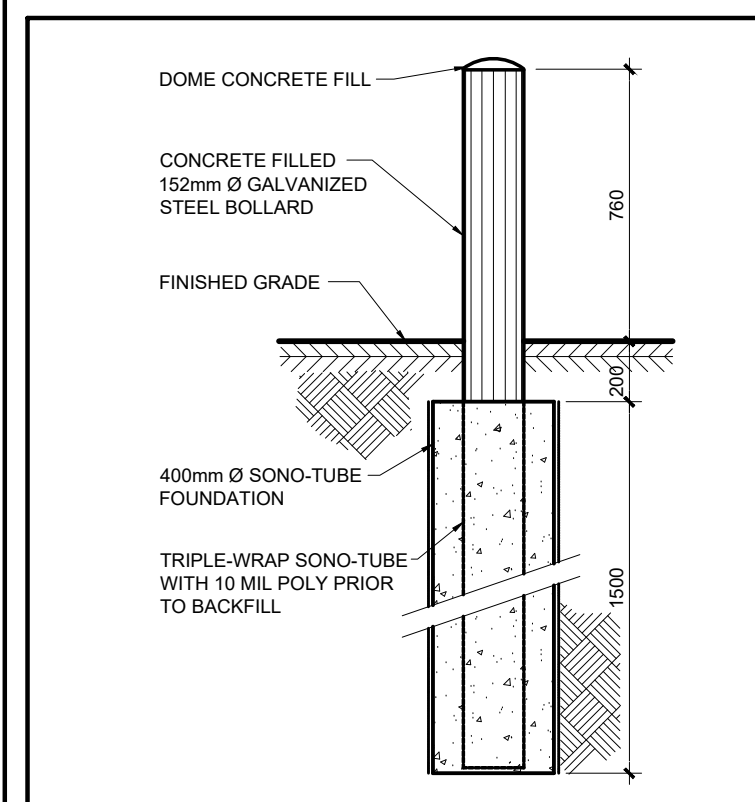
**LEGEND**

Areas requiring landscaping

**TOTAL AREA**  
3468 m<sup>2</sup> (37,330 sq.ft.)

1 SITE PLAN  
A002 1:400

2 BOLLARD-TYPE-A  
A002 1:25





# APPENDIX A

- LEGEND**
- PROPERTY LINE
  - - - YARD SETBACK
  - 1.4 m HIGH OPAQUE FENCE
  - NEW DEPRESSED CURB
  - DEPRESSED CURBS AT ALL BARRIER FREE PARKING LOCATIONS C/W TWSI (SEE BELOW, TYP)
  - NEW CURB
  - PROPOSED RETAINING WALL REFER TO CIVIL
  - PROPOSED BUILDING
  - CONCRETE PAD AND SIDEWALK
  - LANDSCAPED AREA REFER TO LANDSCAPE PLAN
  - PAINT LINE
  - GARBAGE ENCLOSURE
  - ▶ BUILDING ENTRANCE
  - 2.6x5.2 m STANDARD PARKING SPACE BY ZONING REQUIREMENT
  - 2.6x6.7 m PARALLEL PARKING SPACE
  - 2.4x4.6 m REDUCED PARKING SPACE (MAX. 40 %)
  - EXTERIOR LIGHT POLE - SEE ELEC
  - FIRE HYDRANT
  - FIRE DEPT. CONNECTION
  - TWSI - TACTILE WARNING INDICATOR PLATE
  - HOT DIP GALVANIZED BOLLARDS CONCRETE FILLED C/W DOMED TOP. NOTE: QUANTITY & DESIGN OF BOLLARDS FOR TRANSFORMER AS PER REGULATION REQUIREMENTS.

- SIGNAGE LEGEND:**
- BF HANDICAP PARKING
  - 1W ONE WAY DIRECTIONAL SIGNAGE
  - SC 'SMALL CARS ONLY' SIGNAGE

**TOPOGRAPHICAL PLAN INFORMATION:**  
SURVEY PROPERTY BOUNDARIES TAKEN FROM TOPOGRAPHICAL PLAN OF PART OF LOT 12, CONCESSION 1, GEOGRAPHIC TOWNSHIP OF HORTON, TOWN OF RENFREW, COUNTY OF RENFREW. ALL SURVEYED BY ADAM KASPRZAK SURVEYING LTD., O.L.S. JANUARY, 2018

