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City of Temiskaming Shores
Request for Quotation
PW-RFQ-002-2025
Miscellaneous Road Signs

City of Temiskaming Shores
P.O. Box 2050
325 Farr Drive
Haileybury, Ontario
P0J 1K0

Objective

The Corporation of the City of Temiskaming Shores hereinafter referred to as the “City”, invites Quotations from qualified Vendors for the supply of miscellaneous aluminium signage and associated materials for its Public Works Department summer maintenance schedule as per specifications listed within.

Submission

Bids must be submitted electronically, using the **Electronic Bid Submissions Portal on the City’s website:**

<https://www.temiskamingshores.ca/en/city-hall/bid-opportunities.aspx>

Submissions must be in a **pdf format** and can be no larger than 50 MB.

Subject Line: PW-RFQ-002-2025 Miscellaneous Road Signs

Addressed to: Logan Belanger, Clerk

Proponents will receive an automatic email response to indicate that the submission has been received, and to contact the Municipal Clerk for submission opening details. Contact the Clerk at 705-672-3363 ext. 4136 or at clerk@temiskamingshores.ca, should the Proponent not receive a confirmation email.

The City has no liability to the Proponent/ Bidder for any problems encountered, or failure of the Bidder to successfully submit a bid prior to the bid closing time and date. As such, allow sufficient time for a Bid Submission and attachment(s) (if applicable), to resolve any issues that may arise. Bidders are cautioned that the timing of their Bid Submission is based on when the Bid is **received** by the City.

The closing date for the submission of Quotations will be at **2:00 p.m. local time on Thursday, April 10 , 2025.**

- Late Quotations will not be accepted;
- Quotations by fax will not be accepted;
- Quotations by mail will not be accepted;
- Partial Quotations are not accepted;
- Quotations emailed directly to City staff will not be accepted.
- The City reserves the right to accept or reject any or all Quotations;
- The lowest priced Quotation will not necessarily be accepted;
- The City reserves the right to request clarification or supplementary information concerning a Quotation from any Proponent;
- The City reserves the right to enter into negotiations with a Proponent and any changes to the Quotations that are acceptable to both parties will be binding;
- The City reserves the right to confirm with the Proponent, a third party or references (whether provided in the Quotations or not), confirmation of any information provided by the Proponent in their Proposal.
- The Quotation shall be valid for 30 days from submission date.

The Form of Quotation must be signed in the space provided on the form, with the signature of the Bidder or responsible official of the firm bidding. If a joint Bid is submitted, it must be signed and addressed on behalf of both of the Bidders. Any alterations or cross-outs must be initialed in ink by the Bidder. Failure to do so may result in the rejection of the Bidder's Quotation by the City.

Line items and total contract price must be clearly indicated. The Bid must not be restricted by a statement added to the Quotation form or by a covering letter, or by alterations to the Quotation form, as supplied by the City of Temiskaming Shores unless otherwise provided herein.

H.S.T. Tax will be applicable to the supply of labor and equipment.

The City will not be held responsible for Proponent or third-party costs, claims, direct or indirect damages caused by the City exercising its rights reserved in this Section or otherwise expressed or implied in this RFQ.

Questions

Any questions or concerns with respect to the Quotation document and contents are to be directed to:

Guy Labonte - Public Works Clerk
City of Temiskaming Shores
200 Lakeshore Road North
Temiskaming Shores, ON P0J 1K0
Phone: (705) 647.6220 ext. 4321
glabonte@temiskamingshores.ca

It will be the Proponent's responsibility to clarify any details in question not mentioned in this Quotation before presenting the submission. Questions relating to this Quotation must be received by **Wednesday, April 2, 2025, 2:00 p.m. local time.**

To ensure fairness to all Proponents, all questions that require clarification or that may materially alter this RFQ document will be responded to and shared with other Proponents via an addendum, as described herein. Questions received after this date and time will not receive a response. Proponents are notified that any errors or omissions in the Quotation may render the Quotation invalid.

Scope of Work

The work shall consist of manufacturing and supplying F.O.B. Delivered, the specific aluminium road signage and materials as specified within.

Quotation

Quotations submitted and prices offered shall be irrevocable and open for acceptance for a period of not less than thirty (30) days.

The form of Quotation must be signed in the space provided on the form, with the signature of the Proponent or responsible official of the firm bidding.

The lowest or any Quotation not necessarily accepted.

Change/Amendment

The City at its discretion reserves the right to revise this RFQ up to the final date for the deadline for receipt of Quotations. The City will issue changes to the RFQ Documents by addendum only. No other statement, whether oral or written, made by the City will amend the RFQ Documents. The City will make every effort to issue all addenda no later than the seventh (7th) day prior to the closing date. If an addendum is issued within seven days of the closing date, the bid submission date will be moved accordingly.

The Proponent shall not rely on any information or instructions from the City or a City representative except the RFQ Documents, and any addenda issued pursuant to this Section.

