



**TOWNSHIP OF
LAURENTIAN VALLEY**

COMMUNITY DEVELOPMENT, RECREATION AND CULTURE DEPARTMENT

**MUNICIPAL PARK SIGNAGE
REQUEST FOR PROPOSAL LVPS-2024-01**

RFP CLOSING: APRIL 18, 2024, AT 11:00 A.M., LOCAL TIME

NAME OF FIRM OR INDIVIDUAL

ADDRESS

CONTACT NAME AND TELEPHONE NO.

TOTAL TENDER AMOUNT

(Excluding HST,
from page 17 or 18)
(Not unit price)

\$ _____

INFORMATION TO BIDDERS

- 1) The necessary Request for Proposal Document (RFP) is available by contacting the Municipal Office between the hours of 8:30 a.m. and 4:00 p.m. Local Time - Monday through Friday. Any questions regarding this tender shall be directed to:

Navada Sargent, Recreation Coordinator
Township of Laurentian Valley
460 Witt Road
Pembroke, Ontario K8A 6W5
Tel: 613-735-6291
E-mail: nsargent@lvtownship.ca

RFP Closes: Thursday April 18, 2024 @ 11:00 A.M. Local Time

- (a) The financial portions for all RFP's shall be submitted on the supplied Form, in a sealed envelope and shall be clearly marked as to the contents and bidders' name. Designs and other information shall also be submitted on the bidders' own forms/documents and included in the same envelope.
- (b) Each bidder is invited to submit two proposals for each sign location. One submission is to follow the mock-up identified in Figure 1 and the other is a unique design created by the bidder. It is the Township's intention to work with the successful proponent to fabricate and install signage at other Municipal parks and properties throughout the Township in 2024.
- (c) RFP's received by this time, date and at the location specified above, shall be opened, and reviewed by the Municipality.
- (d) All RFP's must be completed in full, in ink and be legible.
- (e) One (1) electronic copy to be provided.
- (f) The RFP Document shall not be modified in any way.
- (g) An officer of the company, designating his position shall sign the form and execute with the company seal. In the case of an individual trading as a company the signature of the person signing the document shall be witnessed.
- (h) Late RFP's **will not** be accepted beyond the closing date/time as set out. RFP's received after the established closing will be returned unopened. Tenders transmitted by Fax or E-Mail **will not** be considered.
- (i) **The lowest or any RFP is not necessarily accepted.**
- (j) Should the Township of Laurentian Valley Municipal office be closed to the public for unforeseen circumstances, tenders may be placed in the mail slot at the office main

entrance **during normal operating hours.**

- (k) The Township of Laurentian Valley will make documents available in an accessible format or via appropriate communication supports upon request. Contact the Township office at 613-735-6291 or by email nsargent@lvtownship.ca for more information.

THE BIDDER DECLARES

- (a) No person, firm, or corporation, other than the Bidder, has any interest in this RFP in the proposed contract for which this submission is made.
- (b) This RFP is made without any connection, comparison of figures or arrangements with or knowledge of any other corporation, firm or person making a tender for the same work and is in all respects fair and without collusion or fraud.
- (c) No member of Council and no officer or employee of the Township is or will become interested directly or indirectly as a contracting party, partner, shareholder, surety or otherwise in any portion of the profits thereof, or in any of the monies to be derived there from.
- (d) The Bidder shall be responsible for construction health and safety within the working areas and for compliance with the Occupational Health and Safety Act and Regulations. To avoid any misunderstanding as to the extent of the Bidder's responsibility, the Bidder, by executing the Contract, unequivocally acknowledges that the Bidder is the Constructor within the meaning of the Act.
- (e) The Bidder will give seven (7) days notice to the Recreation Coordinator prior to the commencement of delivery.

INSURANCE

The Bidder shall provide at all times the following insurances with issuers, satisfactory to the Township and in amounts stated below and ensure that such insurance is enforced and effective.

