



**REQUEST FOR QUOTATION
PW2018-09**

Design and Implementation options to inter cremated remains Minto Cemeteries

The Town of Minto is requesting quotations from qualified firms for the following work:

Assessing existing cremation facilities and potential locations for interring cremated remains in three Minto Cemeteries, preparing landscape design concepts illustrating options to integrate existing and proposed interment options, presenting landscape designs to the Town and at a public meeting, making recommendations to increase choice for interring remains at each of three Minto cemeteries, suggesting financing and construction opportunities, and preparing a work plan to help the Town phase in work according to a defined schedule.

Quotations must be received by June 25, 2018 before 2:00pm

In a sealed package marked

PW2018-09 Design and Implementation of Cremated Remains Minto

Delivered to:

Mike McIsaac Public Works Department

5941 Highway 89

Harriston ON N0G 1Z0

There will not be public opening for this Request for quotation. Any award of the quotation is subject to approval of the Town of Minto Council.

If a quotation arrives after the above deadline, the Town reserves the right, entirely at its discretion, to give or not give such Quotations consideration.

Should a contract result from this quotation, the name(s) of the successful Proponent(s) will be available to anyone upon request. The staff report to Council, if applicable, may bear the name of the bidders for the project and their respective bid amount. Submissions by bidders become records of the municipality and subject to the provisions of the Municipal Freedom of Information and Protection of Privacy Act.

This document consists of a Title Page (page 1), Form of quotation (page 2), Bid Document (page 5), Bid Submission (Page 8), and Schedule "A" Page 9. Bidders must review all four sections and confirm by initialing all pages that they have read and understand the contents. Please make sure all relevant forms and documents are signed and completed to ensure your bid is complete.

Form of Quotation

a) Definitions

The following definitions shall apply throughout the Quotation:

“Agreement” refers to the agreement between the Town of Minto and a bidder.

“Award” refers to the selection by the Town of Minto a successful quotation for the provision of the goods, services and/or supplies under this process.

“Bidder” refers to any person or corporation participating in this quotation

“Town” refers to Corporation of the Town of Minto.

b) Qualification

The bidder has carefully examined the provisions, plans, specifications and conditions attached to this quotation and has carefully examined the site and/or locations of the goods, services and supplies to be provided, where applicable, and the bidder understands and accepts the said provisions, plans, specifications and conditions, and for the prices set forth in this quotation, hereby offers to furnish all expertise, equipment, machinery, tools, apparatus, personnel, and other means of construction or production, needed to furnish all the goods, services and/or supplies, except as otherwise specified in the contract, and to complete the work in strict accordance with the provisions, plans, specifications and conditions attached to this quotation.

c) Instruction

All pages of this document shall be returned with the quotation submission, and all pages of this document shall be initialed and completed in full by the bidder in the space provided, and included in a sealed envelope, or in the envelope supplied if applicable.

d) Warranty

I/We the Bidder (s) hereby certify that I/we will provide the goods, services and/or supplies as outlined in this quotation, and to diligently perform in accordance with the terms of this bid, upon award by the Town, without undue delay.

(Name of Firm or Individual – Bidder): _____

Address: _____

Phone: _____ Fax: _____ Email: _____

I have authority to bind the company.

(Name of Signatory)

(Signature)

e) Process for Receipt and Opening of Quotation

- i. The Form of quotation and other documents that make up the bid shall be placed in a sealed envelope, along with any bid deposit or security outlined in the quotation and delivered to the Town office where the sealed envelope will be date stamped and a list compiled of sealed bids received for the provision of goods, services and/or supplies.
- ii. On the Closing Date sealed quotations received and marked will be opened and the names of the bidders will be recorded by the Opening Committee at the Town of Minto Municipal Office. In some cases the gross quotation amount may be read, except however such amount shall not be the final bid amount until such time as the bids have been reviewed and checked for accuracy and confirmed by the Town, at its sole discretion, as accurate.
- iii. The Opening Committee will consist of the C.A.O. Clerk, Roads & Drainage Foreman, and staff from the Treasury Department and Clerk’s Department, or designate. Unless specified

otherwise, opening of the quotation shall be public so that bidders recorded at the Town office may observe the opening. Following public opening, bids will be assessed to determine adherence to the terms of this document prior to a recommendation to Council for award.

