



## **Request for Proposals**

**Hilltop Park, Mount Elgin, ON  
March 2019**

# **Supply and Installation of Playground Equipment And Ground Cover**

Proposals must be submitted before:

**12:00 noon (local time) Friday, April 12, 2019**

at the Township Municipal Office, 312915 Dereham Line, Mt. Elgin ON N0J 1N0

Proponents must submit one original, hard-copy of this RFP document. All pages must be initialled and Pages 14-17 completed in full. Product brochures, sketches, illustrations, etc. clearly labelled to indicate how they are connected to the bid prices set out on Page 14 must be included.

Faxed and emailed submissions will not be accepted.

## Hilltop Park Playground Request for Proposals

### **1. INTRODUCTION:**

The Township of South-West Oxford with a population of 7,644 is one of eight lower-tier municipalities within the County of Oxford. We are located in south western Ontario at the south west side of Oxford County. We are a mainly rural based municipality with small urban populations within the villages of Mount Elgin, Sweaburg, Brownsville, Beachville, Salford, Verschoyle, Culloden and Foldens.

The goal of this Request for Proposal is to evaluate and select the best possible Vendor to complete the supply and installation of ground cover and playground equipment for the Township of South-West Oxford.

All submissions shall provide sufficient information to permit the Township to reach an accurate assessment of the quality and quantity of the submission and to evaluate the submitting firm.

### **2. SCOPE OF WORK:**

The Township of South-West Oxford is requesting proposals for the supply, delivery and installation of a playground structure and ground cover that is unique, accessible, eye catching, aesthetically pleasing and safe for children aged toddler to 12 years. The vendor will be required to provide sufficient documentation to define the items being provided in this scope of work. Such documentation must include, but is not limited to, vendor catalogue sheets, general data sheets, coloured 3D drawings and sketches from each side of the proposed unit, layout showing CSA and AODA compliance, specification, and warranty information.

- A. The proposed budget allocation for the supply and installation of the playground equipment and rubber matting as the proposed ground cover as described by this RFP is not to exceed \$110,000 (excluding HST). It is expected that the supplier will utilize the entire amount allocated to this project when submitting their proposal.
- B. The playground structure is not to exceed 10ft in height and to fit within an area of 2,500 square feet.
- C. The rubber matting is to cover an area of 2,500 total square feet
- D. Rubber matting should meet the following requirements:
  - i. 3ft – 10 ft fall heights in accordance with A.S.T.F.-1292 and current C.S.A. Z-614 Standards for Critical Fall Heights
  - ii. Brown in colour
- E. A site visit is mandatory to determine access to the property, layout and to obtain exact measurements of the area. If the scheduled site visit date is not convenient for you, another time can be arranged. Please contact Diane Larder.
- F. Vendors should include either pictures of their play structures of what is being proposed.
- G. Time is of the essence and therefore vendors should clearly indicate time of delivery. Time of delivery will be a factor when evaluating the proposals.

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### **3. DETAILED SPECIFICATIONS:**

The successful firm will be responsible for the installation of the playground equipment for the following:

