

Township of Lanark Highlands

PROPOSAL

Evaporative Condenser for the Lanark Arena

Having examined the Request for Proposal – Evaporative Condenser for the Lanark Arena attached, the undersigned agrees to supply and deliver all goods and services according to Schedule C to the Corporation of the Township of Lanark Highlands for the Lanark Arena in accordance with all terms and conditions specified herein for the amount of \$_____ excluding HST.

The undersigned agrees to prepare and submit an application on the Township's behalf to the Ontario Power Authority for a grant for the proposed installation. The undersigned has obtained a pre-approval grant amount of \$_____ from OPA for the installation.

The undersigned agrees to indemnify and save the Township harmless from any and all claims and demands whatsoever, arising from or in any way connected with property damage while performing services for the Township of Lanark Highlands.

FIRM NAME:	AUTHORIZED SIGNATURE:
ADDRESS:	PRINT NAME AND TITLE:
TELEPHONE NUMBER:	DATE:
FAX NUMBER:	

THE TOWNSHIP OF LANARK HIGHLANDS
Evaporative Condenser for the Lanark Arena

Township of Lanark Highlands

REQUEST FOR PROPOSAL

Evaporative Condenser for the Lanark Arena

CONTENTS:

SCHEDULE (A)	GENERAL CONDITIONS	PAGE 3 - 5
SCHEDULE (B)	STANDARD TERMS & CONDITIONS	PAGE 5 - 11
SCHEDULE (C)	SCOPE OF WORK	PAGE 12 - 14
SCHEDULE (D)	PROPOSAL EVALUATION FORM	PAGE 15
SCHEDULE (G)	GRANT APPLICATION	PAGE 16

CLOSING TIME AND DATE: 2:00 P.M., (LOCAL TIME)
TUESDAY, JULY 18, 2017

The Request for Proposal submissions will then be opened in public at 2:30 p.m.,
on the same day at the address noted below.

Documents are to be submitted, signed by an authorized officer of the company and in an envelope clearly marked as to contents, to the following:

Name: Stacey Blair, Clerk Administrator
Address: 75 George Street, P.O. Box 340
Address: Lanark, Ontario K0G 1K0

Phone: 613-259-2398
Fax: 613-259-2291

Late Submissions will not be accepted.

THE TOWNSHIP OF LANARK HIGHLANDS
Evaporative Condenser for the Lanark Arena

SCHEDULE "A" – GENERAL CONDITIONS

1.0 INSTRUCTIONS TO BIDDERS

Definition: the term "Township", Shall mean the Township of Lanark Highlands

Article I. Submittals Procedure

1.1 All Request for Proposal submissions shall be delivered to the Township of Lanark Highlands, as described in 1.5. Request for Proposal delivered after the said time will be returned unopened. All Requests for Proposal submissions must clearly indicate "Request for Proposal for Evaporative Condenser for Lanark Arena", the Bidders name and address.

1.2 The lowest or any Request for Proposal bids will not necessarily be accepted and the Township reserves the right to reject all Request for Proposal bids submitted or select options from various Requests for Proposal bids or to select any Request for Proposal bids for reasons deemed to be in the best interests of and for the best value for the Township.

1.3 Bidders must complete all parts of the Request for Proposal in accordance with the Request for Proposal documents as specified herein.

1.4 Quantity of Responses
Two (2) hard copy Proposal submissions delivered to the location at the date and time are requested.

1.4.1 All Bids must be comprehensive and in sufficient detail so as to permit complete evaluation in accordance with the criteria set out herein. These Bids must be copies of the complete response submitted in **sealed packaging and signed by an authorized officer of the bidder.**

1.5 Time, Date, and Address for Response Submission

The Proposal documents described in 1.1 above shall be submitted to the following individual, on or before 2:00 p.m. (local time) on Tuesday JULY 18, 2017, to:

Name: Stacey Blair
Title: Clerk Administrator
Address: 75 George Street, Box 340
Address: Lanark, Ontario K0G 1K0

Phone: 613-259-2398
Fax: 613-259-2291

The Requests for Proposals will then be opened in public at 2:30 p.m., on the same day at the address noted above.