- iv. Unless specified otherwise the Town will not accept a response to this quotation by facsimile or other electronic means.
- v. All quotations must be clear and readable. Erasures, overwriting or strike-outs shall be initialed by the person signing the bid.
- vi. Late quotations will be returned unopened.

f) Privilege Clause

The Town reserves the right, in its sole discretion, to reject any or all bids, and the lowest or highest bid, as the case may be, will not necessarily be accepted. Without limiting the generality of the statement immediately above, the Town shall not be required to award or accept a bid, or may recall the quotation at a later date:

- i. When only one bid has been received;
- ii. Where the lowest responsive and responsible bidder substantially exceeds the estimated cost of the goods, services and/or supplies;
- iii. When all bids received fail to comply with the specifications of the quotation terms and conditions;
- iv. Where a change in the scope of work or specifications is required.

Further the Town reserves the right to accept any portion of a bid. Award of the successful bid shall be subject to approval by the Council of the Town of Minto.

g) Communications

Any communications regarding this Quotation must be addressed to the Primary Town Contact listed on the Title Page of this document.

h) Withdrawal or Revision of Bids

A bidders may withdraw or revise all or part of a bid at any time up to the Closing Date and Closing Time by submitting a letter requesting removal of the previously submitted bid to the C.A.O. Clerk or Department Head responsible for the quotation who will exchange the original sealed bid with the replacement sealed bid which will be marked and identified in accordance with part e) above. Requests made by telephone or fax will not be considered. The previously submitted bid will be returned unopened to the bidder.

i) Alterations or Variations

No alterations or variations of the quotation shall be valid or binding upon the Town of Minto unless authorized in writing or other means specified in the bid documents.

j) Accuracy of Quotation and Related Material

The Town has provided herein specific technical, background and other information as accurately as possible, but assumes no responsibility for the completeness of the information presented in this document, or otherwise distributed or made available formally or informally during this procurement process. Without limiting the generality of the foregoing, the Town will not be bound by, or be responsible for, any explanation or interpretation of the bid documents other than those prepared in writing. In no event shall bidders rely on any oral statement by the Town or its agent, advisors or Consultants. All the information contained in this document, or from a separate written request or transmission from the Town is subject to the provisions of this section.

k) Oral Explanation or Interpretation

No oral explanation or interpretation by the Town shall modify any of the requirements or provisions of the bid document.

l) Due Diligence

Bidders are solely responsible for conducting their own independent research, due diligence, and any other work or investigations, and for seeking any other advice necessary for the preparation of their submission. It is the bidder`s responsibility to clarify with the Town any questions with respect to the bid documents in accordance with the procedure set out in herein before submitting a bid.

m) Addendum

By the issuance of a cancellation or addendum, the Town may cancel the quotation, revise, delete, add to or substitute any part of the bid document, extend the Closing Date; or provide an explanation or interpretation.

n) Quotation Costs

The Town is not responsible for any costs incurred by a bidder to prepare and submit a bid.

o) Claims or Litigation

The Town reserves the right not to accept a bid from or make an Award to any bidder, which includes all non-arms-length corporations, which has a claim or instituted a legal proceeding against the Town or against whom the Town has a claim or instituted a legal proceeding with respect to any previous contracts, quotations or business transactions.

p) Freedom of Information

The information collected will be used solely for the purpose stated herein. Submissions by bidders become records of the municipality and subject to the provisions of the Municipal Freedom of Information and Protection of Privacy Act.

q) Non-Lobby

If any employee, agent or other representative of any bidder makes any representation or solicitation to any elected representative of the Town, committee or staff member or any other officer, employee or agent of the Town, the media, or consultants to the Town, with the exception of the contact listed under any communications above, whether before or after the submission of the bid, the Town will be entitled to reject the bid. The requirement does not extend to any public deputation that may be made to Council or any Town committee.

s) Town of Minto Purchasing or Procurement By-Law

This Quotation is subject to the Town of Minto`s Procurement By-Law in affect at the time of the call goods, services and/or supplies.

