



**REQUEST FOR TENDER
FOR THE PROVISION OF**

**After Hours By-law Enforcement
and/or
Canine Control Services**

ISSUE DATE: **March 18, 2024**

CLOSING DATE: **April 5, 2024**
TIME: **2:00 pm**

OPENING: **April 5, 2024 at 2:00PM via Zoom**

Township of Southgate
Clerks Department
Attn: Lindsey Green, Clerk
185667 Grey County Road 9
Dundalk, Ontario N0C 1B

LATE TENDERS WILL NOT BE ACCEPTED
THE LOWEST OR ANY TENDER MAY NOT NECESSARILY BE ACCEPTED

This document can be made available in other accessible formats where practicable upon request.

INFORMATION AND INSTRUCTIONS TO BIDDERS

SECTION 1 - GENERAL CONDITIONS

1.1 FORM OF TENDER

Tenders must be submitted using the documents provided, completed & signed (where applicable), placed in a sealed envelope (if submitting a hard copy) and must include:

- ☐ Completed Schedules as Applicable
 - a) A & C; or
 - b) B & C; or
 - c) A, B & C
- ☐ Bidder Information Form
- ☐ Ability and Experience Form
- ☐ Subcontractor Form
- ☐ Form of Tender and Agreement

Additional Documents required after award:

- ☐ Valid WSIB Clearance Certificate
- ☐ Health & Safety Policy
- ☐ Proof of minimum \$5,000,000 each of general liability (with provision of a Certificate of Insurance naming the Township as 'additional insured') and vehicle/equipment insurance (upon award of tender is acceptable)

1.2 DEFINITIONS

Corporation/Township: Refers to The Corporation of the Township of Southgate

Bidder: Refers to any eligible entity submitting a Tender

Successful Bidder/Bidder: Refers to the selected Bidder, if any

1.3 ACCESSIBILITY

As of January 1, 2012, Bidders must meet the requirements of the Customer Service Standard of the **Accessibility for Ontarians with Disabilities Act, 2005**.

1.4 TENDER SUBMISSION FORMAT

Electronically transmitted submissions **WILL BE** accepted for this Tender through tenders@southgate.ca. Hard copy tender submissions may be couriered or dropped off at the Municipal office. Envelopes must be sealed and clearly marked, on the outside in the following form: RFT After Hours By-Law Enforcement and/or Canine Control Services.

1.5 LATE SUBMISSIONS

Tenders received after the official closing time will not be considered during the selection process and will be returned unopened to the respective Bidder.

1.6 QUESTIONS

Inquiries concerning the **Tender process** and results are to be directed in writing to:

Lindsey Green, Clerk
lgreen@southgate.ca

Questions of clarification will be answered individually, but response(s) to any question that modifies the scope of the Request for Tender will be circulated in writing as a Tender Addendum to all registered document takers who have received the Tender document from the Corporation.

1.7 WITHDRAWAL OR ALTERATION OF TENDERS

A Bidder who has submitted a Tender may submit a further Tender at any time up to the specified time and date for tender closing. The last Tender received shall supersede and invalidate all Tenders previously submitted by that Bidder. Only one Tender shall be opened per bidder.

A Bidder may withdraw or alter the Tender at any time up to the specified time and date for tender closing by submitting a letter bearing the Bidder's signature to the authorized representative who will mark thereon the time and date of receipt and will place the letter in the tender box. The Bidder's name and the Tender number shall be shown on the envelope containing such letter. Telegrams, facsimiles (faxes), or telephone calls will not be accepted.

Tenders withdrawn under this procedure cannot be reinstated.

1.8 TENDER OPENING

The public tender opening will be held via electronic participation on zoom at the following link:

<https://zoom.us/j/92587791112?pwd=YVhaQTF6MGJ6M2NYa0JkY2tvcFVkJZz09>

Meeting ID: 925 8779 1112

Passcode: 562255

1.9 EXAMINATION OF TENDER DOCUMENTS

Each Bidder must satisfy himself/herself as to the full requirements of the proposed work. There will be no consideration of any claim, after submission of Tenders, if there is a misunderstanding with respect to the conditions imposed by this Request for Tender. Should the Bidder require more information or clarification on any point, it must be obtained prior to the submission of the Tender.