- i. To cover an area of 2,500 sq. ft.
- ii. Agricultural / country theme
- iii. Layout of playground equipment with rubber ground cover
- iv. Fibarguard black border, above ground approximately 1ft x 6".
- v. Equipment must be suitable for toddlers to the age of 12 years.
- vi. Provide a reasonable mix of elevated and interactive ground-based activities at the ground and throughout the levels.
- vii. Structure to be fully accessible and meets the standards set out in the Accessibility for Ontarians with Disabilities Act (AODA).
- viii. If necessary due to a border-incorporate an accessible access ramp/entrance to the playground from the existing trail leading up to the playground.
- ix. The protective surface is required under the entire playground area. Excavation must be completed to ensure the protective surface under the existing equipment is brought up to the correct level for the equipment. Excavation will be completed by the Township.
- x. The bidder will install a rubber ground surface that is firm, stable and has impact attenuating properties for injury prevention and sufficient clearance to provide children and caregivers with various disabilities the ability to move through, in and around the outdoor play space.
- xi. The Public Works Department for the Township shall be consulted on drainage matters as necessary.
- xii. Preparation of the site is the responsibility of the Township. The Township will provide the gravel for the base of the structure.
- xiii. All equipment and installation must meet the minimum standards as set by the CSA Z614-14 Children's Play spaces and Equipment Standard.
- xiv. All locates for work undertaken by the vendor's forces shall be the responsibility of the vendor.
- xv. Should there be unavoidable delays in completing the installation of the ground cover and playground equipment, the firm and the municipal staff working on this project will meet to establish appropriate completion dates based on these delays.
- xvi. The firm's technical qualifications
- xvii. Fees and related expenses
- xviii. Timeline for completion of the installation and all related services;
- xix. Warranty Specifications – minimum of 10 year warranty
- xx. A site visit is mandatory to determine access to the property, layout and to obtain exact measurements of the area. If the scheduled site visit date is not convenient for you, another time can be arranged. Please contact Township Treasurer, Diane Larder at 519-485-0477, ext. 224; or via email [dlarder@swox.org](mailto:dlarder@swox.org).

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- xxi. Equipment must include:
- Slides (3)
  - 3 levels
  - Accessible platforms and transfer stations
  - Various levels of stairs (48", 56", 64" and 72")
  - Climbers (1)
  - Monkey Bars
  - 1 steering wheel
  - Imaginary play on the ground level
  - Stand alone vehicle (country theme)
  - 1 team swing
  - Shade roof over top level
  - Swing set
  - 2 sitting benches (6-8 ft long) to be placed around the structure for parent supervision

#### **4. BUSINESS SPECIFICATIONS:**

a) Background Information:

- The vendor must submit their qualifications with designing and installing similar playground equipment, their philosophy of play, and experience with projects of similar size. A form is provided on page 15.

b) Warranty

- Manufacturer's warranty information must be provided in writing on each item being proposed.

#### **5. MISCELLANEOUS PROVISIONS:**

- a) The Township of South-West Oxford will NOT be liable nor reimburse any costs incurred in submission, attending meetings/demonstrating the goods and or services, legal services, or any other services that may be required in responding to this "Request for Proposal".
- b) The Proposal submitted shall remain valid for at least ninety (90) days from the Proposal Closing Date.
- c) Vendor must personally study the entire Request for Proposal document as to satisfy himself/herself of the conditions and requirements of the proposal. There will be no consideration of any claim, after submission or proposals, that there is a misunderstanding with respect to the conditions imposed by the request for proposal.

#### **6. INSTRUCTIONS TO PROPONENTS:**

All questions relating to this Request for Proposal, or other requests for clarification on how to complete a proposal, should be directed in writing (through a letter submitted by fax or email) to:

Diane Larder, Treasurer

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Township of South-West Oxford  
312915 Dereham Line  
Mount Elgin, Ontario N0J 1N0  
Telephone: (519) 485-0477 ext. 224  
Fax: (519) 485-2932  
Email: dlarder@swox.org

**The deadline for all queries and questions is 12:00 p.m. (local time) April 3, 2019.**  
If required, addenda will be issued to all bidders.

It shall be understood and acknowledged that while this Request for Proposal includes certain requirements and specifications, there could be other minor items or details that have not been specified in this document that are obviously required in order to complete the playground installation process in accordance with current Annex H of the CAN/CSA standards and legislation and the Accessibility Act and guidelines. Any omission, error or misinterpretation of these requirements within the proposal does not relieve the successful bidder of the responsibility of providing the goods or services required.