Bid Document

1. BACKGROUND

The Town of Minto currently operates three main cemeteries in or close to the urban centers of Palmerston, Harriston and Clifford. The Town has about 60 interments annually. The Town seeks innovative, creative and informed design professionals to provide interesting, cost effective and attractive design options for interring cremated remains in each Minto cemetery. The options must reflect, among other matters, existing facilities, market trends, layout, budget, appearance and other considerations related to meet demand for cremation interments.

In addition to supplying design ideas and options, the selected consultant shall make recommendation regarding construction and financing opportunities, and assist the Town with scaling and phasing the installation of facilities to meet demand, control costs and ensure viable attractive options for each facility. An implementation plan will be required to ensure work completion according to a defined schedule. Unique and interesting financing/partnership opportunities will be considered including designs prepared by suppliers of products designed to accommodate cremated remains except however the Town may need to phase purchase and installation of equipment over time depending on price and budgeted funds.

The consultant shall attend and provide at least two design options and preliminary analysis for a public meeting and present the material at the meeting before a final report is submitted. The final support shall include design material prepared for each cemetery including a site plan to scale of the area to be improved, sketches or elevations of facilities proposed, relevant photographs or examples of facilities, cost information, phasing and scheduling quotation, and other relevant narrative and recommendations.

2. SUBMISSIONS

Quotations submitted in envelopes clearly marked as to contents, will be received at the Town of Minto Administration Office
c/o Mike McIsaac Roads & Drainage Foreman
5941 Highway 89
Harriston, ON N0G 1Z0, up to and including June 25, 2018 before 2:00pm

3. SCOPE OF WORK

The intent of this Quotation is to retain a competent consultant to meet all necessary requirements and to perform any application/installation of materials, equipment or other essentials needed to fulfill the Town of Minto's request to assess existing cremation facilities and potential locations for interring cremated remains in three Minto Cemeteries, prepare one landscape design concept for each cemetery location illustrating options to integrate existing and proposed interment options, present landscape designs to the Town and at a public meeting, make recommendations to increase choice for interring remains at each of three Minto cemeteries, suggest financing and construction opportunities, and prepare a work plan to help the Town phase in construction in accordance with budget and timing. Additional information on Minto cemeteries can be found in Schedule "A".

4. FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

Submissions by bidders become records of the municipality and subject to the provisions of the Municipal Freedom of Information and Protection of Privacy Act.

5. QUALIFICATIONS

No bidder shall submit under this quotation unless they have the skills, ability and qualifications to provide the goods, services and/or supplies in accordance with applicable federal or provincial law, and shall demonstrate such skills, abilities or qualifications explicitly in the quotation if required to do so in the bid documents, or prior to the award if requested to do so by Town representatives at their sole discretion.

6. COMPLETION DATE AND PENALTIES

The completion date for the provision of all goods, services and/or supplies required under this quotation shall be determined in the final contractual agreement. The Town seeks to have options available in Fall 2018.

7. AGREEMENT

Prior to proceeding with the work required by this quotation, the successful firm shall be required to enter into an agreement with the Town to stipulate mutually agreeable terms for providing the goods, services and/or supplies under this quotation.

8. FUNDING AND APPROVAL

All bidders agree that award of any goods, services and/or supplies under this quotation is subject to final approval by Council the Town of Minto.

9. EVALUATION

Bids submitted for goods, services and/or supplies under this quotation shall be reviewed using the following general criteria:

1. The Town is satisfied that such purchase represents “best value” to the Town considering requirements of its purchasing by-law and applicable policies.
2. Bidders or suppliers have the capacity, skill, ability, past performance, accessibility, quality, service, availability, affordability, reliability, best practices, environmental benefit, proximity and similar as the case may be to supply such goods, services and/or supplies.
3. Total cost of services to be provided, qualifications and experience, design examples particularly those scaled to similarly sized cemeteries, innovation, and cost efficiency of financial plan.