1.10 COMPLETION OF THE TENDER

The Form of Tender and all other relevant documents must be completed in hard copy and three copies provided. All entries shall be clear, legible and made in a non-erasable medium. Entries must be made for unit price, lump sum, extensions and totals as appropriate. Alterations may be made provided they are legible and initialed by the Bidder's signing officer. Tenders which are incomplete, conditional, illegible or obscure, or that contain additions not called for, reservations, erasures, alterations incorrectly submitted, or irregularities of any kind may be rejected.

1.11 OMISSIONS, DISCREPANCIES AND INTERPRETATIONS

Should a Bidder find omissions from or discrepancies in any of the Tender Documents or should the Bidder be in doubt as to the meaning of any part of such documents, the Bidder should notify the designated person and office without delay. If the designated person considers that a correction, explanation or interpretation is necessary or desirable an addendum will be issued to all who have received Tender Documents.

No oral explanation or interpretation will modify any of the requirements or provisions of the Tender Documents.

1.12 ADDENDA

If required by the Corporation, addenda will be distributed to all registered bidders as a document taker for this bid. Addenda will be distributed using the latest contact information as provided by the Bidder. It is the Bidder's responsibility to notify the Corporation of any changes to their email or

mailing address. It is the Bidder's ultimate responsibility to ensure all addenda have been received.

1.13 ACCEPTANCE OR REJECTION OF TENDER

The Corporation reserves the right to reject any or all tenders and to waive formalities as the interests of the Corporation may require without stating reasons therefore.

Notwithstanding and without restricting the generality of the statement immediately above, the Corporation shall not be required to award and accept a tender, or recall the Tenders at a later date:

- When only one (1) tender has been received as result of the Tender call;
- Where the lowest responsive and responsible bidder substantially exceeds the estimated cost of the goods or service;
- When all tenders received fail to comply with the specifications or Tender terms and conditions;

Where a change in the scope of work or specifications is required the lowest or any tender will not necessarily be accepted. The acceptance of a tender will be contingent upon an acceptable record of ability, experience and previous performance.

The Corporation shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any Bidder by reason of the acceptance or the non-acceptance by the Corporation of any tender or by reason of any delay in the acceptance of a Tender except as provided in the tender document.

Each tender shall be open for acceptance by the Corporation for a period of sixty (60) calendar days following the date of closing.

Where the tender documents do not state a definite delivery/work schedule and a submitted tender is based on an unreasonable delivery/work schedule, the tender may be rejected.

1.14 TENDER AWARD PROCEDURES

Unless stated otherwise the following procedures will apply:

The Corporation will notify the successful Bidder that their Tender has been accepted, within sixty (60) calendar days of the Tender closing.

Notice of acceptance of Tender will be by telephone and/or by written notice.

Immediately after acceptance of the Tender by the Corporation, the successful Bidder shall provide the Corporation with any required documents within fourteen (14) calendar days of the date of notification of award.

Following receipt of the documents, the successful Bidder will receive written authority of awarding of the tender.

It is the intention of the Township to award the contract to one bidder.

1.15 RESPONSIBILITY FOR DAMAGES

The successful Bidder shall indemnify and save harmless the Corporation of the Township of Southgate from and against all claims, demands, loss, cost, damages, actions, suits or other proceedings by whomsoever made, brought or executed by, or attributed to any such damages, injury or infringement as a result of activities under this Tender.

1.16 PROTECTION OF WORK & PROPERTY

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

1.17 ABILITY AND EXPERIENCE OF BIDDER

Unless otherwise stated, Bidders must complete and submit with their submission, the Ability and Experience Form included with this document.

The following criteria will be utilized by the Corporation to determine whether a Bidder is qualified to undertake the award;

- The Bidder's ability and agreement to complete the work within the required schedule;
- The Bidder's ability to work effectively with the Corporation staff, consultants and other representatives;
- The Bidder's ability to effectively manage and do the work using the named project representative and any submitted subcontractors or others that may share the work areas;
- The Bidder's history with respect to quality of work, scheduling, providing satisfactory results and acceptable cooperation;

- Satisfactory references.

A Bidder is invited to provide any additional information it determines will assist the Corporation in using the aforementioned criteria. The Corporation may reject the lowest or any submissions if after investigation and consideration, the Corporation concludes, in its opinion, that the Bidder is not qualified to do the work and/or cannot do the work and perform the work in a manner satisfactory to the Corporation.

1.18 CHARACTER AND EMPLOYMENT OF WORKERS

The successful Bidder shall employ only orderly, competent and skillful workers to ensure that the works are carried out in a respectable manner.

