



Request for Quotation

Project Title: Engraving Services for Columbarium Niche Shutters

Request #2019-20

Tuesday, July 2, 2019

Municipality of French River

44 St. Christophe Street, Suite 1

P.O. Box 156

Noëlville, ON, P0M 2N0

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Confidentiality Statement

This document, and any attachments thereto, regardless of form or medium, is intended only for use by the addressee(s) and may contain legally privileged and/or confidential, copyrighted, trademarked, patented or otherwise restricted information viewable by the intended recipient only. If you are not the intended recipient of this document please respond to the originator of this message and permanently dispose any copies and any attachments.

Submission Details

Submission Deadlines and Methods

All submissions for responding to this request must be submitted to our office as stated below.

Submissions accepted no later than - Wednesday, July 10, 2019 - No later than 2 pm Local Time

Successful candidate will be notified within 30 days of the proposal closing date

Submissions may be in paper format. We will also be accepting electronic submissions (fax or email) in response to this Request.

Submission Delivery Address, Submission Questions and Clarifications

You may contact the following Lead Person if you have any questions or require clarification on any topics covered in this Request for Proposal. The delivery address to be used for all submissions is:

Lead Person: Mélanie Bouffard, Clerk

Municipality of French River

44 St. Christophe Street, Suite 1

P.O. Box 156, Noëlville, ON, POM 2N0

Tel: 705-898-2294 Fax: 705-898-2181

Email: clerk@frenchrivier.ca

Submission Opening

Quotes will **NOT** be publicly opened. Two staff members will open the quotes. Staff will then review the quotes and the successful candidate will be contacted.

Amendment and Withdrawal of Submission

Requests for withdrawal of a submission shall be allowed if the request is made before the closing time for the contract to which it applies. Requests shall be directed to the Lead Person by letter or in person, by a Senior Official of the company, with a signed withdrawal confirming the details. Telephone requests shall not be considered. The withdrawal of a tender does not disqualify a bidder from submitting another tender on the same contract.

Addendums

The Municipality may, at its discretion, amend or supplement the documents for this request by addendum at any time prior to the closing date for receipt of Proposals. Changes to the request documents shall be made by ADDENDUM ONLY. Such changes made by addendum shall be supplementary to and an integral part of the request. All addendum must be signed and included in the final submission acknowledging all addenda issued by the Municipality. While the Municipality will endeavor to provide notification of the issuance of an addendum to prospective Proponents, the Municipality assumes no liability for the notification and it is the responsibility of each Proponent monitor and determine whether any addenda have been issued by the Municipality.

Introduction & Background

The Municipality of French River is a vibrant, welcoming and family-based community that is committed to positive, sustainable growth. A scenic environment, friendliness of neighbors, diversity of cultures and small Municipality feel make French River the community of choice to live, work, visit and vacation.

Detailed Specifications/Scope of Services

The Municipality of French River (herein after referred to as the Municipality) is requesting quotes for Engraving Services for Columbarium Niche Shutters at the St. David Cemetery in Noëlville, Ontario.

The Scope of Services is attached in Schedule "A"; in addition, please note the following:

- the font of the lettering shall be chosen with the successful bidder once the services are awarded;
- please provide any examples/pictures of engraved shutters.

Assumptions & Constraints

The Municipality will not be held liable for any errors or omissions in any part of this Request. The information contained herein is supplied solely as a guideline for responding Proponents. The information is not guaranteed or warranted to be accurate by the Municipality, nor is it necessarily comprehensive or exhaustive. Nothing in the Request is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in the Request. Should the Municipality be contacted, no oral explanation or interpretation will modify any of the requirements or provisions of the proposal documents.

The successful Proponent will provide continuous and adequate protection of all work from damage and will protect the Municipality's property from injury or damage arising from or in connection with this work. The successful Proponent will make good any such damage or injury.

The successful Proponent will employ only orderly, competent and skillful employees to ensure that the services are carried out in a confidential and respectable manner.

The successful Proponent will ensure all services and products provided in respect to this proposal are in accordance with, and under authorization of all applicable authorities, municipal, provincial and/or federal legislation.