10. APPLICABLE LAW

This quotation and any award that may develop as a result call shall be governed by and construed in accordance with the laws of the Province of Ontario.

11. COUNCIL APPROVAL

The awarding of a contract to a successful bidder is subject to approval by the Town of Minto Council. Minto reserves the right to cancel the award of quotation should Council approval not be received.

12. NO TOWN OBLIGATION TO AWARD

Publication of this quotation and the resultant receipt of any submission do not imply a reciprocal obligation on the part of the Town to award a contract to provide goods, services and/or supplies to any bidder. The Town may at its sole discretion award quotation or split the award where such actions would be in the best interest of the municipality keeping in mind the criteria in outlined in Part 9 Evaluation.

The Town of Minto reserves the right to cancel this quotation for any reason without any liability to any proponent, or to waive irregularities at their own discretion. Quotations shall be irrevocable until the Town of Minto awards a contract, or cancels this quotation, whichever first occurs.

The Town of Minto reserves the right to reject any or all quotations, to negotiate with any firm submitting a quotation and to accept the quotation deemed most favourable in the interests of the Town of Minto.

The lowest or any quotation may not necessarily be accepted. The Town of Minto or its agents do not accept any responsibility for costs or expenses incurred by the Proponent in preparing the Quotation.

13. WSIB/INSURANCE

In response to any requirement in any quotation, or upon request, bidders shall provide to the Town proof of WSIB certificate of clearance, and a copy of their insurance policy prior to the award of the quotation.

14. INSURANCE

Prior to award of any quotation, or upon request, bidders shall, at their expense provide certificate(s) of insurance satisfactory to the Town of Minto, as set forth below. In the event that the certificate(s) of insurance is/are not satisfactory, the Town of Minto may require the successful bidder to provide a certified copy of the policy. The certificate(s) in the amounts listed below are to be provided:

- a) \$5 million – commercial general liability

Such policy shall contain:

- a) A “Cross Liability” clause or endorsement.
- b) An endorsement certifying that the Town of Minto is added as an additional insured.
- c) An endorsement to the effect that the policy or policies will not be altered, cancelled or allowed to lapse without thirty days prior written notice to the Town of Minto.

15. HEALTH AND SAFETY

The Town of Minto is serious in its application of Health and Safety protocols. Bidders are expected to adhere to all legislated and regulated health and safety regulations. Failure to adhere to these practices may result in termination of any contract without financial penalty to the Town. Bidders shall provide to the Town a copy of their Health and Safety policy upon request, or a written statement that they have a Workplace Health and Safety policy in effect.

16. ENVIRONMENT AND ENERGY EFFICIENCY

When procuring goods, services and/or supplies, the Town of Minto supports methods that protect the environment and use energy in an efficient and affordable manner. The Town supports innovation and initiative that promotes energy efficiency and improving the quality of the natural environment keeping in mind issues of affordability, maintenance and operating costs.

17. PAYMENT

The Town of Minto agrees to pay for such goods, services and/or supplies provided for in this bid, once awarded, in accordance with the terms of this bid document and/or the agreement signed upon approval by Town of Minto Council

18 INDEMNITY

The successful bidder shall indemnify and hold the Town harmless from and against any liability, loss, claims, demands, costs and expenses, including reasonable legal fees occasioned wholly or in part by any acts or omissions either in negligence or nuisance whether willful or otherwise by the successful bidder, its agents, officers, employees or other persons for whom the successful bidder is legally responsible.

19. INQUIRIES

For further information regarding this quotation contact:

Mike McIsaac Roads and Drainage Foreman

By appointment at the Town office during normal business hours at

5941 Highway 89

Harriston, ON N0G 1Z0, or

Phone: 519-338-2511 ext. 234; Fax 519-338-2005 or email at mike@town.minto.on.ca

Bid Submission

Contractor Information

CONTRACTOR: _____

ADDRESS: _____

HST #: _____

DATE: _____

SIGNATURE: _____

NAME & TITLE: _____

WSIB NUMBER _____ INSURANCE POLICY # _____

Additional Material

After Page 11 Schedule "A" of this quotation we have submitted _____ pages of additional support material to augment our bid quotation.