In the event that any person employed by the successful Bidder in connection with the work arising out of this Tender gives, in the opinion of the Corporation just cause for complaint, the successful Bidder upon notification by the Corporation in writing, shall not permit such person to continue in any future work arising out of this work.

1.19 LIMITED LIABILITIES

The Corporation's liability under this Tender shall be limited to the actual goods/services ordered and provided.

1.20 BIDDER EXPENSE

Any expenses incurred by the Bidder in the preparation of the Tender submission are entirely the responsibility of the Bidder and will not be charged to the Corporation.

1.21 REGULATION COMPLIANCE AND LEGISLATION

The Successful Bidder shall ensure all services and products provided in respect to this Tender are in accordance with, and under authorization of all applicable authorities, Municipal, Provincial and Federal legislation. The Successful Bidder shall abide by all Acts, By-laws and Regulations relative to the performance of the work.

1.22 TENDER SELECTION CRITERIA

The acceptance of a Tender will be contingent upon, however not limited to, the following considerations:

- Ability to meet or exceed all specifications and requirements;
- Ability and Experience;
- Compliance with Tender process;

- Tendered Price

1.23 AWARD

Award is subject to approved budget. The Township reserves the right to delete a schedule or item dependent upon budget limitation. The lowest or any Tender may not necessarily be accepted.

1.24 EXTRA WORK

No work shall be regarded as extra work, unless it is ordered in writing by the Corporation and with the agreed price for the same specified in said order, provided said price is not otherwise determined by this Tender. A statement of the cost of extra work shall be made within thirty (30) calendar days after the completion of the said extra work.

1.25 PAYMENT/TERMS OF PAYMENT

Payment shall be made in accordance with the prices as set out in the tender accepted by the Corporation. Invoices must be submitted to the Township at month end. Payment will be made based on the approval of the appropriate Manager, and shall be within thirty (30) days after the receipt of the invoice.

Unless otherwise stated herein, the Corporation's normal terms of payment will be Net Thirty (30) calendar days from the Receipt of Goods/Services or the Date of Invoice, whichever occurs later. Invoices shall be forwarded to the attention of:

The Township of Southgate
Accounts Payable
185667 Grey Road 9, Dundalk On, N0C 1B0
or
ap@southgate.ca

1.26 HARMONIZED SALES TAX (HST)

HST is applicable to the item(s) listed in this Tender, however, is not to be included in the quoted unit cost. Please quote all prices "HST Extra".

1.27 GENERAL LIABILITY INSURANCE

The comprehensive policy of public liability and property damage insurance shall not be less than **Five Million Dollars (\$5,000,000)** per incident. The Successful Bidder agrees to complete the work in accordance with the Tender, agrees to provide proof of an insurance policy in the amount of not less than

Five Million Dollars (\$5,000,000), per incident, to indemnify the Corporation of the Township of Southgate against any damages occasioned through any act, omission or neglect of the Successful Bidder while carrying out the work under this Tender. This shall take the form of a Certificate of Insurance, naming the Township as 'additional insured'.

1.28 VEHICLE LIABILITY INSURANCE

The Successful Bidder shall, throughout the term of the Tender, obtain and maintain in force, vehicle liability insurance (for all licensed vehicles & equipment) in a combined amount of not less than **Five Million Dollars (\$5,000,000)**, per occurrence, against claims for bodily injury and/or property damage including claims against the Successful Bidder under any hold harmless or indemnity provisions of the Tender in respect of motor vehicles owned or leased by the Successful Bidder which are required by law to be licensed.

1.29 WORKPLACE SAFETY & INSURANCE BOARD

The Successful Bidder shall provide a copy of the Workplace Safety & Insurance Board's Clearance Certificate indicating the Successful Bidder's good standing with the Board.

1.30 HEALTH AND SAFETY

The Successful Bidder will review and agree to follow the Corporation of the Township of Southgate Health and Safety Policy available on our website https://www.southgate.ca/en/local-government/resources/documents/By-laws-and-Policies/Policy-Listing/33A_Occupational-Health-and-Safety-Policy-33A-signed-2022.pdf. By signing the Form of Tender and Agreement, the successful bidder agrees to abide by the Municipalities Health and Safety Policy. The Successful Bidder will provide the Corporation, **prior** to commencement of work, with a written copy of the **Health and Safety Policy** for their firm.