1.6 Language of Response Submissions
Bids and related documents shall be submitted in English.

THE TOWNSHIP OF LANARK HIGHLANDS
Evaporative Condenser for the Lanark Arena

SCHEDULE "A" – GENERAL CONDITIONS (continued)

2.0 BIDDERS INFORMATION

This Request for Proposal is for a qualified company / contractor, to provide detailed cost information and complete the work required to remove and disposal of the old condenser unit, supply and install a new Condenser at the Lanark Arena for the Township of Lanark Highlands, 75 George Street, P.O. Box 340, Lanark, Ontario.

3.0 FACSIMILE OR ELECTRONIC BIDS

Facsimile or Electronic Bids will not be accepted. Bids must be legible, written in ink or by typewriter. Proposals written in pencil will not be considered.

4.0 REQUEST FOR PROPOSAL PRICES

Bid Prices must be valid for 90 days after the Request for Proposal closing date stated herein. After this time elapses, the bids may only be accepted with the consent of the successful bidder.

5.0 NEGOTIATIONS

The Township of Lanark Highlands reserves the right to enter into negotiations with the selected Proponent. If the Township and the selected Proponent cannot negotiate a successful contract, The Township may terminate the negotiations and begin negotiations with the next selected Proponent. This process will continue until a contract has been executed or all Proponents have been rejected. No Proponent shall have any rights against The Township arising from such negotiations.

6.0 Bidders **must** bid on all sections. The lowest or any bids not necessarily accepted.

QUESTIONS

1. Questions concerning General Conditions or Scope of Work must be communicated to the Township's Clerk Administrator for clarification. Any material changes resulting from inquiries will be documented in writing to the bidders prior to the closing date and time.
2. Bidders are requested to make all inquiries prior to the last Friday preceding the closing date.
3. Person to contact Stacey Blair, Clerk Administrator
Telephone: (613) 259-2398 ext. 222
Email: clerkadm@lanarkhighlands.ca
4. All inquiries and communications with the Township of Lanark Highlands about this RFP throughout the bid period are only to be directed to the individual identified in Item 3.

Non-compliance with this condition during the bid period may (for that reason alone) result in disqualification of the bidders offer.

PAYMENT

1. Payment may be made 30 days after delivery pursuant to the Bidder submitting an invoice, contract requirements being completed and work being deemed satisfactory.

THE TOWNSHIP OF LANARK HIGHLANDS
Evaporative Condenser for the Lanark Arena

SCHEDULE “B” – STANDARD TERMS & CONDITIONS

1. **DEFINITIONS**

Township -	The Corporation of the Township of Lanark Highlands, its successors and assigns.
Bidder -	The person, firm or corporation submitting a bid to the Township.
Company -	The person(s), contractor(s), firm(s) or corporation(s) to whom the Township has awarded the contract, its successors and assigns.
Contract -	A binding agreement between two or more legal entities, awarded under the Township's Procurement Bylaw.
Subcontractor -	A person(s), firm(s) or corporation(s) having a contract with the company for any part of the work.
Document -	The document(s) issued by the Township in response to which bids are invited to perform the work in accordance with the specifications contained in the document.
Bid -	An offer by a Bidder in response to the document issued by the Township.
Equipment -	The materials, machinery, assemblies, instruments, devices or articles as the case may be, or components thereof, which are the subject of the contract.
Work -	All labour, materials, products, articles, fixtures, services, supplies, and acts required to be done, furnished and/or performed by the company, which are subject to the Contract.

2. **SUBMISSION OF PROPOSALS**

Proposal invitation shall be in accordance with the Township of Lanark Highlands By-law #2006-721 and will apply for the calling, receiving and opening of Proposals. The Township will be responsible for evaluating Proposals, awarding and administering the contract in accordance with the Procurement By-law.