Palmerston Cemetery

Quotation Detail	Notes	Cost	Approx. Month to Submit
1. Background Research	_____	\$ _____	_____, 2018
2. Design Options (min 2)	_____	\$ _____	_____, 2018
3. Option Review	_____	\$ _____	_____, 2018
4. Public Meeting	_____	\$ _____	_____, 2018
5. Review and Revisions	_____	\$ _____	_____, 2018
6. Final Submission	_____	\$ _____	_____, 2018
Total Quotation Cost Palmerston		\$ _____	(not including HST)

Harriston Cemetery

Quotation Detail	Notes	Cost	Approx. Month to Submit
1. Background Research	_____	\$ _____	_____, 2018
2. Design Options (min 2)	_____	\$ _____	_____, 2018
3. Option Review	_____	\$ _____	_____, 2018
4. Public Meeting	_____	\$ _____	_____, 2018
5. Review and Revisions	_____	\$ _____	_____, 2018
6. Final Submission	_____	\$ _____	_____, 2018
Total Quotation Cost Harriston		\$ _____	(not including HST)

Clifford Cemetery

Quotation Detail	Notes	Cost	Approx. Month to Submit
1. Background Research	_____	\$ _____	_____, 2018
2. Design Options (min 2)	_____	\$ _____	_____, 2018
3. Option Review	_____	\$ _____	_____, 2018
4. Public Meeting	_____	\$ _____	_____, 2018
5. Review and Revisions	_____	\$ _____	_____, 2018
6. Final Submission	_____	\$ _____	_____, 2018
Total Quotation Cost Clifford		\$ _____	(not including HST)

Note: Subject to the terms of this quotation, the Town at its sole discretion may choose to award all the work in this quotation to a single bidder or to award separate cemeteries to different bidders or any combination thereof.

We, the undersigned, declare that we have carefully examined the General Instructions and the Scope of Work. We declare that if this bid is accepted within 10 days of the date of the quotation, we will execute a contract to provide all the material and perform all the work described in those documents within the project completion schedule for the sum of:

(Total Quotation Cost (add together the cost of all three cemetery bids) above plus HST):

_____ (\$ _____) Canadian Dollars, including all applicable taxes and charges, excluding HST.

Signature

Signature

Schedule "A"

Information about Minto Cemeteries

Palmerston Cemetery is roughly 13 acres in area with two entrances off Highway 23, a gravel ring road, and a grid pattern internal roadway network. There are currently no options to inter cremated remains within the Palmerston Cemetery. The Town identified a +/- 0.5 acre section in the property to be considered for a cremation garden, columbarium, cremation wall and/or similar facility.



Schedule "A" Continued

The Harriston Cemetery is approximately 15 acres in size with a single entrance off Jessie Street. The cemetery has a ring road and a central circular road with radiating gravel roadways. There is a cremation garden adjacent to the chapel within the facility. The Town is interested in integrating additional options for cremated remains with the chapel and cremation garden.



Schedule “A” Continued

The Clifford Cemetery is about 6.5 acres in lot area with two entrances of Highway 9 and a second entrance off County Road 1 joined by a through gravel road with a second grave road in a small grid pattern. A chapel building is linked to a small columbarium built through donations within the last five years. The Town is interested in landscape design options to linking the columbarium to the chapel with other potential features for interring cremated remains between or nearby the two features.



The following summarizes annual revenues and interment information.

Service Measures

Annual Revenues by Cemetery

	2014	2015	2016	2017	2018
1. Clifford	\$12,300	\$12,300	\$12,300	\$12,300	\$12,300
2. Harriston	\$27,200	\$27,200	\$27,200	\$27,200	\$27,200
3. Palmerston	\$17,300	\$17,300	\$17,300	\$17,300	\$17,300

Interments	2014	2015	2016	2017
Clifford	12	7	11	9
Harriston	35	28	24	37
Palmerston	21	18	18	18
Total	68	53	53	64