- (a) The successful Bidder shall provide the Corporation with a valid Workplace Safety and Insurance Board Certificate of Clearance, to the satisfaction of the Corporation's Solicitor.
- (b) The successful Bidder shall provide the Corporation with an original Certificate of Insurance, in a format satisfactory to the Corporation's Solicitor.
- (c) The Contractor shall carry insurance pursuant to Section OPS GC 6.03 of the General Conditions as modified herein in the amount of at least FIVE MILLION DOLLARS (\$5,000,000)

- (d) The Contractor shall carry Liability Insurance, pursuant to Section OPS GC 6.03 of General Conditions as modified herein, which names the following as additional named insured:

The Corporation of the Township of Laurentian Valley
460 Witt Road
Pembroke, Ontario K8A 6W5

CONTRACT TIME

For purposes of this RFP - Contract Time means the time stipulated herein for the Material Supply and Stockpiling to be completed by:

Elgin Street Park Sign – Friday, May 31, 2024 @ 3:30 p.m. Local Time

All Other Municipal Signs - Wednesday, July 31, 2024 @ 3:30 p.m. Local Time

LIQUIDATED DAMAGES

The parties to the RFP agree that in the case that all the work called for under the RFP is not completed by the date specified the Township would sustain a loss or damage. Since it is and will be impracticable and extremely difficult to ascertain and determine the actual loss or damage which the Township will suffer in the event of and by reason of such delay, the parties hereto agree that the Bidder will pay to the Township the sum of **\$200.00 per day** as liquidated damages for each and every calendar day's delay in achieving completion of the work beyond the date prescribed. It is agreed that this amount is an estimate of the actual loss or damage to the Township, which will accrue during the period in excess of the prescribed date for completion.

The Township may deduct any amount under this paragraph from any monies that may be due or payable to the Bidder on any account whatsoever. The liquidated damages payable under this paragraph are in addition to and without prejudice to any other remedy, action or other alternative that may be available to the Township.

SPECIFICATIONS

Frame & Posts

1. Posts shall be 6" x 6" Square Tubular Steel with a minimum wall thickness of 1/8".
2. Posts heights shall very dependent on location and are identified on a separate form within the RFP document.
3. The post bases shall be welded to the tubular steel post and shall be 14" x 14" and a minimum thickness of 1/4", complete with 4 welded gussets. Each base shall be predrilled with appropriately sized diameter holes to accommodate mounting anchor bolts.

4. Each sign shall have sufficient horizontal steel crossers for mounting the signs, either by bolt or weld to the vertical posts.
5. 2 eyelets shall be welded to each post under the sign frame to allow for the attachment of a 2.5' x 4' banner.
6. All welding shall be completed by certified welders.
7. All metal shall be shot blasted or sand blasted to white metal condition before paint is applied.
8. The posts shall be painted with 2 coats of an anti-corrosive epoxy primer.
9. The posts shall be painted with 2 coats of Polyurethane paint. Colour Specifications:

Pantone 308 Coated (Pantone 315 U)
CMYK 100, 18, 8, 50
RGB 0, 88, 124
HEX #00587c

Foundation and Site Works

1. Each post shall be installed on a footing; 24" diameter x 48" high cardboard concrete form (i.e. Sonotube), filled with concrete. Footing top shall be set at 6" above existing ground grade.
2. 4 anchor bolts, appropriately sized in diameter shall be installed in each footing, matching the drilling pattern of the post footing.
3. The site shall be fully restored and free of all debris following installation.
4. The bottom sign panel must be installed at a minimum height of 48" above the base of the sign posts.
5. Contractor responsible for all locates.

Sign Specifications

1. Each sign panel shall be 60" in width.
2. The height of each panel shall be as identified below:

Top LV Branded Panel: 48"
Facility Panel: 48"

3. Font Shall be Foco Black as per LV Branding Guidelines.
4. Icons shall be 8” square. Symbol and number of icons to be determined with the successful proponent. Removable or interchangeable material preferred to ease any futures edits and changes of facility amenities.
5. Sign background shall be white pressure sensitive vinyl Reflective.
6. Sign colours shall be in accordance to LV Branding Guidelines:

Pantone 308 Coated (Pantone 315 U)
CMYK 100, 18, 8, 50
RGB 0, 88, 124
HEX #00587c

Pantone 110 Coated (Pantone 7405 U)
CMYK 2, 22, 100, 8
RGB 218, 70, 0
HEX #daaa00

Logos for Recreation Committees shall be coloured matched to electronic file provided.

7. The Facility name, address and LV logo shall be included on each sign panel as well as Recreation Committee logo if one exists.
8. Sign panels shall be single sided.
9. Directional arrows may be required on each sign and will be identified as required.
10. Sign substrate shall be minimum 6mm aluminium composite sign panel or equivalent
11. Print quality shall be a minimum of 720 x 720 dpi.
12. A 2-mil over laminate shall be applied to all signage.
13. The top panel shall include a CNC cut logo.
14. Electronic copies of all logos will be provided to the successful bidder.