“Proposal” shall mean this Request for Proposal and all addenda completed and returned in accordance with the instructions detailed in this document. If a potential bidder discovers any inconsistency, discrepancy, ambiguity, error or omission in this Request for Proposal, he/she must notify the Township as soon as practical in writing. It is the responsibility of the bidder to seek clarification on matters that they consider unclear before submitting a proposal. The Township is not responsible for any misunderstandings related to this Request for Proposal on the part of the bidder.

No verbal interpretations shall be supplied to a bidder as to the meaning of any requirement or clause in the proposal; all requests and replies should be made in writing according to the instructions above. Addenda or written clarification will be issued to all bidders if the Township feels it is necessary based on a bidder’s inquiry.

No representative of the Township, its employees, agents, or any expert advisor associated with the proposal shall be contacted by a bidder during the preparation of their response to the proposal, except as detailed above. Any attempt to influence the evaluation and selection process may result in immediate disqualification of the bidder. Any attempt to bypass the Request for Proposal process detailed in this document is grounds for rejection of the bidder’s submission.

### **7. ELIGIBILITY**

As a minimum, all bidders **must** ensure that their firm can satisfy all of the following criteria:

- Have expertise and resources available to address the scope of services required in an expeditious manner within the required timeframes.
- Must be able to meet the current Annex H of the CAN/CSA standards and legislation and the Accessibility Act and guidelines.

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- Must have in place adequate coverage and be in good standing with the Workers Safety and Insurance Board (Ontario) during the term of provision of all services for this project (submission of WSIB certificate is required from successful bidder)
- Must carry and keep in force Public Liability Insurance in a form equivalent in terms of coverage to the industry standard of Commercial General Liability for all services provided to and on behalf of the Corporation of the Township of South-West Oxford and the amount of coverage shall be not less than two Million dollars (\$2,000,000.00) per occurrence and to indemnify and save harmless the Corporation of the Township of South-West Oxford.

Firms which cannot meet these minimum requirements should not be submitting a response to this Request for Proposal.

### 8. **TENTATIVE SCHEDULE**

Request for Proposal Issued (Tender Request)	March 15, 2019
Site Review Meeting: (Location: Mount Elgin – East of 7 Graydon Avenue)	March 27, 2019 @ 11:00 am (local time)

Deadline for questions and /or clarification	April 03, 2019
Closing date/time for submissions	April 12, 2019 at 12:00 p.m. (local time)
Report to Council with recommendation	May 7, 2019

### 9. **SUBMISSIONS OF PROPOSALS**

Sealed Proposals will be accepted no later than 12:00 P.M. (local time) APRIL 12, 2019.

The **SEALED** envelope should clearly be marked as follows:

Township of South-West Oxford 312915 Dereham Line, R. R. #1 Mount Elgin, Ontario N0J 1N0 Attention: Diane Larder <b>“ PROPOSAL FOR PLAYGROUND EQUIPMENT ”</b>
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Any and all proposals received after the indicated closing date and time will **NOT** be accepted and will remain unopened.

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Proposals that do not comply with the instructions and requirements outlined in this document may be disqualified. Proposals that are incomplete, conditional, unclear, or qualified may be rejected.

Your signed proposal submission shall be taken as your statement that you understand and agree to comply with all the requirements and conditions outlined in the proposal documents. Your signed proposal submission confirms that you have checked and verified the pricing submitted and that you have not omitted any items from the proposal and will be bound by law to supply the services as specified and the prices you have proposed.

The Township of South-West Oxford is **NOT** obligated to accept the lowest price, highest graded or any proposal submitted.

To allow for a proper review and evaluation of each proposal, each proposal submission should include, as a minimum, the following information:

### **10. FIRM'S TECHNICAL QUALIFICATIONS**

- Profile of the Firm, including which office will be involved with the installation of the playground groundcover and equipment;
- Contact names and information from a selection of municipal clients that may be used as point of contact for reference purposes;
- Anticipated number of hours to complete the installation; and
- Firm's experience in installation and equipment to municipal clients.