The Proponent is solely responsible to ensure that it has received all addenda issued by the City. The Proponent shall acknowledge receipt of all addenda on the Form of Quotation. Failure to complete the acknowledgement may result in rejection of the Quotation.

The City makes no promise or guarantee that addenda will be delivered by any means to any Proponent. By submitting a Quotation submission in response to this RFQ, the Proponent acknowledges and agrees that the addenda shall be posted on www.temiskamingshores.ca and it is the sole responsibility of the proponent to check this web site for said addenda. The City reserves the right to withdraw or cancel this Request for Quotation without notice.

Withdrawal of Quotations

Proponents will be permitted to withdraw their Quotations, unopened after it has been deposited, if such a request is received by the Clerk or his designate in writing, prior to the time specified for the closing of Quotations.

Acceptance or Rejection of Quotations

The submission of a quotation does not obligate the City to accept any quotation or to proceed further with the retention of services. The City may, in its sole discretion, elect not to proceed with the acquisition in whole or in part and may elect not to accept any or all quotations for any reason or to cancel the RFQ without any obligation whatsoever to Proponents.

The City retains the separate right to accept or waive irregularities if, in the City's sole discretion, such irregularities are of a minor or technical nature or, where practicable to do so, the City may, as a condition of acceptance, request a Proponent to correct a minor or technical irregularity with no change to the quoted price. The determination of what is, or is not, a minor or technical irregularity, the determination of whether to accept, waive, or require correction of an irregularity, and the final determination of the validity of a bid, shall be at the City's sole and absolute discretion.

Proponents expressly waive any and all rights to make any claim against the City for any matter arising from the City exercising its rights as stated in these General Terms and Conditions.

Failure to comply with all Quotation Terms

Documented failure (See "Schedule A" attached) to comply with all terms, specifications, requirements, conditions and general provisions of this Quotation, to the satisfaction of the City, shall be just cause for the cancellation of the contract award. The City shall then have the right to award this contract to any other Proponent or to re-issue the Quotation.

Payment

The normal payment term offered by the City is net 30 days, upon satisfactory completion. Payment terms shall only be modified at the sole discretion of the City to take advantage of discounts for prompt payment or for other terms that shall be deemed to be in the best interests of the City.

Ownership of Materials

All accepted work and products, including drawings, reports or other materials delivered to the City by the Proponent shall become the property of the City.

Vendors Discharge of Liabilities

In addition to the obligations assumed by the Successful Proponent pursuant to General Conditions, the Proponent agrees to discharge all liabilities incurred by it, for labor, materials, services, Subcontractors and Products, used or reasonably required for use in the performance of the Work.

Protection of the City

The successful Proponent shall at all times well and truly save, defend, keep harmless and fully indemnify the City and its servants, employees and agents, from and against all actions, suits, claims, demands, loss, costs, charges, damages and expense, brought or made against or incurred by the City, its servants, employees or agents, in any way relating to goods, materials, articles or equipment, supplied pursuant to this Quotation.

Should any provision of this contract be deemed unenforceable by a court of law, all other provisions shall remain in effect.

Harmonized Sales Tax

Pricing shall exclude Harmonized Sales Tax or any other applicable taxes but will be considered extra.

AODA Compliance

The Bidder shall comply with the provisions of the Accessibility for Ontarians with Disabilities Act, 2005, and the Regulations thereunder with regard to the provision of its goods or services contemplated herein to persons with disabilities. Without limitation, if applicable, pursuant to section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service, made under the Accessibility for Ontarians with Disabilities Act, 2005, the Bidder shall ensure that all of its employees, agents, volunteers, or others for whom it is at law responsible, receive training about the provision of its goods and services to persons with disabilities. The Bidder acknowledges that

pursuant to the Accessibility for Ontarians with Disabilities Act, 2005, the City of Temiskaming Shores must, in deciding to purchase goods or services through its procurement process, consider the accessibility for persons with disabilities to such goods or services.

Freedom of Information

This information is being collected pursuant to the provisions of the Municipal Freedom of Information and Protection of Privacy Act and will only be used to make a decision concerning the acceptance of this Quotation. Any information including all work as described in these documents, service or product details, unit prices, statements, and any other information provided by the Proponent shall be kept strictly confidential and release of same, except for any details such as the name of the successful Proponent and total price will be made public regarding this bid document stated in a report to the Council of the City, shall only be granted in accordance with the Municipal Freedom of Information and Protection of Privacy Act R.S.O.1990, c. M.56 as amended.

Any proprietary or confidential information contained in the Quotation should be clearly identified.

Sign Specifications

Must meet M.T.O. Specification for reflectivity.

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Form of Quotation







Each Quotation should contain the legal name under which the Proponent carries on business, telephone number and fax number, as well the name or names of appropriate contact personnel which the City may consult regarding the Quotation.