Terms and Conditions

Relating to the submission document:

- Provincial and Federal Taxes (H.S.T.)** - Tenders shall include applicable H.S.T. taxes. This tax shall be shown separate from the unit price. The proponent shall include with the executed documents, at the time of submission, on company letterhead, notification to the Municipality of their H.S.T. Registration Number (if any)

Relating to the Successful Candidates:

- **Notice of Acceptance** - Notice of acceptance may be made by fax or telephone, with written confirmation of same to follow, to the successful proponent at the number given by the proponent.

- **Contract** - The Scope of Services (Schedule 'A') shall be considered as the Service Agreement setting the terms, conditions and services of the Agreement.
- **Price** - The Proponent shall abide by the total price stated in the submission document. No further payments beyond the contract amount will be made for any additional services required to provide a satisfactory deliverable. If additional requirements are requested by the Municipality beyond the original scope of work described in this Request, the cost of these services would be negotiated between the Municipality and the company that has been selected to perform the work. Any additional work will only be undertaken based on a request in writing from the Municipality of French River.
- **Conflict of Interest** - Proponents shall immediately disclose to the official point of contact any potential or real conflict of interest whether direct or indirect in nature as it may relate to the Municipality, it's elected officials, officers, employees and/or the present Bid Solicitation. Where, in the Municipality's opinion, a significant conflict of interest is found to exist and cannot be sufficiently mitigated, the Municipality reserves the right to disqualify the Proponent from participating in the Bid Solicitation.

Selection Criteria

A combination of quality, experience and price will determine the successful firm. The Municipality of French River is not obligated to award the service contract to the lowest or any firm. The Municipality reserves the right to reject any or all proposals and to waive formalities as the interests of the Municipality may require without stating reasons. The Municipality will not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any Proponent by reason of the acceptance or the non-acceptance by the Municipality of any proposal or by reason of any delay in the acceptance of a proposal as well Any expenses incurred by the Proponent in the preparation of the proposal submission are entirely the responsibility of the Proponent and will not be charged to the Municipality.

Schedule "A" - Scope of Services

Engraving Services for Columbarium Niche Shutters

The Municipality of French River has purchased a 48 Niche Wall Columbarium for the St. David Cemetery located at 50 St. David St S, Noëlville, Ontario. The granite shutters are grey and are 12" x 12" and 1.25" thick.

Terms of Services

The font and placement of lettering shall remain consistent throughout all granite shutters as shown on the two (2) Options shown below.

The Municipality's Columbarium Niche Engraving Form shall be completed and approved by the Customer and a Municipal Representative before services can be rendered.

The Municipality shall pay the Service Provider directly for engraving services rendered according to the Fee Structure agreed upon, it will then be the responsibility of the Municipality to invoice the Customer (Interment Rights Holder of the Niche) for the appropriate fees for the services rendered.

The Term shall commence on the day the Services are awarded until December 31, 2022 or upon ninety (30) days written notice of termination.

List of Engraving Services	Fee	Total (incl. HST)
*all fees shall include pickup and delivery to the Municipal Office, and taken into consideration that when appropriate shutters can be picked up by Municipal Staff		
Initial Engraving (Option #1, as shown on next page)		
Initial Engraving (Option #2, as shown on next page)		
Small Artwork, per item (scene, verse, emblem)		
Large Artwork, per item (scene, verse, emblem)		
Portrait		
To complete previously inscribed unit -example: year of death		
To complete previously inscribed unit (on-site at cemetery) -example: year of death		

Format of options for engraving on granite shutters:

*Font to be chosen once the services are awarded.

<u>Option #1</u>	<u>Option #2</u>
Last Name	Last Name
First Name	First Name
Year of Birth/Death	Year of Birth/Death

I _____ do hereby submit the following bid prices to perform the
(Name of Company)

related services as outlined in the Scope of Services.

Name of Company: _____

Address of Company: _____

Phone: _____ Fax: _____

Email: _____

Signed this _____ day of _____ 2019.

Print - Name & Title

Signature of person authored to bind Company

Acceptance of Service Agreement

Signed at the Municipality of French River, Ontario on the _____ day of _____, 2019

Name: Mélanie Bouffard
Title: Clerk / Cemetery Manager