### **11. PERSONNEL TECHNICAL QUALIFICATIONS**

- Description of experience with regards to all staff and partners that will be assigned to the project; and
- Description of any specialized skills, training or background of assigned staff that may be relevant to the project.

### **12. FEES AND EXPENSES**

- The proposal shall include a firm and detailed quotation for the installation of the playground equipment.
- The proposal shall include a firm and detailed quotation for the installation of the ground cover.
- The fees quoted should include the hourly rate and an estimate of hours broken down between the various installations.
- Should the actual time to perform the installation services be less than estimated, it is expected that the reduction will be passed onto the Township.

### **13. PERMITS**

It is the sole responsibility of the successful bidder to purchase any permits required to complete the project.

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### **14. TIMELINE**

Proposals should include an estimated timeline of the various stages of the installation of the ground cover and equipment.

### **15. CONTACT**

Each proposal should include the name, address, telephone number, fax number and email address of the person designated as the contact person for your proposal to allow for timely responses to any follow-up enquiries that may be required by the evaluation committee during the evaluation process.

### **16. RECEIPT OF SUBMISSIONS**

Bidders are solely responsible for the delivery of their proposals in the manner and time as detailed in this document. Faxed or emailed proposals will **NOT** be accepted.

### **17. WITHDRAWAL OF SUBMISSIONS**

Bidders may only withdraw their unopened submissions provided the request is received by the Health & Safety Coordinator (see contact info under "INSTRUCTIONS TO PROPONENTS"), in writing signed by an authorized agent of the bidder, prior to the indicated closing date and time of this Request for Proposal. If more than one proposal is received under the same name for this Request for Proposal and no withdrawal notice has been filed, the submission contained within the envelope bearing the latest date and time stamp shall be considered the intended proposal and all other submissions shall be considered withdrawn.

### **18. PRICING**

- All prices shall be in Canadian Funds and quoted separately for each item where stipulated;
- Prices shall be firm for the duration of the engagement;
- The proposal price must include all incidental fees and charges of every kind attributable to the engagement;
- All applicable taxes will be considered to be included in the price submitted but should be listed separately; and
- Any extra charges that are not specified within the proposal will not be paid.

### **19. RESERVED RIGHTS OF THE TOWNSHIP**

The Township reserves the right, in its sole discretion, to:

- 1) Issue an award for the work, in whole or in part;
- 2) Refrain from making an award if it determines that to be in its best interest, or not make an award to the highest scored compliant bidder, or any bidder, if it's



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determined by the Township that the costs of completing the work exceeds budgetary constraints;

- 3) Make public the names of any or all bidders;
- 4) Reject a bidder's proposal on the basis of:
  - a) A financial analysis of the actual costs of the proposal based on all the factors including quality, service, experience, price and transition costs;
  - b) Information provided through contact with references;
  - c) The bidder's past performance on previous contracts;
  - d) Information provided by the bidder pursuant to the Township exercising its clarification rights under this Request for Proposal;
  - e) Other relevant information that may result from this process.
- 5) Waive formalities and accept proposals which substantially comply with the requirements of the Request for Proposal;
- 6) Check references other than those provided by the bidder;
- 7) Disqualify any bidder whose proposal contains misrepresentations or any other inaccurate or misleading information, or any inaccurate qualifications;
- 8) Disqualify any bidder who has engaged in conduct which is prohibited by this Request for Proposal;
- 9) Make changes, including substantial changes, to this Request for Proposal provided those changes are communicated to all respondents by way of addenda;
- 10) Cancel this Request for Proposal at any stage;
- 11) Cancel this Request for Proposal and issue a new Request for Proposal for the same or similar deliverables;
- 12) If a single proposal is received, reject the proposal of the sole respondent and cancel the process or enter into direct negotiations with the sole respondent; or
- 13) Reject any or all proposals in its absolute discretion.