- DRAWING ABBREVIATIONS**
- BLK BLOCK
  - CONC CONCRETE
  - C/W COMPLETE WITH
  - EX EXISTING
  - MECHL MECHANICAL
  - N/C NOT IN CONTRACT
  - ON CENTER ON CENTER
  - OH OVERHEAD
  - TYP TYPICAL
  - U/S UNDER SIDE
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- B BOLLARD
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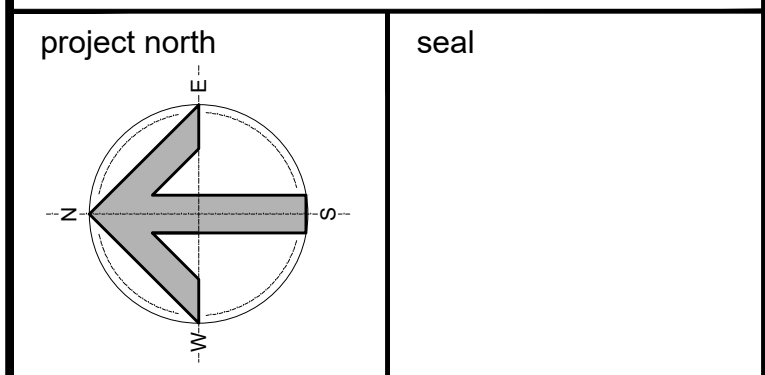
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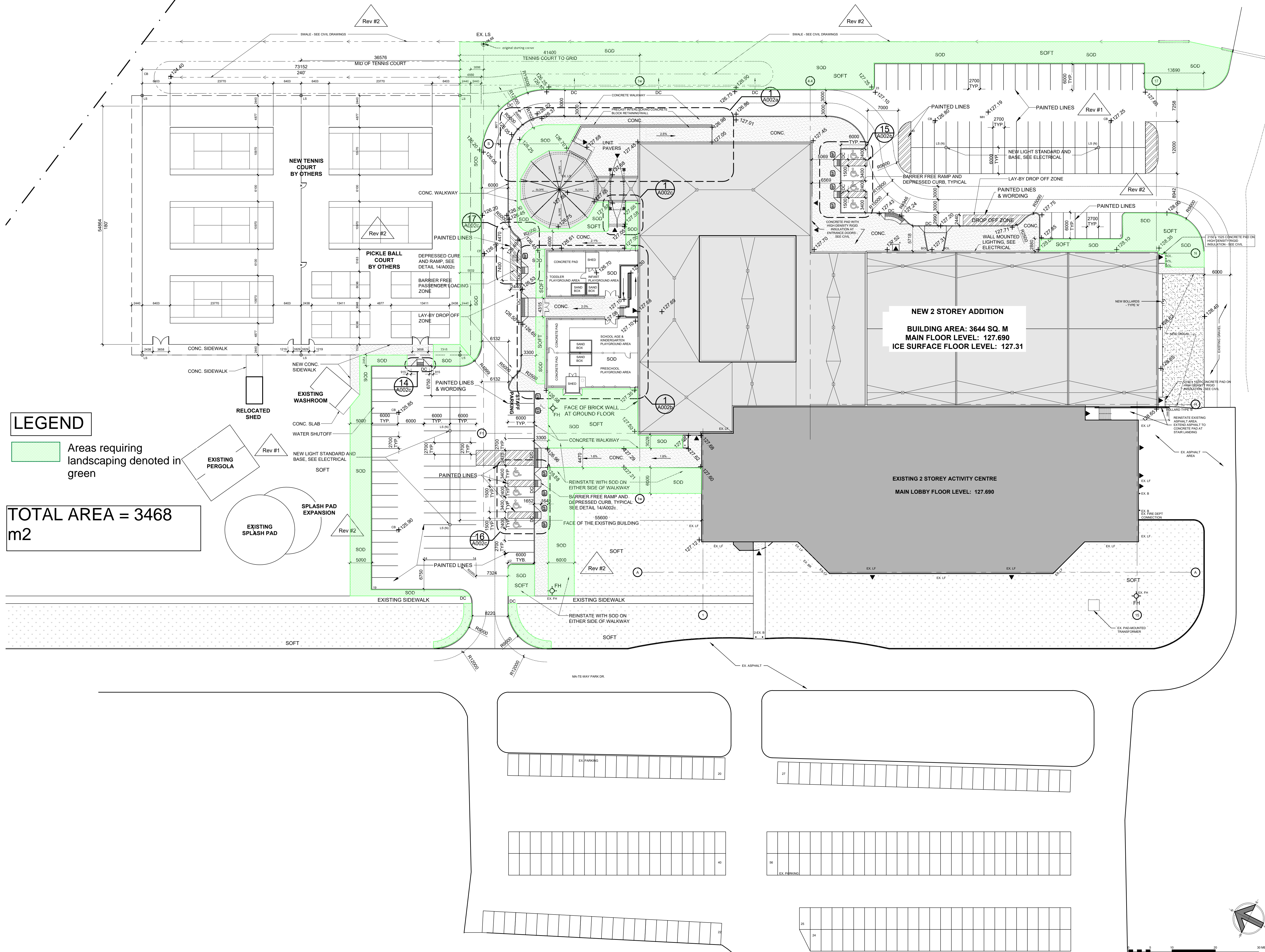
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revision  
**R2**