All applicable current health and safety legislation and environmental legislation and regulations are considered the minimum requirements that the Successful Bidder must meet, including compliance with Occupational Health and Safety Act (re: duties of employers, safety training/certifications) and any other applicable regulations.

Health and Safety issues will always be given immediate attention by the Township and its representatives, and the Successful Bidders and its subcontractors. All employees, Successful Bidders/subcontractors suppliers and visitors/residents must immediately report unsafe conditions, incidents, and accidents to the Project/Site Supervisor/ Inspector.

The Township takes pride in the commitment of all of our employees and suppliers of services, and will take the necessary steps to ensure Health & Safety on all projects.

1.31 ASSIGNMENT OF WORK

The Successful Bidder shall not assign transfer, convey, sublet or otherwise dispose of this tender or his/her right, title or interest therein, or his power to execute such work, to any other person, company or corporation, without the previous consent, in writing, of the Corporation's officials, which consent shall not be unreasonably withheld.

The Successful Bidder is fully responsible to the Corporation for the acts and omissions of subcontractors and/or persons directly or indirectly engaged by the Successful Bidder in respect to this work. Subcontractors will be required to abide by all the requirements of the Tender document as though the Successful Bidder (Insurance, WSIB, Health & Safety Policy, etc.). The Successful Bidder agrees to bind every subcontractor by the terms of the Tender documents as far as it is applicable to their work.

Bidders must submit with their quote the completed Subcontractor Form included in this document.

1.32 CANCELLATION

The Corporation reserves the right to immediately terminate the tender agreement at its own discretion, including but not limited to such items as non-performance, late deliveries, inferior quality, pricing problems, etc.

If the Successful Bidder should neglect to execute the work properly or fail to perform any provision of this Award, the Corporation, after three (3) business days written notice to the Successful Bidder, may, without prejudice to any other remedy in existence, make good such deficiencies and may deduct the cost thereof from any payment then and thereafter due to the Successful Bidder. Continued failure of the Successful Bidder to execute the work properly shall result in a termination of Tender arrangement. The Corporation shall provide written notice of termination.

The Corporation may elect to terminate the tender arrangement if the original terms and conditions are significantly changed, giving thirty (30) calendar day's written notice to the Successful Bidder.

Either party may terminate the tender arrangement by giving the other party sixty (60) calendar day's written notice. A period of less than sixty (60) calendar days to terminate the arrangement may be negotiable if mutually agreeable among the parties involved.

Failure to maintain the required documentation during the term of this tender may result in suspension of the work activities and/or cancellation of the tender arrangement.

1.33 PERFORMANCE EVALUATIONS

The Township may evaluate the performance of the Bidder during and/or when the Contract is completed or terminated. If evaluated, the Bidder's performance shall be rated on a scale of 0-4 (0- Not rated, 1-poor, 2-below standard, 3-standard, 4-excellent) under the following categories:

- a) Administration
- b) Adherence to Specifications and Special Provisions
- c) Public Relations
- d) Condition and Sufficiency of Equipment
- e) Safety Procedures
- f) Organization, Co-ordination and Efficiency
- g) Environmental Compliance

The performance rating shall be determined based on the everyday performance of the Work, quality assurance test(s), letters, and Written Instructions to the Bidder.

If evaluated, a copy of the completed Bidder's Performance Report shall be sent to the Bidder. If the Bidder disagrees with any portion of the Bidder's Performance Report, he shall advise the Township of his specific objections, in writing, within twenty (20) days of the date of the report.

If the Bidder is evaluated as poor or below standard in three categories or very poor in two areas, the Township may disqualify the Bidder from Bidding on Township Contracts for a period of up to two years from the date the Contract was completed or terminated. The length of the termination will depend on the nature of the unsatisfactory performance.

If the Bidder is evaluated as poor or below standard in two or more evaluation categories on two Bidder's Performance Reports, of different contracts, within twelve months, the Township may disqualify the Bidder from bidding on Township Contracts for a period from three months to two years from the date of the completion or termination of the last contract. The length of the termination will depend on the nature of the unsatisfactory performance.

The decision of the Township in respect of the Bidder's Performance Report shall be final and binding for all purposes.

1.34 GOVERNING LAWS

This tender arrangement and any subsequent arrangements will be interpreted and governed by the laws of the Province of Ontario.

1.35 NEGOTIATION

The Corporation reserves the right to negotiate with the lowest compliant bidder.