The Proposal must be submitted on the form(s) provided herein. The envelope must not be covered by any outside wrappings, i.e. courier envelopes or other coverings.

The Proposal must be signed by a designated signing officer of the Bidder.

Proposals must be legible, written in ink or typewritten. Erasures, over-writing or strike outs must be initialed by the Bidder's authorized signing officer.

The Proposal must not be restricted by a covering letter, a statement added, or by alterations to the document unless otherwise provided herein.

Proposals received after the closing date and time will not be considered and will be returned, unopened.

Should a dispute arise from the terms and conditions of any part of the contract, regarding meaning, intent or ambiguity, the decision of the Township shall be final.

FAX Proposals are not acceptable.

THE TOWNSHIP OF LANARK HIGHLANDS
Evaporative Condenser for the Lanark Arena

SCHEDULE "B" – STANDARD TERMS & CONDITIONS (continued)

3. **CONTRACT DOCUMENTS AND ORDER OF PRECEDENCE**

The contract documents shall consist of all the pages of the Proposal documents issued by the Township and the company's Proposal. Do not remove any pages from the Proposal document.

The contract and portions thereof, take precedence in the order in which they are named above, notwithstanding the chronological order in which they are issued or executed.

Amendments to the contract, in the form of Change Notices shall take precedence over the documents or portions thereof amended thereby.

Change notices, appendices and addenda to any contract document shall be considered part of such document.

The intent of the contract is that the company shall supply equipment, materials, or services complete and suitable for the Township's intended use.

None of the conditions contained in the Bidder's standard or general (printed) conditions of sale shall be of any effect unless explicitly agreed to by the Township and set forth or specifically referred to therein.

The contract shall be governed and interpreted in accordance with the laws of the Province of Ontario.

4. **CLARIFICATION OF PROPOSAL DOCUMENTS**

Any clarification of the Proposal documents required by the Bidder prior to submission of its Proposal shall be requested through the Township's contact identified in the document. Any such clarification so given shall not in any way alter the document and in no **case shall** oral arrangements be considered.

No officer, agent or employee of the Township is authorized to alter orally any portion of these documents. During the period prior to submission of Proposals, alterations will be issued to Bidders as written addenda. The Bidder shall list in its Proposal all addenda that were considered when its Proposal was prepared.

5. **PROOF OF ABILITY**

The Bidder may be required to show, in terms of experience and facilities, evidence of its ability, as well as that of any proposed subcontractor, to perform the work by the specified delivery date.

6. **DELIVERY**

Unless otherwise stated, the work specified in the bid shall be delivered or completely performed by the company as soon as possible and in any event prior to September 15, 2017.

Work shall be subject to further inspection and approval by the Township.

The Company shall be responsible for arranging the work so that completion shall be as specified in the contract.

Time shall be of the essence of the contract.

7. **PRICING REQUIREMENT**

Prices shall be in Canadian Funds and prices shall be firm for the duration of the contract.

Prices quoted must include all incidental costs and the company shall be deemed to be satisfied as to the full requirements of the Proposal. Any additional work must be authorized in writing prior to commencement. Should the company require more information or clarification on any point, it must be obtained prior to the submission of the Proposal.

THE TOWNSHIP OF LANARK HIGHLANDS
Evaporative Condenser for the Lanark Arena

SCHEDULE "B" – STANDARD TERMS & CONDITIONS (continued)

Payment shall be full compensation for all costs related to the work, including operating and overhead costs to provide work to the satisfaction of the Township.

If the Bidder intends to manufacture or fabricate any part of the work outside of Canada, it shall arrange its shipping procedures so that its agent or representative in Canada is the importer of record for customs purposes.

Should any additional tax, duty or any variation in any tax or duty be imposed by the Government of Canada or the Province of Ontario become directly applicable to work specified in this document subsequent to its submission by the Bidder and before the delivery of the work covered thereby pursuant to a purchase order issued by the Township appropriate increase or decrease in the price of work shall be made to compensate for such changes as of the effective date thereof.

