



**THE CORPORATION OF THE TOWN OF PETROLIA**  
**REQUEST FOR QUOTE**

**RFQ – GA – 01-2018**  
**FOR THE SUPPLY OF CROSSING GUARDS SERVICES**

**QUOTES WILL BE RECIVED UP TO: 12:00 PM LOCAL TIME**  
**Thursday, June 21, 2018**

**RETURN TO:** Mandi Pearson, Clerk/Operations Clerk  
Town of Petrolia  
411 Greenfield Street  
Petrolia, Ontario NON IR0



## Invitation to submit a quote

### FOR THE SUPPLY OF CROSSING GUARDS SERVICES

You are invited to submit a Quote for the supply of **CROSSING GUARDS SERVICES** more completely described herein.

The complete RFQ documents are included for your perusal. Should you have any questions regarding the specifications or the process, please contact:

**Mandi Pearson**  
**Clerk/Operations Clerk**  
**Town of Petrolia**  
**411 Greenfield St.**  
**Petrolia, On N0N 1R0**

**Telephone 519 882-2351**

**Fax 519 882-3373**

**E-mail [mpearson@petrolia.ca](mailto:mpearson@petrolia.ca)**



## INSTRUCTIONS

The Town of Petrolia, here in after referred to as the Municipality, invites RFQ's for:

### SUPPLY OF CROSSING GUARDS SERVICES

**RFQ's not submitted in strict accordance with these instructions or not complying with the requirements laid down in the documents may be rejected.**

#### 1. GENERAL

The purpose of this Request for Quote is to receive quotes from interested suppliers for the supply of the service as detailed in the Request for Quote documents.

The Municipality shall not be liable for any costs of preparation of any part of Quote submissions.

#### 2. RFQ DOCUMENTS

- ☼ Interested suppliers may obtain the quote documents *online* at [www.town.petrolia.on.ca](http://www.town.petrolia.on.ca)
- ☼ The lowest or any Quote will not necessarily be accepted.
- ☼ Facsimile and electronic tender submissions will NOT be accepted.
- ☼ Duration of offer must be a minimum of sixty (60) days.

The closing date for submissions is **12:00 pm local time, Thursday, June 21, 2018**  
Received at the Town of Petrolia Municipal Office, 411 Greenfield Street, Petrolia.

Closing time will be determined as shown on the clock within the Town Hall office general reception area.

#### 3. DISCREPANCIES OR OMISSIONS

Proponents that find discrepancies or omissions in the specifications or other documents or having any doubts concerning the meaning or intent of any part thereof, should immediately request in written form, either by email or mail, clarification from the Municipality. Upon receipt of the written request for clarification, the Municipality will send written instructions or explanations to all parties registered as having returned the Acknowledgement Letter. No responsibility will be accepted for oral instructions.



Proponents are responsible to verify that they have received a complete package of quote documents.

Alterations or amendments to any of the quote documents shall only be effective by written notice from the Municipality.

Amendments to the quote documents in the form of an addendum shall become part of the Quote Documents. Proponents shall be responsible to ascertain that they have received all addendums.

#### **4. EXAMINATION OF CONTRACT DOCUMENTS**

The Proponent shall be deemed to have satisfied himself as to the sufficiency of the RFQ for the product and the prices stated on the RFQ Form. These prices shall cover all obligations under the RFQ, and all matters necessary for the proper supply of the product and service.

#### **5. PROOF OF ABILITY**

The Proponent shall be competent and capable of supplying the product and providing the service. The Municipality may request proof of ability.

#### **6. REQUEST FOR QUOTES SUBMISSIONS**

Quote submissions must include, but not limited to the following:

- ❁ Schedule A – Bidder Information
- ❁ Schedule B – Specification Form
- ❁ Schedule C – Form of Quote

Each quote and any attachments must be submitted in a sealed envelope clearly marked:

**“Request for Quote for the supply of CROSSING GUARDS SERVICES”**

RFQ's submitted by fax or electronically will not be accepted.

Quotes may be rejected for one or more of the following reasons:

- a) Quotes arriving after the closing time and date as specified in this document;
- b) Quotes received in a form other than the forms supplied;
- c) Quotes not completed in ink or by type;
- d) Quotes containing any other form of alteration, including but not limited to include; strike-out, white-out, without initials;



- e) Quotes not properly signed, witnessed, and/or sealed;
- f) Quotes that have not acknowledged addendums (if any);

The Municipality reserves the right to accept any quote or reject any or all quote and waive formalities as the interests of the Municipality may require.

Quotes shall remain open for acceptance by the Municipality for a period of sixty (60) calendar days after the closing date.

## **7. WITHDRAWAL OF QUOTES**

A quote submitted in accordance with the instructions in the quote documents may be withdrawn prior to the date and time of the close of quotes.

Quotes not withdrawn before the date and time of closing shall be irrevocable and remain open for acceptance by the Municipality.

## **8. NEGOTIATION**

The Municipality may award the RFQ on the basis of quotes received without discussion.

The Municipality reserves the right to enter into negotiations with the selected proponent(s). If the Municipality cannot negotiate an acceptable agreement with the successful proponent the Municipality may terminate negotiations and being negotiations with the next selected proponent.

No proponent shall have any rights against the Municipality arising from negotiations.

## **9. QUOTE EVALUATION**

The Municipality reserves the right to accept or reject any and all quotes and to waive irregularities and informalities at its discretion. The Municipality reserves the right to accept a quote other than the lowest price quote without stating reasons.

By the act of submitting its quote, the quote waives the right to contest in any proceedings or action the right of the Municipality to award the purchase contract to any proponent in its sole discretion.