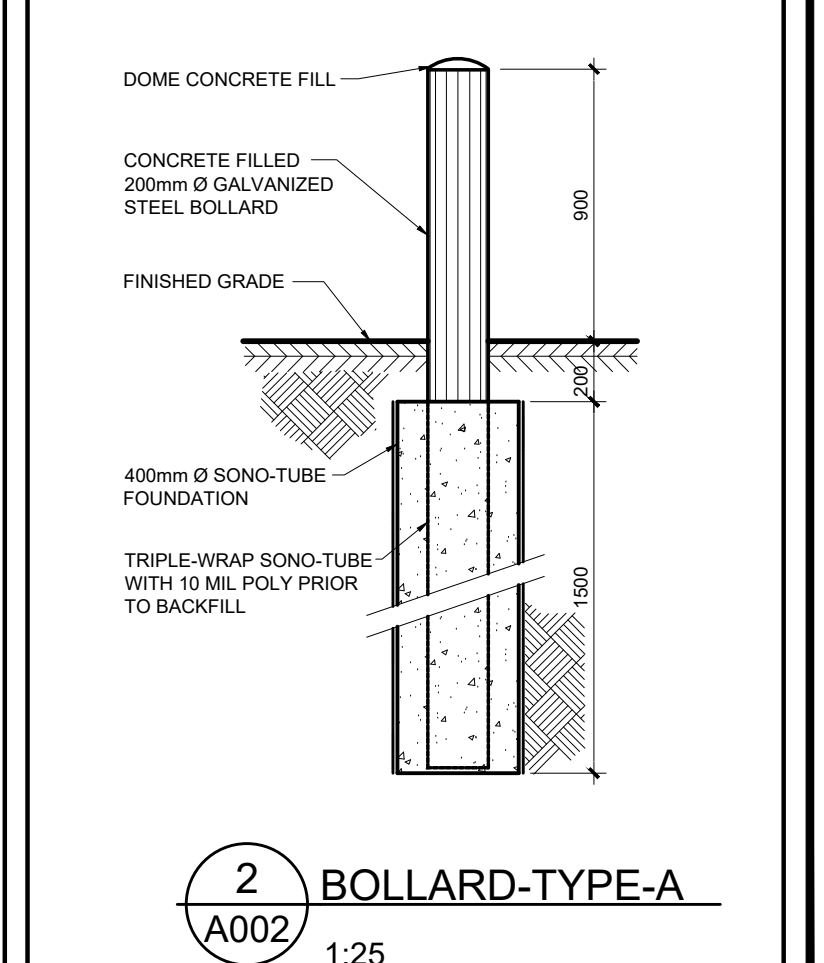
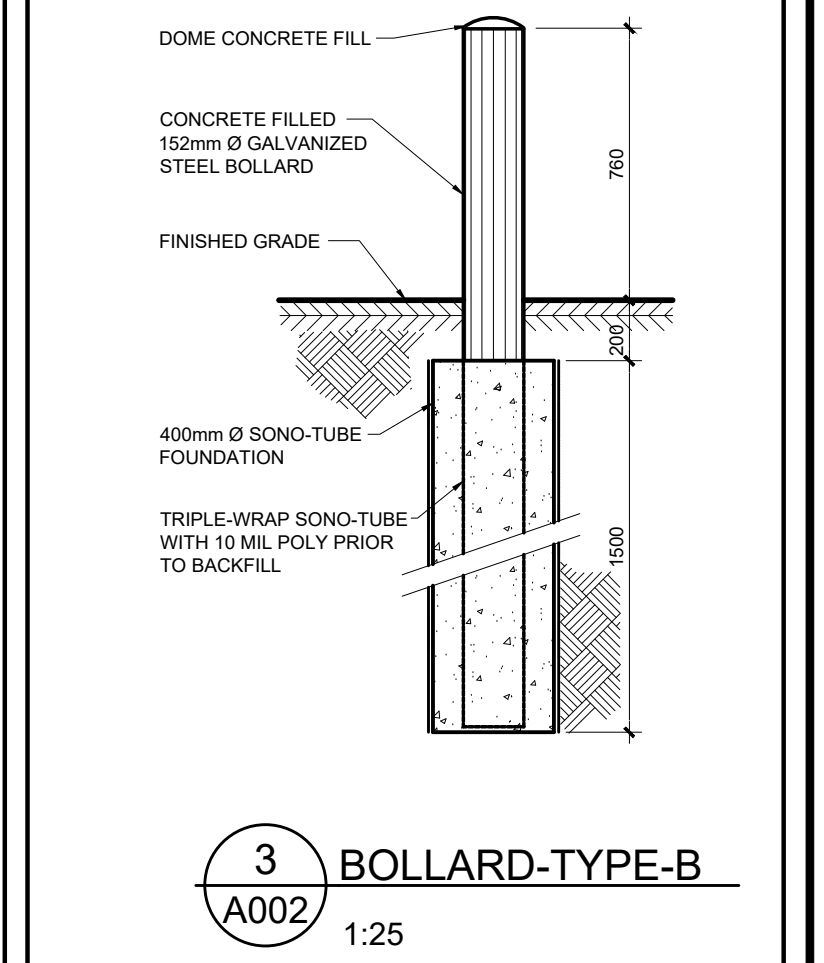
DO NOT SCALE DRAWINGS



**LEGEND**

■ Areas requiring landscaping denoted in green

**TOTAL AREA = 3468 m2**



**1 A002 SITE PLAN**  
1:400

**2 A002 BOLLARD-TYPE-A**  
1:25