

The Corporation of the
Municipality of Brockton



Request for Proposals

Walkerton Industrial Park
New Illuminated Sign



Municipality of Brockton

May 27, 2020

- 1.) Proposals will be received until **Friday, June 5, 2020** at 2 pm. Please submit full hard copy packages, no electronic submissions, to the Brockton Municipal Office at the address below.
- 2.) Full packages will include all pertinent documentation.
- 3.) Proposals will be in quarantine for 72 hours and we'll arrange a Zoom Video Conference, should you wish to join, for the public opening of proposals. Please visit <https://zoom.us/> and contact ppeirol@brockton.ca to register for access to this.
- 4.) Results will be provided to Council for consideration and approval.
- 5.) Letters (via email) will be sent out to applicants after Council has ratified its selection.

**Municipality of Brockton
100 Scott Street
PO Box 68
Walkerton, ON
N0G 2V0**

Should you require any further information, please contact the undersigned.

Paulette Peirol
Community Development Coordinator
Municipality of Brockton
519-881-2223 ext 131 (office)
519-377-7384 (cell)
ppeirol@brockton.ca

BACKGROUND INFORMATION

The Municipality of Brockton is replacing the illuminated sign at the entrance to the Walkerton Industrial Park off Highway 9 at Industrial Road in Walkerton.

The new sign will incorporate updated, energy-efficient lighting, a secure base, and space for 8 businesses (industrial park tenants) to be listed with their logos.

The header on top will read "Walkerton Industrial Park" and span the full width of the sign. It will be easily visible and stand out for drivers passing the industrial park along Highway 9.

The Municipality is seeking designs and costing for two proposals:

- A sign that advertises the industrial park and its tenants
- A sign that advertises the industrial park and its tenants and also includes a programmable LED screen. Details regarding the provision of advertising or messaging on the LED screen must be included.

PURPOSE

The purpose of the Request for Proposal is to initiate the process for companies to submit a "Proposal" which clearly identifies its expertise and resources, i.e. professional services and equipment, to perform the duties necessary to complete the work as described herein.

PROJECT REQUIREMENTS

1. The successful applicant shall supply all labour, material, equipment and services to complete all work as specified and as required.
2. The Contractor is responsible for obtaining all required utility locations prior to commencing work. The Contractor must notify all utility agencies regarding the installation of any services in this contract area and to obtain stakeouts and permits for these services.
3. The sign shall be 8 feet wide and under 20 feet high, and meet all municipal and provincial sign permit requirements.
4. The sign must conform, and be inspected and approved by the Electrical Safety Authority of Ontario and must be labelled accordingly.
5. Installation, sign, base and electrical components to be guaranteed free from all defects for minimum of Years (3) years from date of installation.

6. The successful applicant shall provide the Municipality with proof of WSIB coverage in good standing.
7. The successful applicant shall provide the Municipality with a Certificate of Insurance for no less than \$5-million.

SITE EXAMINATION

The contractor shall visit the site of the Work before submitting their Proposal. The Contractor shall make their own estimate of the location and difficulties that may be encountered. The Contractor shall not claim at any time after submission of their Proposal that there was any misunderstanding of the terms and conditions of this proposal related to site conditions.

COMPLETION DATE

The projected completion date is September 4th, 2020.

PROPOSAL OUTLINE

Proposals shall be prepared in reference to the project requirements. The preparation of the proposal shall be the sole responsibility of the contractor and all costs arising from the preparation shall be borne by the contractor.

The Proposal submitted must include, but is not limited to the following:

1. An outline of the work to be performed and how it will be carried out.
2. A sketch of the proposed options
3. Shop drawings to be supplied by sign manufacturer before production. Design work will be in accordance with the Walkerton Community Development Toolkit, found at <https://brucecounty.on.ca/sites/default/files/Walkerton%20Community%20Toolkit.pdf>.
4. Pricing exclusive of taxes
5. Completion of the bid sheet in full

SAFETY

1. Prior to the commencement of the work, the Contractor shall notify the office of the Ministry of Labour in writing and shall provide a copy of the Notice to the Municipality of Brockton.
2. The Contractor will be responsible to take all necessary steps to protect

personnel (workers, visitors, general public, etc.) and property, from any harm during the course of the Contract. All work procedures and equipment shall be in accordance with the Contractor's and legislated standards.

3. Only competent personnel will be permitted on-site. The Contractor and/or the municipality will determine who is competent, and will cause to remove from the site any persons not observing or complying with safety requirements. The Contractor shall supply competent personnel to implement their safety program and ensure that the Contractor's standards, and those of the Occupational Health and Safety Act, are met.
4. The Contractor shall report to the Municipality of Brockton's Chief Administrative Officer or their designee and jurisdictional authorities, any accident or incident involving Contractor, Municipality or public personnel and/or property, arising from the Contractor's execution of the work.
5. The Contractor shall be responsible for the safety of subcontractors, and hold a Subcontractor equally responsible for safe work performance.
6. If the Contractor is responsible for delay in the progress of the work due to an infraction of legislated or contractor health and safety requirements, the Contractor will, without additional cost to the municipality, work such overtime as necessary to not delay in the final completion of the work or any operations thereof.
7. The Contractor must comply with the latest edition of all Health and Safety Guidelines, Legislation, Directives and Policies in the Province of Ontario relating to this work.

All Contractors shall:

- i. Demonstrate establishment and maintenance of health and safety program with objectives and standards consistent with applicable legislation and with the Municipality of Brockton Health and Safety policies and requirements.
- ii. Submit a copy of past accident records and Worker's Compensation Board Number.
- iii. Include health and safety provisions in their management systems to reach and maintain a consistently high level of health and safety.
- iv. Ensure that workers in their employ are aware of hazardous substances that may be in their place of work and wear appropriate personal protective equipment as may be required.
- v. Upon request at any time from award to completion of the contract, submit proof of fulfillment of the above responsibilities.

- vi. Must comply with Workplace Safety Insurance Board (WSIB) premiums.

PROPOSAL DUE DATE

Proposals will be accepted until 2:00 p.m. on Friday, June 5, 2020 at the Municipality of Brockton Office.

AWARD

The proposals will be reviewed and the award will be based on practicality, timing and cost. ***The lowest proposal will not necessarily be accepted.***

The successful bidder will be required to enter into an Agreement with the Municipality of Brockton within 7 days of being notified by the Municipality of the acceptance of their Proposal.

Prior to signing the Agreement, the Contractor shall furnish the following certificates or affidavits:

1. The Contractor is in good standing with the Workplace Safety & Insurance Board.
2. The Contractor has General Liability and Property Damage Insurance coverage in the amount of five million dollars (\$5,000,000). The Policy shall be endorsed to provide the Corporation of the Municipality of Brockton and agents as additional insured parties.
3. The Contractor has Standard Automobile Insurance coverage providing third party limits of at least two million dollars (\$2,000,000) on all licensed vehicles used in the performance of services required for this Proposal.

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

PROPOSAL
TO BE RETURNED TO:

THE CORPORATION OF THE MUNICIPALITY OF
BROCKTON
100 SCOTT STREET
WALKERTON, ON N0G 2V0

RFP 2020-01ECONOMIC DEVELOPMENT
MUNICIPALITY OF BROCKTON
SOUTH WALKERTON INDUSTRIAL PARK SIGN

Bidder's Name: _____

Address: _____

| | |
|----------------------|---------------------------|
| 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 municipality will not be held responsible for envelopes or packages that are not labeled