15. Park Names are as Follows:

5 Single Facility Signs:

Elgin Street Park
Stafford Park
Pleasant View Park
Forest Lea Park
Shady Nook Recreation Centre

1 Larger Sign to Incorporate 2 Facilities (2 facility panels):

Alice & Fraser Recreation Centre
Four Seasons Trail & LV Lodge

The final decision and number of signs ordered shall be based on costs and budget allocation.

Maps have been attached showing the approximate location for each sign installation.

INSPECTION

The Recreation Coordinator or designate reserves the right to:

- (a) Inspect all work performed by the Bidder under this RFP.
- (b) Shut down any operation, which gives an indication of poor workmanship or substandard materials being supplied under this RFP.
- (c) Refuse or reject any material or workmanship until it is proven to be of a satisfactory quality.

PAYMENT

Payment will be made in full providing the following conditions are met:

- (a) All work as per this RFP is completed according to the terms thereof.
- (b) All work is completed to the satisfaction of the Township Public Works Manager.
- (c) An invoice for the full amount shall be submitted after all work is complete.

FREEDOM OF INFORMATION

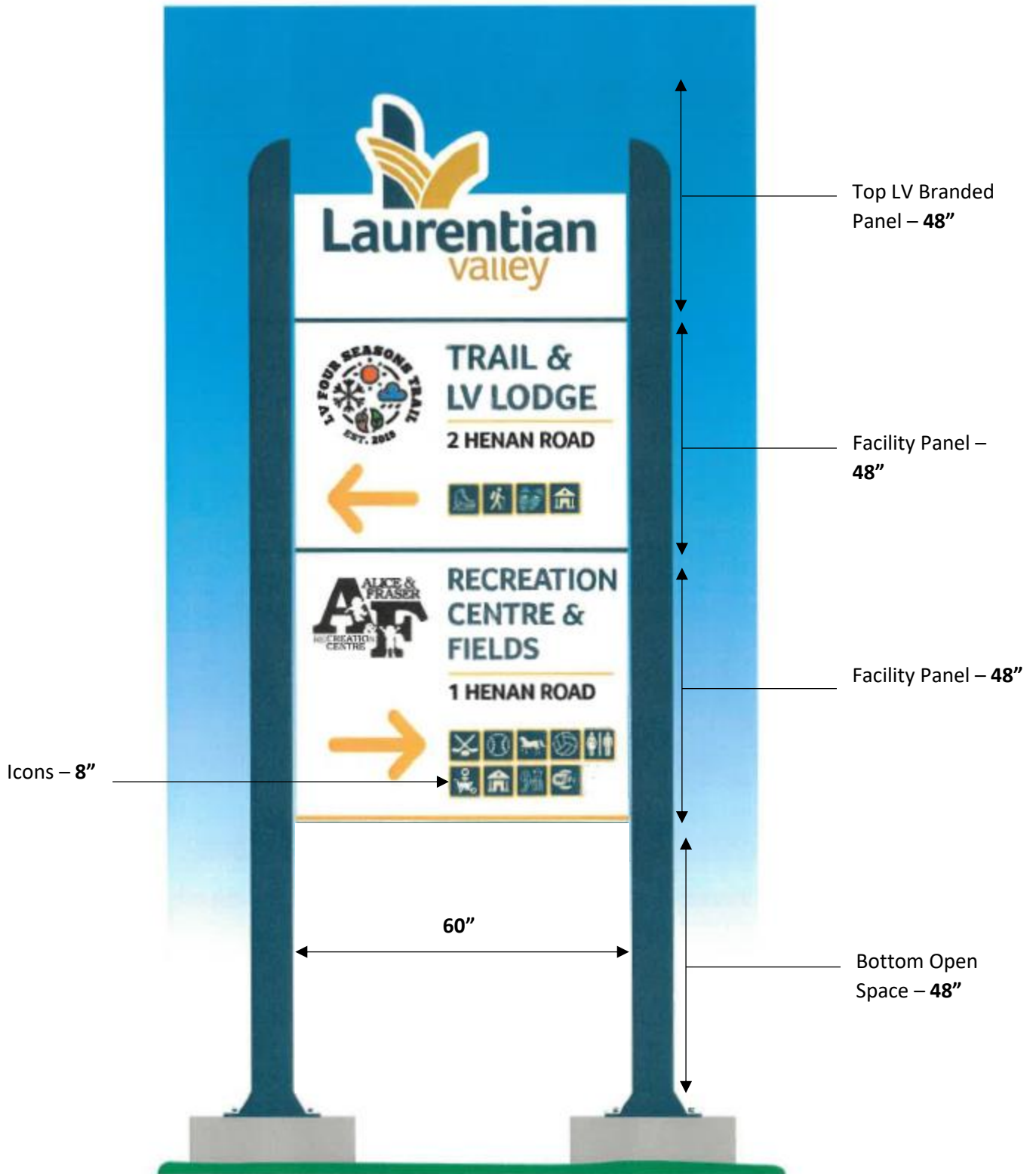
All written quotations/tenders received by the Township of Laurentian Valley become a public record. Once a quotation/tender is accepted and a contract is signed, all information contained in them is available to the public, including personal information.