We, the undersigned, understand and accept those specifications, conditions, and details as described herein, and, for these rates/prices offer to furnish all equipment, labor, apparatus and documentation as are required to satisfy this Quotation.




NOTE: All portions of "Form of Quotation" must be accurately and completely filled out.

Sign Order 2025



<u>Picture</u>	<u>Sign Code</u>	<u>Sign Size</u>	<u>Quantity</u>	<u>Comments</u>	<u>Unit Price</u>	<u>Total Price</u>
	RA-1	60x60	5			
	custom RB-82 RB-82B + RB-82C	60x90 + tab	10	5 tonnes per axle APR 1 to JUN 30		

	RB-5	60x75	4	50 km/h		
	RB-7t	60x20	4			
	RB-3	60x120	4	50 km/h		
	RB-3	60x120	4	80 km/h		
	RB-51	30x30	15	<i>“Ship ARROWS Separate”</i>		
	RB-53 Custom	30x45	4	90 Mins 9am-6pm Mon – Sat Excl. Holidays Ship Arrows Separately		

	<p>EV Custom</p>	<p>30x45</p>	<p>2</p>	<p>Except While Charging Excepté en Recharge</p>		
		<p>30x45</p>	<p>2</p>	<p>No Parking Loading Zone</p>		
	<p>WC-18</p>	<p>60x60</p>	<p>6</p>			
	<p>WA-21</p>	<p>75x75</p>	<p>1</p>			
	<p>WA2L</p>	<p>60x60</p>	<p>1</p>			

	WA2R	60x60	1			
	WAR1	60x60	1			
	WA8L	90x90	1			

Information Signs

<u>Picture</u>	<u>Sign Code</u>	<u>Sign Size</u>	<u>Quantity</u>	<u>Comments</u>	<u>Unit Price</u>	<u>Total Price</u>
		12"x60"		White on Green White Border Plywood Single Sided Upper/Lower Case: Right Arrow Buffam Dr		
		Various		Double Sided Extruded Aluminum Upper/Lower Case White on Green Main St (x2) Ferguson Ave Marcella St Rorke Ave		

Extras

4 x Adjustable Cross Mounting Bracket

24 x Chain Link Fence Mounting Clip

20 x U-Channel Post

Total for all Miscellaneous Road Signs as stated within:

Sub-total:	\$
H.S.T:	\$
Total:	\$

Acknowledgement of Addenda

I/We have received and allowed for ADDENDA NUMBER _____ in preparing my/our Quotation.

I/We _____ offer to supply the requirements stated within.

the corresponding total cost of \$ _____ Tax included.

I/We hold the prices valid for 30 (thirty) days from submission date.

I/We will deliver the required goods, services / equipment within _____ days, upon receiving a signed purchase order.

The specifications have been read over and agreed to this ____ day of _____ 2025.

Company Name	Contact name (please print)
Mailing Address	Title

Postal Code	Authorizing signature "I have the authority to bind the company/corporation/partnership."
Telephone	Fax
Cell Phone if possible	Email

City of Temiskaming Shores

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Non Collusion Affidavit

I/ We _____ the undersigned, am fully informed respecting the preparation and contents of the attached Quotation and of all pertinent circumstances respecting such Bid.

Such Bid is genuine and is not a collusive or sham Bid.

Neither the Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties of interest, including this affiant, has in any way colluded, conspired, connived or agreed directly or indirectly with any other Bidder, firm or person to submit a collective or sham Bid in connection with the work for which the attached Bid has been submitted nor has it in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Bid or of any other Bidder, or to fix any overhead, profit or cost element of the Bid price or the price of any Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Temiskaming Shores or any person interested in the proposed Bid.

The price or prices quoted in the attached Bid are fair and proper and not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

The Bid, Quotation or Proposal of any person, company, corporation or organization that does attempt to influence the outcome of any City purchasing or disposal process will be disqualified, and the person, company, corporation or organization may be subject to exclusion or suspension.

Dated at _____ this _____ day of _____, 2025.

Signed _____

Company Name _____

Title _____

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Conflict of Interest Declaration

Please check appropriate response:

- I/we hereby confirm that there is not nor was there any actual or perceived conflict of interest in our quotation submission or performing/providing the Goods/Services required by the Agreement.
- The following is a list of situations, each of which may be a conflict of interest, or appears as potentially a conflict of interest in our Company's quotation submission or the contractual obligations under the Agreement.

List Situations:

In making this quotation submission, our Company has / has no (*strike out inapplicable portion*) knowledge of or the ability to avail ourselves of confidential information of the City (other than confidential information which may have been disclosed by the City in the normal course of the quotation process) and the confidential information was relevant to the Work/Services, their pricing or quotation evaluation process.

Dated at _____ this _____ day of _____, 2025.

Firm Name _____

Bidder's Authorization Official _____

Title _____

Signature _____

Printed _____