These reserved rights are in addition to any other expressed or other rights which may be implied in the circumstances. The Township shall not be liable for any expense, cost, or loss suffered by any bidder or any other third party resulting from the Township exercising any of its rights under this Request for Proposal process.

### **20. WAIVER**

The Township does not accept responsibility for any information or any errors or omissions which may be contained in this Request for Proposal or the data, materials or documents disclosed or as provided to the bidders pursuant to this Request for Proposal. The Township makes no representation or warranty, either expressed or implied, in fact or in law with respect to the accuracy or completeness of this Request for Proposal or such data, materials or documents. The Township shall not be responsible for any actions, costs, losses or liability whatsoever arising from any bidder's reliance or use of this Request for Proposal or any other technical or historical data, materials or documents provided by The Township. The bidder is responsible for obtaining its own independent financial, legal, accounting and technical advice with respect to any information included in the Request for

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Proposal or in any data, materials, or documents provided or required by the Township.

### **21. FREEDOM OF INFORMATION**

All information supplied to the Township becomes the property of the Township and is subject to the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*. Please note the name and contact information of each bidder, along with the total proposal amount may be made public. Disclosure of any other information will be made in accordance with the Act. The bidder must identify any information in its proposal that is submitted in confidence.

### **22. NO COLLUSION**

In participating in this Request for Proposal, the bidder will not discuss or communicate, directly or indirectly, with any other bidder or any servant, agent or representative thereof, respecting the preparation or presentation of their proposal. Each bidder's proposal shall be submitted without any connection, knowledge, comparison of figures or arrangements with any other bidder or servant, agent or representative thereof and each bidder will be responsible to ensure that its participation in this process is conducted fairly and without collusion or fraud.

### **23. CONFLICT OF INTEREST**

The bidder shall clearly identify that he/she has a conflict of interest with respect to other work and/or other clients as they relate to the Township in its Proposal, if such a conflict exists.

### **24. LEGAL CLAIMS**

The Township reserves the right in the appropriate circumstances, to reject any proposal if the bidder, or any officer or director of the bidder, is engaged, either directly or indirectly through another corporation, in a legal proceeding adverse to the Township, its elected or appointed officers and employees.

The term "legal proceedings adverse to the Township" is limited to:

- Criminal prosecution proceedings to enforce Township by-laws or to enforce contraventions in the Township of other applicable legislation; or
- Civil proceedings where a statement of claim or counterclaim or cross claim or other similar document has been issued against the Township.

Bidders may be required to demonstrate that they are in compliance with the requirements of any applicable authority which is licensing, regulating or approving the activities which relate to the request for proposal.

### **25. MISUNDERSTANDINGS AND DISPUTES**

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In all cases of misunderstandings and disputes, verbal arrangements will not be considered, but the bidder must produce written authority in support of their contentions, and shall advance no claim in the absence of such written authority, or use, or attempt to use, any conversation with any parties against the Township or in prosecuting any claim against the Township.

### **26. CANCELLATION**

Failure by the successful bidder to comply with all terms, conditions and general provisions of this Request for Proposal to the satisfaction of the Township shall be just cause for the cancellation of the engagement award. The Township shall then have the right to award this engagement to any other bidder, or to re-issue the Request for Proposal.

### **27. DEFAULT**

In the event that the successful bidder fails to properly, promptly, and fully carry out the work required by these documents, the Township reserves the right to notify the successful bidder to discontinue all work under this engagement, to advertise for new proposals or carry out the work in any way as the Township may, at its sole discretion, deem best.

### **28. INDEMNIFICATION**

The bidder will indemnify and save harmless the Township, its officers, its employees, agents, successors, and assigns, from and against all actions claims and demands whatsoever which may be brought against or made upon the Township and against all losses, liability, judgments, claims, costs, demands or expenses which the Township may sustain, suffer, or be put to resulting from or arising out of the bidder's failure to exercise reasonable care, skill or diligence in the performance or rendering of any work or service required hereunder to be performed or rendered by the bidder.