Questions about collection of personal information and the *Municipal Freedom of Information and Protection of Privacy Act, 1989*, should be directed to:

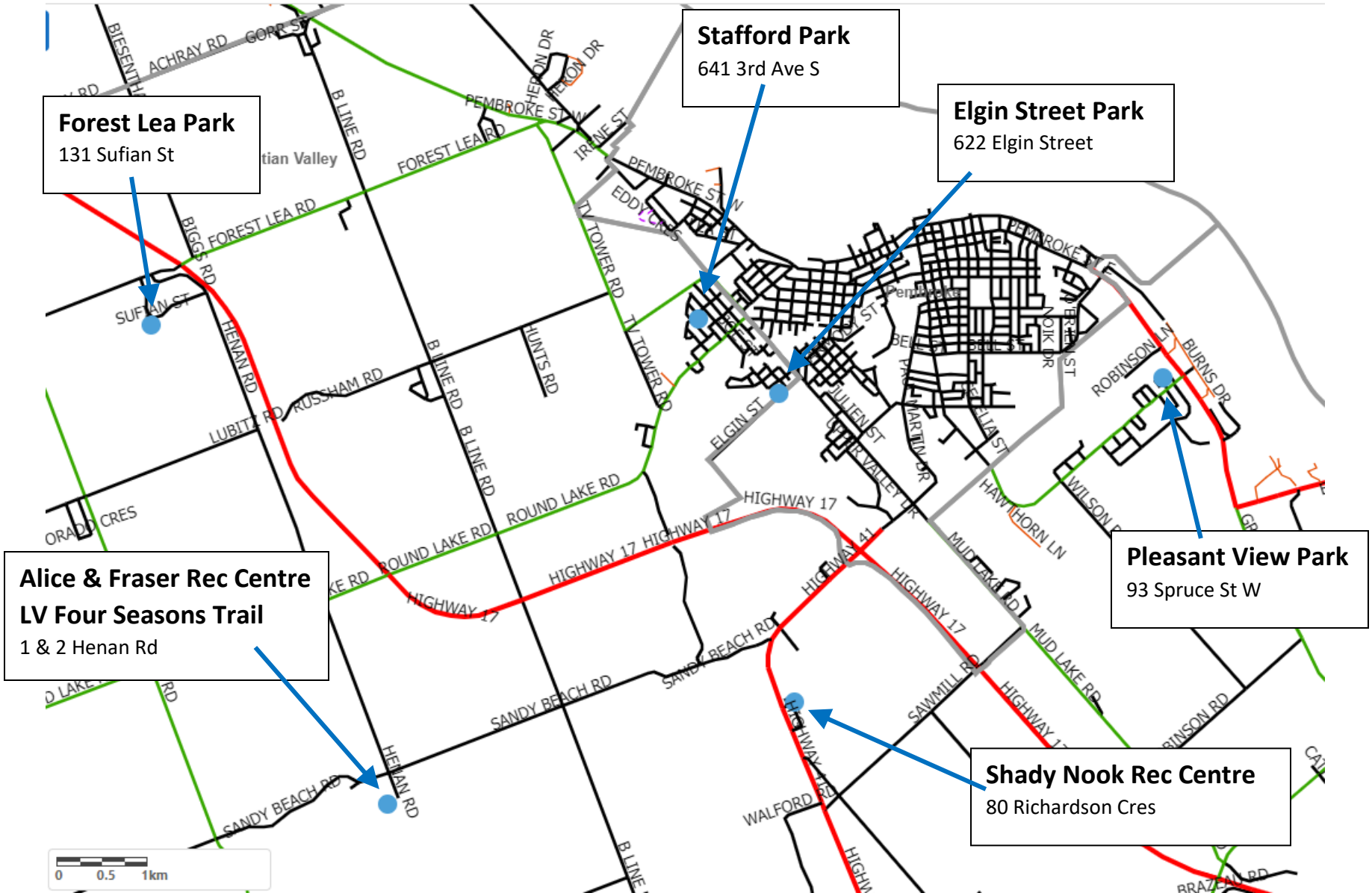
Township of Laurentian Valley
Freedom of Information Co-ordinator
460 Witt Road
Pembroke, ON K8A 6W5