8. **TERMS OF PAYMENT**

Where required by the Construction Lien Act, appropriate monies may be held back until 60 days after the completion of the work.

Payments made hereunder, including final payment, shall not relieve the company from its obligations or liabilities under the contract.

Acceptance by the company of the final payment shall constitute a waiver of claims by the company against the Township, except those previously made in writing in accordance with the contract and still unsettled.

The Township shall have the right to withhold from any sum otherwise payable to the company such amount as may be sufficient to remedy any defect or deficiency in the work, pending correction of it.

Payment may be made 30 days after delivery pursuant to the Bidder submitting an invoice, contract requirements being completed and work being deemed satisfactory.

9. **PATENTS AND COPYRIGHTS**

The company shall at its expense, defend all claims, actions or proceedings against the Township based on any allegations that the work or any part of the work constitutes an infringement of any patent, copyright or other proprietary right and shall pay to the Township all costs, damages, charges and expenses, including its lawyers' fees on a solicitor and his own client basis occasioned to the Township by reason thereof.

The company shall pay all royalties and patent license fees required for the work.

If the work or any part thereof is in any action or proceeding held to constitute an infringement, the company shall forthwith either secure for the Township the right to continue using the work, or shall at the company's expense, replace the infringing work with non-infringing work or modify them so that the work no longer infringes.

10. **ASSIGNMENT AND SUBCONTRACTING**

The company shall not assign or subcontract the contract or any portion thereof without the prior written consent of the Township.

11. **FINANCING INFORMATION REQUIRED OF THE COMPANY**

The Township is entitled to request of the company to furnish reasonable evidence that financial arrangements have been made to fulfill the company's obligations under the Contract.

THE TOWNSHIP OF LANARK HIGHLANDS
Evaporative Condenser for the Lanark Arena

SCHEDULE "B" – STANDARD TERMS & CONDITIONS (continued)

12. LAWS AND REGULATIONS

The company shall comply with relevant Federal, Provincial and Municipal statutes, regulations and by-laws pertaining to the work and its performance. The company shall be responsible for ensuring similar compliance by its suppliers and subcontractors.

13. CORRECTION OF DEFECTS

If at any time prior to one year (or specified warranty/guarantee period if longer than one year) after the actual delivery date of the equipment, material or service any part of the equipment or material becomes defective or is deficient or fails due to defect in design, material or workmanship, or otherwise fails to meet the requirements of the contract, then the company, upon request, shall make good every such defect, deficiency or failure without cost to the Township. The company shall pay all transportation costs for parts and/or equipment, and/or material both ways between the company's factory or repair depot and the point of use.

14. PROPOSAL PROCEDURES

Proposal submissions will be called, received, evaluated, accepted and processed in accordance with the Township's purchasing procedures.

15. DEFAULT BY COMPANY

- a) If the company: commits any act of bankruptcy; or if a receiver is appointed on account of its insolvency or in respect of any of its property; or if the company makes a general assignment for the benefit of its creditors; then, in any such case, the Township may, without notice; terminate the contract.
- b) If the company: fails to comply with any request, instruction or order of the Township; or fails to pay its accounts; or fails to comply with or persistently disregard statutes, regulations, by-laws or directives of relevant authorities relating to the work; or fails to perform the work with the skill and diligence; or assigns or sublets the contract or any portion thereof without the Township's written consent; or refuses to correct defective work; or is otherwise in default in carrying out its part of any of the terms, conditions and obligations of the contract, then, in any such case, the Township may, upon expiration of ten days from the date of written notice to the company, terminate the contract.
- c) Any termination of the contract by the Township, as aforesaid, shall be without prejudice to any other rights or remedies the Township may have and without incurring any liability whatsoever in respect thereto.
- d) If the Township terminates the contract, it is entitled to:
 - i) take possession of all work in progress, materials and construction equipment then at the project site (at no additional charge for the retention or use of the construction equipment), and finish the work by whatever means the Township may deem appropriate under the circumstances;
 - ii) withhold any further payments to the company until the completion of the work and the expiry of all obligations under the Correction of Defects section;
 - iii) recover from the company loss, damage and expense incurred by the Township by reason of the company's default (which may be deducted from any monies due or becoming due to the company, any balance to be paid by the company to the Township).