1.36 FREEDOM OF INFORMATION

Any personal information required on the Tender Form is received under the authority of the Municipal Freedom of Information and Protection of Privacy Act, 1989, RSO, 1990. This information will be an integral component of the quote submission.

All written Tenders received by the Municipal become a public record, once a Tender is accepted by the Township of Southgate all information contained in them is available to the public, including personal information.

All Proposals submitted to the Township become the property of the Township and as such, are subject to the Municipal Freedom of Information and Protection of Privacy Act. Proponents may mark any part of their Proposal as confidential except for the total Contract price and the Proponent's name. The Township will use its best efforts not to disclose any information so marked but shall not be liable to a Proponent where information is disclosed by virtue of an order of the Privacy Commissioner or otherwise as required by law. Upon award, the Township may release the name of the Successful Proponent, the name and telephone number of the contact person and the total bid price of the Successful Proponent.

Questions about collection of personal information and the Municipal Freedom of Information and Protection of Privacy Act, 1989, R.S.O. 1990, Chapter M.56, as amended, should be directed to:

Clerk, Township of Southgate

clerks@southgate.ca

Telephone (519) 923-2110

1.37 CONFLICT OF INTEREST

In addition to complying with the conflict of interest provisions, each Proponent must declare in its proposal any Conflict of Interest (actual or potential) which exists now or may exist in the future in respect of its participation in the RFP process, the submission of its proposal, and, if selected, the performance of its responsibilities. The municipalities will determine, in their sole discretion, whether any situation constitutes or may constitute a real or potential Conflict of Interest and reserves the right, in its sole discretion, to disqualify any Proponent.

Proponents must also describe in the proposal, their process for identifying, disclosing, reporting and dealing with conflicts of interest that may arise in the future.

1.38 CONFIDENTIALITY

Proponents shall not at any time before, during or after completion of the contract, divulge any confidential information communicated to or acquired by the Proponent or disclosed by the municipalities.

1.39 OWNERSHIP OF PROPOSALS AND FREEDOM OF INFORMATION

All documents, including proposals, submitted to the Township of Southgate will become the property of the Township of Southgate. If you wish, any or all of the documents that you submit to the Township of Southgate as part of this Proposal to be protected from disclosure under the above legislation, please provide a signed letter enclosed with the Tender outlining the part of the proposal to be protected. This letter will not guarantee that there will never be disclosure, but it does lay the groundwork for handling an application for disclosure by a third party under this legislation.

SECTION 2 – SCOPE, SPECIFIC CONDITIONS, AND COMPLIANCE

2.0 SCOPE

It is the intention of the Township to award the work to one bidder however the Township reserves the right to award the work for Canine Control and By-law Enforcement separately. Specific duties for each provision are spelled out below.

2.1 GENERAL PROVISIONS – After Hours By-Law Enforcement and Canine Control (Schedules A & B)

The Contractor shall provide the services outlined below as a requirement of both provisions The Contractor shall provide services in a professional and fully competent manner.

- 2.1.1. Response to general inquiries from residents within the Township;
- 2.1.2. Prompt (within two days) response to both telephone and email messages;
- 2.1.3. Uniformed response throughout the Township including appropriate identification badge indicating they are representing the Township;
- 2.1.4. Monthly invoicing to the Township, including a report of calls, actions taken and detailed description so as to identify the property and/or individual or complaint tracking number.
- 2.1.5. Semi-annual Statistical report to the township indicating types and numbers of files open, types and numbers of files closed.
- 2.1.6. Provide all personal secretarial services including complete record keeping of occurrences and patrols and reports.
- 2.1.7. Provide at the contractor's expense, a cell phone where someone can be reached between the hours of 8:30 am – 4:30 pm Monday – Friday as well as an answering service available twenty-four (24) hours a day seven (7) days a week to be checked evenings and weekends.
- 2.1.8. Provide a properly equipped vehicle suitably maintained so as to professionally represent the Corporation to be used in the provision of services, such vehicles to be clean, safe and licensed at all times.