Without limiting the generality of the foregoing, the bidder hereby agrees to well and truly save, keep harmless and fully indemnify the Township, its employees, agents, successors and assigns, from and against all actions, claims and demands whatsoever which may be brought against or made upon the Township, its successors and assigns, for the infringement of or use of any intellectual property rights including any copyright or patent arising out of the reproduction or use in any manner of any plans, designs, drawings, specifications, information, negatives, data, material, sketches, notes, documents, memoranda, or computer software furnished by the bidder in the performance of this contract.

### **29. CLAIMS AND COSTS**

All costs and expenses incurred by the bidder relating to the proposal submission and any negotiations with the Township will be borne by the bidder. The Township

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is not liable to pay such costs or expenses or reimburse or compensate bidder under any circumstances, including the rejection of any or all other proposals. The Township will not accept responsibility for any delays or costs associated with any review or the approval process. No bidder shall have any claim for any compensation of any kind whatsoever as a result of participating in this Request for Proposal and by submitting a proposal, the bidder shall be deemed to have agreed that it has no claim. The bidder hereby releases and waives any claims for damages, including any claims for damages for fundamental breach, relating to this Request for Proposal.

### **30. NON-ASSIGNMENT**

It is mutually agreed and understood that the successful bidder shall not assign, transfer, convey, sublet or otherwise dispose of their engagement or their right, title or interest therein, or their power to execute the engagement, to any other person, firm, consultant or corporation without the previous written consent of the Township.

### **31. OWNERSHIP OF SUBMITTED MATERIAL**

The bidder (by responding) releases all rights to the proposal which, on acceptance by the Township, become the property of the Township.

### **32. INSURANCE**

The successful bidder shall maintain and pay for Comprehensive General Liability Insurance. The coverage shall include premises and all operations liability to be performed by the bidder, his/her employees, and/or agents. This insurance coverage shall be subject to limits of not less than Two Million Dollars (\$2,000,000.00) inclusive per occurrence for bodily injury, death and damage to property including loss of use thereof for any one occurrence.

An endorsement certifying that the Corporation of the Township of South-West Oxford and the successful bidder be included as an additional name insured.

In addition, the successful bidder shall carry Professional Liability Insurance in the amount of not less than Two Million Dollars (\$2,000,000.00) per occurrence.

The Insurance Policies shall not be altered, cancelled or allowed to expire or lapse, without thirty (30) days prior written notice to the Township. Bidders shall clearly identify in their proposal the insurance requirements as outlined above. The bidder will be entirely responsible for the cost of any deductible that is maintained in any insurance document.

The successful bidder shall hold a current WSIB certificate and shall be required to keep coverage up to date throughout the duration of the project.

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### **33. HEALTH & SAFETY**

Upon successfully obtaining the bid; completion of South-West Oxford Health & Safety Procedure #25 – “Contractor’s Responsibilities & Duties – Tendered”, available on our website [www.swox.org](http://www.swox.org) under Bids and Tenders.

### **34. PURCHASING POLICY**

Please view the South-West Oxford Purchasing Policy available on our website [www.swox.org/Administration/Bidsandtenders](http://www.swox.org/Administration/Bidsandtenders)

### **35. PERFORMANCE EVALUATION**

On completion of the project, the Township shall complete a performance evaluation of the work completed with a copy provided to the vendor.

### **36. EVALUATION AND AWARD**

An evaluation committee consisting of the Treasurer, the CAO, Representatives of the Hilltop Park, and CAO will be assigned the task of reviewing and evaluating all eligible proposals received. All completed evaluations will be discussed with and approved by the CAO prior to the preparation of a Report to Council outlining the results and a recommendation to Council of the preferred bidder. In evaluating each proposal, the following criteria, which are not in any particular order, will be used to score and rank the bidders’ proposals:

- Technical qualifications and expertise of the bidding firm
- Technical qualifications and expertise of the personnel assigned to the project
- Project schedule and timetable
- Past performance and experience with municipalities in Ontario in providing similar services
- Fees and costs (including transition costs) to the municipality and relative value for money of the overall proposal
- Quality and completeness of bidder’s proposal

The Council of the Township of South-West Oxford will make the final decision on the award of the RFP based on a Report to Council prepared by the Treasurer.