17. CONTRACT CANCELLATION

The Township shall have the right, which may be exercised from time to time, to cancel any uncompleted or unperformed portion of the work or part thereof. In the event of such cancellation, the Township and the company may negotiate a settlement. The Township shall not be liable to the company for loss of anticipated profit on the cancelled portion or portions of the work.

THE TOWNSHIP OF LANARK HIGHLANDS
Evaporative Condenser for the Lanark Arena

SCHEDULE "B" – STANDARD TERMS & CONDITIONS (continued)

18. SURETY

The successful proposal shall, if the Township in its absolute discretion so desires, be required to satisfy surety requirements by providing a deposit in the form of a certified cheque, bank draft or money order or other form of surety, in an amount determined by the Township. This surety may be held by the Township until 60 days after the day on which all work covered by the contract has been completed and accepted. The surety may be returned before the 60 days have elapsed providing satisfactory evidence is provided that all liabilities incurred by the company in carrying out the work have expired or have been satisfied and that a Certificate of Clearance from the WSIB - Workplace Safety Insurance Board has been received.

The company shall, if the Township in its absolute discretion so desires, be required to satisfy fidelity bonding requirements by providing such bonding in an amount and form determined by the Township.

Failure to furnish required surety within two weeks from date of request thereof by the Township shall make the award of the Contract by the Township subject to withdrawal.

19. INSURANCE

The company shall maintain and pay for Comprehensive General Liability insurance including premises and all operations. This insurance coverage shall be subject to limits of not less than \$3,000,000.00 inclusive per occurrence for third party Bodily Injury and Property Damage or such other coverage or amount as may be requested.

The policy shall include the Township as an additional insured in respect of all operations performed by or on behalf of the company. A certified copy of such policy or certificate shall be provided to the Township prior to commencement of the work. Further certified copies shall be provided upon request.

20. LIABILITY

The company agrees to defend, fully indemnify and save harmless the Township from all actions, suits, claims, demands, losses, costs, charges and expenses whatsoever for all damage or injury including death to any person and all damage to any property which may arise directly or indirectly by reason of a requirement of the contract, save and except for damage caused by the negligence of the Township or its employees.

The company agrees to defend, fully indemnify and save harmless the Township from any and all charges, fines, penalties and costs that may be incurred or paid by the Township if the Township or any of its employees shall be made a party to any charge under the Occupational Health and Safety Act in relation to any violation of the Act arising out of this contract.

SCHEDULE "B" – STANDARD TERMS & CONDITIONS (continued)

22. VISITING THE SITE

The company shall carefully examine the site and existing surroundings affecting the proper execution of the work, and obtain a clear and comprehensive knowledge of the existing conditions. No claim for extra payment will be allowed for work or difficulties encountered due to conditions of the site which were visible or reasonably inferable, prior to the date of submission of Proposals. Bidders shall accept sole responsibility for any error or neglect on their part in this respect.

23. SAFETY

The company shall obey all Federal, Provincial and Municipal Laws, Act, Ordinances, Regulations, Orders-in-Council and By-laws, which could in any way pertain to the work outlined in the Contract or to the Employees of the Company.

Without limiting the generality of the foregoing, the company shall satisfy all statutory requirements imposed by the Occupational Health and Safety Act and Regulations made thereunder, on a contractor, a Constructor and/or

THE TOWNSHIP OF LANARK HIGHLANDS
Evaporative Condenser for the Lanark Arena

SCHEDULE "B" – STANDARD TERMS & CONDITIONS (continued)

Employer with respect to or arising out of the performance of the company's obligations under this Contract.