2.2 GENERAL PROVISIONS – After Hours By-Law Enforcement Specific (Schedule A)

- 2.2.1. Enforcement of the Township's by-laws including but not limited to, noise, fireworks, and parking by-laws required.
- 2.2.2. Enforcement of the above by-laws shall commence on Friday @ 4:00 p.m. until Monday @ 7:30 a.m. on all weekends and on Holiday weekends shall extend to include the Holiday before or after the weekend, between April 1 and November 30 of each contracted year.
- 2.2.3. Enforcement of other legislation as it relates to spheres of jurisdiction within Municipalities as may be required from time to time.
- 2.2.4. Preparation of all notices, orders and correspondence related to by-law enforcement activities. Postage for notices, orders and correspondence to be the responsibility of the Township. Letterhead, Parking ticket offence notices will be provided by the Township.

- 2.2.5. Contractor to arrange for any law enforcement back up when required for any by-law activities.
- 2.2.6. Attend residences or issuing Part 1 Offences, or laying of charges for any by-law violations or any notices or Orders as may be required.
- 2.2.7. Attending court as required.

2.3 GENERAL SERVICES – Canine Control Specific (Schedule B)

- 2.3.1. Enforcement and of the Township's Canine Control By-law. <https://www.southgate.ca/en/municipal-services/resources/ByLaw/By-law-2020-078---Canine-Control-By-law.pdf>
- 2.3.2. Knowledge of DOLA (the Dog Owners' Liability Act), and willingness to enforce under this provincial legislation.
- 2.3.3. Immediate and on-call response to public safety and emergency issues as they relate to canine control.
- 2.3.4. Inspection of Kennels registered with the Township on an annual basis.
- 2.3.5. Pickup and impoundment of stray dogs in accordance with the by-law.
- 2.3.6. Arrange for all disposals & euthanasia of animals as required by the by-law.
- 2.3.7. The contractor shall provide the Township with an Animal Shelter location that is constructed, maintained and operated in accordance with the Animals for Research Act, R.S.O. 1990, Regulation 23. The Shelter shall be open to the public a minimum of 30 hours per week Monday to Friday and a minimum of 5 hours on Saturday. The Township shall appoint such location as the "pound keeper" for the Township.
- 2.3.8. The placement of any unclaimed canine for adoption or sale or as otherwise provided in the by-law.
- 2.3.9. Locating owners of impounded dogs.
- 2.3.10. Assisting in administration of dog tag licensing.

2.4 CONTRACT PERIOD

The Contract Period is **May 1st, 2024, to April 30, 2027.**

The Contract may be terminated by either Party with three (3) months written notice.

2.5 INQUIRIES

Inquiries concerning the **Work Requirements** are to be directed in writing to:

Bev Fisher, CBO bfisher@southgate.ca

Inquiries must be received no later than 3:00 PM, two (2) business days prior to closing; otherwise a response may not be provided.

From the date of issuance through to contract award, the proponent(s) or person acting on behalf of the proponent(s) shall not contact any person at the Township other than the contact listed above. This includes any member of Council or elected official, municipal staff, or members of the project steering committee. Failure to comply with this requirement may lead to disqualification without further notice or warning. Notwithstanding the foregoing, this prohibition does not apply to meetings specifically scheduled by the designated Township contact listed above.

Schedule A – After Hours By-Law Enforcement

Contract Period: May 1st, 2024, to April 30, 2027

PROPOSAL PRICING

I/We, the undersigned _____
(print name of company or individual)

With business premises at _____

Have carefully read and considered the conditions and specifications for After Hours By-law Enforcement Services, hereby offer to provide the goods and services as specified and described herein to the Corporation of The Township of Southgate for the following:

Type	2024	2025	2026	2027
After Hours By-law Services (\$/month)				
After Hours response (\$/hr)				
Mileage rate for mandatory attendance outside of Municipal Boundaries (\$/km)				

*After Hours by-law services may consist of emergency calls and court appearances on evenings or weekends.

*Please complete Schedule C.

PLEASE NOTE: The lowest or any proposal or any part of any proposal will not necessarily be accepted.

Schedule B – Canine Control

Contract Period: May 1st, 2024, to April 30, 2027

PROPOSAL PRICING

I/We, the undersigned _____
(print name of company or individual)

With business premises at _____

Have carefully read and considered the conditions and specifications for By-law Enforcement Services, hereby offer to provide the goods and services as specified and described herein to the Corporation of The Township of Southgate for the following:

Type	2024	2025	2026	2027
General Services (\$/month)				
After Hours Emergency response (\$/hr)				
Mileage rate for mandatory attendance outside of Municipal Boundaries (\$/km)				

*After Hours Emergencies may consist of emergency calls and court appearances on evenings or weekends.

*Please complete Schedule C.