The bidder’s proposal is irrevocable and open for acceptance by the Township for a period of ninety (90) calendar days after the closing date and time of this Request for Proposal. The Township may at any time within the above ninety (90) day period accept a bidder’s proposal whether or not any other proposal has been previously accepted.

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**Bid Form:**

I/We have reviewed the entire Request for Proposal Document and hereby offer to provide goods and/or services for the following amounts of money in exchange for the right to enact the requirements of the proposal.

For the provision of Play Equipment at Hilltop Park:

For supply and Installation of New Equipment (Toddler to 12 Years Old)	
Rubber Ground Cover	
Perimeter Border	
Specify .....	
Specify .....	
Specify .....	
Subtotal of Project:	
HST	
Total Cost Including HST	

Attachment: Warranty Information  
 Playground equipment details, brochures, images, illustrations, sketches  
 Details on use of existing equipment and border

Proposed install time frame: \_\_\_\_\_

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Registered Business Name: \_\_\_\_\_

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

City/Prov.: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Bidder's Declaration:

I/We \_\_\_\_\_  
(Name, Title/Position)

Declare that no person, firm or corporation other than the one who's signature or the signature of whose proper officers is attached below, has any interest in this proposal or in the Contract proposed to be undertaken.

Further declare that this proposal is made without any connection, knowledge, of or arrangements with any other company, firm or person making a proposal for the same work and is in all respect fair and without collusion or fraud.

Further declare that no Township of South-West Oxford employee, or Member of Township Council and their families is, or will become interested directly as a contracting party or otherwise or in the performance of the Contract or in supplies, work or business to which it relates or in any portion of the profits thereof, or of any such supplies to be used therein or any of the monies to be derived therefrom.

Further declare that I/We have examined the Request for Proposals and hereby propose and offer to enter into a contract to provide all of the items mentioned and described or implied therein, including, in every case, freight duty exchange, and to accept in full payment therefore, the sums calculated in accordance with the actual quantities provided, and Unit Prices attached to this Proposal.

5. I/We have reviewed all terms & conditions of all forms included as part of this bid.

\_\_\_\_\_  
Signature of Authorized Signing Officer

\_\_\_\_\_  
Date

6. I/We have read and understand all of the terms & conditions of the formats included as part of this bid package.

\_\_\_\_\_  
Signature of Authorized Signing Officer

\_\_\_\_\_  
Date

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7. I/We understand that if our bid is successful, all requirements of the successful bidder as outlined in this bid document will be completed by the time and in the format required.

\_\_\_\_\_  
Signature of Authorized Signing Officer

\_\_\_\_\_  
Date



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### Vendor Experience Form:

The vendor submitting the proposal must provide completed contracts which are similar in scope to the present proposal:

Project Name	
Date Completed	
Value of Project	
Customer	
Description and Location	
Contact Person/Title	
Contact Info (Phone, Email)	

Project Name	
Date Completed	
Value of Project	
Customer	
Description and Location	
Contact Person/Title	
Contact Info (Phone, Email)	

Project Name	
Date Completed	
Value of Project	
Customer	
Description and Location	
Contact Person/Title	
Contact Info (Phone, Email)	

*Pursuant to Section 29 (1) of the Municipal Freedom of Information and Protection of Privacy Act, as amended, and Section 39 (1) of the Freedom of Information and Protection of Privacy Act, as amended, I authorize the Township of South-West Oxford to contact the person or company listed for purpose of obtaining reference information.*

\_\_\_\_\_  
Signature of Authorized Signing Officer

\_\_\_\_\_  
Date