## **THE LOWEST OR ANY QUOTE WILL NOT NECESSARILY BE ACCEPTED**

The Municipality will evaluate quotes based on the following items:



- Service Specifications and ability to meet the operational needs of the Town of Petrolia
- Service Quality
- Timely Delivery Schedule

The Municipality intends to award the quote to the lowest bidder that meets the Municipalities specifications.

## **10. ACCEPTANCE OF QUOTE**

Acceptance of a quote shall be communicated by written notice from the Clerks Office to the successful proponent.

Such acceptance shall bind the successful proponent to execute a purchase agreement with the Municipality.

## **11. INQUIRIES**

Direct all inquiries regarding the Request for Quotes to the Municipalities contact in the notice page.

## **12. IDEMNIFICATION AND INSURANCE**

The successful proponent will, at all times, indemnify and save harmless the Municipality, their officers, employees and agents from and against all claims, demands, losses, costs, damages, action, suite or other proceedings made, sustained, brought or prosecuted that are based upon, or caused in any way by anything done or omitted to be done by the proponent or any of its officers, directors, employees, or agents in connection with the services performed, purportedly performed or required to be performed by the proponent under this quote and subsequent contractual agreement.

## **13. MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT**

In accordance with MFIPPA, this is to advise that any personal information proponents provide is being collected under the authority of the Municipal Act and will be used exclusively in the selection process. All quotes submitted become the property of the Municipality. Proponents are reminded to identify in their quote material any specific scientific, technical, commercial proprietary, or similar confidential information, the disclosure of which could cause them injury. Complete quotes are not to be identified as confidential. The information contained in this quote document may be utilized by the proponent solely for the purpose of preparing a quote for submission to the Municipality. Any other use of the information for any other purpose is not authorized by the Municipality.



#### **14. ACCESSIBILITY FOR ONTARIANS WITH DISSABILITIES ACT (AODA)**

The Municipality will accommodate the needs of all proponents under the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the quotation and selection process.

Please advise the Clerks Department [mpearson@petrolia.ca](mailto:mpearson@petrolia.ca) to ensure your accessibility needs are accommodated throughout this process.



**SCHEDULE A – BIDDER INFORMATION**

Bidders are requested to respond to this Request for Quotes as instructed subject to the provisions contained herein.

Name of Bidder: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax No: \_\_\_\_\_

E-mail: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_





## SCHEDULE B – SPECIFICATION FORM

The Town of Petrolia is requesting quotes for the supply of Crossing Guard Services

Scope & Specification of Work:

ITEM	SPECIFICATIONS	BIDDER CAN COMPLY/ACKNOWLEDGES TERM <small>Indicate y/n – specify variation</small>
Locations	<ol style="list-style-type: none"> <li>1. Princess Street at Petrolia Line</li> <li>2. Queen Street at Petrolia Line</li> <li>3. First Avenue at Petrolia Line</li> </ol>	
Crossing Guards	Supply of three (3) certified crossing guards	
Health & Safety	Crossing Guards to be dressed in safety vests, and wear proper identification	
Crossing Equipment	Supply and Use proper stop signage at crossings	
Morning arrival	Crossing Guards to arrive at their post a minimum of one ½ hour (30 minutes), prior to school classes commencing, Based on the posted School Board(s) calendar	
Morning departure	Crossing Guards will remain at their post a minimum of one ½ hour (30 minutes), after classes commence. Based on the posted School Board(s) calendar	
Afternoon arrival	Crossing Guards to arrive at their post a minimum of one ½ hour (30 minutes), prior to school dismissal, Based on the posted School Board(s) calendar	
Afternoon departure	Crossing Guards will remain at	



	<p>their post a minimum of one ½ hour (30 minutes), after classes are dismissed</p> <p>Based on the posted School Board(s) calendar</p>	
Season	Crossing Guards to be provided, regardless of weather	
School Term	Crossing Guards to be present at intersections on all days that school is in session	
Bond	Suppliers are to produce a Bond annually	
Liability Insurance	Supplier are to provide the Municipality annually with proof of insurance; minimum \$2,000,000.00	
WSIB Clearance	Annual proof of WSIB to be provided to the municipality	
Criminal Reference Check & Vulnerable Sector Check	Supplier to annually provide proof of each crossing guards criminal reference & vulnerable sector checks to the Municipality	

\_\_\_\_\_ Initial of Bidder

\_\_\_\_\_ Print Name



## SCHEDULE C - FORM OF QUOTE

### FORM OF QUOTE

The price shall be in Canadian funds and include duties, royalties, handling, levies, transportation, delivery, payroll preparation, overhead, profit and any & all other charges.

All taxes, if any are to be shown separately.

The Town of Petrolia is part of the Broader Public Service of the Province of Ontario and as such is entitled to the concessions (discounts) as arranged by the Ministry of Government Services.

According to the RFQ specifications, pricing is to be submitted to provide for the following:  
Town of Petrolia, Petrolia, ON and shall be good for the duration of sixty (60) days from date of quote opening:

1. Supply of Crossing Guard Services
  - Seasonal (school term)
  - 4 year term

Year	Price Per Hour/Per Guard	HST
September 1, 2018	\$	\$
September 1, 2019	\$	\$
September 1, 2020	\$	\$
September 1, 2021	\$	\$
<b>Total RFQ SUM:</b>	\$	\$

### Supplier:

Name \_\_\_\_\_

Address \_\_\_\_\_

City/Province \_\_\_\_\_

Phone Number \_\_\_\_\_

Postal Code \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Person

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