PLEASE NOTE: The lowest or any proposal or any part of any proposal will not necessarily be accepted.

Schedule B – Canine Control

Supplementary Information to Schedules

Please attach information outlining:

1. Experience with by-law enforcement, security services and/or canine control (please describe).
2. Experience and Capabilities with interpretation of by-laws and/or other legislation. (please describe).
3. Experience in dealing with the public (please describe and provide references).
4. Experience with Municipal Ticketing systems and procedures.
5. Education obtained with respect to By-law Enforcement / Canine Control Duties.

'Schedule C'

BIDDER INFORMATION FORM

BIDDERS must complete this form and include with the Tender Submission.

Please ensure all information is legible.

1	Bidder's Contact Information	
2	Supervisor's Contact Information (if applicable)	
3	Office Phone #	
4	Toll Free #	
5	Cell #	
6	Pager #	
8	E-mail address	
9	Website	
10	WSIB Account #	
11	HST Account #	

Bidder: _____ **Date** _____

Signature: _____

'Schedule C' Continued

ABILITY AND EXPERIENCE FORM

The Bidder shall provide below information on previous experience in this class of work successfully undertaken by the Bidder's firm in the past 3 years.

# 1	
Reference Name	
Contact & telephone #	
Term (# years)	
Total Value (annual)	
Description of Work	
Additional Comments (optional)	
# 2	
Reference Name	
Contact & telephone #	
Term (# years)	
Total Value (annual)	
Description of Work	
Additional Comments (optional)	
# 3	
Reference Name	
Contact & telephone #	
Term (# years)	
Total Value (annual)	
Description of Work	
Additional Comments (optional)	

Bidder: _____ **Date** _____

Signature: _____

FORM OF TENDER AND AGREEMENT

TO: MAYOR AND COUNCIL OF THE TOWNSHIP OF SOUTHGATE

RE: RFT-F18-2022-09 – Request for Tender for the Provision of After Hours By-Law Enforcement and/or Canine Control Services

1. No person(s), firm or corporation, other than the Bidder, has any personal interest in this Tender or in the award for which this Tender is made;
2. No member of Council, no officer or employee of the Corporation is or will become interested directly or indirectly as a tendering party, partner, shareholder, surety or in any portion of the profits thereof, or in any of the monies to be derived, there from;
3. This Tender submission is made without any connection, comparison of figures, or arrangements with, or knowledge of any other corporation, firm or person making a Tender submission for the same and is in all respects without collusion or fraud;
4. The Contractor confirms they have read and understood the Township of Southgate's Health and Safety policy and that they agree to fully comply with the Township's policy as well as any applicable legislation relating to Health and Safety regulations.
5. The Contractor acknowledges that they will comply with any relevant legislation relating to accessibility including but not limited to the Accessibility for Ontarians with Disabilities Act (AODA) and Ontario Disability Act (ODA).
6. The Contractor agrees, having carefully examined the specifications and location of the work and understanding all conditions, to hereby offer to enter into a contract to provide the said work, for the Corporation of the Township of Southgate complete and available in accordance with the specifications of the Township outlined in the Tender document and related schedules.
7. The Contractor agrees that if this Tender is accepted that the signature of its authorized official, with authority to bind the Contractor, as provided below is it's undertaking to commence and complete the indicated works as per these Contract Documents.
8. The Township hereby confirms and agrees with the Contractor, in consideration for the work being performed by the Contractor as specified,

shall be paid for the said work in accordance with the prices set out in this Form of Tender and in accordance with the provisions set forth in the attached contract Documents.

9. The Bidder confirms that they understand that their submission may become public information, unless specifically requested that certain parts of the submission remain confidential. Permission will be granted at the Township's discretion and will be subject to the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

IN WITNESS WHEREOF the parties hereto have hereunto set their hands and seal the day and year first above written or caused their corporate seals to be affixed, attested by the signature of their proper officers, as the case may be.

Name of Contractor

Title

Signature of Contractor

Date

By signing this submission, I confirm I have read and understood the content and requirements of this Tender document and confirm I am a principal, or have been duly authorized by the principal/board, to sign on behalf of the above named contractor/corporation.

THE CORPORATION OF THE TOWNSHIP OF SOUTHGATE

Mayor/Deputy Mayor

Clerk

Note: This, when signed and offered by the Bidder, shall constitute a formal and binding contract, when accepted by Resolution and signed on behalf of the Township.