The company shall be aware of and conform to all governing regulations including those established by the Township relating to employee health and safety. The company shall keep employees and subcontractors informed of such regulations.

The company shall provide Material Safety Data Sheets (MSDS) to the Township for any supplied Hazardous Materials.

24. **UNPAID ACCOUNTS**

The company shall indemnify the Township from all claims arising out of unpaid accounts relating to the work. The Township shall have the right at any time to require satisfactory evidence that the work in respect of which any payment has been made or is to be made by the Township is free and clear of liens, attachments, claims, demands, charges or other encumbrances.

25. **SUSPENSION OF WORK**

The Township may, without invalidating the contract, suspend performance by the company from time to time of any part or all of the work for such reasonable period of time as the Township may determine.

The resumption and completion of work after the suspension shall be governed by the schedule established by the Township.

26. **CHANGES IN THE WORK**

The Township may, without invalidating the contract, direct the company to make changes to the work. When a change causes an increase or decrease in the work, the contract price shall be increased or decreased by the application of unit prices to the quantum of such increase or decrease, or in the absence of applicable unit prices, by an amount to be agreed upon between the Township and the company. All such changes shall be in writing and approved by the Township.

27. **MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (MFIPPA)**

All correspondence, documentation, and information provided to staff of the Township of Lanark Highlands by every bidder, including the submission of Proposals, shall become the property of the Township, and as such, is subject to the Municipal Freedom of Information and Protection of Privacy Act, and may be subject to release pursuant to the Act.

Bidders are reminded to identify in their Proposal material any specific scientific, technical, commercial, proprietary, or similar confidential information, the disclosure of which could cause them injury. Complete Proposal submissions are not to be identified as confidential.

28. **DISCLOSURE**

The total number of Proposal Submissions and the name of each Bidder will be made available at the public Proposal opening. After the Proposal opening, requests may be submitted to the Township for the results, and only the total number of Proposal Submission and the name of each bidder as read out at the Proposal openings will be given in the reply.

THE TOWNSHIP OF LANARK HIGHLANDS
Evaporative Condenser for the Lanark Arena

SCHEDULE “C” – SCOPE OF WORK

1.0 PURPOSE

The Township of Lanark Highlands is seeking Proposal's from a qualified contractor to provide detailed cost information and complete the work required to remove and disposal of the old condenser unit, supply and install a new Condenser for Lanark Arena for the Township of Lanark Highlands.

2.0 Background

Lanark Arena currently has a EVAPCO model LSC-135 Evaporative Condenser.

3.0 Project Scope

The scope of work includes; supply and install of one (1) New Condenser, removal and disposal of the old Condenser and commissioning of the new Condenser.

- Remove the ammonia from the existing condenser.
- Remove the existing condenser from existing stand
- Put new condenser into place.
- Connect existing ammonia lines to new condenser and pressure test.
- Re-use existing compressor jacket cooling pump.
- Supply and install temperature valve, thermometers, pressure gauges, relief valve, expansion tank, Y – strainer, isolation valves, bypass line, flow switches and solenoid valves.
- Supply and install all pipe and fittings to connect up for a complete glycol compressor jacket cooling system, pressure test.
- Supply and install Propylene glycol at 35% mixture.
- All electrical wiring, disconnects and reconnects as required.
- Re-charge the condenser and prepare for startup.
- Labour, materials and equipment required to complete the work included in the proposal
- TSSA inspections and approvals

A **mandatory** meeting will be held on **Thursday, July 13, 2017 at 10:00 am** with the Arena Manager at 67 Princess Street, Lanark Arena in Lanark, Ontario.

4.0 Specifications

Bidders are required to complete the following Evaporative Condenser Specification Bid Form and submit it with their bid.