FIGURE 1

Sample Mock Up



Key Map Locations of Township of Laurentian Valley Parks



Forest Lea Park - 131 Sufian St

- New sign to be located on as left front entrance of Forest Lea Park
- To replace old sign
- Old sign to be removed
- Pickets and red star indicate location



Alice & Fraser Rec Center and LV Four Seasons Trail & Lodge – 1 & 2 Henan Rd

- To replace old sign
- Old sign to be removed
- Pickets indicate approximate location of new sign
- New sign to go where star is (pickets will be moved to reflect amended location)
- New sign to go 2 feet in front/middle of flagpoles



Shady Nook Rec Centre – 80 Richardson Cres

- New sign to be located in exact location where current sign is installed at entrance of parking area (right side)
- To replace old sign
- Old sign to be removed



Pleasant View Park – 93 Spruce St W

- New sign to be located on right side of entrance of parking area in grass area
- To replace old signs
- Old signs to be removed



Elgin Street Park – 622 Elgin Street

- New sign to be located where pickets are in grass patch at front left entrance to parking area
- New park no older sign to remove



Stafford Park – 641 Third Ave S

- New sign to be located where pickets are in grass patch at front left entrance to parking area
- No old sign to remove



THE UNDERSIGNED HAS CAREFULLY EXAMINED THE INFORMATION ATTACHED HERETO, IS FULLY INFORMED AS TO THE TOWNSHIP’S REQUIREMENTS, AND HEREBY SUBMITS THE FOLLOWING PRICE:

LOCATION, ITEM & QUANTITY:

SUMMARY OF WORKS - Option 1

Facility Name	Location	Item	Unit	Unit Price	Amount
Alice & Fraser Rec Centre and LV Four Season Trail & LV Lodge	1 & 2 Henan Road	Supply and Install Combo Park Signage as per figure 1 attached.	1		
Elgin Street Park	622 Elgin Street	Supply and Install Park Signage as per figure 1 attached.	1		
Pleasant View Park	93 Spruce Street West	Supply and Install Park Signage as per figure 1 attached.	1		
Forest Lea Park	131 Sufian Street West	Supply and Install Park Signage as per figure 1 attached.	1		
Stafford Park	641 Third Ave South	Supply and Install Park Signage as per figure 1 attached.	1		
Shady Nook Rec Centre	80 Richardson Crescent	Supply and Install Park Signage as per figure 1 attached.	1		

**SUB-TOTAL \$ _____
(Enter amount on cover page)**

HST (13%) \$ _____

**TOTAL QUOTATION PRICE \$ _____
(HST included)**

LOCATION, ITEM & QUANTITY:

SUMMARY OF WORKS - Option 2

Willing to accept alternate concepts of similar nature and design in order to reduce costs.

Facility Name	Location	Item	Unit	Unit Price	Amount
Alice & Fraser Rec Centre and LV Four Seasons Trail & LV Lodge	1 & 2 Henan Road	Design, Supply and Install Park Signage as per own design.	1		
Elgin Street Park	622 Elgin Street	Design, Supply and Install Park Signage as per own design.	1		
Pleasant View Park	93 Spruce Street West	Design, Supply and Install Park Signage as per own design.	1		
Forest Lea Park	131 Sufian Street	Design, Supply and Install Park Signage as per own design.	1		
Stafford Park	641 Third Ave South	Design, Supply and Install Park Signage as per own design.	1		
Shady Nook Rec Centre	80 Richardson Crescent	Design, Supply and Install Park Signage as per own design.	1		

SUB-TOTAL \$ _____
(Enter amount on cover page)

HST (13%) \$ _____

TOTAL TENDER PRICE \$ _____
(HST included)

Units given are indicative of overall requirements and are for Tender purposes only. The Township reserves the right to order quantities greater or less than the given units at the unit price Tendered.

DATED AT _____ this _____ day of _____, 2024.

COMPANY _____

ADDRESS _____

TELEPHONE# _____ **FAX#** _____

NAME _____

POSITION _____

SIGNATURE: _____