THE TOWNSHIP OF LANARK HIGHLANDS
Evaporative Condenser for the Lanark Arena

SCHEDULE “C” – SCOPE OF WORK (continued)

5.0 Responsibilities of the Contractor

The Contractor shall be responsible for all of the following requirements:

- a) Maintain a safe workplace/work site in accordance with standard safe work practices and housekeeping.
- b) Compliance with the Occupational Health and Safety Act of Ontario and regulations and the Township of Lanark Highlands Occupational Health and Safety Policies;
- c) Maintain knowledge of, and be required to comply with, any appropriate safe work practices;
- d) Obtain all required permits and utility locates required to conduct the proposed works;
- e) Provide proof of WSIB coverage and liability coverage throughout the duration of each project;
- f) Obey all Federal, Provincial and Municipal Laws, Acts, Ordinances, Regulations, Orders-in-Council and By-laws, which in any way could pertain to the work outlined in the Contract or to the Employees of the Contractor.

6.0 Project Administration

The primary municipal contact for this project will be Stacey Blair, Clerk Administrator for the Township of Lanark Highlands.

Key municipal staff will be available to provide input and feedback to the contractor throughout the process. Meetings with applicable staff will be scheduled as required.

THE TOWNSHIP OF LANARK HIGHLANDS
Evaporative Condenser for the Lanark Arena

SCHEDULE "C" – SPECIFICATIONS (continued)

Evaporative Condenser Specification Bid Form

Manufacturer: _____

Model Number: _____

Capacity: _____

Length x Width x Height (feet): _____

Operating Wt. W/Remote Sump Lbs.: _____

Number of Fans: _____

Hp of Fans: _____

Number of Fan Motors: _____

Water Flow (gpm): _____

Air Flow (cfm): _____

Tube Wall Thickness (inches): _____

Delivery Date: _____

Installation Date: _____

List Optional Items Included (including cost) (eg. Pony Package)_____

THE TOWNSHIP OF LANARK HIGHLANDS
Evaporative Condenser for the Lanark Arena

SCHEDULE "D"

EVAPORATIVE CONDENSER FOR LANARK ARENA - PROPOSAL EVALUATION FORM

The selection of the winning Proposal will be based on a numerical scoring system. There are nine categories by which the Proposals will be evaluated.

<u>CATEGORY</u>	<u>POSSIBLE SCORE</u>	<u>ACTUAL SCORE</u>
a. Experience and Qualification of Company <i>Provide a company profile, and describe the experience of the company in the field of municipal construction, with a similar scope of work, or within a similar field</i>	20	
b. Demonstrated Understanding of Objectives/Scope of Work <i>Proposal is to demonstrate the company's understanding of the assignment, including the overall scope and objectives, noting any specific issues that may require extra attention</i>	15	
c. Proposed Work Plan and Schedule <i>The Proponent is to provide a firm schedule, to include all aspects of the project, including all restorative works required.</i>	10	
d. Quality of Submission <i>The quality of the submission will also be evaluated based on compliance, completeness, organization, and innovativeness of the Proposal</i>	10	
e. Grant Eligibility	5	
f. Cost (total upset limit costs) <i>The Proponent is to provide a firm price, to include all fees and disbursements, materials, labour, and equipment used to complete the entire assignment in accordance with the services detailed herein and in the Proponent's Proposal</i>	40	
TOTAL	100	

THE TOWNSHIP OF LANARK HIGHLANDS
Evaporative Condenser for the Lanark Arena

SCHEDULE "E"

GRANT APPLICATION

All document requirements below must be clearly marked and submitted along with the tender submission.

1. Contractor to provide full grant application service to the Ontario Power Authority
2. Contractor to provide potential pre-approval amount to be received from OPA for this install.
 - a. Provide detailed calculation where needed to prove amount.
3. Contractor must provide with RFP submission a minimum of 2 previous arena installations approved by the Ontario Power Authority. Each example must include:
 1. Brief description of each control system that was installed
 2. Dollar amount approved for by the Ontario Power Authority
 3. Arena name and location of incentive grant installation
 4. Day time contact name and phone number